

Agenda Item	Discussion	Decision/Action/Goal	Assigned to	Due
Review/Approve minutes				
Review action items				
Presentation	Speakers today were Amy Wojciechowski, Ph.D., Business Division Chair, West Shore Community College, and Ruth Freebury, M.B.A., M.S.N., Director of Nursing and Allied Health, West Shore Community College. They discussed the current course offerings that WSCC has for medical office staff, both administrative and clinical.			
	Additionally, discussion was held about future course offerings and potential new programs that could be offered to office staff. Amy and Ruth asked for input from all present as to what class offerings would help out in the office setting, as current clinical focus for the nursing program are for hospital based nurses. Also asked about gaps for the medical administrative classes that may not align with real-world medical office needs.			
	They handed out the 2015-16 Curriculum Guide and discussed the application process for the Nursing program and that the Winter semester begins Jan. 11, 2016.			
	There are courses offered right at the WSCC-WSMC Education Center and also online.			
	Recap of the year – almost 60 participants in this years' PAAC Meetings. Would like suggestions for future topics.			

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Adjourn	The meeting was adjourned at 1:00 p.m.			
Next Meeting	January 20, 2016			