

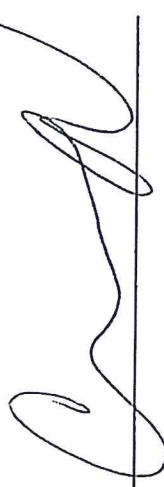
Fall 2021 OAC Meeting

Committee Member Roster

Program: Medical Assistant

Campus: Florida Parishes Campus

Associate Provost Approval (signature): _____



Name	Employer	Title	Business Address	Contact Information (phone #/email address)
1. Jay McGregor	Greensburg Walk-In Clinic	NP/Owner	Hwy 10 Greensburg, La 70441	225-222-3401/ greensburgwalkinclinic@gmail.com
2. Becky Brown	Greensburg Walk-In Clinic	LPN	Hwy 10 Greensburg, La 70441	225-222-3401/ greensburgwalkinclinic@gmail.com
3. Susan Miller	St Joseph Hospice	Office Manager	CM Fagan Hammond, La	985-956-7288/ samiller@stjosephhospice.org
4.				
5.				
5.				



AGENDA

Occupational Advisory Committee (OAC) Meeting Medical Assistant Florida Parishes Campus November 18, 2021

Welcome and Call Meeting to Order

Discussion of Minutes of Last Meeting

Old Business:

None

New Business:

1. Business and Industry Update
2. Curriculum Review
 - i. Review of Admissions
 - ii. Review of Program Content
 - iii. Review of Program Length
 - iv. Review of Delivery Modes Offered
 - v. Review of Equipment and Materials
3. Program Review
 - i. Discuss Program Assessment Plan Results
 - ii. Discuss Program Health Index Results
 - iii. Student Evaluation
4. Action Items & Action Report
 - i. It was decided that we continue to spend more time on Maslow's Hierarchy and BASF to give the students a better success rate.

Adjourn

MINUTES

Medical Assistant Occupational Advisory Committee Minutes November 18, 2021 1:30pm via Telephone Conference

Members Present: Jay McGregor, Becky Brown, Susan Miller & Pamela Braden

Members Absent: None

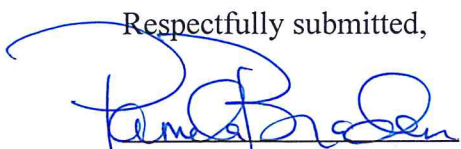
The MA program held its Fall 2021 semi-annual Advisory Committee meeting on November 18th at 1:30 p.m. Pamela Braden welcomed the group and expressed her appreciation for their support. Susan Miller, chairperson, called the meeting to order.

Pamela Braden reviewed minutes from the Spring 2021 meeting. The minutes were approved by the committee.

- Old Business: None
- Pamela Braden commended the external members for their dedication. At this time, each member received an information packet including the agenda, Spring 2021 Plan of Work, MA program brochures, course offerings and curriculum content. The program plan which includes the program's mission, admission requirements, program content, program length, program objectives outcomes, student performance goals, and grading procedures was also included.
- The committee reviewed the program mission, program goals, program admissions requirements, program content, program length and program objectives. No recommendations were made.
- The committee reviewed course offerings and curriculum content, including the externship sites that we have contracts with, as well as how Covid-19 has taken a toll on the student population. No recommendations were made.
- Pamela Braden asked the group for feedback in identifying the top ten competencies for a MA graduate. Some competencies identified were work ethics, problem solving/critical thinking, customer service, computer skills, clinical and administrative, oral and written communications, telephone etiquette, proofreading, accuracy in all work including procedures, data entry and patient education. The committee expressed accuracy was far more important than speed.

There was no further business to discuss, so the meeting adjourned.

Respectfully submitted,



Pamela Braden, MA Instructor

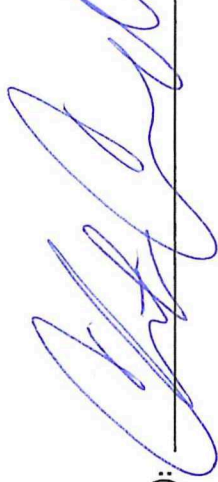
Spring 2022 OAC Meeting

Committee Member Roster

Program: Medical Assistant

Campus: Florida Parishes Campus

Associate Provost Approval (signature): _____



Name	Employer	Title	Business Address	Contact Information (phone #/email address)
1. Jay McGregor	Greensburg Walk-In Clinic	NP/Owner	Hwy 10 Greensburg, La 70441	225-222-3401/ greensburgwalkinclinic@gmail.com
2. Becky Brown	Greensburg Walk-In Clinic	LPN	Hwy 10 Greensburg, La 70441	225-222-3401/ greensburgwalkinclinic@gmail.com
3. Amanda Ficklin-Mixon	Greensburg Walk-In Clinic	Office Manager	Hwy 10 Greensburg, La 70441	225-222-3401/ greensburgwalkinclinic@gmail.com
4.				
5.				
6.				



AGENDA

Occupational Advisory Committee (OAC) Meeting Medical Assistant Florida Parishes Campus May 4, 2022

Welcome and Call Meeting to Order @ 1:40pm

Discussion of Minutes of Last Meeting

Old Business:

None

New Business:

1. Business and Industry Update
2. Curriculum Review
 - i. Review of Admissions
 - ii. Review of Program Content
 - iii. Review of Program Length
 - iv. Review of Delivery Modes Offered
 - v. Review of Equipment and Materials
3. Program Review
 - i. Discuss Program Assessment Plan Results
 - ii. Discuss Program Health Index Results
 - iii. Student Evaluation
4. Action Items & Action Report
 - i. It was decided that we continue to spend more time on Maslow's Hierarchy and BASF to give the students a better success rate.

Adjourn @ 2:32pm

MINUTES

Medical Assistant Occupational Advisory Committee Minutes May 4, 2022 1:30pm Greensburg Walk-In Clinic

Members Present: Jay McGregor, Becky Brown, Amanda Ficklin-Mixon & Pamela Braden

Members Absent: None

The MA program held its Spring semi-annual Advisory Committee meeting on May 4, 2022 at 1:30pm. Pamela Braden welcomed the group and expressed her appreciation for their support and called the meeting to order.

Pamela Braden reviewed minutes from the Fall 2021 meeting. The minutes were approved by the committee.

- Old Business: None
- Pamela Braden commended the external members for their dedication. At this time, each member received an information packet including the agenda, MA program brochures, course offerings and curriculum content. The program plan which includes the program's mission, admission requirements, program content, program length, program objectives outcomes, student performance goals, and grading procedures were also included.
- The committee reviewed the program mission, program goals, program admissions requirements, program content, program length and program objectives. Becky stated "I wish they had more time to review clinical skills before externship." Other than this no recommendations were made.
- The committee reviewed course offerings and curriculum content, including the externship sites that we have contracts with. Amanda stated "The two students we were assigned did a great job." No recommendations were made.
- Pamela Braden asked the group for feedback in identifying the top ten competencies for a MA graduate. Some competencies identified were work ethics, problem solving/critical thinking, customer service, computer skills, clinical and administrative, oral and written communications (Using proper grammar, correct sentence structure while documenting), telephone etiquette (Amanda stated "The student that was assigned here spoke in a very low tone and the patients could not understand what she was telling them."), proofreading, accuracy in all work including procedures, data entry and patient education. Becky stated "These students need to understand Medical Terminology is used in the medical field and they need to understand it. They need more practice with manual blood pressures and obtaining radial pulses. I understand they have to catch on quickly and they will have plenty of practice when they enter the workforce, I just wish they had more time to learn it before getting out there." The committee also expressed accuracy was far more important than speed.

- I asked if the members would consider coming to the Florida Parishes Campus and speaking to the new class in the Fall 2022 and Spring 2023. They agreed pending no schedule confliction.

There was no further business to discuss, so the meeting adjourned.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read 'Pamela Braden', written in black ink.

Pamela Braden, MA Instructor