

CE Workforce Committee Meeting Minutes

CHAIRPERSON: Dr. Linda Munoz		
MEETING DATE: November 5, 2025	MEETING TIME: 9:45 AM -11:00 AM	MEETING LOCATION: IO 114 & Teams online
RECORDER: Keri Shelburne	PREVIOUS MEETING: September 3, 2025	

MEMBERS PRESENT: (P = Present) (Pt=Present on Teams) Add nonmembers to bottom of table with heading "Others Present."

	Name and Title (List all)	Title	Email	Best contact number
Pt	Kelly Steelman	Director of Financial Aid	k0151162@actx.edu	806-371-5311
Pt	Kristin McDonald-Willey	Director of Admissions and Registrar	kmw@actx.edu	806-371-5034
	Kevin Cheek	Executive Director of Workforce Training & Development	kdcheek@actx.edu	806-371-2996
P	Linda Munoz	Dean of Special Projects	lmunoz27@actx.edu	806-371-5907
Pt	Jeff Wallick	Director of Safety and Environmental Technology Education	j0079278@actx.edu	806-467-3040
P	Melissa Burns	Director of Center for Continuing Healthcare Education	m0084211@actx.edu	806-356-3650
Pt	Elisa Alvarado	Director of Institutional Effectiveness	eralvarado@actx.edu	806-371-5918
P	David Hall	Dean of Technical Education	dhall36@actx.edu	806-335-4309
P	Leslie Shelton	Director of Corporate Training	lgshelton@actx.edu	806-371-2904
Pt	Tiffany Oneal	Associate Registrar	t0114485@actx.edu	806-371-5267
	Collin Witherspoon	Executive Director of Institutional Research	ccwitherspoon@actx.edu	806-371-5142
	Tina Babb	Associate Vice President of Curriculum, Planning, & IE	tmbabb@actx.edu	806-371-5420
	John Smoot	Executive Director of Health Care Simulation	jcsmoot@actx.edu	806-356-3688
Pt	Eric Wallace	Dean of Public Service Programs	ecwallace@actx.edu	806-457-4464
	Olga Kleffman	Accounting Income Supervisor	okleffman@actx.edu	806-371-5002
	Kim Crowley	Dean of Nursing	kacrowley@actx.edu	806-354-6087
	Kim Boyd	Dean of Health Professions/MLT Program Director	kmboyd@actx.edu	806-354-6060
Pt	Whitney Fernandez	Director of Enrichment and Wellness	wbfernandez@actx.edu	806-371-2906
Others present:				

Minutes

Key Discussion Points	Discussion
Old Business:	See previous minutes.
New Business:	<p>Minutes of the meeting on September 3, 2025 were provided before this meeting to the committee by email. David Hall motioned to approve the minutes of the meeting on September 3, 2025. Tiffany Oneal seconded the motion. Minutes approved.</p> <p>Linda Munoz announced that there are 6 petitions being presented for approval. 1 for electrical, 1 for plumbing, 1 for clinical medical assistant, 1 for medical billing & coding, 1 for medication aide and 1 for mental health technician (tabled).</p> <p>Hall submitted petition for electrical 144 hrs, committee viewed, Leslie Shelton motioned to approve and Eric Wallace seconded. All approved.</p> <p>Hall submitted petition for plumbing 176 hrs, committee viewed, Melissa Burns motioned to approve and Kristen McDonald-Willey seconded. All approved.</p> <p>Burns submitted petition for Medication Aide 144 hrs, committee viewed, Hall motioned to approve, Shelton seconded. All approved.</p> <p>Burns submitted petition for Clinical Medical Assistant 384 hrs, committee viewed, Shelton motioned to approve, McDonald-Willey seconded. All approved.</p> <p>Burns submitted petition for Medical Billing & Coding 112 hrs, committee viewed, Hall motioned to approve, Wallace seconded. All approved.</p> <p>Petition for Mental Health Technician was tabled. Will come back to it at a later time.</p> <p>Munoz discussed sub committees and that IT & the business office created online registration for TRUE grant open enrollment courses. Discussed minimum/maximum hours and how-to code.</p> <p>Website-no new updates.</p> <p>Data-McDonald-Willey showed some data re: CE (previous Fall, Spring, Summer). 551 students reported. Nothing else new to report.</p> <p>Rentals-Shelton reached out to Mark White to see if he has approved the rental policies-still waiting on a response.</p> <p>Other-Wallace asked about funding rate: CE cert-high demand \$1250; ICLC & OSA-\$1000. Whitney Fernandez asked about tuition rate increases. Munoz will check to see if there is a tuition freeze. If no freeze, Munoz will speak with Dr. Sobey about tuition & instructor pay increases. No other business to report.</p>
Curriculum Decisions:	None at this time.
Acronyms:	See previous meeting minutes.
ACTION ITEMS:	Munoz will check on tuition freeze. Elisa Alvarado discussed the need to work on a process for when to update CB Pass again.
Adjourn Time:	Meeting adjourned at 10:36 AM.
Recorder's Signature & Date:	<p style="text-align: right;"><i>Keri Shelburne</i> 04/06/2026</p>
DIVISION DEAN'S SIGNATURE & Date:	<p style="text-align: right;"><i>Linda Munoz</i> 04/07/2026</p>
Next Meeting:	January 7, 2026

Program TOTAL Contact Hours: 144

Major Course Requirements

Course	Type (e.g. W New, Revision, Existing)	ContHRs	Lec/Lab Combo	Other Type	
ELPT 1011	WECM Existing	72			<p><u>Basic Electrical Theory</u> <u>Description:</u> Basic theory and practical direct current. <u>Outcomes:</u> Explain atomic structure, electrical values for combination circuits, inductance, and capacitance; summarize length, type of material, and size; interpret electrical symbols.</p>
ELPT 1045	WECM Existing	72			<p><u>Commercial Wiring</u> <u>Description:</u> Commercial wiring methods and proper grounding techniques, and interpretation of electrical blueprints. <u>Outcomes:</u> Interpret electrical blueprints for the installation of branch circuits; wire devices according to the National Electrical Code; identify commercial wiring methods; identify commercial wiring procedures.</p>


144

IRCC: NCCER Electrical Level 1

Do you have BLC/industry approval?

Y

The CNBT BLC is aware of this program and supports it.



tice of electrical circuits. Includes calculations as applied to alternating and

re and basic values such as voltage, current, resistance, and power; determine circuits in direct current (DC) and alternating current (AC) containing resistance, summarize the principles of magnetism; calculate voltage drop based on conductor and utilize electrical measuring instruments.

ethods. Includes overcurrent protection, raceway panel board installation, associated safety procedures.

reprints/drawings; compute the circuit sizes and overcurrent protection needed for circuits, feeders, and service entrance conductors; explain the proper installation of National Electrical Code (NEC) and local electrical codes; demonstrate grounding methods including conduit bending; and demonstrate proper safety

Department: Construction Technology

Suggested Program Name: Plumbing OSA

Suggested Program Type:

Suggested Program Code: CE.OSA.PFPB

6-Digit Program CIP:

Type of Action: New OSA

Effective Date: SP26

Reason/Justification: The certificate is to address the needs of local plumbing companies.

46.0503

46.0503

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Program TOTAL Contact Hours: 176

Major Course Requirements				
Course	Type (e.g. W, New, Revision, Existing)	ContHrs	Lec/Lab Combo	Other Type
PFPB 1006	WECM Existing	48		
<u>Basic Blueprint Reading for Plumbers</u> drawings. Includes symbols and architectural drawings of drain, waste, and vent systems. Outcomes: Interpret and sketch isometric drawings of plumbing systems.				
PFPB 1023	WECM Existing	32		
<u>Plumbing Codes I - Course Description</u> waste water, and gas systems relationships. End-of-Course Outcomes: Identify and describe the various types of plumbing systems. <u>Piping Standards and Materials</u> - C standards and specifications. Include identification and installation of various types of piping systems.				
PFPB 2008	WECM Existing	48		
End-of-Course Outcomes: Identify and describe various types of valves and fittings used in plumbing systems.				
PFPB 1021	WECM Existing	48		
<u>Plumbing Maintenance and Repair</u> a plumber including public relations. End-of-Course Outcomes: Identify and describe the principles of public relations.				

Total= 176

Do you have BLC/industry approval?

Y

IRCC: NCCER Plumbing I

The Const. Tech BLC is aware of this program and supports it.

ers- Course Description: Introduction to reading and interpreting working drawings and the use of sketching techniques to create isometric and perspective drawings of drain, waste, vent, hot and cold water, and gas piping components. End-of-Course Objectives: 1. Identify and describe the components of isometric drawings of drain, waste, vent, hot and cold water, and gas systems.

ion: State and local plumbing codes and the application of potable water, gas, and vent piping to residential and light commercial settings.

, differentiate and explain the sections of the state and local building codes and the basic public health and safety related to plumbing systems.

ourse Description: Identification, description, and application of piping systems; identification and use of various metallic and non-metallic piping materials, valves, and material take-offs.

metallic and non-metallic pipe and tubing; interpret pipe specifications; and fittings; and explain valve applications.

- Course Description: Instruction in the practices and procedures employed by plumbers in the installation, repair, and maintenance of DWV, water supply, and gas systems.

and repair various types of DWV and water supply systems; and apply general

Department: Continuing Healthcare

Suggested Program Name: Medication Aide

Suggested Program Type: OSA

Suggested Program Code: CE.OSA.MIA

6-Digit Program CIP: 51.2603

Type of Action: New OSA

Effective Date: SP2026

Reason/Justification: We are already teaching content that aligns with an OSA and just want to formalize it as a program.
Students test and are licensed with Department of Health & Human Services

Program TOTAL Contact Hours: 144

Major Course Requirements

Course Type	Net	Cont	Lec/La	Other
(e.g. WECM)	w/	HRs	b	Type

NURA	WECM	N	134	134
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1013

Notes:

Course Description: Instruction in preparation and administration of designated medications by non-licensed nursing personnel employed in licensed health care agencies including the responsibilities associated with such administration.

End-of-Course Outcomes: Identify the Texas Department of Aging and Disability Services guidelines for non-licensed nursing personnel employed in licensed health care agencies regarding the roles and responsibilities associated with medication administration; summarize the standardized drug legislation and resource references for drug pharmacodynamics; define the fundamental medical abbreviations, symbols, terminology, and common equivalents (apothecary, metric, and household measurements) required for medication administration; describe the basic anatomy and physiology of each body system and the common diseases related to each system; explain the actions, side effects, implications, and contraindications of commonly used drugs; and demonstrate procedures for accurate preparation, reporting, administration, and documentation of medications given to clients.

NURA	WECM	N	10	10
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1070

Course Description:A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

End-of-Course Outcomes: As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry; and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

Do you have BLC/industry approval? This course does not require a BLC.

Department: Continuing Healthcare

Suggested Program Name: Clinical Medical Assistant

Suggested Program Type: OSA

Suggested Program Code: CE.MDCA

6-Digit Program CIP: 51.0801

Type of Action: New CE Cert

Effective Date: SP26

Reason/Justification: This is a new CE course and we just want to formalize it as a program.
Certified Clinical Medical Assistant (CCMA) is offered by National Healthcare Association (NHA)

Program TOTAL Contact Hours: 384

Major Course Requirements

Course	Type	Ne	Cont	Lec/La	Other	Notes:
	(e.g.	w,	HRs	b	Type	
MDCA 1017	WECM	N	64	64	64	<p>Course Description: Emphasis on patient assessment, examination, and treatment as directed by physician. Includes vital signs, collection and documentation of patient information, asepsis, office clinical procedures, and other treatments as appropriate for health care settings.</p> <p>End-of-Course Outcomes: Assist with routine and specialty office examinations and procedures including inventory control; perform medical and surgical asepsis and sterile techniques appropriate in health care settings; apply governmental health care guidelines; and respond to medical emergencies.</p>
MDCA 1052	WECM	N	64	64	64	<p>Course Description:Application of governmental health care guidelines. Includes specimen collection and handling, quality assurance and quality control in performance of Clinical Laboratory Improvement Amendments (CLIA)-waived laboratory testing.</p> <p>End-of-Course Outcomes: Demonstrate venipuncture and skin puncture technique; demonstrate compliance with Universal Standards and Precautions based on OSHA guidelines; perform CLIA-waived laboratory tests; label and handle all biologic specimens; use equipment including calibration, maintenance and troubleshooting; demonstrate quality assurance and quality control procedures.</p>
MDCA 1054	WECM	N	32	32	32	<p>Course Description: A preparation for one of the National Commission for Certifying Agencies (NCCA) recognized credentialing exams.</p> <p>End-of-Course Outcomes: Develop time-management skills; apply study techniques; perform test-taking strategies for exams covering content of medical assisting courses.</p>

MDCA WECM N 64 64
1048

Course Description: Instruction in concepts and application of pharmacological principles. Focuses on drug classifications, principles and procedures of medication administration, mathematical systems and conversions, calculation of drug problems, and medico-legal responsibilities of the medical assistant.

End-of-Course Outcomes:

Prepare, administer, and document oral and percutaneous medications; calculate drug dosages for administration by standard routes for adult and pediatric patients; demonstrate inventory handling and storage; and adhere to governmental health care guidelines and biohazard protocols.

MDCA WECM N 160 160
1064

Course Description: Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

End-of-Course Outcomes: As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry; and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

384

Do you have BLC/industry approval? The Clinical Medical Assistant BLC is aware of this program and supports it.

Department: Continuing Healthcare

Suggested Program Name: Medical Billing & Coding

Suggested Program Type: ICLC

Suggested Program Code: CE.ICLC.HITT

6-Digit Program CIP: 51.0713

Type of Action: New ICLC

Effective Date: SP26

Reason/Justification: We will be teaching content that aligns with an ICLC and just want to formalize it as a program.

Program TOTAL Contact Hours: 112

Major Course Requirements

Course Type	Ne	Cont	Lec/La	Other	Notes:
(e.g. WECM)	w,	HRs	b	Type	

HITT 1013	N	96	96		<p>Course Description: An overview of skills and knowledge in ICD and CPT coding and claims forms for reimbursement of medical services.</p> <p>Course Outcomes: Apply ICD and CPT rules and guidelines to complete claims forms for submission.</p> <p>End-of-</p>
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HITT 2045	N	16	16		<p>Course Description: Review of coding competencies and skills in preparation for a coding certification exam.</p> <p>End-of-Course Outcomes: Perform self-assessment of coding competencies; resolve learning gaps.</p>
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112

Do you have BLC/industry approval? This course does not require a BLC.

Students will test with AAPC and receive the
The A is for while they are in internship peri



...ir CPC-A certification.
...od, after 2 years that will fall off.