1. **Assessment information collected** - Student and employer surveys are sent to all current and graduated students as well as the employers who hire our graduates or host our practicum students. Competencies are also collected in the following courses: HLTH F132, 234, 142, 244. Students participate in a 180 hours practicum where they are evaluated by the site. A pre and posttest is performed both in HLTH F132 and 234 and HLTH F142 and 244. An essay is required for all graduating students when completing the practicum.

2. **Conclusions drawn from the information summarized above** - Students are not receiving the proper education in Electronic Health Records. Employers would like to see an increase in graduates; however, this would mean adding additional faculty which is not in our current budget. Students would like more education/practice for the national certified exam. Students who completed the essay are satisfied with the MA Certificate program and feel prepared to work in the field of study.

3. **Curricular changes resulting from conclusions drawn above** - Electronic Health Records were developed and four computers were placed in each medical assisting exam room. Students in HLTH F234, HLTH F142 and HLTH F244 will use this EHR. This is a temporary fix until we have the funds to purchase EHR. CMA exam study guides were purchased for the current Clinical II class this semester (spring 2014) and two study sessions will be scheduled to help prepare the student.
4. **Identify the faculty members involved in reaching the conclusions drawn above and agreeing upon the curricular changes resulting** - Amy Samuel, CMA (AAMA) - faculty- DOL grant, Tami Leroux, CMA (AAMA) - adjunct faculty, and Christa Bartlett, CMA (AAMA), AHI - program coordinator.