

Annual Program Review – Medical Assistant (2025–2026)

Form: Annual Program Review

Field	Value
Submitted by	Lisa Johnson (44943)
Submitted on	Jan 7, 2026
Form ID	062d0c38-44c5-4a0c-8b33-c86ebb06a804
Year	2025–2026
Program	Medical Assistant
Begin Date	Jan 7, 2026

A. Program Learning Outcomes

Date of review: Jan 7, 2026

Reviewed by Advisory Board and MA instructors.

Outcomes status: Up-to-date in Coursedog and on the program web page.

B. Course Syllabi

All required syllabus components are included.

Date of review: Jan 7, 2026

Syllabi status: Up-to-date in Coursedog.

Syllabi reviewed this year: MA 123 and HS 162 – no changes.

C. Program Competencies

Date of review: Jan 7, 2026

Competencies based on 2022 MAERB/CAAHEP standards; up-to-date in Coursedog.

D1. Course Assessments

Instructors use a variety of assessments, including exams, comprehensive finals, journals, clinical observations, class participation, quizzes, lab demonstrations, and simulations.

Assessments used:

- Oral examinations/presentations
- Written essays
- Examinations
- Comprehensive final exams
- Journals
- Clinical/internship observations
- Class participation

- Quizzes
- Lab demonstrations
- Simulations

D2. Course Assessments – Continued

Assessments are matched to outcomes/competencies.

We will continue to use the required 2022 Standards set by MAERB/CAAHEP.

Higher-level thinking: Students address psychomotor and affective competencies and answer cognitive-domain questions on a mock patient; each competency requires 84%+ to pass.

E. Certifications

True Learn practice testing used to prepare for the CMA exam; students may purchase additional AAMA practice tests.

In 2024, implemented Cengage to provide more CMA question practice.

F. Program Internships/Externships

Clinic supervisors assess administrative, clinical, lab skills, affective domains, and professional competencies (75% of overall grade).

Students submit weekly journals, time sheets, and learning assessments.

Program note: Diploma program started fall 2024; summer 2025 clinic supervisors reported students did well; six weeks judged sufficient for solid experience.

H–N. Program Metrics and Satisfaction

Measure	Status
H. Enrollment	Benchmark met.
I. Retention	Benchmark met.
J. Graduation	Benchmark met.
K. In-field Job Placement	Benchmark met.
L. Student Satisfaction	Benchmark met.
M. Alumni Satisfaction	MAERB alumni survey: 100% satisfaction (benchmark met).
N. Employer Satisfaction	Benchmark met.

O. Professional Development

Instructors participated in lesson-planning sessions to enhance engagement and maintain current skills.

Program Director maintains clinical skills by working summers in clinics.

P. Professional Organizations

Faculty belong to relevant professional organizations; students are made aware of associations in their field.

Q. Advisory Board Recommendations

Build Dakota offered in fall 2025: 20 students started; 2 recipients received Build Dakota full-ride scholarships with a three-year work commitment post-graduation.

Responsible: Clayton Deuter. Implementation: Jan 13, 2025.

R. Program Improvement Plans

Rising cost of medical supplies; requests submitted to CFO as needed.

Anticipated costs: \$3,000.

Contact

Primary: Lisa.Johnson@mitchelltech.edu

CC: marla.smith@mitchelltech.edu