WESTERN PIEDMONT COMMUNITY COLLEGE

MINUTES

This form is to be used by all components of the College – Divisions, Committees, Task Forces, etc. – to record the proceedings of their meetings. Additional pages can be attached if necessary.

Component: Office/Medical Office Administration Advisory Committee Meeting
Chairman: Betsy Colliander
Date & Time of Meeting: Thursday, October 2, 2014, 5:30pm – 7:00pm
Members Present: Dottie Higgins, Wendy Maney, Vondra Evans, Jayne Clark, and Roni Woodell
Members Absent: Brenda Hinegardner and Susan Sheary
Guests Present: N/A
Forward Additional Copies to: Dr. Michael Helmick, Dr. Chad Bledsoe, Atticus Simpson, Sandra Hoilman and WPCC Minutes *(WPCC Minutes is listed on Outlook.)*

The college-wide portion of the meeting began with opening remarks and greetings by Dr. Chad Bledsoe. Advisory Committee Members then relocated to Carr Hall and enjoyed a catered dinner and met for the Office/Medical Office Administration Advisory Committee meeting.

The meeting came to order with Betsy Colliander welcoming the group members and introducing all faculty and members present.

Betsy Colliander addressed the latest curriculum changes that included:

- Replacement of OST-131 Keyboarding with OST-130 Comprehensive Keyboarding
- Replacement of OST-137 Office Software Applications with CIS-110 Introduction to Computers
- Replacement of ECO-151 Survey of Economics with PSY-150 General Psychology
- Added additional elective options MKT-223 Customer Service and BUS-110 Introduction to Business to the Office Administration degree and diploma option
- Program elective changes for Medical Office Administration, included the removal ACC-150 Acct Software Applications, adding BUS-260 Business Communications, and moving CTS-130 Spreadsheet from the elective option, to a required class section
- The addition of a new certificate program Medical Office Receptionist Certificate

Betsy Colliander presented the current textbooks used in both the Office Administration/Medical Office Administration to the advisory committee to give the group a visual idea of the subject matter being presented in the classes.

Betsy Colliander discussed the new degree opportunity in development for Fall 2015/2016, Healthcare Business Informatics that is being headed up by the Computer Technology department. A copy of the Curriculum Program Standards were shared the group which details the course work that is required within the program. The Healthcare Business Informatics curriculum prepares individuals for employment as specialists in installation, data management, data archiving/retrieval, system design and support, and computer training for medical information systems.

Students learn about the field through multidisciplinary coursework including the study of terminology relating to informatics, systems analysis, networking technology, computer/network security, data warehousing, archiving and retrieval of information, and healthcare computer infrastructure support.

Graduates should qualify for employment as database/data warehouse analysts, technical support professionals, informatics technology professionals, systems analysts, networking and security technicians, and computer maintenance professionals in the healthcare field.

Betsy Colliander discussed the successful implementation of Office 2013 and Windows 8 in all of our courses and classrooms.

Betsy Colliander discussed the Certiport Testing Center and the fact that we have moved from Word 2010 to Word 2013 testing here at Western Piedmont Community College. Discussions regarding the changes in the exam itself was addressed, explaining the exam is now project based.

Betsy Colliander addressed the Moodle implementation. Betsy explained that Moodle is a Learning Management System, or Virtual Learning Environment, that Western Piedmont Community College is converting to from Blackboard with a completion date of Spring 2015.

We asked the Committee to share any comments or suggestions that they had in regard to our programs. The question of employment status after graduation was raised. Our program prepares students for accessing employment opportunities and strongly encourages networking within the community. We ask that students remain in contact with us, so that we can provide them with job leads. LinkedIn.com is a great way to network within the program field and provides professional/social communication beyond graduation.

With no further business, the meeting was adjourned at 7:00pm.

Respectfully submitted, Cathy Huffman Oaks