



Minutes

Committee Name: IWV Business Advisory Committee

Date: November 6, 2023

Time: 9:00-10:30

Location: Cerro Coso Community College Room 235/Zoom

Attendees	
Frank Timpone	Business CCCC Faculty
Deanna Campbell	Business CCCC Faculty
Forrest Lloyd	Immanuel Christian School
Julie Faber	Business Owner, Alpen Arete
Daya Sepsey	Bishop Indian Education Center, Director
Kay Lloyd	Immanuel Christian School
Brianna Goico	Mammoth Chamber
Jesus Gaytan	CCCC Counselor
Tera Moorehead	Ridgecrest Regional Hospital
Tawni Thomson	Bishop Chamber of Commerce, Executive Director
Kevin Harrison	Mammoth High School, Counselor
Jaime McClure	Instruction Office Specialist

- 1. Welcome and Call to Order** – *the meeting was called to order by Professor Frank Timpone at 9:06.*
- 2. Approval of Agenda** – *no additions, agenda approved as presented*
- 3. Introductions** - *all those in attendance introduced themselves and their role at the college or in the community.*

a Julie Faber - Scholarships available to CCCC students

4. Approval of Minutes and Action Items- Approval moved by Deanna Campbell, 2nd by Julie Faber.

5. Agenda Items – Professor Timpone provided a thorough overview of the degrees and certificates available in the business program. Flyers and brochures were provided to those in attendance and shared with those attending via Zoom.

a Business Administration Associate in Science Degree for Transfer (AST) – Comments: Ranked in the top 5% of programs among 277 colleges and universities. Emphasize the aspects of financial and managerial accounting along with business law, micro/macroeconomics, and statistics.

b Business Associate in Science Degree – Comments: This degree does not transfer directly into the CSU bachelor's program. This program has some crossover between the Management AS.

c Business Certificate of Achievement

d Management Associate in Science Degree

e Management Certificate of Achievement

f Entrepreneur Certificate of Achievement – Comments: The only program offered only as a certificate. Combines financial and managerial accounting, learn how to write a business plan, along with a marketing course. This program is scaled back to give students more targeted education to provide a foundation for students to be able to launch a business. This program was expanded to the Owens Valley Conservation Camps (OVCC) and providing other courses within other business programs.

g Review Financial Aid Documents –

i Promise Program – Mono/Inyo local students will receive free tuition and books. The program for IWV is very similar but there is a first come, first serve component.

h Open Discussion –

i Forrest and Kay Lloyd have learned about the Promise Program and would like to start promoting along with Rotary efforts and scholarship awarding.

ii Deanna Campbell asked: What skills are local businesses seeking in our students?
Feedback: Marketing, social media platform management, strong structural/organizational skills, familiarizing students with the benefits of AI, HR support/services, and a stronger importance on speaking and offering customer service.

iii Frank Timpone asked: Do any of your organizations have internship opportunities? Julie Faber, Bishop Chamber of Commerce has one internship available. Tawni Thomson, there are a lot of business owners that would like to send their employees through for middle management skill improvement for promotion.

6. Future Meeting Dates – *Spring 2024*

7. Adjournment – *Professor Timpone adjourned the meeting at 9:55 am*

Meeting Chair: Frank Timpone

Recorder: Jaime McClure



Minutes

Committee Name: Allied Health - Dermatology

Date: 4/14/2023

Time: 12:45

Location: Zoom:

Attendees	
Matthew Wanta	Department Chair Allied Health CCCC
Julie Pettis	Professional Expert - CCCC
Dr. Leslie Baumann	MD, FAAD
Lori Levy	PA-c
Jeff So	PA-c
Beth Ulbrich	RN
Oskana Furvich	RN

1. Call to Order

- Professor Wanta, Department Chair, Allied Health called the meeting to order at 12:47 p.m.
- No Minutes or action items to approve at this time.

2. Introductions

- All those in attendance introduced themselves and provided a brief description of their professional background.

3. Dermatology Program

- *Cerro Coso Community College will be looking to launch this program as early as Fall 2023. The first read has been completed at CIC. This will be the only program of its kind in the United States, from research, data, and professional input, this program will meet a great need. The program will be offered online, these are advanced courses, beyond general medical assisting experience. The California Board of Medical Assisting will offer micro credentials for those completing this specialized program.*

4. Syllabus and Student Learning Outcomes

- *See attached documentation.*
- *Professor Wanta inquired about the adequacy of the scheduled hours, 54 contact hours. All those in attendance agreed those hours are adequate.*
- *The textbook will be Dr. Baumann's book, a revision specific to the MA program could be discussed in the future. Buy the 3rd edition and she will provide PDF's to material not included in the revision, but would be beneficial. Dr. Baumann also has a blog library, CCCC would need to vet for an OER component to the course. The pocket edition of Fitzpatrick's Terminology was also suggested.*

5. Business model

- *Competition – Florida Career College advertises they offer a similar program, upon further research, the program does not appear to be active or at the same caliber as the CCCC program.*
- *Career Opportunities – career advancement for those in the field, micro credentialing from state, increasing opportunities for MA's.*

6. Faculty

- *More advisors will be needed as this program gets rolling.*
- *Faculty will be hired under the Healthcare Ancillaries job description, send anyone interested to Professor Wanta for more information.*
- *Discussing a late start fall 2023 start date, may be spring 2024.*

7. Next Meeting

- *Next advisory meeting is June 23rd 12:30 (pacific time)*

8. Adjournment

- *Meeting adjourned by Professor Wanta at 2:07 p.m.*

Meeting Chair: Matthew Wanta
Recorder: Denise Allen

Dermatology Assistant

STUDENT LEARNING OUTCOMES

Week 1: Fundamental Science of the Integumentary System: At the end of this lesson the student will be able to define and understand the skin's primary layers, characteristics and function. The student will understand the evolution of skin color and be able recognize a skin type according to the Fitzpatrick Skin Typing System and the Baumann 16 Skin Types System and how they differ.

Week 2: Dynamics of Aging Skin: At the end of this lesson the student will be able to understand skin changes that occur with aging, and deterioration due to synergistic effects of chronologic time, photo aging, environmental factors extrinsic and intrinsic.

Week 3 Part 1: Common Skin Disorders: At the end of this lesson the student will be able to identify common skin abnormalities and various treatments available.

Week 3 Part 2: Cryosurgery and Post Treatment Care: The student will understand the equipment used for Cryosurgery, patient post care, and sterilizing. to understand the mechanism of action and application of cryosurgical techniques used for treating these conditions and patient care. The dangers of LN2 when not handled properly will be discussed.

Week 4: Introduction to Photo-Medicine: At the end of this lesson the student will understand laser fluence, pulse duration, spot size, and thermal relaxation time. The student will be able to define the difference between laser light and Intense pulse light (IPL). They will learn which Fitzpatrick Skin Types are more Likely to hyper pigment after laser and light therapies.

Week 5: Wavelength and Chromophore Therapies: At the end of this lesson the student will be able to define the three main chromophores in the skin, match them to corresponding laser types, and recognize the usefulness of light therapy in dermatology and aesthetic medicine.

Week 6: Laser Patient Intake and Exam Room Setup: The student will be able to distinguish and determine essential laser safety signs and proper eyewear used for laser or light treatments while following the protocols according to American National Standard for Safe Healthcare (ANSI Z136). The student will understand placement of specific tools used for treatments and the sanitation of laser equipment. The importance of keeping the tips clean and handling the handpieces with care will be emphasized.

Week 7: Mohs Micrographic Surgery: At the end of this lesson the student will understand the history of Mohs Surgery, and the most common types of skin cancers that require Mohs surgery. The student will understand the surgery process and preparing the patient for procedures.

Week 8: Exam Room Setup for Mohs Surgery, Surgery Aftercare, and Sterilization: The student will understand the necessary tools needed for surgery, setup of equipment and sterilizing after surgery. The student will understand scheduled maintenance of biopsy log, biopsy slides, and pathology reports.

Week 9: Dermatology Terminology: The student will learn the primary dermatology terminology used in a dermatology office. The medical assistant will be transferring this information to the electronic records system and transcribing for the provider to establish correct documentation.

Week 10: Botulinum Toxin Type A (BoNTA): The student will understand and define the different types of Botulinum toxins. How BoTX-A works, when results can be expected, how best to assist the provider. Safety issues will be discussed, and how to store the BoTX-A.

Week 11 Part 1: Dermal Fillers and Volume Enhancers: The student will understand and define the different types of dermal fillers the equipment used and how best to assist the provider.

Week 11 Part 2: Exam Room Setup for Aesthetic Injectables: The student will understand exam room set up for the provider, how to clean the patient's face, safety issues, documentation, photos, and assisting with patient after care and sterilization.

Week 12: Medical Assistants in California Scope of Practice: At the end of this lesson the student will be able to define the legal scope of practice under the provisions of the Medical Practice Act, Business and Professions Code (B&P), Sections 2069-2071 and in Title 16 of the California Code of Regulations, §§ 1366-1366.4. Emphasis will be placed on the scope of practice in a dermatology and aesthetic practice.

Syllabus for “Dermatology Assistant”

12 Weeks

Week 1: Fundamental Science of the Integumentary System: This module is designed for those with little or experience of the skin. The skin's architecture and function will be introduced and integrated into the understanding of the skin's anatomy to recognize common skin conditions. The question of evolution of skin color is discussed to better understand the modern-day human needs to adapt to new environmental conditions.

Week 2: Dynamics of Aging Skin: Explores the aging theory and chronological signs of aging skin. Special emphasis is given to understanding the skin's response to the sun. The relationship of oxidant to antioxidants will be defined and their role in protecting the skin from free radicals that accelerate the aging process.

Week 3 Part 1: Common Skin Disorders: Acne, Psoriasis, Rosacea, Eczema, Atopic Dermatitis, are common skin conditions that may have unknown causes. This module will address these and other common skin disorders and different approaches to treatments and interventions.

Week 3 Part 2: Cryosurgery (Liquid Nitrogen) and post treatment care of Cryosurgery: Cryosurgery is a common dermatologic procedure that can be used for several benign and malignant conditions. It is important to understand the mechanism of action and application of cryosurgical techniques used for treating these conditions.

Week 4: Introduction to Photo-Medicine: Is an introduction of lasers, Light and energy-based systems. The student will define key milestones in the development of light theory and laser systems: Identifying components of laser systems is essential when differentiating between Intense Pulse light (IPL) and lasers.

Week 5: Wavelengths and Chromophore Therapies: Defines and identifies the wavelengths and chromophores appropriate to phototherapies such as hair removal, treatment of vascular lesions, tattoos, and acne. Attention will be made to avoiding pigmentary complications in skin of color.

Week 6: Laser Patient Intake: This module will walk through the patient intake for laser and other light treatments using photography, Exam Room setup for Lasers/ IPL, BBL (according to the ANSI 136.3 standards), and Sterilization.

Week 7: Mohs Surgery: This module will discuss Mohs surgery and the effective technique for treating many basal cell carcinomas (BCCs) and squamous cell Carcinomas (SCCs), the two most common types of skin cancer. Who performs the procedure, advantages of Mohs surgery, and what happens during the Mohs surgery.

Week 8: Exam Room setup for Mohs Surgery, surgical aftercare, and sterilization This module will provide an overview of day-to-day Cleaning and spore testing of the autoclave, adhering to

scheduled maintenance and maintain record-Maintenance of biopsy log, biopsy slides, and pathology reports and sterilization.

Week 9: Dermatology Terminology: This module covers the primary dermatology terminology used in a dermatology office. The medical assistant will be transferring this information to the Electronic records system and also transcribing for the provider to establish correct documentation.

Week 10: Botulinum Toxin Type A (BoNTA) The student will study the facial anatomy to identify the function of the targeted muscle/s. Knowledge of contraindications, understand and define the different types of Botulinum's the equipment used and assisting the provider.

Week 11: Dermal Fillers and Volume Enhancers: The module discusses the anatomy, treatment protocols, patient consultation and patient selection that will minimize complications. The student will understand various injection techniques that will maximize aesthetic results in the aging face.

Week 12 Part 1: Injectable Patient Intake: This module will walk through the patient intake for injectable treatments using photography, along with exam room set up for injectable procedures, instruments, patient comfort, sterilization and assisting the provider.

Week 12 Part 2: Medical Assistants in California Scope of Practice: this module will cover the legal scope of practice under the provisions of the Medical Practice Act, Business and Professions Code (B&P), Sections 2069-2071 and in Title 16 of the California Code of Regulations, §§ 1366-1366.4. Emphasis will be placed on the scope of practice in a dermatology and aesthetic practice.

Textbook

Cosmetic Dermatology

Leslie Baumann, MD

Second Edition: Principles & Practice

ISBN 978-0-07-149062-7



Minutes

Committee Name: IWV Web Professional/Digital Media Advisory

Date: November 12, 2021

Time: 12:00 – 1:00

Location: Zoom

Attendees	
Suzanne Ama	Department Chair Business CCCC
Matt Hightower	Faculty CCCC
Michelle Stallings	Faculty CCCC
Larry Cosner	Medical Community
Nicole Griffin	Dean CTE CCCC
Ray Hocker	Faculty CCCC
Deanna Campbell	Director Bishop/Mammoth Campuses
Vickie Taton	Faculty CCCC

1. Call to Order – *the meeting was called to order by Professor Suzanne Ama at 12:02 p.m.*
2. Introductions - *all those in attendance introduced themselves and their role at the college or in the community.*
3. Program Review 2021 – *A thorough and detailed program review was presented and discussed. Presentation is attached.*
4. Discussion – Professor Ama opened the floor for discussion:
 - a. Vickie Taton discussed the need to move towards embracing mobile apps and cross device usage within the programs. She also discussed the need to recognize the uptick in businesses operating solely from social media platforms. A need to stay up to date with technology and trends is important for the programs.
 - b. Ray Hocker expressed a need for a digital photography class. His proposal is to offer the course once a year. Discussion took place on the feasibility of folding it into existing classes, the consensus was, it would be difficult to do based off the time it

takes to learn and apply Adobe Photoshop. Professor Hocker also discussed partnering more closely with SSUSD to meet digital media demands. Professor Ama expressed the desire for more dual enrollment opportunities with BHS but currently there is not a qualified teacher.

c Larry Cosner addressed the need for real world experiences for young people coming into the professional world. A gap exists between what young people think of social media and its applications, as well as how to be professional in a social media world. Is it possible to partner with business for externships for students to gather real world knowledge with social media in a professional sense being the main application? Professor Ama will discuss with Jennifer Marshall, CCCC job development specialist.

d Michelle Stallings reported that a majority of the drops or completion issues, in her courses, correlate to the pandemic or too much going on in life. This report lead to the discussion of how to better communicate to students the requirements and intensity of the courses. Professor Ama adds the time requirements to her syllabus quiz. Another suggestion was to make sure the counseling department is communicating to students effectively about the program requirements, and for professors within the web professionals/digital media courses to communicate their expectations in the syllabus; as well as, drop and withdrawal dates.

5. Adjournment – *Professor Ama adjourned the meeting at 1:04*

Meeting Chair: Suzanne Ama

Recorder: Denise Allen