Advisory Committee Minutes

PROGRAM COMMITTEE NAME:		Clinical Medical Assisting				
CHAIRPERSON:		Lauren Hamby-Glasgow				
MEETING DATE:	4-24-18	MEETING TIME:	11:30 AM	MEETING PLACE:	AC West Campus, A bldg., Room 107	
RECORDER:		Janet Barton, Executive Secretary		PREVIOUS MEETING:		

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
X	Debbie Acord	Office Manager Surgery	TTUHSC	8064149410	debbieacord@ttuhsc.edu
X	Leah Henderson	RN	Allergy Arts	8063537000	lhenderson@allergyarts.com
X	Geraldine Valdez	Office Manager	Allergy Arts	8063537000	gvaldez@allergyarts.com
X	LaWanda Smith	Student Representative		8068477632	l0179248@amarillocollege.com
X	Yanalthe G. Martinez	Student Representative		8067290960	Y0487458@amarillocollege.com
X	Karen Stoffle	Clinic Administrator	FMC CareXpress	8063503000	karenstoffle@fmclp.com
X	Lauren Hamby-Glasgow	Clinic Manager- Ex Student	BCS/FMC	8064108412	laurenhamby@fmclp.com
X	Dave Clark	Administrator	Hereford Regional Clinic		Dave.clark@dschd.com

EX-OFFICIO'S PRESENT

X	Michele Rupe	Faculty	Amarillo College CCHCE	8064673028	Mmrupe22@actx.edu
X	Sandra DeLaRosa	Advisor	Amarillo College	8063715456	smdelarosa@actx.edu
X	Javier Herrera	Advisor	Amarillo College	8063546007	jfherrera@actx.edu
X	Melissa Burns	Director CCHCE	Amarillo College	8063563650	mdburns@actx.edu
X	Judy Massie	MDS Program Director	Amarillo College	8063546068	jemassie@actx.edu
X	Mark Rowh	Dean Health Sciences	Amarillo College	8063546070	merowh@actx.edu

AGENDA ITEM	ACTION DISCUSSION INFORMATION	RESPONSIBILITY
Call to Order	Introductions and minutes	
Approval of Minutes	N/A This was the first advisory board.	
Health Science Advisor Report	Busy registering students for next courses. Assisting students with CMA program application. Using new tool for registering students. Plan out start to finish.	
Student Report	Classes all coincide with each other. Makes it easier for students to see the pathway. Outstanding major.	
Director's Report	Presentation on No Excuses 2020. 70% completion. Two students came back to complete Assoc. degree. What we are doing right/ need to be better. Completion increase due to persistence. Have to make better than a C in A&P and Med Term. Time to complete, Align with labor market – are there well paid jobs when students finish. Do students perform well as an employee. Increase student engagement, performance on student learning outcomes. Adjust programs and courses based on competencies. Added ECG basic skills course. Pharmacology online. Align with LVN – basic skills. Mark asked how students are doing in basic skills. Jessica stated most are making A & B. Future – change textbooks. Charge one fee get any book needed plus codes. Admin section – what would a person be qualified for without coding? Work in front office, Insurance, answer phones, triage, scheduling, and computer work. Judy – can't teach coding in 3 classes. If finish associate, can come back and get coding. Jessica stated they may have to take human disease and basic skills. Judy stated they would be making adjustments. Jessica mentioned CMA is not accredited at this time. Working on it.	
Affiliation Reports	Geraldine – open CMA position Allergy Arts, Debbie has position MA, CNA.	
VP of Academic Affairs Report	N/A	
Dean of Health Sciences Report	Thanked everyone for coming and appreciate their support of program.	
CHCE	Offering hours for CMAs. Lunch and learns. Lauren asked where she can get information. Jessica stated website…has a list of hours needed. Certificate thru NHA	
Adjournment	12:55 PM	
Date: 5-11-18	Executive Secretary Signature: Janet L. Barton - *Janet Barton*	Next Meeting: 10/15/2018

No Excuses 2020

70% completion rate

On Track tomeet

1 Completion

- Improve persistence
- Increase completers
- Decrease time-to-completion

Align degree with labor Market Demand

⌐ Do graduates obtain well paid jobs?
⌐ Do graduates perform well as employees?

Learning

Increase student engagement
Increase performance on student learning outcomes
Adjust programs and courses based on competencies

ECG course

Changes Made

Basic Skills course

Pharmacology changed

Thank you for coming!

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FOR EDU