

CAN Program Review (Instructional) - Medical Assisting (Even Year)

Objective: Sims lab

Prepare a simulation lab for new students and community members to practice their skills. Evening and Saturday classes/workshops.

Objective Status: 1 - New (PR)

Objective Year: 2019-2020

Estimated Start Date: 06/01/2019

Estimated Completion Date: 12/31/2019

Please select the college goals with which this objective aligns.: Student Completion/Success - Provide educational and student services programs that highlight inclusivity diversity and equity in their mission to help students meet their unique educational goals and minimize logistical and financial barriers to success., Community Connections - Build and strengthen collaborative relationships and partnerships that support the needs of reflect and enrich our diverse and vibrant local community.

Please select the district goals with which this objective aligns.: District Goal #1 - Develop and Strengthen Educational Offerings Interventions and Support Programs that Increase Student Access & Success, District Goal #2 - Establish And Expand Relationships With School Districts 4-year College Partners And Community-based Organizations To Increase Higher Education Attainment In San Mateo County, District Goal #3 - Increase Program Delivery Options Including the Expanded Use of Instructional Technology to Support Student Learning and Success

Action Plans

2019-2020 - Create the simulation lab. (Active)

Who's Responsible for Completing this Action Plan?: MEDA team and student assistants.

Estimated Completion Date: December 31 2019

Resource Requests

Equipment purchased through strong workforce funding.

Type of Resource: Other

Cost: 0

Objective: Pflbotomy Equipment

Pflebotomy is complementary to medical assisting; training will offer additional opportunities for employment. This objective focuses on students and community members seeking additional skills.

Objective Status: 1 - New (PR)

Objective Year: 2019-2020

Estimated Start Date: 06/01/2019

Estimated Completion Date: 06/01/2020

Please select the college goals with which this objective aligns.: Student Completion/Success - Provide educational and student services programs that highlight inclusivity diversity and equity in their mission to help students meet their unique educational goals and minimize logistical and financial barriers to success., Community Connections - Build and strengthen collaborative relationships and partnerships that support the needs of reflect and enrich our diverse and vibrant local community.

Please select the district goals with which this objective aligns.: District Goal #1 - Develop and Strengthen Educational Offerings

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Interventions and Support Programs that Increase Student Access & Success, District Goal #2 - Establish And Expand Relationships With School Districts 4-year College Partners And Community-based Organizations To Increase Higher Education Attainment In San Mateo County, District Goal #3 - Increase Program Delivery Options Including the Expanded Use of Instructional Technology to Support Student Learning and Success

Action Plans

2019-2020 - Introduce phlebotomy to medical assisting and community members. (Active)

Who's Responsible for Completing this Action Plan?: MEDA team

Estimated Completion Date: June 30 2020.

Resource Requests

Two (2) Phlebotomy Chairs.

Type of Resource: Supplies (Items less than \$5000)

Cost: 1100

Objective: EPIC Software

Purchase of EPIC software to increase opportunities for student employment at major hospitals, similar to Stanford.

Objective Status: 1 - New (PR)

Objective Year: 2019-2020

Estimated Start Date: 06/01/2019

Estimated Completion Date: 05/31/2020

Please select the college goals with which this objective aligns.: Student Completion/Success - Provide educational and student services programs that highlight inclusivity diversity and equity in their mission to help students meet their unique educational goals and minimize logistical and financial barriers to success., Community Connections - Build and strengthen collaborative relationships and partnerships that support the needs of reflect and enrich our diverse and vibrant local community., Organizational Development - Focus institutional resources on the structures processes and practices that invest in a diverse student population and prioritize and promote equitable inclusive and transformative learning.

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Action Plans

2019-2020 - Purchase EPIC software and develop curriculum. (Active)

Who's Responsible for Completing this Action Plan?: MEDA team

Estimated Completion Date: June 30 2020.

Resource Requests

EPIC software licenses. \$50,000 is an estimate.

Type of Resource: Software

Cost: 50000

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Objective: Marketing Material and collateral.

In order to promote medical assisting (Skyline has a billing/coding program on hiatus), additional marketing material is needed and website should promote to employers in the area that the MEDA program has students ready to intern at their locations.

Objective Status: 1 - New (PR)

Objective Year: 2019-2020

Estimated Start Date: 01/01/2019

Estimated Completion Date: 12/31/2019

Please select the college goals with which this objective aligns.: Community Connections - Build and strengthen collaborative relationships and partnerships that support the needs of reflect and enrich our diverse and vibrant local community.

Please select the district goals with which this objective aligns.: District Goal #1 - Develop and Strengthen Educational Offerings Interventions and Support Programs that Increase Student Access & Success, District Goal #2 - Establish And Expand Relationships With School Districts 4-year College Partners And Community-based Organizations To Increase Higher Education Attainment In San Mateo County

Action Plans

2019-2020 - New marketing material and website update. See documents for examples of possible marketing brochures and website change for employers. (Active)

Who's Responsible for Completing this Action Plan?: Marketing Team

Estimated Completion Date: December 31 2019

Objective: EKG machines.

Re-calibrate and purchase new EKG machine.

Objective Status: 1 - New (PR)

Objective Year: 2019-2020

Estimated Start Date: 06/01/2019

Estimated Completion Date: 06/01/2020

Please select the college goals with which this objective aligns.: Student Completion/Success - Provide educational and student services programs that highlight inclusivity diversity and equity in their mission to help students meet their unique educational goals and minimize logistical and financial barriers to success., Community Connections - Build and strengthen collaborative relationships and partnerships that support the needs of reflect and enrich our diverse and vibrant local community.

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Action Plans

2019-2020 - Re-calibrate (3) and purchase new EKG machine. (Active)

Who's Responsible for Completing this Action Plan?: MEDA Team

Estimated Completion Date: June 1 2020

Resource Requests

New EKG machine cost is approximately \$1,900.

Type of Resource: Supplies (Items less than \$5000)

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Cost: 1900

Re-calibrate (3) EKG machines. - Cost of re-calibration is approximately \$1500 each and machines would need to be shipped to McKesson.

Type of Resource: Contract Services

Cost: 4500

Objective: Exam Preparation

Offer exam preparation for CCMA and NHA; students' success (and community members) will increase upon taking the actual exam.

Objective Status: 1 - New (PR)

Objective Year: 2019-2020

Estimated Start Date: 06/01/2019

Estimated Completion Date: 06/01/2020

Please select the college goals with which this objective aligns.: Student Completion/Success - Provide educational and student services programs that highlight inclusivity diversity and equity in their mission to help students meet their unique educational goals and minimize logistical and financial barriers to success., Community Connections - Build and strengthen collaborative relationships and partnerships that support the needs of reflect and enrich our diverse and vibrant local community.

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Action Plans

2019-2020 - Purchase exam preparation material from publisher and develop curriculum for workshops. There is a possibility to offer actual exam on campus location (future plan). (Active)

Who's Responsible for Completing this Action Plan?: MEDA Team.

Estimated Completion Date: June 30 2020.

Resource Requests

CCMA preparation material. Approximately 40 tests at \$245 license per text.

Type of Resource: Software

Cost: 9800

NHA preparation material. Approximately 40 exams at \$275 per license.

Type of Resource: Software

Cost: 11000