



## MEDICAL ASSISTING ADVISORY COMMITTEE MINUTES

OCTOBER 14, 2024 / 6:00 PM / ZOOM

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### I. CALL TO ORDER

Vicky Soladey called the meeting to order at 6:00 pm.

### II. INTRODUCTIONS

#### a. New members, updated members, new student and faculty

##### i. Industry:

Mary Alice McCubbins, Nurse Practitioner, Child and Adolescent Clinic  
Dana Clayton, Project Manager, Ferguson Enterprises

##### ii. Education:

Vicky Soladey, Medical Assisting Director, Lower Columbia College  
Hanna Burleson, Biomedical Sciences, RA Long High School

##### iii. Guests:

Barbara Poole - Medical Assisting Educator, PeaceHealth (new)  
Sara Al Bassam, I-Best Support Faculty, Lower Columbia College  
Jennie Bergman, Workforce Education Manager, Lower Columbia College  
Kelly Bykerk, Medical Assisting Student, Lower Columbia College (new)  
Nicole Buffham, Staff, Lower Columbia College (recorder)

#### b. Review and update Medical Assisting Advisory Committee Roster

##### [MEDA Advisory Committee Roster 10 2024](#)

Vicky welcomed Barbara to the committee and informed her that paperwork would be sent for her to officially join the committee as a voting member. She also welcomed the new student representative.

The committee reviewed the roster and no changes were made.

#### c. Further review of minutes from 4/15/2024

##### [MEDA Advisory Committee Mtg Minutes 4/15/2024](#)

Nicole reported that there were 5 responses to the survey for spring meeting minutes approval. Minutes were approved via the form. Four of the approvers were voting members.

Vicky asked if the committee members had anything to add. No action was required or taken.

### III. BUSINESS/INDUSTRY/LABOR EMERGING TRENDS

Mary Alice reported that there has been a pertussis outbreak in the community.

Hanna also reported that the pertussis outbreak impacted R.A. Long and other local schools in the first two weeks of the school year.

Barbara reported that PeaceHealth has started to give the pediatric RSV vaccine. They are also training on what will be a new requirement to ask patients gender identity questions at least annually. The questions will soon go live in Epic.

Dana reported that it seems like there aren't enough people in healthcare, which is causing long waits for appointments and procedures, such as MRIs.

#### **IV. ADD TOPICS FOR REVIEW AND INPUT FROM BUSINESS/INDUSTRY/LABOR**

##### **a. Curriculum & Environment**

###### **i. Program Content and Enrollment**

###### **[Medical Assisting COP Program Map](#)**

Vicky provided an overview of the Medical Assisting COP program map, highlighting its critical role in guiding students through their educational journey and ensuring they meet both academic and industry standards.

Vicky explained that program maps are planned based on college-ready student entry. An overview of the courses and competencies students meet for each MEDA course was given. Vicky informed the committee that students apply for the Medical Assisting cohort in winter term to be accepted for fall entry, which is their fourth quarter. Their seventh quarter includes 198 hours of preceptorship. At the end of the program, students are offered a certification review course, which helps them prepare for their certification exam prior to licensure.

For students who want an AAS or AAS-T, Vicky explained that students need additional courses.

- For the AAS, MATH 105 - Math for Health Sciences, is adequate, but they also need to take NUTR& 101 - Nutrition, and either ENGL& 102 - Composition II, or CMST& 220 - Public Speaking.
- For the AAS-T, students take MATH& 107 - Math in Society, BIOL& 160 - General Biology with Lab: Cell/Molecular, and either ENGL& 102 - Composition II, or CMST& 220 - Public Speaking.

##### **b. Facilities, Equipment, Technology & Training**

###### **i. Facilities and Technology**

There were no updates to report.

###### **ii. Training/Professional Development**

###### **[WA DOH Project Firstline Education and Training](#)**

Vicky reported that the Medical Assisting program and CNA program have been collaborating with Tess Harper with Project Firstline Education. There is a series of six modules that provide Continuing Education Units (CEUs) and Vicky has incorporated the series as an assignment for Medical Assisting students. Registration is free.

### **c. Implementation of Pathways & CTE Programs of Study**

#### **i. Alignment with K12 and CTE Dual Credit**

Vicky and Hanna are working closely to offer high school students opportunities to earn dual credit through CTE pathways, which allows students to gain college-level credits while still in high school. Work continues on the articulation agreements. Vicky noted that students have the potential to earn 5 to 15 credits toward the MA program, pending transcript review.

Vicky visited Hanna's classes on October 7 and 8. She realized at that time that there is a great lack of understanding around who Medical Assistants are and what they do. She enjoyed speaking with students and spreading the word about LCC's MA program. She's hoping that it will inspire students to join the field.

Hanna thanked Vicky for visiting. She thought it was a good opportunity for the students and felt they learned a lot about MAs and the program.

#### **ii. Stackable Credentials**

Not discussed.

#### **iii. Opportunities for graduates-Higher Education & Career Advancement**

Not discussed.

### **d. Student Success, Performance & Equity**

#### **i. Sharing Data and Discussion**

Vicky reported that the last cohort of five students graduated at the end of August. They have completed their national exams and are waiting on the Department of Health for their licensure. DOH is taking longer than usual processing the licensure applications and many are still in pending status. Several students have had job interviews.

The 2024-2025 cohort had 18 students, but one recently stopped out due to financial and family obligations. This was the only male student in the MA program and reflects the ongoing trend across campus. Maintaining male enrollment is a challenge, typically due to the need to provide for families. Even with opportunities through different funding sources, this student couldn't make ends meet.

Vicky was excited there are still 17 students in the cohort, which is a dramatic increase in program enrollment. She did note that the increase in students may provide challenges around clinical placement for preceptorship.

## **V. K12 General updates**

### **a. Around the Table-any other updates from K12 attendees**

Hanna stated there was nothing to share at this time and Jennie had nothing to add for K-12.

## **VI. LCC General updates**

**a. Around the Table-any other updates from LCC faculty/staff**

Vicky shared that Lower Columbia College held a celebration of the college's 90th anniversary. The event was held on October 4 and was open to the public. Food, campus tours, a trivia game, and history lecture were provided.

Campus-wide training has been provided and work continues on goals of Diversity, Equity, and Inclusion (DEI) at LCC.

Jennie shared that she is an alumnus of LCC and is acutely aware of the parking issues the campus has had throughout the decades. It has been a while since the campus has had students circling the parking lots and she's excited to see it because it shows enrollment has increased. She also says the atmosphere has changed and students are excited to be on campus. She finds that refreshing.

Jennie also stated that she hopes students stay through program completion. There is ongoing discussion on campus about how to help students who are struggling.

Vicky concurred and pointed out that when work on the new vocational building commences, LCC will lose a parking lot. This will make parking even more challenging.

**VII. OLD BUSINESS**

**[Advisory Committee Resource Survey 2024](#)  
[2022 Core Curriculum for MA's](#)**

Vicky thanked the committee for participating in the advisory committee survey. The results helped her understand that there were gaps in committee knowledge regarding the program courses and that Vicky is the sole full-time faculty for the MEDA program. (There are a couple of support faculty teaching program courses not related to clinical skills.)

The 2022 Core Curriculum for MA's from the Medical Assisting Education Review board (MAERB) was reviewed. Vicky explained that all psychomotor and cognitive content must be included in the program. Cognitive items are met through test material, workbook assignments, etc. A tool is used for the psychomotor skills and looks at whether or not a student is able to meet all competencies.

**VIII. NEW BUSINESS**

Vicky inquired about current vaccine requirements at clinical sites.

Barbara shared that PeaceHealth requires the flu vaccine, but the COVID-19 booster is optional this year.

Mary Alice shared that the Child and Adolescent Clinic has the same requirements. They are encouraging the COVID-19 booster if a person hasn't had COVID in the last 6 months, but it is optional.

**IX. UPCOMING PROGRAM OR COMMUNITY EVENTS**

**a. Medical Assistant Recognition (MAR) Week - October 21-25, 2024**

- b. Kelso Longview Chamber of Commerce Career Expo - Thursday, October 24, 2024, at 9:00 am in Lower Columbia College's Rose Center for the Arts rooms 101/121/134 - RCA Lobby; Rose Center for the Arts 123 - Wollenberg Auditorium; Rose Center for the Arts 201 - Rex & Ruth West Mezzanine
- c. Narcan and Fire Extinguisher Training - Wednesday, October 16, 2024; open to all LCC students and staff

## **X. NEXT MEETING**

Monday, April 14, 2025 - 6:00 pm in HSB 244 and via Zoom

## **RESOURCES**

### [ADVISORY COMMITTEE HANDBOOK](#)

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