#### Advisory Committee Minutes

| PR        | OGRAM COMMITTEI      | E NAME:                           | Clinical Medical As        | sisting        |                          |               |                              |
|-----------|----------------------|-----------------------------------|----------------------------|----------------|--------------------------|---------------|------------------------------|
| СН        | IAIRPERSON:          | Lauren Ha                         | mby-Glasgow                |                |                          |               |                              |
|           |                      | 4-24-18                           | MEETING TIME: 11:30 AN     |                | MEETING PLACE:           | AC West Campu | ıs, A bldg., Room 107        |
| RECORDER: |                      | Janet Barton, Executive Secretary |                            | ary            | PREVIOUS MEETING:        |               |                              |
|           |                      |                                   |                            |                |                          |               |                              |
| Lic       | t all members of the | committee                         | then place an X in t       | he hay left of | MEMBERS PRESENT          |               |                              |
| LIJ       | NAME                 | committee                         |                            |                | EMPLOYER INFO            | PHONE         | EMAIL                        |
| Х         | Debbie Acord         |                                   | Office Manager Surgery     |                | TTUHSC                   | 8064149410    | debbieacord@ttuhsc.edu       |
| X         | Leah Henderson       |                                   | RN                         |                | Allergy Arts             | 8063537000    | Ihenderson@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. Martine  | ez                                | Student Representative     |                |                          | 8067290960    | Y0487458@amarillocollege.com |
| X         | Karen Stoffle        |                                   |                            |                | FMC CareXpress           | 8063503000    | karenstoffle@fmclp.com       |
| Х         | Lauren Hamby-Glas    | gow                               | Clinic Manager- Ex Student |                | BCS/FMC                  | 8064108412    | laurenhamby@fmclp.com        |
| Х         | Dave Clark           | 0                                 | Administrator              |                | Hereford Regional Clinic |               | Dave.clark@dschd.com         |
|           |                      |                                   |                            |                |                          |               |                              |
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|           | I                    |                                   |                            | E              | X-OFFICIO'S PRESENT      | I             |                              |
| Х         | Michele Rupe         |                                   | Faculty                    |                | Amarillo College CCHCE   | 8064673028    | Mmrupe22@actx.edu            |
| Х         | Sandra DeLaRosa      |                                   | Advisor                    |                | Amarillo College         | 8063715456    | smdelarosa@actx.edu          |
| Х         | Javier Herrera       |                                   | Advisor                    |                | Amarillo College         | 8063546007    | jfherrera@actx.edu           |
| Х         | Melissa Burns        |                                   | Director CCHCE             |                | Amarillo College         | 8063563650    | mdburns@actx.edu             |
| Х         | Judy Massie          |                                   | MDS Program Dire           | ctor           | Amarillo College         | 8063546068    | jemassie@actx.edu            |
| Х         | Mark Rowh            |                                   | Dean Health Science        | ces            | Amarillo College         | 8063546070    | merowh@actx.edu              |
|           |                      |                                   |                            |                |                          |               |                              |
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| 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<br>complete Assoc. degree. What we are doing right/ need to be better. Completion<br>increase due to persistence. Have to make better than a C in A&P and Med Term.<br>Time to complete, Align with labor market – are there well paid jobs when<br>students finish. Do students perform well as an employee. Increase student<br>engagement, performance on student learning outcomes. Adjust programs and<br>courses based on competencies. Added ECG basic skills course. Pharmacology<br>online. Align with LVN – basic skills. Mark asked how students are doing in basic<br>skills. Jessica stated most are making A & B. Future – change textbooks. Charge<br>one fee get any book needed plus codes. Admin section – what would a person be<br>qualified for without coding? Work in front office, Insurance, answer phones,<br>triage, scheduling, and computer work. Judy – can't teach coding in 3 classes. If<br>finish associate, can come back and get coding. Jessica stated they may have to<br>take human disease and basic skills. Judy stated they would be making<br>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 websitehas 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 |

## Medical Assisting Spring 2018 Advisor v Board Meeting

# Velcome

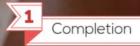


# No Excuses 2020

70% completion rate

#### In Track tomee





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



