

# NORTHLAND

## COMMUNITY & TECHNICAL COLLEGE

### Medical Office Programs Advisory Board Meeting November 5, 2025 Northland Community & Technical College – Room 234

**Attendees:** Alison Duell, Sherry Wolff, Lori Anderson

**Absent:** Alexa Schurman

#### **Meeting Minutes**

1. **Welcome:** This was a multi-program Advisory Board Meeting on the East Grand Forks Northland Campus. Networking was from 5 to 6 p.m. A "FutureForward" power point was presented. "FutureForward" is an online tool created to connect Minnesota students and classrooms with local employers to positively impact future workforce and post-secondary decisions. Dinner was provided and individual Advisory Board meetings followed.
2. **Medical Office Program Learner Outcomes:** All four Medical Office Program Learner Outcomes were reviewed and approved--these included the Patient Access Specialist Certificate, Medical Administrative Assistant AAS, Medical Office Specialist Diploma, and the Medical Coding Specialist AAS degrees.
3. **Medical Coding Specialist & Medical Administrative Assistant Programs/Goal Area 1:** Lori reviewed the G1 goal area and provided a list of the available courses that students can take in Goal Area 1. She indicated that advisors had a concern with the way the information is displayed on the sites that may be confusing for students. The D2L Administrator has indicated that due to the options being all from the same goal area, there is not another feasible way to display the options.
  - a. The importance of returning back to access codes were discussed and members felt strongly that having students meet with their advisors to receive access codes would help eliminate this issue.
  - b. For now, however, things will remain as is due to the fact that the Advisory Board will be reviewing each program and course requirements in upcoming meetings.
4. **Program Pages/Other Items for Review**
  - a. The Business Division will be completing a Comprehensive Program Review for each program. Program information pages/course listings were distributed to members for upcoming review.
5. **Old/New/Other Business**
  - a. Discussion regarding 8-week courses continued from last meeting. Pros/cons were reviewed at the last meeting. Lori explained she attended a scheduled college 8-week course meeting and that another one was scheduled for November where she will be able to get more details—as to whether there will be a selection of 8-week courses or if they are going in the direction of entire programs going with 8-week courses. Members were very interested in the possibility of students being able to finish their program(s) early. Discussion focused on the option of creating programs to focus on blocks of courses. Lori will learn more information at the next scheduled 8-week meeting and report back to the Advisory Board members. More detailed information will be forthcoming.
  - b. Discussion took place about replacing A&P I and II with Intro to A&P, 8 credits vs 3 credits, respectively. Lori will do some research and bring that information to the next meeting or email members ahead of time for discussion of this topic for the next meeting.
  - c. Lori will find out if whether there will be another all-campus advisory meeting for spring; if not, Lori will reach out to members to schedule spring meeting.
6. Meeting adjourned at 7:30 p.m.

Respectfully Submitted,

*Lori Anderson*