

Institutional Effectiveness/Strategic Planning Committee Minutes
Wednesday, April 30, 2025 –2 pm

Committee members: Erica Caracoglia, Happy Gingras, Brian Busch, Tabitha Miller, Billy Barber, Daniel Price, Marty Flynn, Vickie Murphy, Ryal Watkins, Jeremiah Jackson

Present: Erica Caracoglia, Happy Gingras, Brian Busch, Marty Flynn, Ryal Watkins, Vickie Murphy, Daniel Price, Jeremiah Jackson

1. March 26th meeting minutes.
 - a. Motion to approve: Brian Busch
 - b. 2nd: Jeremiah Jackson
 - c. Unanimously approved.
2. April 24th meeting minutes.
 - a. Motion to approve: Brian Busch
 - b. 2nd: Jeremiah Jackson
 - c. Unanimously approved.
3. Orthopaedic Technology Program Review.
 - a. Erica noted to the group that in a discussion with Linda Hardy after the review, they discovered that currently MCC is the only program offering Orthopedic Technology in the NCCCS.
4. Medical Office Administration Program Review
 - a. Completed by Marty Flynn, who currently oversees the program.
 - b. Noted that the program is running with only adjunct instructors; all are strong and she has no concerns with the program in the coming academic year as she retires.
 - c. Unsure at this time who will retain leadership of the program in the coming academic year.
 - d. Highlights – program 100% online, low cost to run
 - e. Low CCP enrollment. Discussed looking at new CCP pathway option – current pathway includes a course requiring over \$400 in books, which our HS population is not able to pay and schools do not cover the cost.
 - f. Low diploma graduates. Marty noted that possibly a review should be done to the diploma pathway to gain more completers.
 - g. Noted that some students are working full-time and taking part-time loads, which could be increasing time to credential completion for this population.
5. Medical Assisting Program Review
 - a. Completed by Marty Flynn, who is the current program director
 - b. Noted that credential attainment is much lower than actual enrollment. Perhaps due to students realizing they do not want to be in the medical field, may also be due to the requirement of in-person courses due to the nature of the subject matter.

- c. Tried night classes in the past to bring in working students; was not successful at the time.
- d. No barriers to obtaining clinical sites at this time. Advisory committee members have asked that students remain at the same clinical site from the fall through the spring for continuity of the students learning.
- e. The current equipment is in good shape.
- f. Students have options to become certified or registered. Must report this to the accrediting body. Five or more options for the exam; one is not acknowledged by the accrediting body.
- g. Next accreditation in 2033. Program director needs to maintain annual reporting for accrediting body prior to the review year.

Note: These minutes were approved by an email vote on 05/01/2025 so they did not have to wait until the next academic year.

- 1. Marty Flynn motioned to approve.
- 2. Brian Busch seconded the motion.
- 3. The following additionally approved to meet a quorum of members:
 - a. Vickie Murphy
 - b. Daniel Price
 - c. Happy Gingras
 - d. Ryal Watkins