

PROGRAM COMMITTEE NAME:		Clinical Medical Assisting			
CHAIRPERSON:	Lauren Hamby-Glasgow				
MEETING DATE:	4-23-19	MEETING TIME:	12:00 AM	MEETING PLACE:	
RECORDER:	Janet Barton, Executive Secretary			PREVIOUS MEETING:	
		AC West Campus, A bldg., Room 107 4-24-18			
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
	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	Michael Smith	Administrator	Acute and Chronic Pain and Spine Center	806-363-6100	michaelsmith@acpsc.com
	Michael Gaylor		Allergy ARTS		mgaylor@allergyarts.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	Teri Murphy	Compliance Officer	TTUHSC Amarillo	8064149606	teri.murphy@ttuhsc.edu
	Judy Massie	Program Director	Amarillo College		
	Kim Boyd	Program Director	Amarillo College		
EX-OFFICIO'S PRESENT					
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	mburns@actx.edu
	Kim Crowley	Dean Health Sciences	Amarillo College	8063546070	merowh@actx.edu
	Tamara Clunis/Frank Sobey	VPAA	Amarillo College		ttclunis@actx.edu
	Pam Madden	Title V, Perkins	Amarillo College		pjmadden@actx.edu
x	Student -				
AGENDA ITEM		ACTION DISCUSSION INFORMATION			RESPONSIBILITY
Call to Order					

Approval of Minutes	1 st Karen, 2 nd Geraldine all approved	Committee
Health Science Advisor Report	Javier – busy with registration. Making sure students have everything they need for application. Helping graduates to make sure they have completed all classes. Sandra – working with high school students getting them registered. Visiting AISD schools to talk about AC. Question was asked if they visit private schools. Sandra stated she has not.	Javier, Sandra
Student Report	Graduates in May. Will go on to get Bachelor degree. Loved the program. Jessica was very helpful. Currently working as a CNA. Would like to see more people apply to program.	
Director's Report	Jessica – Students can have two different certifications...medical or clinical. Changing name of program to Medical Assisting. Jessica Presented IDS. (see PowerPoint). Trying to bridge from one program to another- to nursing assistant or medical assisting. Needs- Program doesn't have a lot of equipment. Has received sim manikin with Perkins Grant funds. Would like to have a sim man. Lauren mentioned lung and heart sounds would be helpful. Jessica stated we have 2 sim babies that need repair. Need exam bed. Question about Phlebotomy – currently do not require EKG or phlebotomy. Karen stated it is very important to these certifications. Beneficial to students. Small program. Need word out to get more students. Students have been told they must have all skills before they go to practicum. CMA accepts fall and spring. Jessica bridged a class to mimic LVN. Students that didn't pass LVN could go to CMA. LVN is a certificate program. Could get an associate degree with CMA. Aligned some coursed to MDS program. Jessica mentioned CMA program is not accredited at this time but will be starting process.	Jessica Hill

Affiliation Reports	Geraldine Allergy Arts – would love to be a clinical site. May be able to in the future. Michael Texas Pain and spine – Additional NP added Dr. Danisfar's Brother. Doing more with vascular disease. May be doing more with AC. Karen FMC – hasn't taken many students. Wants more. Continue to add Clinicals. Jessica revised curriculum. Clinical finish in Spring, Practicum in Summer. Lauren BCS – Clinical in summer is best for administrator. Late fall and spring better for clinicals. Teri Murphy – Maybe hiring soon Judy AC – Good group. Judy teaches admin side. Introduces coding. Coding students can make more money. If take shortcuts someone has to fix. March 1st 2018, students can document in medical records. Not in hospitals.	Affiliates
CHCE	CEs available for healthcare professionals. If you know of any needs let Melissa know.	Melissa Burns
Adjournment	Meeting adjourned 1:06 PM	
Date: 6-15-19 6-19-19	James Barton - Executive Secretary	

CLINICAL MEDICAL ASSISTING ADVISORY COMMITTEE

Agenda – April 23, 2019

1. Welcome & Introductions – Lauren Hamby-Glasgow
2. Approval of Minutes
3. Health Science Advisor Report
4. Student Representative Reports
 - a.
5. Affiliation Reports
 - a. TTUHSC– Debbie Accord
 - b. Allergy ARTS – Leah Henderson
 - c. Allergy ARTS – Geraldine Valdez
 - d. Acute and Chronic Pain and Spine Center – Michael Smith
 - e. Allergy ARTS – Michael Gaylor
 - f. FMC CareXpress – Karen Stoffle
 - g. BCS/FMC – Lauren Hamby-Glasgow
 - h. TTUHSC – Teri Murphy
 - i. AC – Judy Massie
 - j. AC – Kim Boyd
6. Vice-President of Academic Affairs – Dr. Tamara Clunis/Frank Sobey
7. Dean of Health Sciences – Kim Crowley
8. Academic Advisory Report – Javier Herrera/Sandra De La Rosa
9. Continuing Healthcare Education – Melissa Burns
10. Perkins Coordinator – Pam Madden
11. Director's Report
 - a. Accreditation Report
 - i. Program Goals
 - ii. Medical Director
 - b. AC Strategic Plan – RSPT efforts
 - i. IDS
 - ii. Completion
 - iii. Degree Alignment
 - iv. Learning
 - v. Equity
 - vi. Financial
 - c. Program Data
 - d. Program fees
 - e. New equipment
12. Clinic Report –
13. Other Business
14. Adjournment

ADVISORY COMMITTEE MEMBERS

Program: Clinical Medical Assistant

Year: Spring 2019

Program Director: Jessica Hill

Committee
Chair:

Name	Title	Company	Phone	E-Mail
✓ Lauren Glasgow	Community navigator CCMA/CMHA	BLS	410-8412	lglasgow@bcsama.org
Judy Massie	MPS Prog Director	AC	354-6068	jmassie@actx.edu
Sandra Del Rosa	Advisor	Ac	371-5454	smdelarsa@actx.edu
Javier Herrera	Advisor	AC	354-6007	jfherrera@actx.edu
✓ MICHAEL SMITH	ADMINISTRATOR	TEXAS PAIN & SPINE	676-1051	MICHAELSMITH@ACPSC.COM
✓ Karen Stoffa	ADMINISTRATOR	FMC Care/pscc	670-8667	karenstoffa@fmcip.com
Melissa Burns	Director	AC	354-3650	mburns@actx.edu
✓ Gerardo Valdez	Business Office	Allergy Arts	353-7000	gvaldez@allergyarts.com
✓ Leah Henderson	nurse	Allergy ARTS	356-1115	lhenderson@allergyarts.com
Patricia Williams	Student		518-2040	10526653@durantcollege.edu
✓ Teri Murphy	Compliance	TTUHSC	414-9606	teri.murphy@ttuhsc.edu
Sherrie Buss	Admin Sys Spec	Ac	467-3104	ssbuss@actx.edu