

# San Joaquin Valley College



**CAMA / CMA Curriculum Conference – ID #2**

**Sequoia Room**

**Corporate Office**

**01.21.11**

**9:00 AM – 12:00 PM**

## **Minutes**

### **Attendees:**

Kym Dickson, DM, Fresno Campus; Sheryl Rounsivill, Instructor; Candace Hunter, Instructor; Nicole Weiss, Instructor; Sulea Rucker, DM, Modesto Campus; Kristina Perkins, Instructor; Annette Austerman, DM, Visalia Campus; Sujana DeAlmeida, Instructor; Susan Hernandez, Instructor; Linda Roullard, Instructor; Judy Mascorro, Instructor; Nichole Gallagher, Instructor; Sandra Saunders, Instructor.

Facilitator: Todd Gervais, Curriculum Technician.

### **Agenda:**

1. Follow up on program review items adoptions and concerns.
  - a. Clinical skill sheets.
  - b. Component grades for clinical competencies.
  - c. Equipment approval.
    - i. Infant manikin simulators for injections and capillary puncture.
    - ii. Blood collection reference cards.
    - iii. Pulse oximeters.
    - iv. Upgrade stethoscope and sphygmomanometer.
2. What course is CSS100 in for CMA program? Can it be moved?
3. English / Math implementation.
4. Assessments Strategies.

### **Action Plans:**

1. Pre-mastery clinical skill sheets will be uploaded to eCourses for immediate use and review.
  - All clinical instructors and Division Managers should review and evaluate the skill sheets and provide feedback by the end of February. Mastery Skills uploaded to eCourses in March.

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2. Component grades for clinical competencies will be raised to 31%.
  - This provides a safeguard that students will no longer be able to complete the course successfully without completing and demonstrating proficiency in performing all assigned skills.
3. New equipment incorporated into clinical courses as adopted through program review.
  - Equipment purchase proposal forms will be completed and submitted for items not found on the master supply list for medical assisting or those needing to be upgraded.
4. The CSS100 class is embedded within the CMA170 course and the possibility of moving this class to CMA 105 was discussed. Each campus will evaluate the need for relocating CSS 100 and will offer justification at a later time by completing the proper proposal form.
5. English / Math implementation.
  - After thorough discussion and evaluation it was unanimously decided that courses AMA 32 and AMA 303 would be eliminated in order to accommodate English 121 and 122 as well as Math 121 and 122.
  - SLOs for each course were carefully examined and it was determined that the SLOs from AMA 32 and AMA 303 were well represented in courses AMA 203 and AMA 33.
  - A proposal for all suggested revisions regarding the implementation of the new English and Math courses will be completed and submitted for review and final approval.
    - i. Program matrix.
    - ii. Course Outlines / SLOs.
6. Assessment Strategies:
  - It was reviewed that assessment is an invaluable tool for gathering supportive data about student achievement of learning outcomes.
  - It was also presented that instructors are instrumental in the assessment process and could help in the following way.
    - i. Complete a CLO to PLO Alignment Matrix and a Course Assessment Plan for each course taught by the individual instructor. Collaborative effort is encouraged among instructors, especially those teaching the same courses.
  - All attendees were provided with alignment matrices to be completed and returned to the curriculum technician. Alignment matrices and instructions were also emailed to the other campuses and instructors who were not able to attend the curriculum conference.