

Kishwaukee College
Medical Assistant
Spring 2022 Advisory Committee Agenda

Meeting Date: April 27, 2022
Time: 3:00pm-4:00pm
Location: 21193 Malta Rd. Malta, IL. 60152
Room: B1300 Flex Classroom
Zoom Link: <https://kish.zoom.us/j/81257932620?pwd=VGZpcjlvM0NrdlVoTkMzM3hFTng5QT09>

Agenda:

- A. Welcome
- B. Previous Meeting Minutes
- C. Program Updates
 - a. Program Opportunities/Events
 - b. Curriculum changes
 - c. Resource Assessment
 - d. Graduate Surveys
 - e. Initial Accreditation
 - f. EHR System
 - g. Illinois Society of Medical Assistants
Guest Speaker Donna Radzun, President ISMA
- D. Strategic Planning & Discussion
 - 1. What are your current or projected employment needs of your organization over the next 2-3 years?
 - 2. Are most of your new entry-level positions filled by individuals with previous education/training or candidates you are training internally and is a possibility of student sponsorship(s)?
 - 3. Do you have any recommendations for guest speakers, field trips, teaching resources, and technology?
 - 4. Are you willing to take on a student(s) for the Medical Assistant Externship?
 - 5. Recommendations for getting more students into this program path.
 - 6. Do you have any recommendations for guest speakers, field trips, teaching resources, and technology?
 - 7. Donation of expired supplies needed
- E. Set Next Meeting Date
- F. Adjournment

* A tour of the MA classroom/lab will be provided at the end of this meeting. *