

Instructional Faculty Consortium Committee Meeting (IFCC)

MINUTES

THURSDAY, JANUARY 14, 2016

10:00AM-2:00PM

CENTRAL GEORGIA TECHNICAL COLLEGE

PROGRAM	MEDICAL ASSISTING
FACILITATOR	Elaine Williams
SECRETARY	Wendy Sammons
ATTENDEES	Cathy Garmon, Tonya High-Albany Tech; Missy Hill, Pat Moody-Athens Tech; Nikita Mason-Atlanta Tech; Norma Jackson-Central Georgia Tech; Sonja Caspari-Chattahoochee Tech; Deborah Rouse-Coastal Pines; LaTonya Harris-Columbus Tech; Martha Smith, Jennifer Stephenson-Georgia Northwestern Tech; Janice Pressley-Georgia Piedmont; Marjorie McLean-McCullough, Stacy Roberts-Gwinnett Tech; Jennifer Boyer; Wendy Sammons, Johnna Connell-Lanier Tech; Gail Berry, Stacy Bohannon-North Georgia Tech; Brenda Gurr-Oconee Fall Line; Michelle MCCranie, Marilyn Turner, -Ogeechee Tech; Jackie Muller-Savannah Tech; Kimberly Brown, Stephanie Waters-Southeastern Tech; Diana Kendrick, Mettie Hogan-Southern Crescent Tech; ElizabethPeace-Southern Regional Tech; Jamie Shell-West Georgia Tech; Cecelia Bruce, Jordan Hendrix-Wiregrass Tech

Agenda Topics

[TCSG NEWS AND RETIREMENT] 1 HOUR ELAINE WILLIAMS

DISCUSSION	Elaine Williams brought greetings from TCSG. Elaine is retiring April 1 st . Holly Free will take her place on April 1, 2016. Elaine explained how Lab 2 and Lab 3 credit hours worked in the TCSG system. Lab 2 is to demonstrate a skill or lecture. Lab 3 is either in-house labs or hands-on labs and can be used for clinical or externships. Elaine Williams will add all members to List Serve for future notifications.	
CONCLUSIONS	Clarification on TCSG lab hours. Notice of Elaine Williams retirement.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Add all members to List Serve	Elaine Williams	n/a

[MAERB CURRICULUM] 2.5 HOURS ELAINE WILLIAMS

DISCUSSION	Each course within program area was distributed for review in group sessions. Elaine Williams went line by line of the current curriculum and made proposed changes. These changes will be sent out by Elaine Williams for the Program Directors to vote on the recommended changes. Suggested changes to the curriculum were made by the group that reflect MAERB 2015 standards.	
CONCLUSIONS	MAERB changes will be sent to Program Directors for review and comment via email. A conference call is scheduled for all Program Directors to make comments on changes.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Send out changes and schedule conference call.	Elaine Williams	n/a

[ELECTIONS OF CHAIR AND VICE CHAIR] 30 MINUTES ELAINE WILLIAMS

DISCUSSION	Nominations from the floor were taken and voted by show of hands.	
CONCLUSIONS	Chair: Diana Kendrick Vice Chair: Wendy Sammons	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
none	n/a	n/a