

Ventura College

Medical Assistant Advisory Meeting Minutes

May 17, 2021

Present: Nicole Falco, Valerie Garcia, Raquel De Santos, Crystal Kallik, Debbie Newcomb, Irene Ornelas, Emma Ortiz, Adriana Parsons

Recorder: Crystal Kallik

Agenda Item	Summary of Discussion	Action (If required)	Assigned to:
Welcome & Introduction	(N. Falco) Faculty and Industry Guests	NA	NA
Information Items	Challenges this year & plan to return to in-person courses (N. Falco)	NA	NA
	Student experience (Emma Ortiz)	NA	NA
	Internships (V. Garcia & Career Center) <ul style="list-style-type: none">• Valerie, Raquel, Borasmy (Career Center) working on Summer internship outreach this week.• Goal of internship running June 21-August 6• Goal of 16 spots, about 8 students reached out thus far• Students might have the options to continue internship from Summer into Fall for a second 60 hours (1 unit) internship	Begin paperwork for student interns	Valerie (lead), Raquel, Borasmy

<p>Roundtable Discussion</p>	<p>Internships</p> <ul style="list-style-type: none"> • Big focus on hands-on experience (A Parsons) • Broad range of preparedness from academic, work skills, social skills, anxiety (A Parsons) • How can we help with workplace preparedness by partnering with Career Center for soft skills like timeliness, professionalism, patient interaction “How to be a successful intern”, similar to Moorpark College (D Newcomb) • Career Center: pre- and post-assessment and evaluation for growth and development (R De Santos) • More role-play for greeting patients, taking calls, etc. (N Falco) • Discussion posts and videos for interns regarding when it gets hectic, when you cannot answer a question, answering phones (V Garcia) 	<p>Begin internship with soft skills development, explicit expectations</p>	<p>Raquel</p>
	<p>Hiring: Connection between the VC campus and potential employers</p> <ul style="list-style-type: none"> • Moving employer openings on job board to make it easier for students to find. Typically, the Career Center comes to in-person courses and gets students logged in and oriented to job board. Not done in online thus far 		<p>Valerie</p>
	<p>Curriculum: What do your organizations need from Ventura College?</p> <ul style="list-style-type: none"> • In-person resources for students that struggled with online courses such as coding (E Ortiz) • Debbie requested everyone to look at curriculum and email suggested revisions or updates to Nicole Falco or Crystal Kallik 		<p>Nicole Falco and Crystal Kallik, if needed</p>
	<p>Ventura College pathway on taking the state MA exam.</p>	<p>NA</p>	<p>NA</p>
<p>Adjourn –</p>			