

KALAMZOO VALLEY COMMUNITY COLLEGE  
MAT ADVISORY COMMITTEE MEETING

Minutes

December 13, 2017 at 6:00 pm

Room 7334

**MINIMUM GOAL STATEMENT:** To prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

**I. Attendance**

Ken/Jean Brink	Lori Haley, CMA (AAMA)
Sarah Aviles, CMA (AAMA)	Sarah Aviles, CMA (AAMA)
Amanda Palik, CMA (AAMA)	Kathy Stuut, CMA-A (AAMA)
Cindy Welch, CMA-AC (AAMA)	Patti Hostetler, CPC
Charlotte Guyette (current student)	
LaSonda Wells, Counseling	Mary Dey, CMA-AC (AAMA)
Paige Eagan – Dean of Math, Science, Allied Health	

**Absent**

Michael Ku, DO	Jill Vroegindewey, CMA (AAMA)
Rusty Dowling, CMA (AAMA)	Cindy Lee, CPC
Kim Terpstra, CMA (AAMA), CPC	Lindsey Tomancik, CMA (AAMA)
Chris Stroven, Counseling	Lindsay Harvey, CMA (AAMA) faculty
LauraEtta Swaby (current student)	Courtney Essar, CMA (AAMA) graduate
Annette Stewart, CMA (AAMA) graduate	

Ms. Dey thanked everyone in attendance for braving the weather to attend this meeting. Several people have emailed and/or called within the last couple hours to indicate they would not be able to attend due to the weather.

II. Minutes of the March 2017 meeting – approved as distributed

III. Report of the Program Director

- a. Graduate surveys for 2017 graduates - completed
- b. Employer surveys (per CAAHEP requirements) – 5 sent, 1 returned so far
- c. Student things:
  - April 1-15 accepting applications for fall 2018
  - CMA exam results – of the 2017 graduates, 1 student has failed the CMA exam, she is asking about taking the RMA exam; 7 students have passed so far
  - Are there any other credentials (besides the RMA) being looked at in your facilities?
    - At Bronson practices, CMA and RMA are the preferred credentials in this area; Borgess isn't promoting either credential at this point
  - Do stackable credentials have any value?
    - No one has heard anything about this being a benefit

- LaSonda Wells – AAS degree updates

A meeting was held with the degree auditor, Dean Eagan, the PD and myself to attempt to broaden the pathways for students in the program achieving the AAS degree. Traditionally, students were waiting to enter the nursing program but that has changed over the past few years. With the institution of bachelor programs accepting all program credits with the AAS (Siena Heights and Davenport), we are seeing more students going the route of business, HIT, public health, etc. The new plan expands student options and offers several different “tracks” for students.

Also, beginning in the fall 2018, RCP 125 (CPR) has been discontinued and microbiology and cell biology are being combined into one course. Students will need to seek another venue for attaining CRP certification. One option is to take WPE 112 (Safety and First Aid).

- d. Informational meetings being held on campus for potential students. Eight students attended the last one held. The next one is scheduled in January. Besides giving these students information about the program itself and admission requirements, a tour of the new lab space is also given.
- e. Pilot project with WPE – winter semester has us working with Joe Brady’s (WPE instructor) personal training class. The students are having their glucose and lipids checked by finger poke. The students’ then work with “clients” to educate them about the benefits of diet and exercise and encourage them to also have their blood work checked. Lori and two current students are managing this project. Plan is to continue this next semester and possibly expand it somewhat.
- f. Apprenticeship update. For the past two years, Michigan Works has been promoting apprenticeships in medical assisting. Three community colleges in the GR area have been successful in working with 5 employer groups from that area. At this point, we are not sure what’s happening in this area but talks continue between Bronson and Michigan Works. If/when the time comes to involve the medical assisting program, discussion here has evolved around the fact that
  1. it will take some intensive planning and revision of the current MAT program to accommodate apprenticeship students;
  2. a separate cohort would be needed;
  3. no further time/energy will be expended on this project until a commitment is obtained from an employer.
- g. WMed students – both Lori and I met with a group of 6 first-year medical students from WMed. They are required to complete community service projects. Since our meeting, they have submitted two proposals that involve medical assisting. Will keep you posted on those projects as information evolves. Thanks to Paige Eagan and Cynthia Schauer for encouraging these students to utilize our great new facility.

#### IV. Unfinished business

- a. Renovation completed – additional furniture and supplies received
- b. Update on Capital Budgeting 2017 - 2018
  - technology for Sim lab for audio/video recording (\$11,700) – may be in the Perkin’s budget but we’re still looking for this submission
  - 12 laptops for EMR and WOW cart (\$12,800) (approved and received)

- PT/INR equipment (CoaguChek \$2300.00 for 3) (approved and received)
  - new spirometer (\$1700) (approved thru Perkins funding)
  - fees for reaccreditation site visit (\$2800.00) (approved)
- V. New business
- a. Reaccreditation schedule
    - self study – due Friday April 6, 2018; the current plan is to have the draft to the dean and VP Bertch by mid-March for review
    - site visit date – August 6-7, 2018 (Monday-Tuesday). This will involve interviews with students, faculty, staff and the advisory committee members (probably over lunch) usually on the first day. More information will be provided as that schedule is fleshed out.
    - will be working with budget auditor (Otten), library people (Howlett) and others as needed. Also working with Mary Kay Pobocik (support person) for formatting of attachments, etc. Lori will be more involved as well as this progresses, assisting in assuring that all documentation is complete and accurate
  - b. Capital Budgeting 2018
    - asking for technology again (Sim Lab stuff as above) if the old request is not found/processed
    - Clinitek Status (\$1000.00)
    - CardioChek machines (2) - \$959.00 each
  - c. The Health Career program directors and dean(s) have been meeting regularly this semester and are looking at (1) an online application process, (2) changing the time frame for acceptance of prereq courses and (3) possibly changing the GPA requirement for admission from the current overall GPA back to only using the prereq GPA for admission. More information on all of this will follow.
  - d. Any new products, services out there that we should know about/incorporate into our teaching. Nothing was brought forward at this time.
  - e. Nothing else was brought to the attention of the group.

Adjournment: 7:30 pm

Kathy Stuu, CMA-A (AAMA)  
Secretary