



## MOA Advisory Meeting Minutes

Day /date: Thursday, May 24<sup>st</sup> 2019

Time: 4:30 to 6: 00 pm

Location: SR 324

**Group Members Present:** Dr. Emil Avanes, Emelyn, Judge, RN, BSn, Rory Schleuter, Wonder Brown, RHIT, Gayaneh Pezeshkian, Sonali M. Perera, RHIT, Karine Mkrtychyan, JD Marta Castro Sandra Villafán,, RHIT, Vanessa Macias, PMP, Jeanie Bautista, Student.

Our annual advisory meeting was called upon mainly to support and approve all levels of programs within the two areas of Medical Office Administration; Medical Coding Assistant and Administrative Medical Assistant Certificates/Degrees

The advisory board members unanimously approved the following stackable curriculum programs:

1. **Administrative Medical Assistant curriculum;** Medical Office Clerk Skill Award, Administrative Medical Assistant Certificate and A.S Degree,
2. **Medical Coding Assistant Curriculum:** Medical Coding Skill Award, Medical Coding Assistant Certificate/A.S Degree
3. **Health Information Technology Certificate/A.S Degree** will be discontinued effective December 2019
4. Additionally, advisory board supported and voted on a new skill award – **Health Occupations Skill Award** a 10 unit entry level which will offered to Crescenta Valley High School effective January 2020.

### New Business Opportunities:

Dr, Avanes identified a need for trained & skilled Medical office and coding staff as a critical need in the community. A subgroup committee will reconvene to identify community partners including local hospitals executives to collaborate and build a work study/Internship program for our graduate students, in order to support these efforts – MOA 050 was revised, approved and will be offered effective Fall 2020 Semester.

**Implementing a rotational internship program** We also determined that we need to recruit various levels of administrators and management staff from Glendale memorial and Glendale Adventist hospitals to support our programs with offering rotational internships for our students. This will also enable and promote the programs; awards, certificates and degrees.

**Collaboration with Glendale Unified School District** – Discussed extensively the opportunity to partner with Glendale and Crescenta Valley High schools in promoting our entry level skill award courses. We also discussed creating a third skill award to capture students who are interested in various career

opportunities outside of medical office administration and medical coding assistant program. **Healthcare Occupations Skill Awards** was written mainly to support this initiative.

**Future opportunities;** We discussed the opportunities at both entry level and exit level. Entry level with students; juniors and senior from the high school through college and on to four year university. The pathway will include multilevel course offerings which are built into stackable curriculum model where the advancement is from 10+ skill awards to 60+ transferrable degrees offered in multi-modality; on ground, hybrid and fully online.

We will start exploring the opportunity to build a **Associate Degree in Health Care Administration** with additional new 4-5 200 level courses that will prepare students to transfer to a Bachelors in Healthcare Administration or a Management at a CSU.