1. **Assessment information collected** - Student and employer surveys are sent to all current and graduated students as well the employers who hire our graduates or host our practicum students. Competencies are also collected in the following courses: HLTH F132, 234, 142, 244, 100 and 114. 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. We are however looking at the possibility of adding more sections and supplementing with adjunct faculty if possible. 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** - An entrance exam will be given to first year students in HLTH F142 and F234 for the medical assisting program. The same exam (which is a mock exam for the national test) will be given again in their practicum, which is the last class a student takes prior to graduating. Electronic Health Records were purchased over the summer as well as 7 new laptops to add to the existing 10. This HER program will be taught in HLTH F234, 142 and 244.

4. **Identify the faculty members involved in reaching the conclusions drawn above and agreeing upon the curricular changes resulting** - Shemy Wolf (full time faculty), Karen Ebanez (adjunct faculty), Amy Samuel (adjunct faculty), Wendy Johnson (full time faculty), and Christa Bartlett (Program Head.)