

Academic Program Review Recommendations: 2022-23 Annual Progress Report

The purpose of the Annual Progress Report is to facilitate the tracking of progress made on program recommendations/goals and to identify and explain the addition of any new program goals not listed in the most recent Review.

1. Name of Program: Medical Assisting

[2021 Medical Assisting Program Review](#)

2. List goals from most recent [Program Review](#) and report on progress for each goal: 2021 goals:

2021 Goals	Progress
1. For the 2021-2022 year we are increasing our enrollment cap to 24. Marketing strategies to be discussed with the marketing dept and Dean for recommendations and suggestions.	This is an ongoing effort. We have a new marketing person, new marketing material, and reduced prerequisites to encourage enrollment.
2. Determine what other College Now opportunities are available for student recruitment	Completed - With the removal of the biology prereques there are significantly fewer barriers. At this time there are no classes that would be appropriate other than the, already offered, Medical terminology.
3. Discuss how to increase high school outreach. Considering annual "Medical Office Careers" presentations at local schools.	We continue to work with the Outreach Dept to find more opportunities.
4. The Program Coordinator should review the budget with the Dean to gain further understanding. Along those lines, would also suggest further education on grant information avenues.	No progress due to many faculty and program changes
5. Revisit becoming an Approved AAMA chapter, to be able to offer CEUs, based on program growth and staffing.	Cancelled - The amount of volunteer and time requirements are not realistic at this time.

<p>6. All Intended Outcomes and Core Content will need to be updated to reflect the MAERB 2015 Objectives more clearly.</p>	<p>Completed 2023</p>
<p>7. MA180 should be assessed as to its necessity and consider whether it should continue to be offered or replaced with something more pertinent to the changing areas of focus in clinical and administrative settings.</p>	<p>Cancelled - This classes has been removed from the program and objectives absorbed into other classes.</p>
<p>8. A tracking system should be put in place to track each student's objective in a way that encourages them to be accountable for tracking them. It preferably would also be electronic and include a method for documenting corresponding grades. Elsevier has some pdfs with fill-in portions that have potential.</p>	<p>With the program update of 2023 objectives have been better outlined. For electronic tracking to be efficient an entire walk-through, possibly at orientation, will be necessary. for the sake of speed in the skills lab, the publisher pdf checklists are not feasible at this time.</p>
<p>9. Create a brief practicum training video for preceptors to review prior to externs to refresh them on expectations, the process, and the documentation requirements.</p>	<p>The paper training binder has been updated with newer and more applicable to Medical Assisting.</p>
<p>10. Advisory Committee meeting attendance and tracking need to be addressed. Switching to Zoom for meetings should help with attendance. Consider delivering some kind of snack with a reminder the morning of the meeting. To meet MAERB standards without question their Meeting Agenda form should be utilized in the future.</p>	<p>This continues to be an area of concern with less and less people attending meetings. Prior to continuing this effort a the following representatives are needed: New Student Old student Provider Nonmedical personnel</p>
<p>11. Any assignment that specifically addresses a MAERB objective should be flagged and clearly marked as such.</p>	<p>Since the Program Update of 2023 the program has been moved online with most assignments that had been flagged and market have been revised so this will need to be address again from the top.</p>
<p>12. There continues to be difficulty following up with students after they graduate to complete their survey which determines which</p>	<p>Completed - Sending survey's out mid summer with more frequent reminders have improved as well as telephone calls to students as reminders.</p>

employers are then sent surveys. Consider more aggressive ways of tracking students as well as a set timetable for send out and follow updates.	
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3. List any additional goals added since the most recent Program Review, and include the rationale for each new goal:

1. -Successful integration of class lectures, homework, and tests with Moodle.
 - a. - this is at the demand og the bulk of local area clinics in an effort to get more MA's in the field as quickly as possible by removing face-to-face burden on student's time and ability to work.
2. -Address the merits of continuing AAMA credentialing vs going with a cheaper-at-the-time accreditor and how this will affect students
 - a. - When the new curriculum was created it was done in such a way that students are eligible to take the "Medical Administrative Assistant" certification exam through the National Healthcareer Association after the first term. The NHA also offers a full Medical Assistant Certification that students have utilized in the past as an alternative to the American Association of Medical Assistants (AAMA).