

Clark College Advisory Committees - Agenda

Committee: **Medical Assistant Advisory Committee**
Date: **Thursday, February 8, 2024**
Time: **5:30-7:00pm**
Location: **Zoom Online**

The Meeting Agenda integrates the discussion topics with the Academic Plan. Please use the Work Plan boxes on the right hand side to take notes and record any assigned actions that arise from the meeting.

Work Plan Action Items

Meeting Administration (5-10 mins)	<ul style="list-style-type: none">•Welcome and Introductions•Approval of previous meeting minutes•Set next meeting dates•Announcements from the college and/or department	Item: Healthcare Pathways Camp – June 24 – 26, 2024 Action: Will provide
Academic Plan Goal	<ul style="list-style-type: none">•Site visit with Medical Assisting Education Review Board (MAERB)	Item: MAERB Site Visit Action: Scheduled for October 21 – 22, 2024. Self-study is due June 21, 2024 Schedule an MA advisory committee meeting during the visit
Academic Plan Goal	<ul style="list-style-type: none">•Medical Assistant Advisory Committee	Item: New Members and Officers Action: Vote in new members and elect officers
Academic Plan Goal	<ul style="list-style-type: none">•Current data about the program	Item: Information about recent, current, and future cohorts: Presentation included
Academic Plan Goals		

Meeting Guidelines!

- The meeting is run by the committee Chair or Vice Chair
- The meeting will be more effective if the committee is engaged and participates in discussion
- Motions must be proposed, seconded and voted on: you can vote in favor, oppose or abstain.
- Please respect the schedules of members and keep to time

