


Advisory Committee Meeting Minutes

PROGRAM COMMITTEE NAME:		Clinical Medical Assistant			
CHAIRPERSON:					
MEETING DATE:	11/10/15	MEETING TIME:	11:30 a.m.	MEETING PLACE:	Allied Health 139
RECORDER:	Keri Shelburne, Executive Secretary 806.354.6055			PREVIOUS MEETING:	4/28/15
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	EMAIL
	Beth Terry	Office Manager	Amarillo Heart Group	806.358.4596	bterry@amarilloheartgroup.com
	Dr. Uy	President	U/first Urgent Care	806.418.2170	juv@ufirst/health.com
X	Karen Stoffle	Administrator	FMC Care Xpress	806.350.3000	karenstoffle@fmcclp.com
X	Linda Stanhope	Health Science	AISD	806.526.2812	linda.stanhope@amaisd.org
	Lisa Dockins		Cardiology Center of Amarillo	806.354.9764	dockins@ccallp.com
	Michael Gaylor	Administrator	Allergy Arts	806.356.1128	mgaylor@allergyarts.com
	Valerie Conrad	RN-ICU	Pampa Regional Medical Center	806.663.0666	valleconrad@hotmail.com
X	Kendra Hubbard	Program Director	Amarillo College	806.354.6098	kdhubbard@actx.edu
	Dr. Deborah Vess	VPAA	Amarillo College	806.371.5226	d055113@actx.edu
X	Mark Rowh	Dean, Health Sciences	Amarillo College	806.354.6070	merowh@actx.edu
X	Debby Carey	Advisor	Amarillo College	806.354.6007	dacarey@actx.edu
X	Janice Johnston	DOL-Director	Amarillo College	806.467.3110	jmjohnston31@actx.edu
X	Judy Massie	MDS Program Director	Amarillo College	806.354.6068	jemassie@actx.edu
X	Kim Boyd	Instructor	Amarillo College	806.354.6060	kmboyd@actx.edu
X		Student Rep	Amarillo College	N/A	N/A
AGENDA ITEM		ACTION DISCUSSION INFORMATION			
Welcome & Introductions		Program Director, welcomed everyone and introductions were made. A quorum was established through RSVP's but some were unable to attend the meeting at the last minute.			
Minutes		The minutes of the 4/28/15 meeting were sent by email to the committee before the meeting to review and were approved with no corrections.			
Health Science Advisor Report		Registration began on Monday, November 9 th , advisors working very hard to increase enrollment.			
		Committee			
		Debby Carey			

Director's Report	<p>Old business:</p> <ul style="list-style-type: none"> Hubbard still working on having a CE link on CMA website. CEU's needed each year: 16. An intense 2 week skills class was added. Phlebotomy course moved to the 1st semester to make sure students had this practice before going to clinical sites. <p>New business:</p> <p>100% pass rate on National exam.</p> <p>10 students currently in program-started with 13, three dropped out.</p> <p>Hubbard reported that she will be making some curriculum changes and will send out an email to the advisory committee for approval of the changes.</p>	Kendra Hubbard
Student Representative Report	<p>Lade transferred in to AC from an online program out of state. Lade reported that she really likes the hands on training of being in a classroom and that she is enjoying the program very much. Lade would like to see an associate degree offered.</p>	Lindsey Lade
Affiliation Reports	<p>Stanhope has the high school CMA program.</p> <p>Stanhope reported:</p> <p>They are teaching the medical, not the administrative portion.</p> <p>Had a 91% pass rate on their exams.</p> <p>Using medical math and stated that this is going well for students. In 2016-2017, medical math will be allowed to be taught at any Texas HS and students will be able to receive credit.</p> <p>Karen Stoffle reported things are going very well. Committee asked Stoffle questions: How many clinical sites they have? They have close to 15 in the area. How many students could be sent to their facilities for administrative? Stoffle will be attending a group meeting soon and will ask the group this question and let the committee know.</p>	<p>Linda Stanhope</p> <p>Karen Stoffle</p>
Other Reports	<p>Wheeler discussed the Perkins grant with the committee. Asked for volunteers to interview with her regarding workforce.</p> <p>Johnston reported on the DOL grant and that they are in the final year of the grant. She will be emailing the committee curriculum to review, approve, sign and return to her for grant reporting.</p>	<p>Susie Wheeler</p> <p>Janice Johnston</p>
ACTION ITEMS	<p>Look into Medical Math being offered for Health Science programs here at Amarillo College.</p> <p>Request money from Perkins Grant for a cast saw and other durable equipment to be used by the program.</p>	Dean/Program Director
Dean's Report	<p>Rowh thanked everyone for coming and for their support of the program and discussed the importance of advisory committee meetings.</p>	Mark Rowh
Adjournment	<p>Being no further business the meeting was adjourned at 12:50 p.m.</p>	Chairperson
Date: 11-12-15	Executive Secretary Signature: 	Next Meeting: Fall 2016