

ABC Adult School
12254 Cuesta Drive, Cerritos, CA 90703
(562) 229-7960

Medical Occupations Advisory Meeting
Medical Office and Billing Specialist
October 11, 2019
11:00 a.m. to 1:00 p.m.
Cabrillo Lane, Room 13

Committee Members Present:

Patty Bucho, Long Beach City College
Paula Gallegos, Kaiser Permanente
Johnny Hsu, CVS Pharmacy
Jodie Kresl, SELACO
Paul Kim, Walgreens Pharmacy
Sandy Marks, Dean of Health Occupations, Cerritos College
Patricia Pedernal, Pharmacy Technician
Ryan Turner, Walgreens Pharmacy
Roxanne Velasquez, HealthPointe

Committee Members Absent:

Millette Espiritu, AMP Staffing Network
Elizabeth McPeak, North Orange County ROP
Lee Natividad, AMP Staffing Network
Ravi Victoria, Victoria Medical Offices

In Attendance:

Chuck Minear, **Assistant Principal**; Nancy Amara, **Assistant Principal**; Rachelle Schulz, **TOSA/Lead Instructor**;
Diane Jhun, **Community Education TOSA**; Ty Holloway, **Job Development Specialist**; Melissa Van Aalsburg,
Secretary II;

Instructors: Rosa Burns, Karen Dennis, Georgia Grissom, Teresita Lubrino

Students: Rosalyn Miranda, Medical Office and Billing Specialist; Valarie Perez, Pharmacy Technician

Minute Items

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 Office and Billing Specialist 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?

The admission requirements are sufficient.

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?

Roxanne Velasquez, HealthPointe, mentioned that the program length and content is sufficient. She added that it may be a little too long.

Program Objectives

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 Should there be other objectives or are any of the current ones outdated or irrelevant?

The program objectives are sufficient.

Competency Tests

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

The testing is sufficient.

Instructional Materials

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

The instructional materials are sufficient.

Equipment

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

The equipment is sufficient.

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?

The students are given tests and observed in class. Class participation is big part of their evaluations.

Instructional Delivery Modes

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

The instructional delivery modes are sufficient.

Any Other Comments, Suggestions, Recommendations?**Adjournment**

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

Transcribed by: Melissa Van Aalsburg

Signature: _____ Date: _____