



**TO:** The Honorable the Members of the Board of Regents

**FROM:** Douglas E. Lentivech 

**SUBJECT:** Master Plan Amendment: Boricua College—Bronx Campus, Associate in Science (A.S.) degree program in Medical Assistant

**DATE:** May 9, 2016

**AUTHORIZATION(S):** 

**SUMMARY**

**Issue for Consent Agenda**

Should the Board of Regents approve a master plan amendment to authorize Boricua College—Bronx Campus to offer an A.S. program in Medical Assistant?

**Reason(s) for Consideration**

Required by State Regulation.

**Proposed Handling**

The question will come before the full Board at its May 2016 meeting where it will be voted on and action taken.

**Procedural History**

A Master Plan Amendment is necessary as this is the institution's first program in the health professions discipline at the Associate degree level.

**Background Information**

Boricua College—Bronx Campus is seeking the Board of Regents approval for an amendment to its master plan to authorize the College to offer an A.S. degree program in Medical Assistant. The purpose of the program is to increase the number of

Latino, bilingual paraprofessionals with the values, skills, and knowledge to perform as medical assistants in the allied health services. This is aligned with the College's mission—to meet the educational needs of Puerto Ricans and other Spanish-speaking people.

The program will seek accreditation by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and the curriculum is designed to be aligned with related CAAHEP standards. The program will require completion of 68 credits of course work (31 credits in liberal arts and sciences and 37 credits in major). Liberal arts and sciences courses include English composition, College Math, Psychology, American History, etc. The medical assisting courses include Anatomy and Physiology, Medical Law and Ethics, Medical Terminology, Medical Billing and Reimbursement, Pharmacology, Medical Office Administration, and 600 hours of clinical experience.

A high school diploma or a general equivalency diploma (GED) is required for program admission. To apply for admission to the program, a prospective student shall submit a completed application form; be interviewed by an Admission Counselor; complete a written diagnostic examination to guide the faculty in designing an individualized study plan; and complete an interview conducted by the Admissions Committee composed of faculty members. Final admission decision is based upon candidate's academic competence; ability to devote full-time to college level studies; ability to integrate academic, employment, family and community responsibility into a coherent program of educational development; the candidate's level of maturity and self-discipline to assume progressively larger responsibilities for academic planning, development and evaluation; and the candidate's genuine interest in the problems and needs of the community.

The estimated enrollment for the Medical Assistant Program is 20 students for the first year; 20 new students in the second year; and 40 new students in the third year. The maximum enrollment of new students for this program will be 60. These projections are based on past enrollment patterns, expressed demands of potential candidates, availability of clinical sites and the resources required to meet for accreditation criteria and standards. It is anticipated that a sizable number of the students will be Hispanic and female.

The College will use existing spaces for the program, which include two fully equipped science laboratories, each for 20 students, adjacent to two computer labs for 25 students each. The labs can also be used as classrooms. In addition, the College has a dedicated lab for the proposed program and the College has allocated budget to purchase equipment. Each full-time faculty member has their own office/classroom for individualized and small group instruction with access to the internet and the College's information and learning resources system. The library facility has the space to meet the needs of the Medical Assistant Program and funds will be provided to develop a print materials collection as well as interactive software and video, online database and collection of relevant journals, as well as other academic libraries through membership in the METRO network. The College will also have access to several ambulatory clinics, and one collaborating hospital.

The College is committed to employing at least one full-time and two adjunct faculty members for every twenty (20) students in the program. The full-time to part-time faculty ratio is targeted at 1:2. In addition to the existing one full-time faculty and five part-time faculty members who will be teaching the liberal arts and sciences courses in the proposed program, the College will hire two full-time faculty (an externship coordinator; an instructors) and one part-time instructor to teach the major courses. The College has a temporary director for the proposed program and has a plan to hire a full-time director.

After departmental review of the proposal, the Professional Education Program Review office determined that the program meets all standards for registration. In addition, as part of the review process, a peer review team conducted a site visit to Boricua College—Bronx Campus. Following the peer review site visit, a canvass of the institutions of the New York City region was conducted to determine potential impact on current programs and resources. We received three responses: one supporting the program; one indicating no comments; and one expressing concerns of the need for the program and Boricua College's lack of experience in offering programs in the health professions. The College responded that there is a great need for medical assistants with Latino-Hispanic backgrounds and who are bilingual. The College also asserts that it has the resources and capacity to offer the new health-oriented program, and has established partnerships with hospitals and community health centers for the required internship experiences.

### **Recommendation**

VOTED, that the Board of Regents approve an amendment to the master plan of Boricua College—Bronx Campus to authorize the College to offer the A.S. program in Medical Assistant. This amendment will be effective until May 17, 2017, unless the Department registers the program prior to that date, in which case the master plan amendment shall be without term.

### **Timetable for Implementation**

If the Board of Regents approves the master plan amendment, the Department will register the A.S. program in Medical Assistant.