

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 and Checklist Template

SPONSORING INSTITUTION:	Southern State Community College		
DATE, TIME & LOCATION OF MEETING:	Friday, October 25 th , 2019	9:30 a.m.	SSCC Central Campus 100 Hobart Drive, Hillsboro, Ohio 45133
ATTENDANCE			
Community of Interest	Name(s)	Present	Agency/Organization
Current Student	Jordan Seaman	✓	SSCC Medical Assisting 1 st year student
	Chelsea Michael	✓	SSCC Medical Assisting 2 nd year student
Graduate	Breanna Massie, CMA		SSCC Medical Assisting Graduate
	Victoria Loges, CMA	✓	SSCC Medical Assisting Graduate
Physician(s) <i>(PA, NP, DO)</i>	Kelly Colliver, DNP, FNP-BC		West Main Urgent Care
Employer(s) of Graduates Representative	Danielle Hornak		Adena Medical Group, Clinical Educator
	Leslie Mingee, CMA (AAMA)		HDH Oncology, Practicum Supervisor
	Erica Morgan, CMA (AAMA)	✓	Highland GYN (HDH), CMA Office Lead
	Princeton Roberson		TriHealth Talent Consultant
	Kelsey Cloud	✓	Highland District Professional Services Corp., Clinical Director
Public Member	Chad McConnaughey		Highland County Recorder/LCHS School Board Member
Other	Stephanie Roush	✓	SSCC Medical Assisting & Allied Health Services Office Associate
Faculty <i>(ex officio)</i>	Lucinda Gibson, AAS, CMA (AAMA)	✓	SSCC Faculty/Medical Assisting Practicum Coordinator
Program Director <i>(ex officio)</i>	Rhonda Davis, ATS, CMA (AAMA), RMA(AMT)	✓	SSCC Faculty/Medical Assisting & Allied Health Services Program Director
Sponsor Administration <i>(ex officio)</i>	Jeff Montgomery, MS		SSCC Dean of Technical Studies/Central Campus Director

	Agenda Item	Reviewed	Discussion	Action Required	Lead Person	Goal Date
1.	Sharing News and Knowledge		-(2) New blood draw chairs in lab -Pharmacology textbook changing to Kinns, will save students money -(3) Friday 6-hour SimLab days scheduled for Spring term	NA NA -Input from sites on areas of focus		
2.	Follow-up from Last Advisory Meeting Previous suggestions explored Changes Achieved Shifts in changes		-1 st certificate program graduates completed August 2019; 86% CMA passage of those completed	NA		
3.	Program Goals & Learning Objectives: Reviewing and Revising					
4.	Annual Report and Outcomes: Monitoring Needs and Expectations Graduate Surveys Employer Surveys Thresholds Resource Assessment		-Still working on obtaining graduate surveys -Survey input is critical -2018 cohort at 100% placement. Luci thanked practicum partners who often offer to hire students upon, and even prior to, graduation. Kelsey and Erica agreed, it's preferable to hire our students due to familiarity with processes, systems, providers, etc.	-Continue efforts to increase survey participation -Email resource surveys to Advisory Committee NA	Rhonda/Stephanie Stephanie Roush	Ongoing ASAP
5.	Other Assessment Results: Monitoring Needs and Expectations Student Faculty Program Other					

	Agenda Item	Reviewed	Discussion	Action Required	Lead Person	Goal Date
6.	<p>Program Changes (possible changes): Responsiveness to Change Course changes Practicum changes Curriculum ○ Content ○ Sequencing ○ Required minimums reviewed & approved ○ Competencies Other (???)</p>		<p>-MAST step pathway with stackable credentials; potential for 10 different credentials after completion (w/additional phleb courses).</p> <p>-Summer 10 week term overwhelming for students; flipping outline. Summer term will consist of practicums and online courses.</p> <p>-Beginning Fall 2020, ALTH 1160 moving to 2nd term, MAST 1101 moving back to 1st term, putting admin at beginning. Some students don't want clinical aspect so 1st term exams allow more admin. Kelsey thinks this will be great for front office staff.</p> <p>-All agreed multiple exams make grads more marketable. All exams optional except CMA and/or RMA.</p> <p>-With loss of Transcription program, need feedback from sites to train MAs for scribe skills in office. Erica asked about Allscripts or online demo system. Rhonda stated we currently have an online EHR course, but basic, not like what's used in offices. Rhonda has also looked into SpringCharts.</p> <p>-Mock interviews tentatively set for March 2020; Kelsey and Erica agreed, with enough notice, schedules are flexible; 20 minutes each ideal for interviews. Kelsey said they're moving more towards behavioral-based interviewing tools. Important that they work well with others and can receive constructive criticism.</p>	<p>NA</p> <p>NA</p> <p>NA</p> <p>NA</p> <p>-Continue to research options</p> <p>-Gather input/feedback from sites</p> <p>-Set date for event -Notify sites ASAP with dates/times. -Contact Dress for Success</p>	<p>Rhonda/Stephanie Luci</p> <p>Rhonda/Stephanie</p>	<p>Ongoing</p> <p>December 2019</p>

	Agenda Item	Reviewed	Discussion	Action Required	Lead Person	Goal Date
7.	Substantive Change (possible changes): Responsiveness to Change Program Status Sponsorship Sponsor Administrator Personnel Program Personnel Change in Instruction Modality (Distance, Hybrid) Additional campuses, instructional sites, practicum sites		-1 st certificate cohort of new program completed.	NA		
8.	Other Identified Strengths					
9.	Other Identified Weaknesses					
10.	Action Plan for Improvement: Responsiveness to Change		-Continue using HESI as predictor of credentialing exam success. -Trying to build stronger partnerships with our practicum sites. Bulk of students will now attend practicum in summer term. Rhonda asked if site reps want to be present at practicum orientation to better prepare students? Both Kelsey and Erica thought it would be beneficial. Will allow students to be more familiar with staff and gain confidence to ask questions, etc. -Large push statewide for students under 18 to participate in practicum; met with mixed thoughts. Rhonda will be reaching out to HS guidance counselors in future (spring?) to stay competitive. Tori and Chelsea agreed, even right out of high school program can be overwhelming. Some patients hesitant to receive care from younger MAs.	NA -Notify sites of practicum orientation dates -Contact HS guidance counselors	Rhonda Davis	Spring 2020?
11.	Other Business					
12.	Future Meetings		-Fall 2020 Advisory Committee Meeting TBD.	NA	NA	Fall 2020