

Fayetteville Technical Community College
Committee/Subcommittee: Advisory Committee

Meeting Minutes
Date: Friday, October 24, 2014

- I. Call to order
 - A. [REDACTED] called the meeting to order.
 - B. The date of the meeting was October 24, 2014; the time was 11:30 a.m., and the meeting was held at FTCC, CUH 355. The meeting was preceded with a demonstration by representatives from Paradigm Publishing Company for the SNAP Web-based software.

- II. Roll call
 - A. The following committee members were present: [REDACTED] and [REDACTED]
 - B. The following guests were present: [REDACTED]
[REDACTED]
[REDACTED]
Full-time MOA Instructors— [REDACTED]

- III. Approval of minutes from previous meeting
 - A. [REDACTED] distributed the minutes from the previous meeting.
 - B. The minutes of the previous meeting were approved as read.
 The minutes of the previous meeting were approved as read but with recommended changes (formatting, grammar, punctuation) that do not materially affect the content of the minutes.
 - C. The following content changes to the minutes were recommended:
 - 1.
 - 2.

- IV. Old business
 - A. Discussion/update of the following open items occurred:
 1. The SACS re-accreditation team has visited the campus and the College is awaiting their report.
 2. The Annual Program Review and Assessment for 2012-2013 was being reviewed and submitted. The program review and assessment addresses the need to develop and maintain continuous improvement processes for both the student and department.
 3. The WebAdvisor component of Datatel has been implemented and many students are using this self-registration tool. As

advisors, we strongly encourage students to seek advisement before registering for classes.

4. FTCC continues to offer classes online in three different formats:
 1. In the traditional format, the entire course is completed online.
 2. In the hybrid format, at least 51% is completed online and the remainder is completed face-to-face.
 3. The Web-assisted format is more flexible in that it is determined by the instructor how much of the course work is online and how much is face-to-face.
5. There are still currently two full-time MOA instructors and we have increased our number of adjunct instructors to 13. We are currently looking for additional qualified adjunct instructors.
6. Student enrollment in Medical Office Administration for 2013-2014 is approximately 400.
7. The Work-Based Learning program continues to grow and students are being hired during their internship. CFVHS interns must now have a criminal background check and drug screen prior to placement.

B. Discussion/update of the status of the following action items occurred:

1. Action item ; the status of this action item is .
2. Action item ; the status of this action item is .

V. New business

A. Discussion of the following new business occurred.

1. SACS—reaccredited
2. Annual program review for 2013-2014 is being reviewed and we will hopefully know how things came back by our next meeting. The program review and assessment address the need to develop and maintain continuous improvement processes for the student and department as well as emphasis on student retention.

B. Discussion of new action items occurred.

1. The State is looking at implementing an “umbrella” system for Office Administration and Medical Office. This is where the mother curriculum is the same and it splits off into different related programs. The consideration is being made to split our program out to include: office administration, office legal, office virtual, and office medical. This gives students options to specialize in the area in which they are interested.

C. 2013 MOA had 31 degree graduates- Medical Office Administration certificate programs accounted for an additional 74 graduates with

the High School Connections certificate program producing 14 graduates.

D. The MOA Department is looking into two new certificate programs: Electronic Health Records Specialist and Medical Office Document Specialist.

E. Additional training sessions were announced for the MOA faculty in McGraw Hill's Connect and Pearson's MyLab.

VI. Next meeting: Tentatively, e-meeting to be announced in February.

VII. Adjournment – meeting facilitator [REDACTED] closed the meeting at 1:15 p.m.

Minutes prepared by: [REDACTED] Student, Office Administration
[REDACTED] Department Chair, Medical Office Administration