

**MEDICAL ASSISTING ADVISORY COMMITTEE MINUTES
LOWER COLUMBIA COLLEGE**

October 17, 2022 @ 6:00 p.m.

Zoom Meeting Link: <https://lowercolumbia.zoom.us/j/84001978789>

I. CALL TO ORDER: 6:03 pm

- a. Vicky Soladey announced that a recording of the meeting will be available for members who could not attend.

- i. <https://lowercolumbia.zoom.us/rec/share/cksmdQEQhXMK2Tf-T-wsWk-oTu5ZV4F7aNSHdc5k8Uh8QfdvHzmWoCnx86ZVSfJv.FQpHpC4SVweI3H1q>
Passcode: rpFgj2d7

II. INTRODUCTIONS:

a) In attendance:

Industry:

Dana Clayton, Project Manager, Ferguson Enterprises

Mary Alice McCubbins, Nurse Practitioner, Child and Adolescent Clinic

Education:

Mary Bond, Dean of Nursing, AH, and Wellness, LCC

Hanna Burleson, Biomedical Science Teacher, RAL/MM

Vicky Soladey, Medical Assisting Program Director, LCC

Guests:

Sara Al Bassam, Faculty, LCC

Nicole Buffham, Staff, LCC (recorder)

Tonya Fowler, Medical Assisting Student Educator, PeaceHealth

Melinda Scott, Medical Assisting Student, LCC

b) Review and update Medical Assisting Advisory Committee Roster

MEDA Advisory Committee Roster 10/22: Reviewed roster to confirm contact information is correct.

III. APPROVAL OF MINUTES:

[MEDA Advisory Mtg Minutes 4/18/2022](#)

- a) Reviewed minutes of April 18, 2022 meeting. These were approved via Google form.
- b) The meeting agenda was reviewed and no adjustments were made.

IV. CONSENT CALENDAR:

- a. APPROVALS - None at this time.
 - i. K12 CTE CONDITIONAL CERTIFICATION
 - ii. COURSES AND CIP CODES

V. INDUSTRY UPDATES:

- a. Tonya shared that the PeaceHealth MA Apprenticeship is going well. The program started in January with two apprentices. Four more apprentices were added in July. An additional four apprentices will come on in January 2023. These are open to internal and external candidates.
- b. Dana informed the group that things are getting back to normal after COVID outside of healthcare.
- c. Mary Alice relayed that the Child and Adolescent Clinic is looking for MAs and CNAs. Vancouver office staff has been replaced at least twice since the start of COVID, 100% replacement. They've hired a few more CNAs and they're offering in-house certification training, both intern and extern.

VI. Education (LCC and K12) UPDATES:

a. Labor Market (Spring)

[Job Market Data: Health Sciences and Wellness](#)

The group discussed the tool on the LCC website (Job Market Data) and thought the salary was high for Medical Assisting, but thought the total might include benefits. The group discussed that the mean must include those MAs who are also doing x-rays or other imaging and experienced MAs in office manager or care coordination positions that would be paid at a higher level.

b. Student Success/Performance (Fall/Spring)

c. K12 Updates

- i. Hanna says the high schools are getting back to normal. Students are doing well.
- ii. Hanna teaches an Allied Health class for which students receive LCC credit. It's through Project Lead the Way (PLTW); that students are tested and receive credit if they receive a passing score. Hanna asked how she could best prepare high school students interested in a CNA or MEDA career path. She has access to tech to teach components that would help students prepare. Hanna would like Vicky to guest lecture.
- iii. Vicky encouraged Hanna to continue the work she's doing to get students excited about learning more about the medical field. She indicates LCC is working on an articulation agreement for the medical terminology course and human body systems courses, but they're working through the strict accrediting body requirements. Vicky mentioned there had been ongoing discussions regarding job shadowing, which may be an option in the future. Vicky is looking forward to participating in more job fairs but is unable to attend the upcoming job fair due to a scheduling conflict with her teaching duties. She is willing to visit Hanna's class.
- iv. Tonya mentioned PeaceHealth has started a shadowing program. Tonya offered to help connect Hanna with the program.

d. LCC Updates

- i. Campus and program adjustments relating to pandemic**
 - 1. Vicky shared that most classes are back to face-to-face modality. Many students still want online, but there was also demand for face-to-face and other options. Some faculty are offering flex - face-to-face or online synchronous classes.
- ii. Current cohort**
 - 1. There are 10 students in the current cohort. Vicky indicated she had 14 students at the end of August, but some students have since changed their career pathways. The cohort is a small group that includes three males, which is unprecedented. Vicky hopes to retain all 10 students.

iii. Preceptorships

1. Vicky relayed that preceptorships went well and she's thankful for our placement partners. All 9 students graduated. Several students have completed licensure and are already working.

iv. Accreditation update

[CAAHEP Award Letter July 2022](#)

1. Vicky received the CAAHEP letter in July indicating they were awarding LCC continuing accreditation. There are a couple of items to resolve; one was the advisory committee, and another was a resource assessment, which was due for submission in February but didn't have all the data because 2022 wasn't complete until the end of summer. It is now ready to submit. There were also a few curriculum items to accomplish this term to show proof of completion in the upcoming February submission. The 2022 standards began in April 2022 and Vicky is now working on meeting new requirements by 2024.

v. Any Recommendations for students, faculty, or program

1. Tonya wanted to mention that she was pleased with an MA student from LCC who was recently hired by PeaceHealth. The student was fantastic and will be an amazing MA.

VII. OLD BUSINESS: None.

VIII. NEW BUSINESS:

- a. Vicky shared that a new articulation agreement is in development for a Medical Assisting AAS-T to the Organizational Leadership and Technical Management (OLTM) Bachelor of Applied Science program. Math and Natural Science requirements for the AAS do not meet the requirements for BAS-OLTM entry. The AAS-T is being created to meet the Math with a prerequisite of intermediate algebra and Natural Science with lab requirements to enter the BAS-OLTM program. This will go through the next Curriculum Committee

meeting, effective Summer 2023 if all goes as planned. Advising will be affected, depending on the long-term goals of the students.

- b. Merry wanted to share that she's excited to offer an extra pathway to a Bachelor's program for our students.

IX. UPCOMING PROGRAM OR COMMUNITY EVENTS:

- a. Medical Assisting Recognition Week is the third week of October. Wednesday, October 19, 2022, is the official recognition day. Thanks were given to the MAs on the committee.
- b. K-12 Career Fair - Expo Center; October 20, 2022.

X. NEXT MEETING:

- a. April 17, 2023, 6:00 pm via Zoom

XI. RESOURCES:

- a. [ADVISORY COMMITTEE HANDBOOK](#)
- b. [LCC: Professional-Technical Advisory Committees Meeting Minutes](#)
- c. [The Carl D. Perkins Vocational and Technical Education Act, Public Law 105-332](#)
- d. [College Advisory Committee Procedures](#)
- e. [K12 CTE Advisory Committee Procedures](#)
- f. **Terms:**
 - i. **V-Code:** Vocational (V) Code. This is tied to the certification code and dictates the K12 courses that a teacher is certified to teach. The teachers' education or industry experience is reviewed to determine the V-codes for certification.
 - ii. **CIP Code:** Classification of Instructional Programs (CIP) Code. A federally accepted course and program code that identifies courses taught throughout the United States, this includes CTE courses. CIP codes are aligned to V-codes that clarify which courses the teacher has been certified to teach in K12. CIP codes are also used for reporting purposes from the district to OSPI and college to the SBCTC.

Meeting ended 6:53 pm.

PREPARED BY: Nicole Buffham

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