

FACULTY & STAFF MEETING MINUTES

Date: Tuesday, April 7, 2026

Time: 2:30 PM

Location: Conference Room

Attendees: Faculty, Program Directors, and Administration (*Sign-In Sheet Attached*)

Minutes Distribution: Hard copy placed in faculty/staff mailboxes and/or distributed via email.

Topics

1. Financial Aid Updates

- Student financial aid status and compliance were reviewed. Faculty and administration discussed the importance of identifying students with outstanding financial aid requirements and addressing concerns in a timely manner.
- Financial aid clearance as it relates to clinical externship participation and graduation clearance was also reviewed. Appropriate departments will continue communicating regarding students with outstanding requirements.

2. ABHES Re-Accreditation

- Administration provided an update regarding the upcoming ABHES re-accreditation process. The Institutional Self-Evaluation Report (SER) is due May 15, 2026, with the accreditation site visit anticipated between August and October 2026.
- Faculty and staff were advised that meeting frequency will increase as the institution prepares for the visit.
- Upcoming meetings will focus on preparation, documentation review, program compliance, and action planning. Faculty and Program Directors were reminded to respond timely to requests for information and documentation related to the re-accreditation process.

3. Medical Assistant Program

- The Medical Assistant program was discussed due to the decline in enrollment. The last program start occurred in May 2025.
- The ABHES requirement regarding enrollment within a 12-month period was reviewed. Based on current enrollment activity, the possibility of terminating the Medical Assistant program was discussed.

4. Advisory Board Meetings – April 2026

- Upcoming Program Advisory Board meetings were reviewed. Program personnel were reminded to confirm meeting dates and attendees and ensure meetings are conducted in accordance with applicable ABHES and/or CAAHEP requirements.

5. Clinical Placement Updates

- Clinical placement activity was reviewed for each applicable program. Program personnel discussed current placement needs and student progression into clinical education.
- Faculty and Program Directors were reminded to maintain communication regarding students approaching clinical placement and to identify concerns that may affect clinical readiness or timely placement.

6. Open Discussion

- Faculty and staff were provided an opportunity to discuss program, student, clinical, and administrative matters. Questions and concerns were addressed as applicable, and continued communication between faculty, Program Directors, and administration was encouraged.

Action Items / Follow-Up

- Continue monitoring students with outstanding financial aid requirements.
- Review student clearance requirements prior to clinical externship and graduation.
- Continue preparation for the ABHES SER submission by May 15, 2026.
- Increase faculty/staff meetings as needed for ABHES preparation and action planning.

Meeting Concluded

FACULTY & STAFF MEETING

Date: 4/7/20

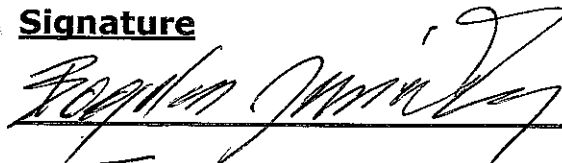
Time: 2:30

Location: Conference Room

MCI Faculty/Staff

Signature

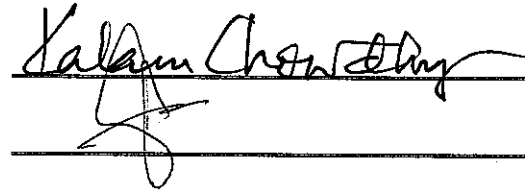
Bogdan Jasinski

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Tarek Halim

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Kalam Chowdhury

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Syeda Kazmi

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Nivedita Kumar

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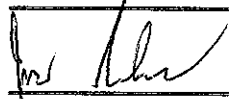
Erica Mosca

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Mohsina Kaderi

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Jess Scherr

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Christina Boyle

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