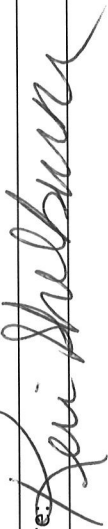


Advisory Committee Meeting Minutes

PROGRAM COMMITTEE NAME:		Clinical Medical Assistant	
CHAIRPERSON:	Karen Stoffle		
MEETING DATE:	MEETING TIME:	MEETING PLACE:	
4/28/15	7:00 a.m.	Allied Health 162	
RECORDER:	PREVIOUS MEETING:		
Keri Shelburne, Executive Secretary 806.354.6055	NONE		
MEMBERS PRESENT			
List all members of the committee, then place an X in the box left of name if present			
NAME	TITLE	EMPLOYER INFO	PHONE
Autumn Love	Recruiter	NWTHS	806.354.1900
Beth Terry	Office Manager	Amarillo Heart Group	806.358.4596
X Dr. Uy	President	U/first Urgent Care	806.418.2170
X Karen Stoffle	Administrator	FMC Care Xpress	806.350.3000
X Linda Stanhope	Health Science Instructor	AlSD	806.526.2812
Lisa Dockins		Cardiology Center of Amarillo	806.354.9764
Michael Gaylor	Administrator	Allergy Arts	806.356.1128
Valerie Conrad	RN-ICU	Pampa Regional Medical Center	806.663.0666
X Kendra Hubbard	Program Director	Amarillo College	806.354.6098
Dr. Deborah Vess	VPAA	Amarillo College	806.371.5226
X Mark Rowh	Dean, Health Sciences	Amarillo College	806.354.6070
X LaRoyce McAdoo	Advisor	Amarillo College	806.354.6007
Marissa Broyles	DOL-Curriculum Spec.	Amarillo College	806.467.3111
X Janice Johnston	DOL-Director	Amarillo College	806.467.3110
X Judy Massie	MDS Program Director	Amarillo College	806.354.6068
X Kim Boyd	Instructor	Amarillo College	806.354.6060
X Sandra Thornton	DOL- Instructor	Amarillo College	806.467.3114
X Lauren Hamby	Student Rep	Amarillo College	N/A
AGENDA ITEM		ACTION DISCUSSION INFORMATION	
RESPONSIBILITY			
Welcome & Introductions	Chairperson, welcomed everyone and introductions were made.		
Minutes	This was the first committee meeting for the program, so there were no minutes to approve.		
Health Science Advisor Report	Registration began on April 13 th . Enrollment has been down-advising working very hard to increase enrollment for the Summer & Fall.		

Director's Report	Hubbard gave committee a handout with changes made to the curriculum. Added the following courses: ➤ MDCA 1165: Practicum ➤ MDCA 1452: Medical Assistant Laboratory Procedures ➤ MDCA 1191: Special Topics in Medical Assistant ➤ MDCA 1254: Medical Assisting Credentialing Exam Review Hubbard reported that the program started with 13 students. 2 of those students dropped out and 1 student failed. Hubbard provided handouts to the committee with the CMA program goals, evaluation of competencies, daily time log, skills performance evaluation of competencies and the clinical associate evaluation of student form. Hubbard stated that in the future she hopes to have a CE link on the CMA webpage to provide information for students so that they will always have a quick reference place to go to for their CEU's.	Kendra Hubbard
Student Representative Report	Hamby feels some classes are repetitive, would like more classes online. Hamby reported that students would feel better having procedures classes before going to clinical. Hamby stated that she has received skills to do multiple jobs with the help of this program.	Lauren Hamby
Affiliation Reports	Stoffle added that to make students more attractive to their facilities: push clinicals back to 2nd semester, go over HIPAA very well and soft skills. Stanhope added that they have developed a math for medical professions course to be used by high school students. Dr. Uy-happy with the level of professionalism and willing to learn. Looking forward to having more students	Karen Stoffle, Linda Stanhope, Dr. Uy
Other Reports	Boyd-has a great group of students. Massie-everyone needs to reinforce time management with all students. Johnston- soft skills	Kim Boyd, Judy Massie, Janice Johnston
Dean's Report	Rowh thanked everyone for coming and for their support of the program.	Mark Rowh
Adjournment	Being no further business the meeting was adjourned at 8:30 a.m.	Chairperson
Date: 4/28/15	Executive Secretary Signature: 	Next Meeting: Spring 2016