

MAERB is providing this template for the use of the Program Directors in order to help them cover the substantive issues outlined in the *Standards and Guidelines*. This form is optional, and it certainly can be revised and adopted.

Advisory Committee Agenda and Checklist Template

SPONSORING INSTITUTION:	Hennepin Technical College		
		DATE, TIME & LOCATION OF MEETING:	April 11, 2019 Brooklyn Park Campus 5:00PM Room H195
ATTENDANCE			
Community of Interest	Name(s) – List all in attendance. It is acceptable to have multiple members in a category.		Agency/Organization
• Current Student	Could not make it due to the weather		
• Graduate	Could not make it due to the weather		
• Physician(s) (PA, NP, DO)	Larry Manning		South Lake Pediatrics
• Employer(s) of Graduates Representative			
• Public Member			
• Other			
• Faculty (<i>ex officio</i>)			
• Program Director (<i>ex officio</i>)			
• Sponsor Administration (<i>ex officio</i>)			

	Agenda Item	Reviewed	Discussion	Action Required	Lead Person	Goal Date
1.	Sharing News and Knowledge		Shared with the committee the process of the reaffirmation visit, program enrollment.		Cherika de Jesus	
2.	3. Reaffirmation of our program		Shared with the committee the process and the possible outcomes of the reaffirmation visit. Cherika shared the weaknesses of the ARF and low participation with the annual advisory board dinner with the committee. Torri stated that she would help with the recruiting process for the advisory board members especially the students and graduates. Torri Also suggested that we have a meeting twice a year instead of once a year; we might get a better turnout.	Recruit more advisory board members for 2020 and look at having 2 meetings a year to possibly get a better turnout	Cherika de Jesus	2020
4.	Program Goals & Learning Objectives: Reviewing and Revising		Cherika emailed the committee the Learner outcomes. Cherika stated that we would not be changing program goals or objectives at this time.	Email the committee Learner outcomes	Cherika de Jesus	4/12/19

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5.	<p>Annual Report and Outcomes: Monitoring Needs and Expectations</p> <ul style="list-style-type: none"> • Graduate Surveys • Employer Surveys • Resource Assessment • Thresholds 		<p>Cherika reviewed and explained the ARF to the committee; they were impressed with the percentages and the consistent improvement. Kate asked how are graduate and employer survey's tracked. Cherika stated that they are collected after the students have finished their practicum and employed in the field, that is considered a positive placement. Cherika also stated that is difficult to collect the surveys if you do not do it right away or soon after graduation. It helps to keep in contact with the student until they are employed so that you can collect the employer surveys from the student and not employers.</p>		Cherika de Jesus	
6.	<ul style="list-style-type: none"> • Hiring New Faculty 		<p>The Medical Assistant department is looking to add a temporal adjunct instructor for summer and fall semester. Katrina is interested in teaching for HTC. She stated that she would be interested in teaching for the fall. We have A&P and Administrative I available for her to teach in the fall. We are also looking for a new Radiography instructor for fall as well.</p>			Summer 2019

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7.	<p>Program Changes (possible changes): Responsiveness to Change</p> <ul style="list-style-type: none"> • Course changes • Practicum changes • Curriculum <ul style="list-style-type: none"> ○ Content ○ Sequencing ○ Required minimums reviewed & approved ○ Competencies • Other (???) 		<p>Cherika stated that she would be looking at revamping the program after the reaffirmation of the program. Cherika stated that she would like to switch some of the comps around to make them flow better in the courses. The committee reviewed the required courses and the course sequence sheets and Kate asked Cherika to explain what comps were in what class.</p> <p>Cherika stated that she would like to have an on-line program and have live lectures on-line and have students come in and have mandatory lab/clinical time Aimee and Tymple agreed that this could attract more students and possible help with enrollment.</p> <p>Cherika also stated that she would like to see the program move to the Brooklyn Park campus due to the demographics. This would attract students from the inner city and students could use public transportation. Aimee agreed that not too many people know about the Eden Prairie location. Kate wanted to know how the program is advertised. Cherika shared with the group the web-site and some materials that is given to those that are interested in the program.</p>		Cherika de Jesus	Spring 2020

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8.	<ul style="list-style-type: none"> Radiography 		<p>Cherika stated that we are looking for a well-qualified person to teach the radiography course. We also talked about not teaching it in the summer, which students wanted to take it this summer, but the semester is way too short and that is a lot of information to learn in a short amount of time. Aimee and Torri agreed that radiography should only be taught in the fall and spring. We are also still partnered with Waconia Hospital so that students will learn the didactics of radiography.</p>	<p>Hire a new Radiography instructor by fall 2019 and not run this course in the summer.</p>	<p>Cherika de Jesus</p>	<p>Fall 2019</p>
9.	<p>Other Identified Strengths</p>		<p>The Medical Assistant program is in high demand and students are being hired from their practicum or finding employment within 6 months of graduating. Also Hennepin Technical College medical assistant has a good reputation with employers they speak highly of our program and our students. Cherika and Torri are also involved in community engagement. They will have the opportunity to provide a in-service for Wayzata Children’s Clinic on 4/11/2019</p>		<p>Cherika de Jesus</p>	

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10.	Other Identified Weaknesses		<p>Cherika talked about the low enrollment, Kate offered to help with some web marketing materials for the program. Cherika and Kate will talk about a possible medical assisting website to see if this could help increase interested in the program and possible enrollment.</p> <p>Another weakness is having students sit for the CMA exam. Cherika and Torri will continue to promote and explain the benefits of becoming a CMA</p> <p>Cherika also expressed her concern regarding recruiting members of the advisory board and the low attendance. The group Torri thinks that we should have the meeting in the summer more members might come due to better weather.</p>	<p>Recruit new members Have advisory board meeting during the summer</p>	Cherika de Jesus	Fall 2020