

MAERB is providing this template for the use of the Program Directors in order to help them cover the substantive issues outlined in the *Standards and Guidelines*. This form is optional, and it certainly can be revised and adopted.

Advisory Committee Agenda Template

SPONSORING INSTITUTION:	Kalamazoo Valley Community College		
		DATE, TIME & LOCATION OF MEETING:	June 5, 2024 6:00 p.m. Zoom
ATTENDANCE			
Community of Interest	Name(s) – List all in attendance. It is acceptable to have multiple members in a category.		Agency/Organization
• Current Student	Therese Elliott		
• Graduate	Angela Bishop		MA
• Physician(s) (<i>PA, NP, DO</i>)			
• Employer(s) of Graduates Representative			
• Public Member	Ken Brink		
• Other	Jill Vroegindewey Christa Smith Sarah Aviles Darla Wall		Bronson Healthcare Group Borgess Bronson Healthcare Group
• Faculty (<i>ex officio</i>)	Dorinda Loucks Patti Hostetler		Kalamazoo Valley Community College Kalamazoo Valley Community College
• Program Director (<i>ex officio</i>)			
• Sponsor Administration (<i>ex officio</i>)			
• Minutes Prepared by	Martha Lull		Office Manager BHLC

	Agenda Item	Reviewed	Discussion	Action Required	Lead Person	Goal Date																		
1.	Sharing News and Knowledge		<ul style="list-style-type: none"> • New textbook for Medical Terminology and Anatomy Systems • MA opportunities in the community • AAMA National Convention will be held in Grand Rapids this year 																					
2.	Follow-up from Last Advisory Meeting <ul style="list-style-type: none"> • Previous suggestions explored • Changes Achieved • Shifts in changes 																							
3.	Program Goals & Learning Objectives: Reviewing and Revising <ul style="list-style-type: none"> • Assessment of goals • Report on any goals in addition to the minimum expectations 																							
4.	Annual Report and Outcomes: Monitoring Needs and Expectations <ul style="list-style-type: none"> • Graduate Surveys • Employer Surveys • Resource Assessment • Thresholds 		<table border="1" data-bbox="850 922 1367 1149"> <thead> <tr> <th>Grad Year</th> <th>Retention</th> <th>Placement</th> <th>Employer Satisfaction</th> <th>Exam Part. Rate</th> <th>Exam Pass Rate</th> </tr> </thead> <tbody> <tr> <td>2022</td> <td>97%</td> <td>94%</td> <td>100%</td> <td>30%</td> <td>100%</td> </tr> <tr> <td>2023</td> <td>95%</td> <td>93%</td> <td>100%</td> <td>60%</td> <td>100%</td> </tr> </tbody> </table> <p data-bbox="850 1154 1367 1219">The Exam participation rate needs at least 70% to get out of the red.</p>	Grad Year	Retention	Placement	Employer Satisfaction	Exam Part. Rate	Exam Pass Rate	2022	97%	94%	100%	30%	100%	2023	95%	93%	100%	60%	100%			
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5.	<p>Other Assessment Results: Monitoring Needs and Expectations</p> <ul style="list-style-type: none"> • Student • Faculty • Program • Other 		<ul style="list-style-type: none"> • MATs will need to be licensed not just certified. • Bronson has their classes for MATs instead of partnering with KVCC. Bronson is taking much of the high school students. • Medical Assistants are still in high demand. <p>Student Feedback:</p> <ul style="list-style-type: none"> • Graduate student suggested going over more of pharmacology. • Current student suggests going over more of the administration part of the job. <p>Suggestion:</p> <ul style="list-style-type: none"> • It was suggested to have students give the top 3 reasons a patient should be on medication. Reconcile medications between doctors. Having a broader class of medications. 			
6.	<p>Program Changes (possible changes): Responsiveness to Change</p> <ul style="list-style-type: none"> • Course changes • Practicum changes • Curriculum <ul style="list-style-type: none"> ○ Content ○ Sequencing ○ Competencies • Other (???) 		N/A			

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7.	Substantive Change (possible changes): Responsiveness to Change <ul style="list-style-type: none"> • Program Status • Program Sponsor Administrator Personnel • Program Personnel • Change in Instruction Modality (Distance, Hybrid) • Additional campuses, instructional sites, practicum sites 					
8.	Other Identified Strengths		<ul style="list-style-type: none"> • Good Outcomes • Strong Instructional Staff • Reputable • Solid partnership with the medical community 			
9.	Other Identified Weaknesses		<ul style="list-style-type: none"> • Retention of part-time students • Visibility of the program • Bronson’s clinical assistant program • Program too long? • Difficulty meeting the demands of the market 			
10.	Action Plan for Improvement: Responsiveness to Change					
11.	Other Business					
12.	Future Meetings		October 23, 2024 In person			