

**Kalamazoo Valley Community College**  
**Medical Assistant Technology Program**  
**October 23rd, 2019 6:00pm-7:00pm**  
**Program Director: Dee Loucks, CMA**

## **MEETING MINUTES**

**Attendance: Laura Marshall, Ashley Van Maarn, Kindy Johnson, Cindy Lee, Ken Brink, Amy Murray, Karen Robyn, Ethan Meyers, Kathy Stuet, Sarah Aviles, Ana Abendschein, Patricia Hostetler, Dee Loucks, Cindy Welsh, Carrie Conroy, Faith Bentley**

- Introductions
- Sharing News and Knowledge
  - Today is MAT appreciation Day
  - The CB of the American Association of Medical Assistants is introducing a pilot program that will allow students to take the CNA without graduation
- Short Survey from Dean Patti Henning
  - Perkins funding (\$625,000) supports occupational programs that helps students with the cost of attendance, aids in the purchase of equipment, provides help with accommodations for students, supports faculty and staff development and training.
    - Perkins 5 requires a comprehensive needs assessment. Advisory Board input is essential to the successful completion of this needs assessment.
    - All board members present were asked to fill out the survey.
- Follow-up from Last Advisory Meeting
  - Capital purchase for pediatric mannequins
- Program Goals & Learning Objectives:
  - The MAT has a practical at the end of each semester. The purpose of this exercise is to review student skills before they enter externships.

- To fulfill a need in the community, we would like to offer day course offerings. Currently, the MAT only offers night classes.
  - The MAT program has one full-time employee; most of our adjunct faculty work full-time jobs and are only able to work evenings
- Check with Dee about recruitment opportunities
- Looking at retention as a main priority.
- Annual Report and Outcomes: Get these results from Dee
  - Graduate and Employment surveys are the most challenging to get back. This information is essential to program assessment.
  - Certification results: last year; one failed exam. 93% pass rate. 9 summer graduates.
  - 12 of 13 graduates are working
  - Last academic year, 74% retention rate.
  - The math exam has been changed to remove many of the pharmacology questions because MAT students don't perform many of the skills (IV drips) being tested and haven't taken the courses yet to teach them. Removing this obstacle has improved retention considerably.
  - A book change for MAT.....
- Other Assessment Results:
  - Introducing a new student survey. In the past student surveys were hand-written (IDEA forms.) The new survey system (Evaluation Kits) is online and students can fill them out remotely via phone, desktop.
- Program Changes (possible changes):
  - Adding an instructor winter of 2020, Andrea Page. She will teach Human Disease.
  - Dee Loucks has spent significant time in the classroom observing. The MAT program is moving toward a more student centered, hands-on learning. Skill check-off in class, real-time.
  - Offering more blended courses; which are a mix of online and limited classtime.
  - Affiliation agreement? Ask Patti.
- Substantive Change (possible changes):
- Other Identified Strengths

- Other Identified Weaknesses
- Action Plan for Improvement: Responsiveness to Change
- Other Business
- Future Meetings: April 2020

*We are committed to enriching the lives of our students and communities through quality educational programs and services.*

*To accomplish these ends, we will:*

- *Support student goal achievement through access to learning experiences and assessment.*
- *Support a balance between a comprehensive curricular base and innovations in education, personal development and technology by strategically utilizing resources.*
- *Provide curriculum and supportive services relevant to the needs of individuals, enterprise and government.*
- *Maintain a learning environment built upon the inclusivity of ideas of all cultures and ethnic backgrounds.*
- *Support economic vitality and stability through development of a skilled local workforce.*
- *Integrate the components of campus-based instruction, The Groves and the Kalamazoo Valley Museum to support student and community needs.*