Welcome
By Chuck Minear
Chuck thanked everyone for attending today’s advisory meeting. According to our Council on Occupational Education (COE), we are required to hold two advisories for each career pathway.

Some updates we have made since we last seen everyone are: we have a new dental lab and our medical assistant classroom has been upgraded. Our goal is for students to complete their training in 1 year or less. We offer licensure and industry certification not degrees. Another update we have made is creating program outlines. Each program consists of several courses and each class has their own outline. We made the change, so we don’t have to give out several outlines for each program. Now we can give out the program outline.

Introductions and Meeting Overview
Review Mission Statement
Review and Discuss Student Learning Outcomes
Financial Aid
By Nancy Amara

Nancy thanked everyone again for attending today’s advisory meeting.

Our Cabrillo Lane campus is home to our Medical programs and Cosmetology, ESL classes, and Community Education classes. Nancy is the administrator in charge of this campus. One of her main tasks is to oversee our Western Association of Schools and Colleges (WASC) accreditation. Chuck oversees our COE accreditation. This year we have applied to have a dual accreditation because next year we are up for COE accreditation and in 2023 we are up for a WASC accreditation.

The ABC Adult School revises our mission statement every six years, when we renew our WASC accreditation. “The Mission of the ABC Adult School is to improve the quality of life by providing our diverse community meaningful opportunities to fulfill career, educational, and personal goals through lifelong learning.” Our school provides lifelong learning to all students because we have students as young as four months in our Parent Education classes and as old as their 90s in our Community Education classes.

The Student Learning Outcomes for the ABC Adult School are: “Self-directed lifelong learners who: acquire knowledge and skills appropriate to their stage of life, set and achieve career, educational and/or personal goals, and seek continuing career training and/or educational opportunities. Effective communicators who: demonstrate appropriate listening, speaking, reading, writing, creative, and/or computational skills, apply communication skills to professional, technical and other real-life situations, and enhance and improve their ability to understand and be understood by others. Critical thinkers and problem-solvers who: exercise their powers of judgment, perception, and inference, assess and fulfill their own needs by finding appropriate resources, apply knowledge to professional, technical and other real-life situations.”

Minutes of Previous Advisory
Program of Study Outline
By Chuck Minear

The goal of today’s meeting is to look at several items. We want you to give us feedback on our programs. We would like positive and constructive feedback looking into the future of our programs. Rachelle added to look at the individual classes we offer and let us know if they are still needed. We can always revise our classes if they are needed.

The goal of our school is to offer short term training that can get students and entry level job or placing students in higher education.

The previous minutes were motioned for approval by Paula Gallegos, Kaiser Permanente, and seconded by Jodie Kresl, SELACO.

Medical Assistant Program Content

There are six areas that we need to look at for our program content. We need to determine if we successfully achieve all six of these areas:

1. Requirements for Admission
2. Course Outlines
3. Program Length
4. Program Objectives
5. Competency Tests
6. Method of Evaluation
Requirements for Admission
Are the admission requirements appropriate for the program? Do you suggest any changes?

Patty Bucho, Long Beach City College, recommends that students should have a high school diploma or equivalent prior to starting the program. There should also be a pre-screening for the math module. If a student does not pass the pre-screening, there should be tutoring sessions for the students.

Paula Gallegos, Kaiser Permanente, mentioned also added that there should be a math class if students aren’t proficient.

Program Length and Content
Is the amount of time sufficient for an entry level position? Are the topics/classes and depth appropriate for the program? Any Suggestions?

Sufficient

Program Objectives
Are the objectives shared sufficient and relevant? Should there be other objectives or are any of the current ones outdated or irrelevant?

Paula Gallegos, Kaiser Permanente, mentioned that students should start with Module 1 and go in order. They shouldn’t be able to start with any module.

Competency Tests
What tests are used in the programs? Are they sufficient? Any Suggestions?

Paula Gallegos, Kaiser Permanente; Add math class if needed

Instructional Materials
What type of instructional materials does the instructor use? Is it appropriate? Any recommendations?

Instructional Materials are sufficient and appropriate.

Equipment
What type of equipment is available to students? What is needed? Are there any gaps?

Patty Bucho, Long Beach City College, recommended privacy curtains or dividers in the lab.

Methods of Evaluation
How are students evaluated in the program? Is this sufficient? What type of portfolio, if any, should students have when they finish the program and look for a job? Is industry certification needed or preferred?

Sufficient

Instructional Delivery Modes
How is the subject matter taught? Is one method better than another in this type of program? Any Suggestions?

Any Other Comments, Suggestions, Recommendations?
Ramona Guerrero, student; Bring a CNA program to ABC

Adjournment
Chuck thanked everyone for coming and contributing to today’s Medical Occupations Advisory Meeting.

Transcribed by: Melissa Van Aalsburg

Signature: ____________________________ Date: ______________________