



September 18, 2017

Bruce Sikes, MSE  
Chancellor  
Arkansas Tech University  
1700 Helberg Lane  
Ozark, AR 72949

Dear Chancellor Sikes:

The Commission on Accreditation of Allied Health Education Programs (CAAHEP) is pleased to inform you of its vote on **September 15, 2017** to award **continuing accreditation** to the Medical Assisting Associate Degree program at Arkansas Tech University, Ozark, AR.

The recent peer review conducted by the Medical Assisting Education Review Board (MAERB) and CAAHEP's Board of Directors recognizes the program's substantial compliance with the nationally established accreditation Standards. The next comprehensive evaluation of the program, including an on-site review, is scheduled to occur no later than **Fall 2026**.

The MAERB will regularly monitor the program's compliance with the outcomes assessment thresholds through the program's Annual Report as well as other documentation that may be requested (Standard IV.B.).

The following citation merits your institution's attention and resolution in order to strengthen the program's compliance with the Standards (for a complete copy of the Standards, check the CAAHEP website at [www.caahep.org](http://www.caahep.org), or call the office at 727-210-2350):

### **III.C.2. Resources - Curriculum**

**The program must demonstrate that the content and competencies included in the program's curriculum meet or exceed those stated in the MAERB Core Curriculum (Appendix B).**

### **IV.C NUTRITION-COGNITIVE**

#### **1. Describe dietary nutrients including: e. electrolytes**

One or more objectives in the cognitive domain was either not available for review or was not appropriate for either the objective or the domain.

Rationale for the Cognitive Domain:

IV.C.1.e: The assessment tool focused on high alcohol intake and occurrence of cancer rather than electrolytes.

There was additional documentation submitted for the following cognitive objective, but the documentation did not fully satisfy the requirement for the reason listed below.

The assessment tool for IV.C.1.e was not included in the submitted documentation.

*For the cognitive domain, submit the following:*

*Current syllabi/course outlines for the courses in which any of the above-listed cognitive objectives are taught and assessed. The above-listed cognitive objectives need to be highlighted.*

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*Grading policy, grading scale, and pass score applied for the cognitive objectives need to be highlighted on each syllabus.*

*Copy of the blank examinations and/or other required assessment tools covering the listed objectives, highlighting which specific question covers the objective in question. Indicate the course number and course title on the assessment tool.*

*Official roster of the most recently assessed group of students who took the course(s) in which the specific objectives listed above are taught.*

*Copy of gradebooks (containing grades of tests and other academic projects focused on the cognitive objectives) covering the most recently assessed students who took the course.*

CAAHEP requests that a progress report be sent to MAERB by **November 01, 2018** indicating the manner in which this citation has been resolved.

*The program must submit the progress report via one of the following: 1) Send one (1) USB thumb drive with all requested information to MAERB at 20 North Wacker Drive, Suite 1575, Chicago, IL 60606 or 2) scan the cover letter (on institution letterhead with appropriate signatures) and documentation into a PDF file and e-mail it to MAERB at [maerb@maerb.org](mailto:maerb@maerb.org).*

Failure to respond satisfactorily to the citation above may result in a withdrawal of accreditation.

The accreditation standards are established by CAAHEP, MAERB, and the American Association of Medical Assistants (AAMA).

The commission commends you and your colleagues for your commitment to continuous quality improvement in education, as demonstrated by your participation in program accreditation. Questions concerning the submission or content of the progress report should be directed to the MAERB Executive Office.

Sincerely,



Carolyn O'Daniel, EdD, RRT  
President

cc: Michael Murders, MS, Chief Academic Officer  
Melinda Rhynes, CMA(AAMA), MEd, Medical Assistant Program Director  
Mary L. Dey, CMA-AC (AAMA), CPC, Chair, MAERB  
Rebecca Walker, CMA (AAMA), BS, CPC, Co-Vice Chair, MAERB  
Francine Palermo, EdD, Co-Vice Chair, MAERB  
Sarah R. Marino, PhD, Executive Director, MAERB