



Moore Norman Technology Center Advisory Board Minutes

Meeting called by:	Jenny McGuire	Type of meeting:	Medical Assisting Advisory
Date of meeting:	<i>April 14, 2008</i>	Time of meeting:	6:00 PM
		Meeting Place:	H 202
In Attendance:	Russ Miller, Mary Hallman, David Wiggins, Tammy Kersey, Alexa Mashlan, Bobbie Antrim, Billy Acree, Lisa Heath, Stephanie Simon, Gayla Sesher, Jenny McGuire		

Welcome, dinner and introductions of members.

Review of previous meeting minutes by Lisa Heath, Chair. Minutes were approved.

Program Status – Jenny updated everyone on Alana McBride's condition. Alana is hopeful that she will return in January. Because Jenny does not currently have her Bachelor's, many MNTC instructors have come forward to help and sign off the courses that require a degreed instructor, such as A&P and Med. Term. This year's students have finished the keyboarding and Word portions of the curriculum in 1 month, in which another instructor helped on. Next semester they will start out on Insurance and billing. Soft skills are still an issue in industry. Programs are focusing more on this. Jenny asked about more persons from industry coming to speak to the students and about more externships. Jenny will also be receiving her Teaching Certificate in the next few weeks.

Current Enrollment – is 9 full time students and 2 part time students in the AM, 1 part time PM. We did start accepting high school seniors into the program and 2 part time students are high schools students. Before school started there were 2 more high school students enrolled but because of Norman Public Schools changing their schedules, they had to drop Medical Assisting. In accepting part time students it will take them 2 years or 4 semesters to complete the class. This should help accommodate even adults that need to work while going to class to continue their education. Having two instructors allows for 24 students to enroll.

Last year there were 19 students accepted into the program, 13 of which graduated and 12 passed certification. 1 student came back to the MNTC Practical Nursing program. There was discussion of low enrollment. We have been working with the Marketing Dept. to help to draw interest for qualified students to enroll. Russ suggested a Student Referral Program, to give former students money for referring new students to the program that finish the program.

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There as discussion of surveys. MNTC surveys graduates, employers, externships and current students on a satisfaction survey. This is also a CAAHEP requirement. Also discussed was the possibility to work toward getting is to be a requirement for Medical Assistants to be certified.

HOSA National competition – 6 Medical Assisting students qualified to go to HOSA Nationals in Dallas. Because it was the week before they were testing for their certifications, only 1 student attended. She placed 4th in Medical Terminology and got Honorable Mention for Chapter Scrapbook.

AAMA National Conference – was held in Chicago, Jenny attended. Oklahoma was re-inducted with a new Charter. Testing will now be online starting in January, cost of test is \$125. Students will also know immediately the results of their tests. Test can be retaken in 30 days. Students must be registered in December. The state meeting will be held in April 2009. Students will be able to attend the meeting for \$5. This could help with the testing and is a great networking opportunity for them. There is currently 90 student members. Students who have graduated can attend for ½ of registration price.

Emergency Prep Training Class – Jenny did not get to attend the previous training, so she will go to the next one in Florida.

Health Building Update – the carpet has been laid. All of the Health staff is back in the building.

New Equipment Recommendations – Jenny explained the need for a urinalysis machine. David suggested we try the manufactures or supply companies, some provide the machines if you purchase their strips. A hemoglobin AIG was also mentioned as well as a Forehead Scanning Thermometer. David also suggested that Jenny print out a current inventory for the next staff meeting so that members could see what she does have here.

Meeting adjourned at 7:35 PM

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