

Advisory Committee Agenda Template

SPONSORING INSTITUTION:	Kalamazoo Valley Community College		
		DATE, TIME & LOCATION OF MEETING:	October 30, 2024 6:00 p.m. KVCC Texas Township Campus
ATTENDANCE			
Community of Interest	Name(s) – List all in attendance. It is acceptable to have multiple members in a category.		Agency/Organization
• Current Student	Jenny Thomason		
• Graduate	Angela Bishop		MA
• Physician(s) (PA, NP, DO)			
• Employer(s) of Graduates Representative			
• Public Member			
• Other	Jill Vroegindewey Krista Smith Darla Wall Cindy Lee Amy Murray Cindy Welch Kathy Stuut		Bronson Healthcare Group Borgess
• Faculty (<i>ex officio</i>)	Dorinda Loucks		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">Looking for a new provider to be on the boardMiscellaneous employers: mental health facilities, Kalamazoo County Jail, orthodontic practices.																					
2.	Follow-up from Last Advisory Meeting <ul style="list-style-type: none">Previous suggestions exploredChanges AchievedShifts in changes		<ul style="list-style-type: none">Approval of minutes from last meeting. Jill approved, everyone 2nd.																					
3.	Program Goals & Learning Objectives: Reviewing and Revising <ul style="list-style-type: none">Assessment of goalsReport 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 SurveysEmployer SurveysResource AssessmentThresholds		<table><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><tr><td>2022</td><td>81%</td><td>82%</td><td>100%</td><td>60%</td><td>78%</td></tr><tr><td>2023</td><td>94%</td><td>100%</td><td>100%</td><td>60%</td><td>100%</td></tr></table> <p>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	81%	82%	100%	60%	78%	2023	94%	100%	100%	60%	100%			
Grad Year	Retention	Placement	Employer Satisfaction	Exam Part. Rate	Exam Pass Rate																			
2022	81%	82%	100%	60%	78%																			
2023	94%	100%	100%	60%	100%																			

	Agenda Item	Reviewed	Discussion	Action Required	Lead Person	Goal Date
5.	Other Assessment Results: Monitoring Needs and Expectations <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. • Medical Assistants are still in high demand. • Discussed that KVCC offers a phlebotomy class and a CAN class that is no credit • MAT program is \$8,000. Would like to know how much it costs Bronson to put their students through Bronson's program. • Discussed about partnering with Bronson and their program for the students to come back to KVCC to get an associates degree. Maybe KVCC pays for their certificate. Another way to stand out from Bronson. <p>Student Comment:</p> <ul style="list-style-type: none"> • More exposure to law and ethics 			
6.	Program Changes (possible changes): Responsiveness to Change <ul style="list-style-type: none"> • Course changes • Practicum changes • Curriculum <ul style="list-style-type: none"> ○ Content ○ Sequencing ○ Competencies • Other (???) 		<ul style="list-style-type: none"> • Dee shared the textbooks for everyone to view. 			

	Agenda Item	Reviewed	Discussion	Action Required	Lead Person	Goal Date
7.	Substantive Change (<i>possible changes</i>): 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 		<ul style="list-style-type: none"> • Currently 18 students. Four of which work at Bronson and 3 international students. • Doing as much outreach as possible. Going into Biology classes to collaborate. • Dentist offices are now accepting MA's • CEU's – students can earn them before getting certified. 			
8.	Other Identified Strengths		<ul style="list-style-type: none"> • Good Outcomes • Strong Instructors • Positive Employer Surveys • Placement Rates • Strong community relationships 			
9.	Other Identified Weaknesses		<ul style="list-style-type: none"> • Retention of part-time students • Visibility of the program • Overall student population • Difficulty meeting the demands of the market 			
10.	Action Plan for Improvement: Responsiveness to Change		<ul style="list-style-type: none"> • Will find out if Borgess pays for externship 			
11.	Other Business					
12.	Future Meetings		TBA			