2023 Annual Report

MAERB

Institution Name: **Muskegon Community College**
City, State: **Muskegon, MI**
ID Number: **6354**
Program Type: **Certificate**

Year	Retention	Graduate Participation	Graduate Satisfaction	Job Placement	Employer Surveys Sent	Employer Satisfaction	Exam Participation	Exam Passage	# Graduates by Admission Year	# Graduates by Year of Graduation
	>=60%	>=30%	>=80%	>=60%	=100%	>=80%	>=30%	>=60%		
2022	100.00%	94.74%	100.00%	84.21%	100.00%	100.00%	100.00%	100.00%	27	19
2021	73.33%	78.95%	100.00%	84.21%	100.00%	100.00%	94.74%	100.00%	22	19
2020	93.94%	75.68%	100.00%	91.89%	100.00%	92.86%	97.30%	100.00%	31	37
2019	95.24%	91.67%	100.00%	91.67%	100.00%	100.00%	97.22%	100.00%	40	36
2018	92.68%	91.67%	100.00%	94.44%	100.00%	100.00%	94.44%	100.00%	38	36
Cumulative	91.80%	86.39%	100.00%	90.48%	100.00%	98.53%	96.60%	100.00%	158	147

General Information

The following questions should be answered to reflect your current program. The MAERB requires that every program fill out this information every year, even if the information has not changed from the previous year. The information allows us to doublecheck our database records and ensure that we have the most recent information.

1. Award type (choose one: certificate, diploma, associate degree)
    Certificate
2. Number of credit or clock hours of the accredited program?
    32 credit hours
3. How many semester/half-semesters/quarters/modules is the program? Please specify the term type (for example, 4 semester or six quarters) in your response.
    3 semesters
4. What is the length of your program in months, from beginning to end, for a full-time student?
    12 months
5. What is the name of the Program Director's immediate supervisor? This is the person who is to be copied on all MAERB correspondence.
    Chris Patterson
6. List any individual/s who is/are functioning as the Practicum Coordinator for your program.
    Dawn Platt
7. How many full-time employees of your school, including the Program Director, teach at least one course that is unique to medical assisting?
    2
8. List the names of these full-time employees, if there are any. The Program Director's name should be included in this list, if the Program Director is a full-time employee and teaches at least one course that is unique to the medical assisting program.
    Dawn Platt; Heather Johnson
9. How many part-time or adjunct faculty (i.e., faculty who teach at least one course that is unique to the medical assisting program curriculum) does the program employ?
    1
10. List the names of these part-time or adjunct faculty members, if there are any. The Program Director's name should be included in this list, if the Program Director is a part-time employee and teaches at least one course that is unique to the medical assisting program.
    Wanda MacLeod
11. Which of the following does your program use: 1. a trigger course to define your admission cohort or 2. a formal admission process which is specific to your MA program? Please see policy #205 in the MAERB Policy Manual. If your program uses a formal admissions process, you may not determine your admission cohort based on a Trigger Course. Call your Program Manager if you have any questions.
    Trigger Course
12. If you use a trigger course, supply the following information: alphanumeric abbreviation (e.g., MA 101) and term in which the trigger course is taught in the sequence of the program (e.g., first quarter or second module). If you use a formal admission process, answer "Not Applicable."
    MA102AL&L; First Semester
13. Are you using either the same trigger course or the same admission process for all five years of retention data on your current ARF?
    Yes.

Enrollment, Retention and Graduation

MAERB Retention Threshold: 60%									
Enrollment Date Month/Year (The month and year should match the date on your ARF Tracking Tool)	Number of New Students Enrolled in the Admission Cohort	Number of new Students Transferring In (from another school or program)	Total # of Students in the Admission Cohort	# of Students that are still "In-Progress" or "Stopped Out"	Attrition (# who dropped out) for Non-Academic reasons	Attrition (# who dropped out) due to Gen Ed courses	Attrition (# who dropped out) due to Professional (i.e., MA) courses	# of Admission Cohort that has Graduated as of today	
May/2022	9	0	9	4	0	0	0	5	
August/2022	10	0	10	4	0	0	0	6	
December/2022	18	0	18	2	0	0	0	16	
Graduates for cohort/s admitted 2022								27	100.00%
May/2021	12	0	12	0	2	0	0	10	
August/2021	9	0	9	0	2	0	0	7	
December/2021	9	0	9	0	3	1	0	5	
Graduates for cohort/s admitted 2021								22	73.33%
May/2020	22	0	22	0	1	0	0	21	
December/2020	11	0	11	0	1	0	0	10	
Graduates for cohort/s admitted 2020								31	93.94%
May/2019	23	0	23	0	1	0	0	22	
December/2019	19	0	19	0	1	0	0	18	
Graduates for cohort/s admitted 2019								40	95.24%
May/2018	24	0	24	0	1	0	0	23	
December/2018	17	0	17	0	0	0	2	15	
Graduates for cohort/s admitted 2018								38	92.68%
Cumulative Total	183	0	183	10	12	1	2	158	91.80%

Graduation Year Data Reporting

Year of Graduation	Total number of students who graduated in the calendar year regardless of when the students entered the program.
2022	19
2021	19
2020	37
2019	36
2018	36
Cumulative Total	147

Graduate Survey Results

MAERB Participation Threshold: 30%; MAERB Satisfaction Threshold: 80%								
Year of Graduation	# of Graduates	# of Grad Surveys Sent	# of Graduate Surveys Returned	Graduate Survey Participation %	# of Positive Responses - Cognitive	# of Positive responses - Psychomotor	# of Positive responses - Affective	Number of Surveys with Overall Positive Responses	Graduate Survey Satisfaction %
2022	19	19	18	94.74%	18	18	18	18	100%
2021	19	19	15	78.95%	15	15	15	15	100%
2020	37	37	28	75.68%	28	28	28	28	100%
2019	36	36	33	91.67%	33	33	33	33	100%
2018	36	36	33	91.67%	33	33	33	33	100%
Total	147	147	127	86.39%	127	127	127	127	100%

Job Placement Results

MAERB Positive Job Placement Threshold: 60%				
Year of Graduation	Total Number of Graduates	# of Grads who became Employed as Medical Assistant OR a Related Field	# of Grads who continued with education in allied health OR went into military	All other graduates who either didn't get a job as a MA or in a related field, didn't continue with their education or go into the military, or whose status is unknown	Positive Placement Rate
2022	19	16	0	3	84.21%
2021	19	16	0	3	84.21%
2020	37	34	0	3	91.89%

2019	36	32	1	3	91.67%
2018	36	34	0	2	94.44%
Total	147	132	1	14	90.48%

Employer Survey Results

MAERB Employers Surveys Sent Threshold: 100%; MAERB Satisfaction Threshold: 80%										
Year of Graduation	# Employed as MA or Related Field	# of Employer Surveys Sent	Employer Surveys Sent %	# of Employer Surveys Returned	Employer Survey Participation %	# of Positive Responses - Cognitive	# of Positive Responses - Psychomotor	# of Positive Responses - Affective	Number of Surveys with Overall Positive Responses	Employer Survey Satisfaction %
2022	16	16	100%	7	43.75%	7	7	7	7	100%
2021	16	16	100%	8	50%	8	8	8	8	100%
2020	34	34	100%	14	41.18%	14	13	13	13	92.86%
2019	32	32	100%	16	50%	16	16	16	16	100%
2018	34	34	100%	23	67.65%	23	23	22	23	100%
Total	132	132	100%	68	51.52%	68	67	66	67	98.53%

Credentialing Exam Outcomes

A $200 administrative fee will be charged for any error on the ARF

Participation

	Year of Graduation	Total # of Graduates	# who took CMA (AAMA) exam	# who took RMA (AMT) exam	# who took NCMA (NCCT) exam	# who took CCMA (NHA) exam	# who took CMAC (AMCA) exam	# who took MORE THAN ONE different exam	Exam Participation Rate %
					MAERB Participation Threshold: 30%				
	2022	19	0	19	0	0	0	0	100%
	2021	19	0	18	0	0	0	0	95%
	2020	37	1	35	0	0	0	0	97%
	2019	36	0	35	0	0	0	0	97%
	2018	36	23	14	0	0	0	3	94%
	Total	147	24	121	0	0	0	3	97%

Passage

	Year of Graduation	Total # of persons who took an exam	# passing CMA (AAMA) exam	# passing RMA (AMT) exam	# passing NCMA (NCCT) exam	# passing CCMA (NHA) exam	# passing CMAC (AMCA) exam	# who passed MORE THAN ONE exam	Exam Passage Rate %
					MAERB Passage Threshold: 60%				
	2022	19	0	19	0	0	0	0	100%
	2021	18	0	18	0	0	0	0	100%
	2020	36	1	35	0	0	0	0	100%
	2019	35	0	35	0	0	0	0	100%
	2018	34	20	14	0	0	0	0	100%
	Total	142	21	121	0	0	0	0	100%