To: Candace Duron, Academic Senate President

From: CTE Committee

Date: April 11, 2025

**RE: Medical Assisting Program**

The CTE Committee, directed by the Curriculum Committee, attempted to develop a selection process for new allied health programs, per AB 1891. During the exploration of this topic, other concerns surfaced. While the CTE Committee acknowledges the complexities in creating new programs, especially when there is not a full-time discipline faculty expert to guide the development of the program, there are concerns related to the successful implementation of the medical assisting program.

The following are Administrative/Curricular concerns related to 10+1 and the Medical Assisting Program:

* Lack of program information available on Taft College website
* Lack of marketing materials
* Creation of formalized application process
* Creation of procedures for processing applications
* Vetted and approved selection process
* Program director yet to be identified
* Establishment of required pre-program requirements
* Options for completing required pre-program requirements? (i.e. CPR/BLS)
* Tracking of required pre-program requirements and immunization requirements
* Board policy on drug and alcohol screening for allied health students may be necessary
* Determination of specific program fees required prior to the start of the program
* All clinical courses included in second semester requirements
* Program courses in the fall schedule are different than first semester courses recommended and approved in Curriculum
* Greater transparency between administration and counseling
* Verification of established clinical sites
* Adjunct instructors needed for scheduled fall semester classes
* Enrollment management (multiple versus single class cohort structure)
* Possible revitalization of overall program structure
* Online modality considerations for Admin Medical Assisting cohort
* Exploring credit v non-credit class options

The above listed concerns center around the student experience and viability of the program structure. Although work is currently taking place to address these concerns, fall registration is underway, and there are unanswered questions. As with medical assisting, the committee has similar concerns with every Allied Health program to be rolled out (i.e. paramedics, nursing) highlighting the need for the creation of future processes and practices to address these and related concerns.

After review and discussion, a motion to work collegially with administration to address these concerns and delay the start of the medical assisting program for at least one semester was unanimously approved at the CTE Committee Meeting on April 10, 2025.

Thank you for your consideration of this request.