**Academic Program Review: Action Plan**

**Program Degree and/or Certificates \_\_\_\_\_\_\_\_Medical Assistant AAS Degree\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| In this form, program directors along with the appropriate Dean should indicate any goals or action plans for program improvement over the next 5 years, which have been identified as a result of the academic program review process. | |
| Goal 1: Increase enrollment  Activity: Generate report of declared majors  Send program information  Contact students | |
|  | Cost/Resource Implications: $250 -$300 dollars marketing supplies |
| Timeline for Achievement: January 2020 (SPC) and August 2020 (SMC) |
| Measure of Success: brought student cohort from 11 (SPC) – 8 (SMC) to 12 (SPC) – 12 (SMC) |
| Goal 2: Increase Retention, Graduation, and exam participation Rate  Activity:   * Develop open lab hours * Add certification exam as part of graduation requirements * Restructure competency classes: New textbook, Pilot MedTrak, delete HCC111 and HCC112; use 4 credit hours gained to develop new competency class * Develop tutoring hours to transition students from HPM140 to HPM141 * Redesign HPM175C to include review for certification exam * Add minimum 2.5 GPA as entrance requirement to program | |
|  | Cost/Resource Implications: Cost to students in program fees |
| Timeline for Achievement: January 2021 (SPC) and August 2021 (SMC) |
| Measure of Success: Maintain 12 (SPC) and 12 (SMC) cohorts to graduation and increase exam participation |
| Goal 3: Update recruitment and marketing plan  Activity:   * Develop student medical assisting handbook (digital); including update of mission and vision statement to align with CAC’s mission and vision statements * Develop social media webpages to engage student awareness; use information to create database * Database to monitor interest in medical assisting program. Monitor strengths and weaknesses | |
|  | Cost/Resource Implications: Approximation: $200 - $300 dollars |
| Timeline for Achievement: 18 months (August 2020) |
| Measure of Success: Increase in retention using database to monitor interest, enrollment, and graduation |
| Goal 4: Increase attention and detail to self-study report  Activity: Provide more data  Give examples using data to show any changes  Use data and examples to show differences in CAC ARF and MAERB (medical assisting educational review board) ARF | |
|  | Cost/Resource Implications: none |
| Timeline for Achievement: 12 months |
| Measure of Success: Higher evaluation score |
| **Yearly Updates**  *To be completed each December and submitted to appropriate Dean and Academic Program Review Coordinator* | |
| **Discuss progress made toward Action Plan goals after one year:**    *Submitted by: Date:* | |
| **Discuss progress made toward Action Plan goals after two years:**  *Submitted by: Date:* | |
| **Discuss progress made toward Action Plan goals after three years:**  *Submitted by: Date:* | |
| **Discuss progress made toward Action Plan goals after four years:**  *Submitted by: Date:* | |