

Kishwaukee College  
**Medical Assistant**  
Spring 2021 Advisory Committee

**Meeting Date:** Wednesday, May 5, 2021  
**Time:** 6:30PM-7:30PM  
**Location:** Virtual Meeting via Zoom

**Agenda:**

- A. Welcome and Introductions
- B. Previous Meeting Minutes
- C. Program Updates
  - a. Program Outline
  - b. Program Goals & Learning Objectives
  - c. Program Community Benefits
  - d. Program Work-Based Learning
  - e. Curriculum changes
  - f. Spring Cohort
  - g. Fall Cohort
- D. Strategic Planning & Discussion
  - a. What are your current or projected employment needs of your organization over the next 2-3 years?
  - b. Are the majority of your new entry-level positions filled by individuals with previous education/training or candidates you are training internally?
  - c. Does the Kishwaukee College program provide the level of training that you require of new employees?
  - d. Recommendations for getting more students into this program path?
  - e. Do you have any recommendations for guest speakers, field trips, teaching resources, and technology?
  - f. Are you willing to take on a student(s) for the Medical Assistant Externship?
- E. Set Next Meeting Date
- F. Adjournment