



Brian P. Kemp
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Instructional Faculty Consortium Committee (IFCC)

Medical Assisting Meeting Minutes

Date: October 8, 2020

Time: 10:00 am – 1:00 pm

Location: WebEx

Meeting Facilitator: Sasha Kahiga

Recorder: Wendy Sammons and Jennifer Stephenson

Attendees

- 1) Janice Pressley- Program Director, GA Piedmont Technical College
- 2) Theresa Snagg, Georgia Piedmont Technical College
- 3) Mettie Hogan- Clinical Coordinator, Southern Crescent Technical College
- 4) Christy Allen- Program Director, Southern Crescent Technical College
- 5) Sherry Harrison- Program Director, Southern Regional Technical College
- 6) Gina Sierra- Instructor, Southern Regional Technical College
- 7) LaTonya Harris- Program Director, Albany Technical College
- 8) Dialisa Clark-Instructor, Albany Technical College
- 9) Joe Dan Banker- Deputy Commissioner, Technical College System of GA
- 10) Jennifer Stephenson- Program Director, GA Northwestern Technical College
- 11) Tracey Mercado- Instructor, Georgia Northwestern Technical College
- 12) Dr. Faye Mathis- Dean of Allied Health, Coastal Pines Technical College
- 13) Jeana Yawn- Instructor, South GA Technical College
- 14) Sheri Bass- Program Director, South GA Technical College
- 15) Carol Cowan- Instructor, South GA Technical College
- 16) Marjorie McLean-McCullough- Program Director, Gwinnett Technical College
- 17) Rebecca Alexander- VPAA, Gwinnett Technical College
- 18) Brenda Gurr, Oconee Fall Line Technical College
- 19) Michelle Odom- Program Director, Ogeechee Technical College
- 20) Mallorie Morris- Instructor, Ogeechee Technical College
- 21) Alesha Luke- Program Coordinator, Wiregrass GA Technical College
- 22) Nikki Gilbert- Dean of Health Sciences, West GA Technical College
- 23) Wendy Sammons- Instructor, Lanier Technical College
- 24) Jennifer Williams- Program Director, Lanier Technical College
- 25) Johnna Connell, Lanier Technical College
- 26) Crystal Miller- Instructor, Atlanta Technical College
- 27) Judith Jones- Program Coordinator, Atlanta Technical College



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- 28) Christy Bivins- Academic Affairs Dean, North GA Technical College
- 29) Carrie Rodriguez- Program Director, North GA Technical College
- 30) Stacie Bohannon- Program Director, North Georgia Technical College
- 31) Kathleen Bombery- Dean for Health Sciences, Savannah Technical College
- 32) Norma Jackson, Central GA Technical College
- 33) Ashley Ray, Central GA Technical College
- 34) Tracy Gray- Instructor, Central Georgia Technical College
- 35) Dana Roessler- Dean of Health Sciences, Southeastern Technical College
- 36) Kimberly Brown, Southeastern Technical College
- 37) Stephanie Waters, Southeastern Technical College
- 38) Debra Downs- Instructor, Coastal Pines Technical College
- 39) Robyn Knott- Program Chair, West Georgia Technical College
- 40) Sonja Caspari, Chattahoochee Technical College
- 41) Karon Walton, Augusta Technical College
- 42) Missy Hill, Athens Technical College
- 43) Pat Moody, Athens Technical College
- 44) Sandra King- Sr. Executive Director of Academic Affairs, Technical College System of GA
- 45) Dr. Kathryn Hornsby- Assistant Commissioner, Technical College System of GA

Agenda Topics/Discussion

Welcome

Sasha Kahiga welcomed all participants and asked everyone to sign-in using the WebEx chat to ensure their attendance is captured and recorded. Sasha provided a PowerPoint overview, explaining how to navigate the WebEx button options. Furthermore, she explained the meaning of the IFCC– Instructional Faculty Consortium Committee and its purpose.

She also discussed the Academic Affairs (AA) webpage for a point of reference for instructors. She explained that the AA link is where instructors can locate the AA Team's contact information, links to the curriculum database (KMS), faculty training opportunities, IFCC agenda, and meeting minutes. She will provide the link within her recap email following the meeting.

Curriculum Review and Updates

Sasha provided the Medical Assisting Education Review (MAERB) curriculum standards pertaining to the practicum definition. She stated the following,

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- According to MAERB, the curriculum must demonstrate the content and competencies outlined in the MAERB Core Curriculum. In addition, the practicum is an unpaid, supervised practicum of at least 160 contact hrs in an ambulatory healthcare setting.

Sasha used this definition as a segway into the TCSG definition of a regular and other lab. She stated the following,

- A regular lab is any learning activity that is not explicitly designated as a lecture.
 - The teacher assists in learning activities require a little out-of-class preparation by the student and may require out-of-class practice assignments
- Other-lab is defined as either a practicum, internship, or clinical
 - Practicum is an instruction that emphasizes structured activities requiring the application and practice of occupational competencies.
 - Internship/Clinical is an instruction that emphasizes supervised work-experience activities requiring the application of occupational competencies.

Sasha explained the importance of the IFCC's ability to understand all definitions before reviewing each course. She explained that as the CPS for the Medical Assisting, the MAST setup of courses must adequately reflect the definitions. She stated that when reviewing the MAST courses, there are a total of 5 courses outlined as either internship or clinical.

Those courses are MAST 1080, MAST 1090, MAST 1100, MAST 1110 & MAST 1170. Sasha stated that all 5 courses reflect a total of 540hrs in clinical or internship. Sasha also stated that only the MAST 1170 course that has a course description related to the definition of students completing hours within a work-experienced setting. The MAST 1170 course has 270 clinical hours, which is beyond 160 hrs outlined by MAERB.

She explained that new program directors send students out to clinical rotation due to the MAST courses reflecting "internship" hours. She stated that if the MAST 1170 course is the only course designated for the clinical rotation, the other courses need to be updated to reflect "practicum" based on the TCSG definition.

The IFCC agreed and approved Sasha starting with the MAST 1170: Medical Assisting Externship for the hourly update.

MAST 1170: Medical Assisting Externship

- Sasha asked the group if there were any suggestions to the course description, pre-reqs, co-reqs or true co-reqs.
- The group stated that the course description should remain the same.
- The group voted that the term "one-required" for pre-req be removed, but the Program Admission requirement remains.
 - Sasha stated that she would note the request and check with her AA Director to ensure that it can be removed. She was unsure.

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- Sasha stated that the course has 270 hrs, and based on the MAERB practicum hour definition, the course can have a minimum of 160 hrs.
 - Several members discussed the need for hours to be reduced to 160 hrs, 180 hrs, or 200 hrs.
 - Sasha asked the IFCC to provide their vote via the chat.
 - She asked each person to either place 160, 180 or 200 as their choice for this course's new clinical hour requirement.
 - The vote was taken and recorded by IFCC Chair, Wendy Sammons and IFCC Co-Chair, Jennifer Stephenson
 - The final vote was for 200 hrs
- Sasha stated that she would create a new version of the course within KMS to reflect 200 hrs and not 270 hrs.
- Sasha asked the group if there were any suggestions for the course competencies and outcomes.
- The group stated that the competencies and outcomes should remain as is.

MAST 1010: Legal and Ethical Concerns in the Medical Office

- Sasha asked the group if there were any suggestions to the course description, pre-reqs, co-reqs, or true co-reqs.
 - The group asked Sasha the definition of co-req and true co-req.
 - Sasha explained that the co-req via the banner system could allow students to successfully register for a course without registering for the lab or etc. However, a true co-req via the banner system will not allow a student to successfully register for a course without registering for the lab course that accompanies that lecture course. She used BIOL 2113 & 2113L as an example if the lab was listed as a true co-req.
- The group voted that the term “one-required” for pre-req be removed, but the Program Admission requirement remains.
- The group stated that the course description should remain the same
- Sasha asked the group if there were any suggestions for the course competencies and outcomes.
- The group stated that the competencies and outcomes should remain as is.

MAST 1030: Pharmacology in the Medical Office

- Sasha asked the group if there were any suggestions to the course description, pre-reqs, co-reqs, or true co-reqs.
- The group stated that the course description should remain as is.
- The group voted to remove the “all required” statement from pre-req, but the Program Admission and MATH 1012 requirement should remain.

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- Sasha asked the group if there were any suggestions for the course competencies and outcomes.
 - A suggestion for removal of pediatric dosages
 - The group decided to leave pediatric dosages as a competency taught within the course due to its national examination coverage.
 - Sasha agreed if the competency has coverage within the national examination, it must remain within the course standards.

MAST 1060: Medical Office Procedures

- Sasha asked the group if there were any suggestions to the course description, pre-reqs, co-reqs or true co-reqs.
- The group stated that the course description should remain as is.
- The group voted to remove the “one required,” but the Program Admission requirement should remain
- Sasha asked the group if there were any suggestions for the course competencies and outcomes.
 - A suggestion was made for adding a competency for Telemedicine due the current state of the healthcare.
 - It was suggested that this competency could be added within this course or MAST 1180
 - The group agreed that the competency is needed but would like more time to review and determine the best approach to adding it to the overall curriculum
 - Sasha suggested that the discussion for adding Telemedicine be tabled until the next IFCC meeting.
 - A suggestion was made for updating learning outcomes 9.12, 9.13 & 9.14
 - The group agreed that the outcomes needed updating but they needed more time to review and determine the update's best wording.
 - Sasha suggested that the group table the discussion for the next IFCC meeting.
 - The group agreed to update the following learning outcomes,
 - 6.2 remove the statement, ‘which may include but not be limited to fax machines, copiers, printers, postage meters, and credit card processors, etc.’
 - 7.2 remove entirely
 - 8.1 update the verb of action to “describe,” change the learning domain to “cognitive” and change the level of learning to “application”

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MAST 1080: Medical Assisting Skills I

- Sasha asked the group if there were any suggestions to the course description, pre-reqs, co-reqs, or true co-reqs.
- The group stated that the course description should remain as is.
- The group voted to remove the “all required” statement but leave Program Admission, ALHS 1011, and ALHS 1090 as is
- Sasha asked the group to review the “other-lab” category and update the description because the course is not a true internship and should state practicum.
 - The group agreed on the suggestion and requested the course reads “practicum” within the other-lab category.
- Sasha asked the group if there were any suggestions for the course competencies and outcomes.
 - The group discussed to remove 1.13.
 - Due to students needing to know the information for national examination purposes, the group voted to keep it.
 - The group decided to update 1.1 by removing the additional word “and” listed within the learning outcome.

MAST 1090: Medical Assisting Skill II

- Sasha asked the group if there were any suggestions to the course description, pre-reqs, co-reqs, or true co-reqs.
- The group stated that the course description should remain as is.
- A discussion in regards to MAST 1080 becoming a pre-req for MAST 1090.
 - The group voted no, allowing programs to control the order of their courses.
- The group voted to remove the “all required” statement but leave Program Admission, ALHS 1011, and ALHS 1090 as is
- Sasha asked the group to review the “other-lab” category and update the description because the course is not a true internship and should state practicum.
 - A discussion ensued regarding how programs are conducting “internship” hours and who is evaluating the students.
 - The programs that are sending their students out stated that per accrediting agency polices, the program must evaluate and then go to the office setting to practice the successfully passed skill. There is no evaluation completed by the clinical site.
 - The group agreed to change the other-lab category from “internship” to “practicum”.

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- Sasha asked the group if there were any suggestions for the course competencies and learning outcomes.
 - A suggestion of adding “nasopharyngeal swab” was brought up for discussion. It was stated that it could be covered within 1.1 but does not have to be listed.
 - The group suggested combining 1.1 and 1.2 to read as follows, Demonstrate collection and correct labeling of specimens for diagnostic testing.
 - This competency can include the Nasopharyngeal swabs if the school chooses to do so as well.
 - The group decided to keep 2.3

MAST 1100: Medical Insurance Management

- Sasha asked the group if there were any suggestions to the course description, pre-reqs, co-reqs, or true co-reqs.
- The group stated that the course description should remain as is.
- The question of how programs were teaching the course to students whom haven’t taken ENGL 1010 as a pre-req was proposed. Those colleges stated that the pre-req requirement is overridden for students to register.
- The group voted to remove ENGL 1010 as a pre-req.
- The group voted for the “all required” statement to be removed.
- The group voted to keep ALSH 1011 & ALHS 1090
- The group voted to remove COMP 1000
- Sasha asked the group to review the “other-lab” category and update the description because the course is not a true internship and should state practicum.
 - The group agreed on the suggestion and requested the course reads “practicum” within the other-lab category.
- Sasha asked the group if there were any suggestions for the course competencies and learning outcomes.
 - The group suggested the competencies and learning outcomes remain as is.

MAST 1110: Administrative Practice Management

- Sasha asked the group if there were any suggestions to the course description, pre-reqs, co-reqs, or true co-reqs.
- The group stated that the course description remain as is.
- The group voted to remove the “all required” statement.
- The group votes to add Program Admission
- The group voted to keep ALHS 1011 and ALHS 1090 as pre-reqs.
- The group voted to remove COMP 1000 and ENGL 1010 as pre-reqs.

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- Sasha asked the group to review the “other-lab” category and update the description because the course is not a true internship and should state practicum.
 - The group agreed on the suggestion and requested the course reads “practicum” within the other-lab category.
- Sasha asked the group if there were any suggestions for the course competencies and learning outcomes.
 - The group voted to remove “post entries on a daysheet” on 1.13a
 - The group voted to keep 1.18
 - The group voted to remove 1.25 and place within MAST 1060 to read as “Discuss and list the steps involved in completing an office inventory.”

Sasha explained to the group that time was running out, and MAST 1120 and 1180 would have to be discussed at the next meeting.

Conclusion/Action Items

Sasha explained the next steps for moving forward with the changes. She stated that she would make the updates within KMS, allow the updates to be reviewed by the college & TCSG administration. She also stated that she would send out another poll for the possible date of the next meeting, a survey evaluation, and minutes for the meeting.

Meeting adjourned at 1 pm.

Minutes submitted by Jennifer Stephenson