

KALAMAZOO VALLEY COMMUNITY COLLEGE
MAT ADVISORY COMMITTEE MEETING MINUTES
March 20, 2017 at 6:00 pm
Room 4130

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

- I. Attendance: See sign in sheet (used due to having all the MAT students attend this meeting)
- II. Minutes of the April 20, 2016 meeting – approved as distributed. The winter advisory meeting schedule for December was canceled due to inclement weather.
- III. Report of the Program Director:
 - a. Graduate Surveys for medical assistants were sent. Of the 13 surveys sent, five were returned and all five showed positive responses in the cognitive, psychomotor and affective areas.
 - b. Employer surveys – employer surveys were sent to 7 employers of our graduates (identified either from student surveys or self-reporting). Of those, three employers responded (27.27%), all with positive responses in the cognitive, psychomotor and affective areas.
 - c. Annual Report Form – This was distributed to the committee and discussed. KVCC was below threshold in the employer survey area (threshold is 30%). Part of this was caused due to how the data is collected (by starting cohort rather than graduating cohort).
 - d. Practicum hours – currently 192 (4 credits). Several advisory committee members (graduates and employers) felt that this number is sufficient.
 - e. Practicum evaluation of students – MAERB no longer requires that our practicum coordinator physically check on the students during their externships. Dean Taylor indicated that we currently have money in the budget for travel to sites and he feels strongly that our current practice of visiting the sites be continued as it helps strengthen relationships with those sites as well as keeping the students on their toes as they do not know when we will be visiting. Past graduates agreed with this as well as did several of the employers.
 - f. AAS degree problems – LaSonda Wells, counseling, brought it to my attention that there are issues with the current AAS program plan and having our MAT students graduate with the AAS in medical assisting. The OTS degree (Occupational Technical Studies) has been the degree that students have been able to achieve without having to take several additional classes (usually because of the prereqs required for other classes needed). Ms. Wells and I will be having a meeting to further discuss this issue and see what changes can be implemented to assure our graduates are eligible for the MAT AAS degree. Additional information will be available at our next meeting.
 - g. Other things: we are holding informational sessions to help recruit potential applicants to the program. Kristen DeBruin is our new “Pathway Advisor”.
 - h. New space: current students showed the advisory committee our newly renovated space in room 4150. Many positive comments were received and Dean Taylor was thanked for his efforts on behalf of the medical assisting students.

- i. Marketing – the medical assisting program will be featured in a May KVCC Focus article. The photographer was available tonight to take pictures of the facility and candid shots as the advisory committee saw the space for the first time. Marketing is also putting together a promotional card for the certificate and the AAS programs. We will hold an Open House for the community in early June once the Focus article hits the mailboxes of county residents. The marketing department would like to interview students as well as members of the advisory committee for this article.
- IV. Unfinished Business:
Capital requires submitted for 2017 - 2018– technology for Sim lab for audio/video recording (\$11,700), 12 laptops for EMR and COW (\$12,800), PT/INR equipment (CoaguChek \$2300.00 for 3), new spirometer (\$1700), fees for reaccreditation site visit (\$2800.00)
- V. New Business:
 - a. Dean Taylor is retiring March 31, 2017 after 40 years at KVCC. The committee again thanked him for this efforts on behalf of the medical assisting students.
 - b. Dean Taylor introduced to the group our new Dean, Paige Eagan. She will be taking over medical assisting and dental hygiene at the Texas Township campus upon Jim’s retirement.
 - c. Any new products, services out there that we should know about/incorporate into our teaching. Specifically mentioned was a Clinitech machine for urinalysis. Dr. Ku mentioned (while it’s not a product) that many employers are conducting surveys of patient satisfaction relating not just to the providers but also to their medical assistants and others who interact with patients/clients. He stressed that interpersonal skills are extremely important and that KVCC should do all it can to stress those soft skills in our students. Other employers echoed that sentiment as well as the past graduates of the program.

Adjournment: 7:25 p.m.

Kathy Stuut, CMA-A (AAMA)