



Brian P. Kemp
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Greg Dozier
Commissioner

Instructional Faculty Consortium Committee (IFCC)

Medical Assisting Meeting Minutes

Date: November 16, 2020

Time: 10:00am -12:00pm

Location: WebEx

Meeting Facilitator: Sasha Kahiga

Recorder: Wendy Sammons and Jennifer Stephenson

Attendees

- 1) Sherry Harrison- Program Director, Southern Regional Technical College
- 2) Colanda McDaniel- Program Director, Columbus Technical College
- 3) Michele Strickland- VP of Academic Affairs, Oconee Fall Line Technical College
- 4) Jeana Yawn- Instructor, South Georgia Technical College (Americus)
- 5) Christy Allen- Program Director, Southern Crescent Technical College
- 6) Tracey Mercado- Instructor, Georgia Northwestern Technical College
- 7) Jennifer Stephenson- Program Director, Georgia Northwestern Technical College
- 8) Kimberly Brown- Program Director, Southeastern Technical College
- 9) Brenda Gurr- Program Director, Oconee Fall Line Technical College
- 10) Norma Jackson- Program Director, Central Georgia Technical College
- 11) Mallorie Morris- Instructor, Ogeechee Technical College
- 12) Theresa Snagg- Dean of Health, Georgia Perimeter Technical College
- 13) Karon Walton- Program Director, Augusta Technical College
- 14) Kathleen Bombery- Dean, Savannah Technical College
- 15) Judith Jones- Program Director, Atlanta Technical College
- 16) Johnna Connell- Instructor, Lanier Technical College
- 17) Jeana Yawn- Instructor, South GA Technical College
- 18) Mettie Hogan- Instructor, Southern Crescent Technical College
- 19) Stephanie Waters- Instructor, Southeastern Technical College
- 20) Robyn Knott- Program Director, West Georgia Technical College
- 21) Tracy Gray- Instructor, Central Georgia Technical College
- 22) Sonja Caspari- Program Director, Chattahoochee Technical College
- 23) Janice Pressley- Program Director, Georgia Piedmont Technical College (Clarkston)
- 24) Wendy Sammons- Instructor, Lanier Technical College
- 25) Debra Downs- Instructor, Coastal Pines Technical College
- 26) Michelle Odom- Program Director, Ogeechee Technical College



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- 27) LaTonya Harris- Program Director, Albany Technical College
- 28) Jennifer Williams- Program Director, Lanier Technical College
- 29) Rebecca Alexander- VPAA, Gwinnett Technical College
- 30) Saundra King- Sr. Executive Director of A.A., Technical College System of GA
- 31) Dana Roessler- Dean of Health Sciences, Southeastern Technical College
- 32) Sheri Bass- Program Director, South Georgia Technical College
- 33) Carrie Rodriguez- Program Director, North Georgia Technical College
- 34) Christina Cantrell- Instructor, Lanier Technical College
- 35) Dr. Faye Mathis- Dean for AA, Allied Health, Coastal Pines Technical College
- 36) Christy Bivins- Dean for Academic Affairs, North Georgia Technical College
- 37) Pat Moody- Instructor, Athens Technical College
- 38) Jill Burnette- Southern Regional Technical College
- 39) Gina Barthelemy-Morton- Chattahoochee Technical College

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.

Approval of Minutes

Sasha reviewed the minutes from the October 8th, 2020 IFCC minutes. Sasha called for the committee to review for any corrections. Karon Walton stated that the spelling of her name needed correction. Sasha noted the change and asked the group for any further corrections. The group had additional corrections, and the minutes were accepted without any further revisions. Sasha called a motion for official acceptance of the minutes. Wendy Sammons second the motion. Sasha stated and noted that the minutes were accepted and will be placed on the IFCC homepage.

<https://intranet.tcsg.edu/teched/academic-affairs/ifcc/ifcc-meeting-minutes/>

Review of Agenda

Sasha reviewed the agenda that included updates from the Medical Assisting Education Review Board and revisions to the remaining courses that were not covered during the October 8th meeting. She stated that those courses are MAST 1120, 1170, and 1180. Sasha explained that the MAST 1170 course is back on the agenda due to the number of clinical hours voted on during the last meeting, which does not follow the “other lab” calculation. Sasha further explained that the 200 clinical hours selected do not provide an even amount of credit hours, and the group will need to review the course and vote again.

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Medical Assisting Education Review Board (MAERB Updates)

Sasha provided an update, stating that any changes that the group votes and implements can be submitted to MAERB with one letter of notification of program changes for all the programs. Sasha further stated that she would work with Jennifer Williams at Lanier Technical College for assistance and any other IFCC members who would like to assist in drafting the letter.

Sasha also stated that MAERB has extended its COVID 19 plan until February 15th, 2021 and will likely extend it beyond this date with the current COVID situation worsening across the country. She further explained that programs using the MAERB required externship hours of 160 hours to replace the KMS requirement of 270 hours could continue until the deadline.

Sasha also stated that programs must ensure that they are working with their college administration and follow any requirements MAERB has outlined when documenting modifications such as but not limited to simulation in replacement. This may include a program's ability to use simulations if unable to place students into a practicum. Sasha asked the group if there were any questions, and there were no questions at the time.

Curriculum Review/Revisions

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 discussed adding MAST 1180 as a co-req.
 - The group further discussed and agreed that adding this co-req must reflect within the MAST 1180 course, and this course will be listed as a co-req as well.
- 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 explained that she is working with the TCSG Data-Center division to revise the KMS template so that the system would allow her to de-select pre-req terms such as “one-required” or “all-required”.
 - Sasha further explained that the current MA curriculum standards do not reflect any previous voted changes discussed at the October meeting because of the database revision.
 - Sasha stated that once the database revision is completed, she will update the courses and provide all new versions to the MAST courses.
- Sasha stated that the previously voted 200 hrs. for externship would not convert evenly into credit hours, and the IFCC will need to vote between 180 or 225 contact hours.

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- Sasha explained that selecting 180 hours would calculate to 4 credits, and 225 hours would calculate to 5 credits for the course.
- Sasha asked the IFCC to provide their vote via the chat by typing 180 or 225 as their choice for the courses' new clinical hour requirement.
- The vote was taken and recorded by IFCC Chair, Wendy Sammons and IFCC Co-Chair, Jennifer Stephenson
- 17 members voted 225 hrs. and 5 members voted 180 hours.
- Based on the majority vote, 225 contact hours will be the new clinical requirement for this course.
- This new contact hour requirement will provide the course with a total of 5 credit hours.
- Sasha stated that she would create a new version of the course within KMS to reflect 225 hrs. and not 200 hrs. previously voted during the October meeting.
- Sasha asked the group if there were any suggestions for the course competencies and outcomes, and the group stated that it all remains as is.
- Sasha stated to the group that there is a difference of 1 credit hour with this new update, and the IFCC will need to determine where they would like to place that 1 credit hour.

MAST 1120: Human Diseases

- 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 1090 & ALHS 1011 as listed.
- Sasha asked the group to review the hours.
 - The members debated about increasing the hours of lecture by one so that the program's total credit hours remain unchanged.
 - The group further discussed how this change could impact any of the BAT students taking MAST 1120.
 - The group also discussed how this change could negatively impact financial aid for MA students.
 - The group decided that the course hours should remain as is and the extra credit hour would be better served in MAST 1180.
- Sasha asked the group to review the outcomes and competencies.
 - Janice Pressley suggested that the MAERB competency V.C.10 “Define medical terms and abbreviations related to all body systems” be added to this course since it is not found in other MAST courses. The group agreed this should be added as a learning outcome for this course.

MAST 1180: Medical Assisting Seminar

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- Sasha asked the group if there were any suggestions to the course description, pre-reqs, co-reqs, or true co-reqs.
 - The group decided to add MAST 1170 as a co-req
 - The group voted to remove the “one required” statement but keep Program Admission as a pre-req.
- The group stated that the course description should remain as is.
- The group discussed the impact of losing 1 credit hour from MAST 1170 on the students’ financial aid and other assistive programs.
 - It was ultimately decided to increase MAST 1180 to 4 credit hours to minimize the negative impact on the student’s financial aid.
- The group stated that there should be no changes to the learning outcomes and competencies.
- The group further discussed instructional materials used within the course and provided several suggestions & recommendations via the chat for new instructors.

Additional discussions

- Sasha asked the IFCC chairs to assist her with reviewing the tabled items from the October 8th, 2020 meeting.
- The following tabled items were further discussed:
 - MAST 1060: Medical Office Procedures
 - The group discussed the addition of Telemedicine.
 - This topic's final disposition was to hold off, including this as a new learning outcome until after the MAERB standard revisions took place.
 - The group discussed the following learning outcomes at great length:
 - 9.12 Describe the basic types of written communication used in a medical office.
 - 9.13 Compose professional correspondence utilizing electronic technology. (V.P.8)
 - 9.14 Identify different letter styles (full block, modified block, semi-block, and simplified.)
 - The group decided to remove 9.12 and 9.14
 - The group decided to leave 9.13 because it is a standard linked to a MAERB competency.
 - MAST 1110: Administrative Practice Management
 - The group discussed learning outcome 1.13: Perform accounts receivable procedures, including a. post entries on a daysheet, b. perform billing procedures, c. perform collection procedures, d. post adjustments, e. process a credit balance, f. process refunds, g. post non-sufficient fund (NSF) checks, h. post collection agency payments.

- The group discussed and agreed to remove “daysheet” at the end of 1.13a

MAST 1080: Medical Assisting Skills I

- Sasha asked the group to verify that pre-req requirements.
 - The group stated to remove the “all required” statement, and Program Admission, ALHS 1011, and ALHS 1090 remain as is. The group indicated these changes.
- Sasha asked the group if there were any further suggestions for the course competencies and outcomes.
 - The group discussed and agreed to remove learning outcome 1.13: Perform gloving techniques.

Conclusion/Action Items

Sasha thanked the group for their participation and informative discussions. She explained that she would begin data-entry on the MAST courses once the updates are completed within the KMS curriculum database. She further explained that her data-entry would consist of new versions for all the MAST courses and the voted updates. Once data-entry has been completed, Sasha explained that the changes would undergo the PROBE process starting sometime mid-January. During the PROBE process, Sasha stated that each college would have the ability to review all changes, cast a vote, and provide comments if applicable.

Sasha further explained that once the PROBE has been completed, she will work with IE and CAAHEP accredited programs to draft a letter notification of program changes for all accredited programs. She asked that all CAAHEP accredited programs place their college name and respective campus locations within the chat to ensure that she has their information listed within the letter.

The following colleges have been identified to have a Medical Assisting CAAHEP accredited program:

- Southern Crescent Technical College: Griffin & Flint Campuses
- Southeastern Technical College: Vidalia & Swainsboro Campuses
- Georgia Piedmont Technical College: Clarkson Campus
- Lanier Technical College, Multiple Campus
- Chattahoochee Technical College: Appalachian & Marietta Campuses
- Coastal Pines Technical College: Main Campus
- Albany Technical College
- Ogeechee Technical College



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- Columbus Technical College
- Oconee Fall Line Technical College
- West Georgia Technical College
- Georgia Northwestern Technical College, Multiple Campus
- North Georgia Technical College: Blairsville Campus
- Atlanta Technical College
- Southern Regional Technical College
- Gwinnett Technical College
- Augusta Technical College, Multiple Campus
 - Attendees from Savannah Technical College and Central Georgia Technical College did not provide any information within the chat, and Sasha will follow up later.

Sasha asked if there were any further questions, concerns, or other business to discuss. The group stated that everything was covered and thanked Sasha, Jennifer & Wendy for conducting the meeting.

Meeting adjourned at 12:00 noon

Minutes submitted by Jennifer Stephenson