KISHWAUKEE COLLEGE

Fall 2026 Medical Assistant Advisory Committee Meeting Minutes

Meeting Date: November 9, 2026

External Participants:
Erin Metzger – Family Health Clinic Manager at Rochelle Hospital
Alyssa Thiess - Clinical Practice Administrator RMG OB/GYN, NM Regional Medical Group
Traci Wassner -Clinical Operations Coordinator RN, BSN (Ortho/Rheumatology) NM
Priyanka Bahel – Program Coordinator, Northwestern Medicine Regional Medical Group
Sherry Mirabile - Clinical Practice Nurse Leader I, NM Regional Medical Group
Julie Faber - Family Health Clinic Manager at Rochelle Hospital
Ann Hetherington – Clinical Operations Coordinator at St Charles Clinic care

Internal Participants:
Fernanda Kanashiro - Instructor and Program Director, Medical Assistant Program
Angie Delmont - Interim Dean of Health Sciences, Director of Nursing
Kristin Fink - Academic Advisor
Terry Funston - Director of Curriculum and Program Development
Brett Williams - Director of Grants
Cindy Karasewski – Administrative Specialist

I. College Updates
   A. Academic Year Updates
      i. Enrollment: Overall enrollment is down 1.7%; Health Science enrollment is up 7%.
   B. College Events Held
      i. October 15: Health Science & Career Program Open House
      ii. November 5: Evening at Kish was well attended
   C. FY26 College Goals
      i. Student Outcomes: Revising outcomes to emphasize essential employability skills across all courses.
      ii. Spring 2027 Joint Advisory Committee Meeting April 7th: Opportunity to discuss workforce needs and skills employers are seeking across all industries.
   D. Digital Badging: College is exploring digital badges to document student skills.
   E. Rural Healthcare Grants coming to the College
      i. ROOTS grant: Strengthening partnerships and clinical relationships with rural healthcare providers.

ii. REACH grant: Expanding healthcare education and workforce opportunities in rural communities.
    1. Grant funding may support development of new respiratory therapy program with the goal to launch in August 2028.

II. Program Updates
- A. Class of Spring 2026 (graduates)
  - i. RMA exam results – 9 out of 11 passed, first attempt.
  - ii. Job placement – majority of students are currently working as Medical Assistants.
- B. Class of Spring 2027 (current class)
  - i. 11 students; all doing well.
  - ii. Current topics: Students have been working on clinical procedures, Anatomy and Physiology, and Medical Law and Ethics.
- C. Class of 2028 (incoming class)
  - i. Planning for 12 spots available.
  - ii. Two information sessions in Spring for students to attend.
- D. Externship Planning for Spring 2027
  - i. 160 hours total, 4 (or 5) weeks, 40 hours each week.
  - ii. Start and end times set by each site.
  - iii. Dates: April 12 – May 7, 2027 (could also utilize May 11-15).

III. Additional Questions or Feedback
- A. Mirabile, Northwestern Medicine, noted that medical assistants generally struggle with accurately taking radial pulses. Kanashiro agreed to emphasize with students as well as blood pressure and apical pulse.