

Northland Community & Technical College Advisory Board Committee Meeting Agenda

March 24, 2015

Attendance

Alison Duell
Ardyce Heffernan
Lori Anderson

Absent

Jan Anderson
Deb Kroll
Rachel Fredrickson
Xan Kofstad

Minutes

1. Lori welcomed Alison and Ardyce to the meeting and thanked them for all they have done with the curriculum and program changes.
2. The Fall 2014 Meeting Minutes were reviewed and approved.
3. The Program Learner Outcomes for the Medical Administrative Assistant Program, the Medical Office Specialist Program, the Medical Coding Specialist Program, and the Patient Access Specialist Program were reviewed and approved.
4. Other Business:
 - a. Discussion took place regarding advertising for the Patient Access Specialist Certificate since it is a new program.
 - b. Lori asked the members if they knew anyone who would be interested in being a coding tutor. Alison expressed an interest and will be in touch with the Academic Success Center.
 - c. Lori asked for suggestions of additional advisory board members. Some suggestions were provided.
5. The meeting was adjourned at 7:30 p.m.

Respectfully submitted,

Lori Anderson, Director
Medical Office Programs