



MEDICAL ASSISTING ADVISORY MINUTES

April 14, 2025 @ 6:00 p.m. via LCC HSB 244 and Zoom

I. CALL TO ORDER - 6:04 pm

II. INTRODUCTIONS

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

i. Industry:

Barbara Poole - Medical Assisting Educator, Peacehealth

ii. Education:

Hanna Burleson, Biomedical Sciences, R.A. Long High School

Sara Al Bassam, I-Best Support Faculty, Lower Columbia College

Bill Ofstun, CTE Director, Longview School District

Vicky Soladey, Medical Assisting Director, Lower Columbia College

Kelly Bykerk, Medical Assisting Student, Lower Columbia College

iii. Guests:

Jennie Bergman, Workforce Education Manager, Lower Columbia College

Nicole Buffham, Staff, Lower Columbia College (recorder)

b. Review and update Medical Assisting Advisory Committee Roster

[Medical Assisting Advisory Roster 4 2025](#)

Vicky informed the committee that Mary Alice McCubbins has retired from her practice and the committee. She asked the committee to let her know if they had any recommendations amongst their contacts to replace Mary Alice as a provider member on the committee.

The committee reviewed the committee roster. There were no changes.

Vicky also explained that Dana Clayton and Angela Orth had both communicated they had unexpected conflicts with today's meeting, though they had intended to attend.

c. Any further review of minutes from 10/14/2024 Approved via google form

[MEDA Minutes 10/14/2024](#)

The group declined to review the minutes. The form data for the fall meeting minutes approval was unavailable at the meeting.

Follow-up: There were five responses to the form requesting approval for the fall minutes and all were in favor of approval. No changes were recommended.

III. BUSINESS/INDUSTRY/LABOR EMERGING TRENDS

Open for Discussion:

Bill shared that K-12 has a Home Healthcare Aide program in development in response to a request from Canterbury to provide a path for local students to enter the field.

Barbara explained that it has been challenging to place medical assistants for the last six months because when providers leave, the MAs transfer into other positions. This means there are no positions available for new MAs. They now have open MA positions due to hiring new providers at PeaceHealth.

IV. TOPICS FOR REVIEW AND INPUT

(LCC AND K12 BRING INFORMATION ON RELATED AREAS FOR COMMITTEE DISCUSSION)

a. Curriculum (recommended Fall)

i. Review program and course content

No changes to curriculum or course content but we did make a Revision to the wording for elective options for AAS/AAS-T

Vicky shared that the wording for the elective options on the AAS and AAS-T has been changed for clarity so that students' elective choices will be covered by financial aid.

b. Facilities, Equipment, Technology and Training (recommended Fall)

Nothing to report

c. Instructional Quality and Delivery (recommended Spring)

i. Review size, scope and quality of programs

Nothing to report

d. Student Success/Performance (recommended Spring)

[Annual Report for 2024](#)

[ARF Confirmation Letter from MAERB](#)

Vicky communicated that she has submitted the program's annual report to the Medical Assisting Education Review Board (MAERB). Because reporting is always a year behind, the 2024 report covers data for 2023. The report looks good and exam passage rate is back up to 100%. Vicky explained that the need for MAs varies over time. The remainder of the report was reviewed.

Vicky made a point to thank those who complete the employer surveys when requested. She appreciates their participation and the feedback is valuable.

The state of Washington is a unique state when it comes to Medical Assisting, Vicky explained. In order to be licensed, people wishing to enter the field must complete an accredited MA program, as well as pass the national exam. Once

licensed in Washington, MAs can also work in Oregon without having to license in Oregon.

The committee reviewed the letter confirming Vicky's submissions to MAERB for reporting. Vicky explained that she will continue to track students, job placement, submit Advisory Committee minutes, etc.

e. K12 General updates

Open for Discussion:

Hanna had nothing to report, but asked what would make students better prepared to enter the MA program after high school.

Vicky said that having students contact her for guidance would be helpful. She will help them design a plan, as well as explain the program and state requirements. Aside from that, they should work on prerequisites to the program (English, Math, etc.) and have their high school transcripts evaluated to determine whether or not they already meet any of the requirements through articulation agreements.

From the student perspective, Kelly shared that if students are serious about entering the program they should meet with Vicky to map out a plan. As the program progresses, it becomes more challenging, so it is beneficial to have the prerequisites completed early in the first year.

Bill followed up on Hanna's question by asking what students struggle with most upon entering the program.

Vicky answered that organization and time management are very challenging for students. Strength in these areas will help them be successful in the program. Vicky helps students with those skills when they enter the program in the fall and continues to strengthen them through the duration of their time at LCC. The stronger those skills are coming into the program, the more successful they will be in the program and when they move into the workplace.

Bill extended his appreciation for that information because he has found 4 or 5 out of 6 senior girls in athletics are interested in the medical field, largely due to the work Hanna does at the high school. He said that knowing those areas that need work will help to improve student statistics and likelihood of future success.

f. LCC General updates

i. Campus and program updates

Vicky reported that enrollment at LCC is steady and the campus is currently second amongst the state's community colleges for full-time student enrollment. Recruitment work is continuous, as is Vicky's work for medical assisting recruitment. She continues to participate in middle and high school campus tours to promote the program. She finds activities that are safe and

engaging, such as EKG simulation and glow germ exercises to show how well volunteers have washed their hands. Vicky asked Hanna to let her know if additional tours are needed.

ii. Current cohort for 2024-2025

According to Vicky, there are 14 students in the current cohort. This is a considerable increase from the low of 5. Spring is called the “needle quarter” as students are working on laboratory techniques, medications, and injections.

iii. Preceptorship placements

Vicky has started reaching out to clinical partners to determine interest in supporting students. Placing 14 students, rather than 5, is more challenging. Summer quarter starts July 1 and ends August 21. During that time, students will need to complete 198 clinical hours.

iv. Application Update for Fall Cohort 2025-2026

The Medical Assisting Program application cycle opened February 1 and is scheduled to close April 30. That said, Vicky expects to keep the application open until September or until all 24 seats have been filled, whichever comes first. Currently, there are 12 or 13 applications, plus one student planning reentry. Additionally, this year is the first to offer a 100% digital online application process. Vicky reported that it is going well.

v. Any Recommendations for students, faculty, or program

There were no recommendations for students, faculty, or program from the group.

V. OLD BUSINESS: None

VI. NEW BUSINESS:

a. Recruitment for Advisory Committee

[Policy 230: Advisory Committee](#)
[MAERB Policies and Procedures Manual](#)

Vicky reported that the only new business is that the committee will need a new member. Mary Alice has retired from practice and from the committee, which leaves a vacancy that must be filled in order to meet MAERB’s requirement to have a medical provider on the committee. Vicky explained that the advisory committee requirements for LCC and MAERB differ. A single person can fulfill some of MAERB’s requirements for each of the communities of interest. For example, Vicky fulfills the requirements for Program Director and Program Coordinator. There can be multiple people fulfilling each of the requirements as well, such as Barbara and Angela fulfilling the employer requirement because they both hire and supervise graduates of the medical assisting program. Jennie meets the sponsoring

administration member requirement. Both Sara and Vicky meet the faculty member requirement.

Vicky explained that today's meeting will be the last meeting that Kelly will serve as the required student member. Vicky invited her to continue on the committee as a public and graduate member.

Advisory Committee meeting minutes are submitted to MAERB, where they are kept for a minimum of three years.

Policies on meeting frequency, meeting modalities, and methods of showing opportunity to interact or participate were also pointed out by Vicky during review of the linked policy documents. MAERB's requirement is one meeting per year and members don't necessarily have to attend the meeting as long as they respond to committee requests, such as minutes review/approval. According to Jennie, attendance requirements for LCC are only met by meeting attendance (in-person or virtual).

Jennie informed the group that the State Board has additional requirements that must be met. Specifically, the advisory committee meets twice per year and members who miss 50% of meetings should be asked to leave the committee. When members miss a meeting due to life circumstances, Jennie will advocate for the person to remain on the committee as long as they have communicated that they intended to participate.

VII. UPCOMING PROGRAM OR COMMUNITY EVENTS

a. Castle Rock Career Fair

Tuesday, April 22, 2025, 9:00 am - 2:30 pm
Castle Rock High School, Castle Rock, WA

b. Bloodworks NW Blood Drive

Tuesday, April 29, 2025, 10am – 5pm
Student Center 120 - STC Conference Room (A,B,C Combined)
Of note: Nursing and Medical Assisting students will aid in preparing donors to give their blood, then Bloodworks NW will take over care for the actual blood donation.

VIII. NEXT MEETING:

October 13, 2025 @ 6:00pm via LCC HSB 244 and Zoom

IX. ADJOURNED: 6:40 pm

RESOURCES

ADVISORY COMMITTEE HANDBOOK -

[Advisory Committee Handbook](#)

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