WESTERN PIEDMONT COMMUNITY COLLEGE

MINUTES

Component: Medical Assisting Advisory Committee
Chairman: Rachel Bradshaw, CMA (AAMA)
Date & Time of Meeting: Thursday, October 4, 2014

Members Present: Rachel Bradshaw, CMA (interim program director); Ann Giles, CMA (retired coordinator); Darnell Hudson, CMA (graduate); Angela Huffman, CMA (graduate); Dr. Clay Richardson, (physician/employer); Emily Orr (sophomore student); Melissa Owensby, CMA (office manager/graduate) Vicki Shuping, CMA (office manager, adjunct instructor, graduate); Dr. Keith Smith (physician/employer); Gia Xiong, CMA (graduate); Joshlynn Vazquez (sophomore student)

Members Absent: Dr. Hamer, Brenda Hinegardner, Delores Pendley,

Forward Additional Copies to: Dr. Michael Helmick, Dr. Chad Bledsoe, Atticus Simpson, Sandra Hoilman and WPCC Minutes. *(WPCC Minutes is listed on Groupwise)*

The Committee members met with the Advisory Committees of other WPCC programs at 5:30 pm in Moore Hall and were welcomed and thanked for their service by Dr. Chad Bledsoe, Executive Vice President/Vice President for Academic Affairs for an update of events and programs of the Foundation.

At 5:30, the Committee moved to the Medical assisting classroom for their business meeting. A meal was provided by the WPCC Foundation. Rachel Bradshaw recognized all the members of the committee and thanked them for attending the meeting. Student representatives Emily Orr and Joshlynn Vazquez were welcomed. Ann Marie McNeely, Dean of Health Sciences and Developmental Education, visited the Committee and thanked them for their participation. Dr. Hamer attended the welcome but did not attend the business meeting.

Old Business
Minutes were provided from the last meeting and Rachel Bradshaw and Vicki Shuping discussed action that had been taken on Committee suggestions since the last meeting. Unfinished business was the search for a "public member" to join the group and the new law that states that licensed health care professionals and "credentialed medical assistants" are the only individuals who can enter clinical data into Electronic Medical Records. Committee members will forward possible candidate names for public member to Rachel Bradshaw.

Bradshaw and Shuping will continue to work with the representative from F.A. Davis and the WPCC IT department to set up Amazing Charts to meet the Electronic Medical Records objectives set forth by the AAMA.

New Business

Bradshaw reviewed with the group the AAMA 2013 Annual Report. The report was sent in February 2014 and approved in May 2014. In this report, students starting January 2013 were tracked. Thresholds were met in these categories: Enrollment, Retention, Graduation, Graduate Survey, and Graduate Satisfaction, Job Placement and Credentialing, Employer Surveys and Employer Satisfaction.

Bradshaw reported the Class of 2013 excelled compared to other programs in the nation on the CMA exam, the graduates had a 100% pass rate compared to the national rate of 68%. They outperformed students nationally in all categories- general medical, administrative, and clinical. The total averaged score for WPCC graduates was 649 compared to the national average of 485.

Results of graduate surveys and employer surveys were reviewed with the Committee. Return rates on the Graduate surveys were 68% and on the Employer surveys were 100%. Both response rates exceeded the threshold of 30% set by the AAMA. Graduates were 100% satisfied with the Program and Employers were 100% satisfied with the graduates.

Bradshaw reported on the Class of May 2014. Thirteen students graduated. Twelve students earned the AAS degree and one earned a diploma. All thirteen students have taken and passed the CMA Exam. Employer surveys will be sent in October.

Statistics on the current class were reviewed with the Committee. 22 students began the AAS degree in August of 2013. 14 students are on track for practicum, but that number could be less by the end of the semester. Bradshaw feels positive about having enough facilities for placement without adding any more offices. 21 students began the AAS degree in August 2014. Five returning students will join the class in January 2015. Bradshaw reported there are now 98 students on the waiting list to enter the program.

Discussion

*Bradshaw informed the Committee about the following changes in Student Polices that were instituted this year.

(1) Students can have no D's in any MED prefix class in the program of study.
(2) Students who drop any MED class must drop from the program. Students dropping for academic reasons can reapply once for readmission.

*Bradshaw informed the Committee of the retirement of Ann Giles, Program Director on June 2, 2014 and WPCC's decision not to rehire the position due to a decision to phase out Program Directors.

*The Committee was informed that Bradshaw had been identified by WPCC as interim Program Director.

The Committee discussed the AAMA requirement that each accredited program appoint and designated a program director and practicum coordinator within twelve months of a vacancy.

*Bradshaw informed the Committed of the WPCC decision to delay rehiring a second full time faculty member and hire adjunct instructors for the program. She also informed them that a second request for WPCC to consider hiring another full time faculty member had been submitted.

The Committee discussed the new schedule created by the faculty changes. Emily Orr and Joshlynn Vazquez told the Committee that the new schedule, created to accommodate the new adjunct instructors, was not conducive to learning. Friday classes begin at 8:00 am and end at 4:20 pm with a brief break for lunch. The students stated that the sophomore class was experiencing fatigue, stress, and lower grades with the new schedule. The students shared that their new schedule had also interfered with their work schedules and picking up their children. Emily Orr stated that a three hour class that only meets once each week has created a hardship when the student must be absent from class. A large amount of material is covered in each class and adjunct instructors are not available on campus between classes. The students must complete all AAMA objectives within one week without the assistance of an instructor.

Recommendation

(1)Dr. Keith Smith recommended that the Committee wait a couple weeks for the WPCC decision regarding the hiring of a second full time faculty member. If a decision is not announced or the request is denied, it is recommended that the Committee convey for an additional meeting to discuss the future of the program.

(2) Dr. Clay Richardson addressed concerns regarding the WPCC decision to phase out program directors and the impact that decision may have on accreditation status.

(3) The Committee discussed the June 2015 deadline set by MERB for a permanent Program Director to be appointed. The Committee recommended that an email list be created to keep the Committee informed about decisions that might affect accreditation. The committee also recommended that another meeting be conveyed before the June deadline set by the AAMA for WPCC to appoint a Program Director.

(4) The Committee discussed the spring schedule and concerns regarding the importance of a strong Medical Assisting program for the community and area healthcare practices.

There being no further business, the meeting adjourned at 7:45 pm.

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Rachel Bradshaw, Recorder