

KALAMZOO VALLEY COMMUNITY COLLEGE
MAT ADVISORY COMMITTEE MEETING
MINUTES

December 12, 2018 at 6:00 pm
Room 7334-7336

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

I. Attendance

Ken Brink	Annette Stewart, CMA (AAMA)
Cindy Lee, CPC	Courtney Essar, CMA (AAMA)
Sarah Aviles, CMA (AAMA)	Nicole Schmidt
Michael Ku, DO	Chris Stroven, Counseling
Lindsey Harvey, CMA (AAMA)	Mary Dey, CMA-AC (AAMA)
Kathy Stuut, CMA-A (AAMA)	
Jill Vroegindewey, CMA (AAMA)	
Cindy Welch, CMA-AC (AAMA)	
Patti Henning– Dean of Instruction – Health Careers and Sustainable Foods	
Amy Murray – Healthcare Admissions	

II. Minutes of the April 25, 2018 meeting were approved as distributed

III. Report of the Program Director

- a. Graduate surveys for 2018 graduates – have been sent; waiting results
- b. Employer surveys (per CAAHEP requirements) will be sent in January
- c. Annual Report Form due February 18th
- d. Applications for program: Amy Murray
April 1-15 accepting applications – new criteria goes into effect this time around.
It will only be applied if there are more applicants than seats available.
- e. Informational meetings being held – next one January
- f. In August, 18 graduated. So far, 11 have passed the CMA exam and 1 has passed the RMA exam.
- g. The site visit report was shared with the group. It was a very successful site visit. Thanks to all who participated! At the exit interview, the site visitors commented on the fact that we had only 1 full time faculty (the program director), and indicated that they were citing this area of the standards as they felt the PD did not have enough time to devote to the administrative responsibilities required of the PD as evidenced by our Annual Report. On the site visit report, this citation had been removed. Regardless, we have put forth a budget initiative for a full-time faculty position. Will keep you informed on the progress.
- h. Ms. Dey has begun the paperwork process for retirement. The plan is for her to retire August 31, 2019. Two reasons for this: (1) the program runs all year long and a practicum coordinator is needed to assure that current students are followed through their externships; (2) the PD position would not be posted for

replacement of the PD until the formal letter of retirement was sent to the appropriate parties (president, VP, HR).

IV. Unfinished business

Capital Budgeting 2017-2018

Technology for Sim lab for audio/video recording (\$11,700) – still not fully working. The IT people are telling us it will be fully operational next semester.

Capital Budgeting 2018-2019

Siemens Clinitek Status has been received; Cardiochek Plus Analyzers have been received

Capital Budgeting 2019-2020

We have asked for the following:

- full-time faculty person, replacement for PD position
- \$10,000 to offer flu vaccines on campus
- 2 training babies (\$1000)
- another EKG machine with cart (\$3300)

V. New business

PROE survey was distributed to the members in attendance for their completion. It will be sent to the institutional research people.

No new services or equipment was brought to the attention of the group.

The meeting was adjourned at 6:55 p.m.

Kathy Stuu, CMA-A (AAMA)