

Amarillo College Business and Leadership Councils will ensure to comply with GIPWE Advisory Committee Meeting Minutes by incorporating the following agenda items into the meeting minutes. For more information about the characteristics of these committees, review pps. 7-8 in the [GIPWE](#).

- (1) Identification of committee members (**name, title, and affiliation**);
- (2) Indication of the committee members' presence or absence from the meeting;
- (3) The names and title of others present at the meeting;
- (4) The signature of the recorder; and
- (5) Evidence that industry partners have taken an active role in making decisions that affect the program as outlined below:
  - a. Evaluating the goals and objectives of the program curriculum;
  - b. Establishing workplace competencies for the program occupation(s);
  - c. Suggesting program revisions as needed;
  - d. Evaluating the adequacy of exciting college facilities and equipment;
  - e. Advising college personnel on the selection and acquisition of new equipment;
  - f. Identifying local business and industry leaders who will provide student with wor-Obased learning experience, employment, and placement opportunities;
  - g. Assisting in the professional development of faculty;
  - h. Assisting in promoting and publicizing the program to the community and to business and industry; and
  - i. Representing the needs of students from special populations as defined in Perkins V.

#### **For recorders/notetakers**

Please review the guidelines above and below as you prepare the agenda and/or minutes.

If a motion is made, make note in the section of who made the motion, who seconded, and include results of vote.

If there is no motion or action taken on a discussion or a point in the agenda, note "no action or vote taken" in the section.

#### **Signatures and Routing**

Upon completion of the minutes, please send them to advisory board/BLC chair and program chair and/or program coordinator for review and signature. *Include the meeting agenda with the minutes.* Afterwards, send it to Dean for review and final initial before you submit to the library for the electronic archives.

**Instructions for Advisory Board / BLCs**

**Chairperson** – appointed by program manager (someone outside of Amarillo College)

**Recorder** – person taking notes from meeting

**Members** – Include all members of committee; place an **X** to left of name if present.

**Ex-Officio** – Include all other people present. AC faculty, staff, and guests are ex-officio; they do not vote on motions.

“Program Name”  
Business and Leadership Council Meeting Minutes

CHAIRPERSON: Dina Harrett		
MEETING DATE: 5-8-25	MEETING TIME: 3:15 <b>No Quorum</b>	MEETING LOCATION: AC West Campus Allied Health Bldg Room 130
RECORDER: Janet Barton		PREVIOUS MEETING: 6-27-24 (no Quorum)

**MEMBERS PRESENT: (P = Present) Add nonmembers to bottom of table with heading “Others Present.”**

P?	Name and Title (List all)	Business Affiliation	Email	Best contact number
<b>p</b>	Coleen Hildebrandt	Amarillo Medical Specialists	<a href="mailto:Coleen.hildebrandt@gmail.com">Coleen.hildebrandt@gmail.com</a>	86-340-2631
A	Polly Johnson	Family Medicine Center of Canyon		
<b>P</b>	Christina Joshua	Bethel Medical Center for Foot and Ankle	<a href="mailto:bethelamarillo@gmail.com">bethelamarillo@gmail.com</a>	806-476-9468
A	Kirsten McCutchin	BSA Amarillo Diagnostics		

Advisory Board / Business and  
Leadership Council



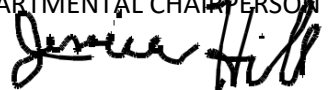
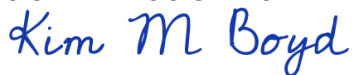
Medical Assisting

5-8-2025

A	Brian Montoya	BSA Wound Care - Coulter		
P	Liz Alaniz	Executive Director Heal the City	<a href="mailto:Liz.alaniz@hte.ama">Liz.alaniz@hte.ama</a>	806-231-0364
A	Eve Groff	Northwest Texas Physicians Group		
P	Marla Hinsley	Director NWTH/ JO Wyatt	<a href="mailto:Marla.hinsley@nwths.com">Marla.hinsley@nwths.com</a>	806-351-7256
A	Amanda McKellar	TTUHSC Pediatric Clinic		
P	Angie Shipman	Clinic Manager TTUHSC	<a href="mailto:Angie.shipman@ttuhsc.edu">Angie.shipman@ttuhsc.edu</a>	806-414-9761
A	Pamela Irvin	TTUHSC Surgical Clinics		
A	Courtney Bashaw	TTUHSC Psychiatry Dept		
P	Dina Harrett (on-line)	NWTHS Physicians Group	Dina was not able to fully participate due to computer/work.	

Minutes	
Key Discussion Points	Discussion
Old Business:	Previous minutes were not sent to members to vote. No vote at this time. Previous meeting on 6-27-24 did not have a quorum. Jessica stated she would send them to members and get a vote.
Advising	<b>Amanda Mckee</b> - Amanda stated they are very busy registering students. She will get information of accepted students for fall soon.
Continuing Healthcare EDU. Melissa Burns	<b>Melissa Burns</b> - Melissa mentioned they want to start a Spanish for HC Providers Course. They need someone who can teach it. Jessica stated some students know healthcare Spanish. Melissa also stated they are adding CMA in the Fall. This will help students who have FASFA, TPEG grant. CCHCE will also offer Billing and Coding spring of 2026. MA's need CE's. Reach out to Brenda. She is the new Education Coordinator.
Cynthia Brundage - MLT	<b>Cynthia</b> stated MLT is teaching Clia Waived testing. If anyone has supplies that they can donate it would be helpful. Need nasal swabs. We should have more robust phlebotomy training.
John Smoot – Simulation Center	<b>John</b> mentioned the Simulation Center will have open houses when it is ready. John is currently working with programs now. Hiring standardized Patients. They are learning communication for real situations.
Affiliation Reports	<p><b>Marla Hinsley – NWTX Hospital JO Wyatt</b> – Marla mentioned they are getting a visit from Joint Commission soon. She stated that they haven't had any turnover lately. She does enjoy having the students at the facility.</p> <p><b>Coleen Hildebrandt – Amarillo Medical Specialists</b> – Coleen stated this is the 9<sup>th</sup> year they have taken students. They throw them in the fire. They have hired several AC students. One of the doctors taught so he likes meeting with the students. Marla mentioned the students hate the paperwork they use with AC. When possible, they allow time for studying. Jessica mentioned she does not want them on tablets or laptops. Students have an eBook that they need to use.</p> <p><b>Liz Alaniz – Heal the City</b> – Liz stated that they haven't had much turnover. Liz also mentioned that 80% of their patients are Spanish speaking only. The students have been very nice.</p> <p><b>Dr. Joshua – Dr. Joshua</b> stated that they hire three MA's. Two are from AC. They have been great...high caliber. MA's have seen infections, gunshot wounds...smart students.</p> <p><b>Angie Shipman – TTUHSC</b> – Angie stated they have not had much time with the students.</p>

Program Director	<p><b>Jessica</b> presented curriculum changes for Fall of 2025. Fall 2<sup>nd</sup> 8 weeks she will see students. Spring she will see students 10 academic and 10 Continuing Education. There will still be Med Term and A&amp;P I. Admin Courses – need to work with Amanda and Jessica to enroll. Jessica stated she would like to find a better form of communication.</p> <p>Decreasing Clinical and Pharmacology class hours. We are moving Pharmacology to an 8-week course. L Currently she has 12 students for practicum in summer. All students can potentially sit for National Certification. Jessica asks what the placement situation is for students who are graduating. Jessica mentioned she would like to take a co-hort of 20 students. Jessica also presented information on the future of Medical Assistants. It was mentioned that students need to work on soft skills.</p>
Other:	
Adjourn:	Meeting adjourned at 4:09

Committee Chairperson: 	MEETING DATE: 06/12/2025	NEXT MEETING:
Recorder's Signature: 		
DEPARTMENTAL CHAIRPERSON SIGNATURE: 	DATE: 06/16/2025	
DIVISION DEAN'S SIGNATURE 	DATE: 06/14/2025	



# Medical Assistant

**Spring 25 Business Leadership  
Committee Meeting**



# Meeting Minutes from 2024

- Each question has 4 answer options (A, B, C, D).
- Choose the answer that you think is correct!
- After answering all the questions, check the answer key at the end.
- Count how many answers are correct and see your score category!
- Don't forget to have fun!





## **Medical Assisting Business Leadership Meeting Agenda 5-8-2025**

**Call to Order – Chairperson with review of previous year minutes**

**I.Approval of Previous Minutes – No Quorum**

**II.Health Sciences Advisor – Amanda McKee**

**III.Student Report**

**IV.John Smoot – Executive Director of Healthcare Simulation**

**V.Melissa Burns - Director of Continuing Healthcare Simulation**

**VI.Affiliation Reports**

**VII.Director Report**

**a.Application Process**

**b.Program Information**





# Professional Bio

**My name is Jessica Hill, and I am a registered nurse with a Master of Science in Nursing and a concentration in Informatics.**

**I have worked in healthcare for over 30 years, beginning my nursing career in 1992. Over the years, I have gained experience in a variety of clinical settings, including labor and delivery, the operating room, surgical intensive care, pediatrics, and gastroenterology. These roles have allowed me to serve as a charge nurse, preceptor, and procedural expert, and have shaped my approach to both patient care and professional collaboration.**

**In 2014, I joined Amarillo College as the Nursing Resource Center Supervisor, and in 2016, I transitioned into my current role as Program Director for the Clinical Medical Assistant Program. In this position, I develop curriculum, coordinate clinical sites, and teach future medical assistants. I take great pride in helping students grow into confident, capable healthcare professionals.**

**I have held certifications in sedation and clinical medical assisting, and I am a current member of the American Association of Medical Assistants (AAMA). I am also a former member of SGNA and HIMSS.**

**Throughout my career, I have tried to maintained a strong focus on communication, organization, and student-centered education.**



## Curriculum Changes for fall 2025 with the justifications:

### **1. Alignment with Workforce Demands**


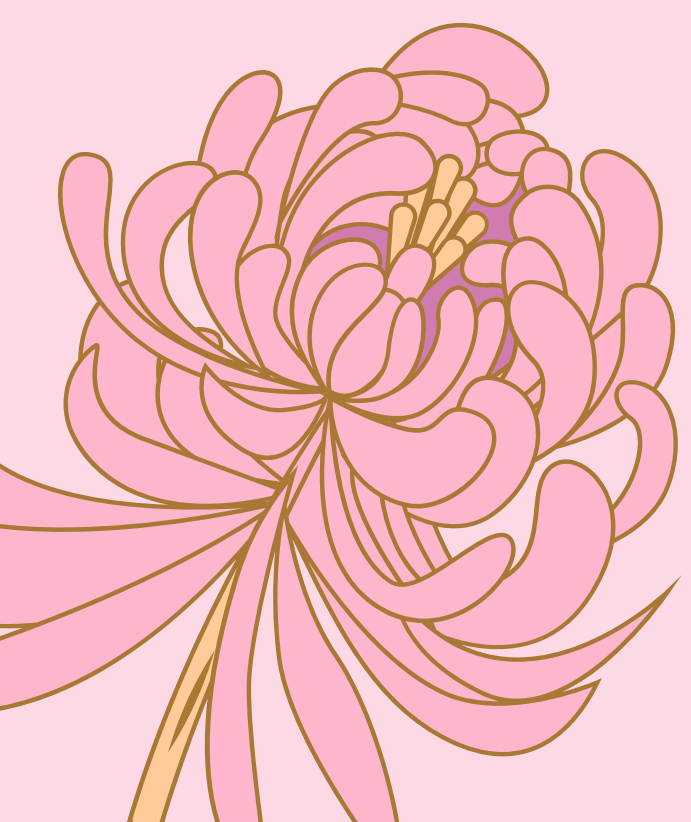
**Reason:** Employers need skilled medical assistants more quickly to address workforce shortages.


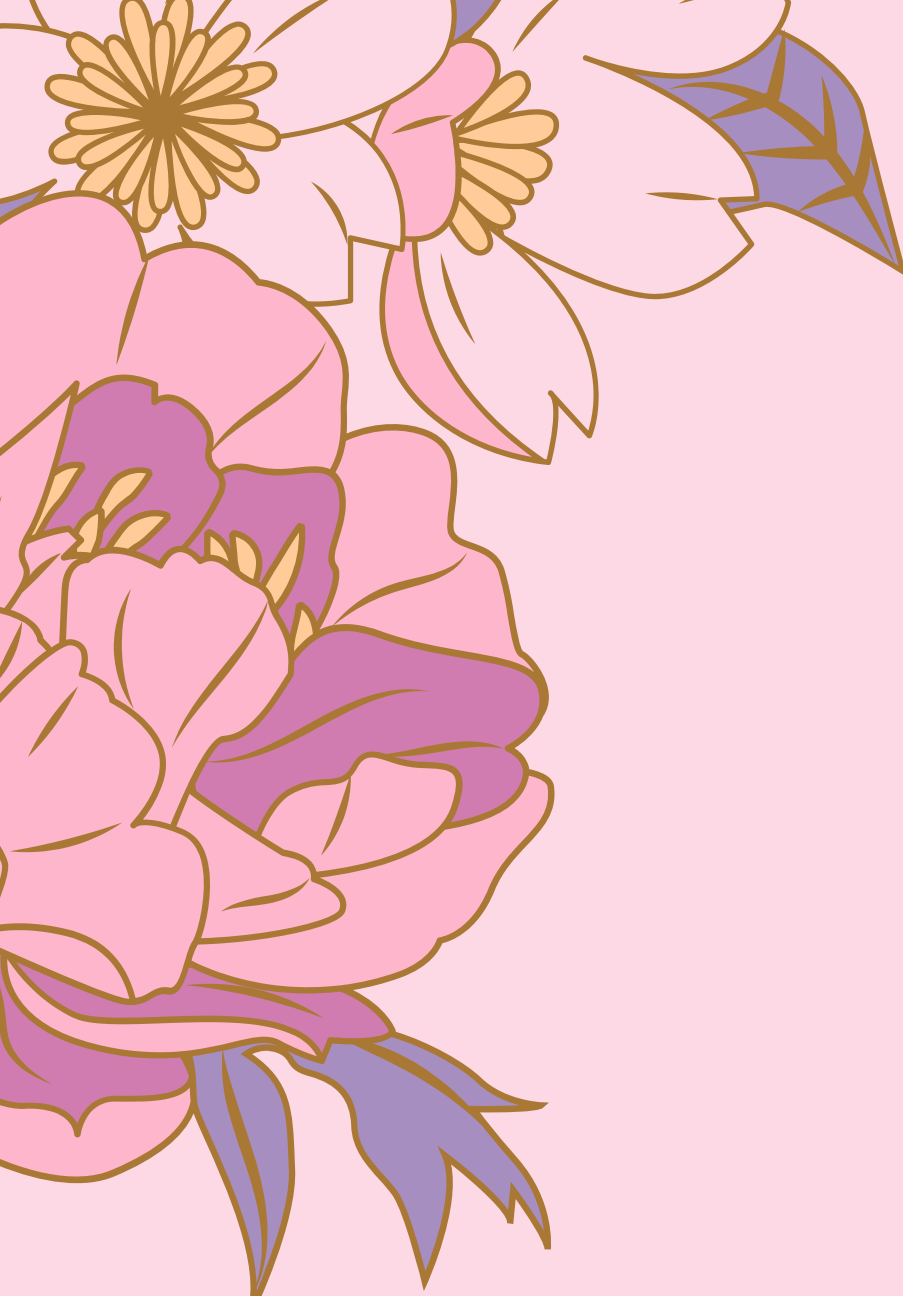
**Justification:** By streamlining the curriculum and focusing on core clinical skills, graduates can enter the workforce sooner, alleviating critical staffing needs in healthcare.

### **2. Improved Accessibility for Students**

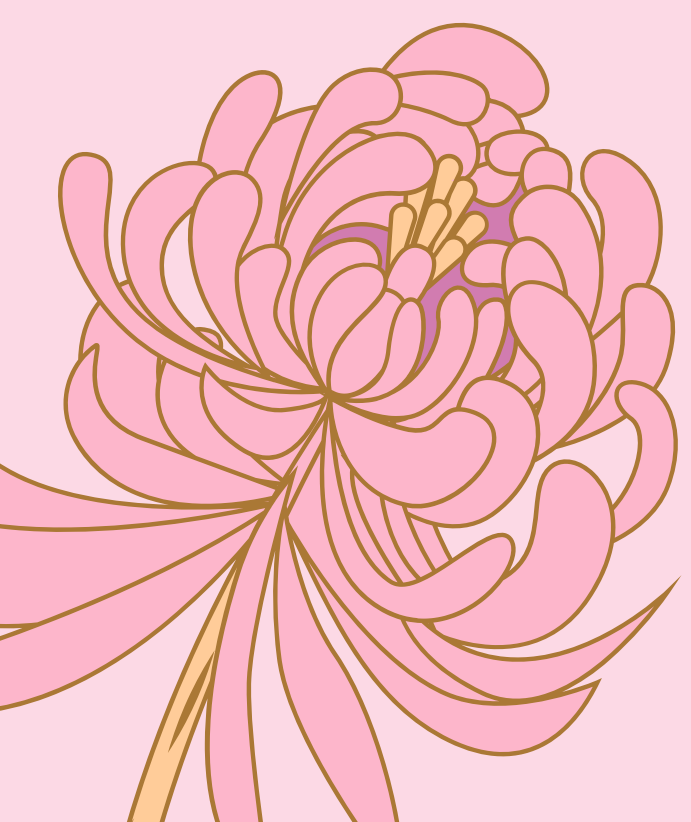
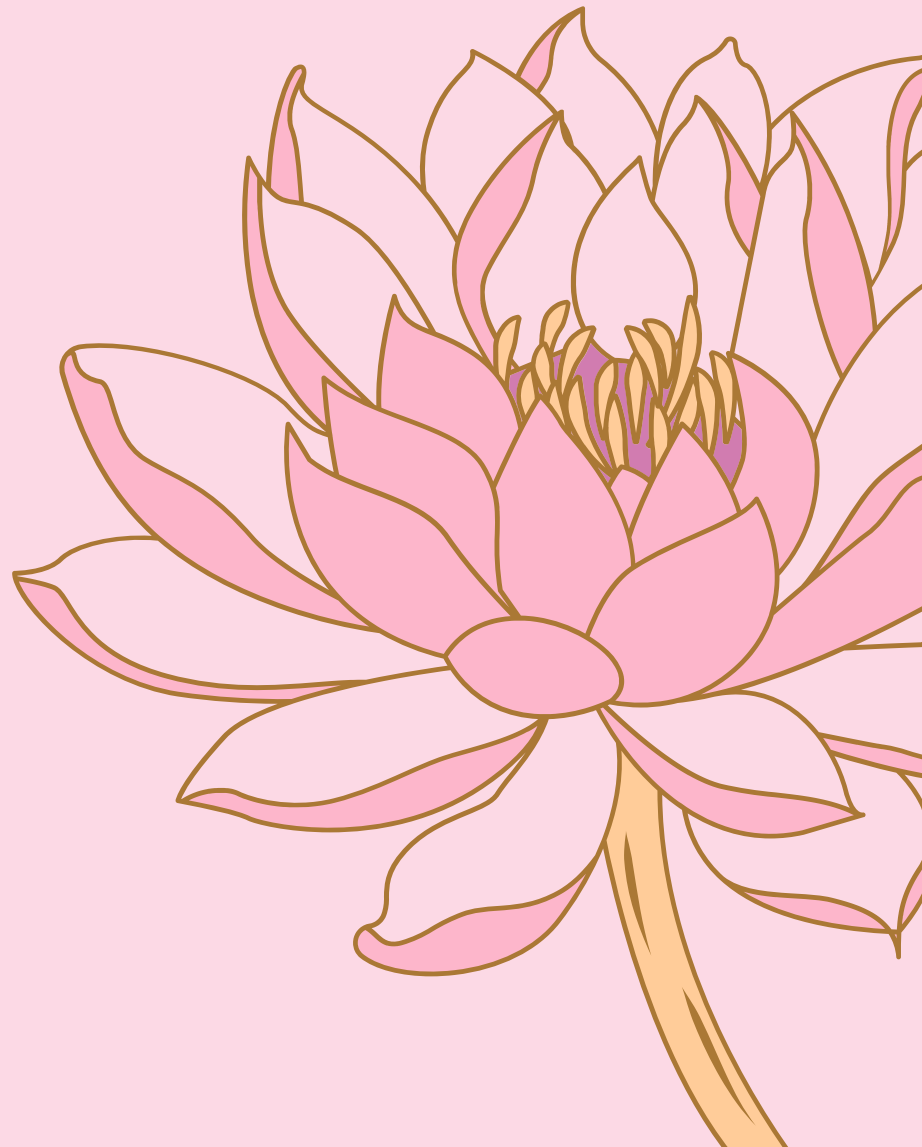
**Reason:** Students may struggle to commit to long programs due to financial or personal constraints.

**Justification:** A shorter program reduces the time and financial burden, making the certificate more accessible to a broader range of students, including those balancing work and family.





# What changes will industry see in medical assisting?


- the student rotation for clinical practicum will happen every fall and spring semester in the 2<sup>nd</sup> 8 weeks
  - the coursework will be very similar to what is currently taught with the exception that pharmacology will be shortened to an 8 week format
  - the credit hours for the course work will decrease by 3 hours, allowing for students to have less time in class and more time in practical experiences.
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# **What are we currently experiencing in the medical assistant program?**

- **there are 12 students starting practicum this summer for the clinical rotation**
- **all students are potentially qualified to sit for the national certification exam**
- **10 students are graduating 5/9/2025 with either an associates degree or certificate.**

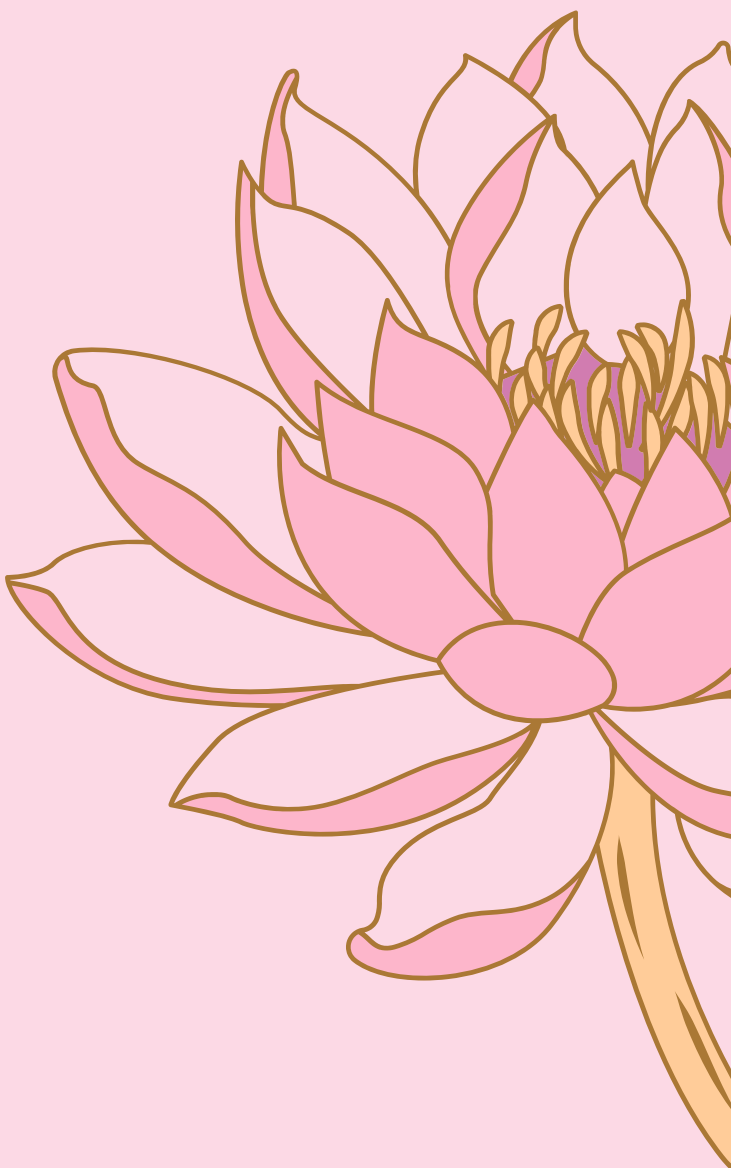

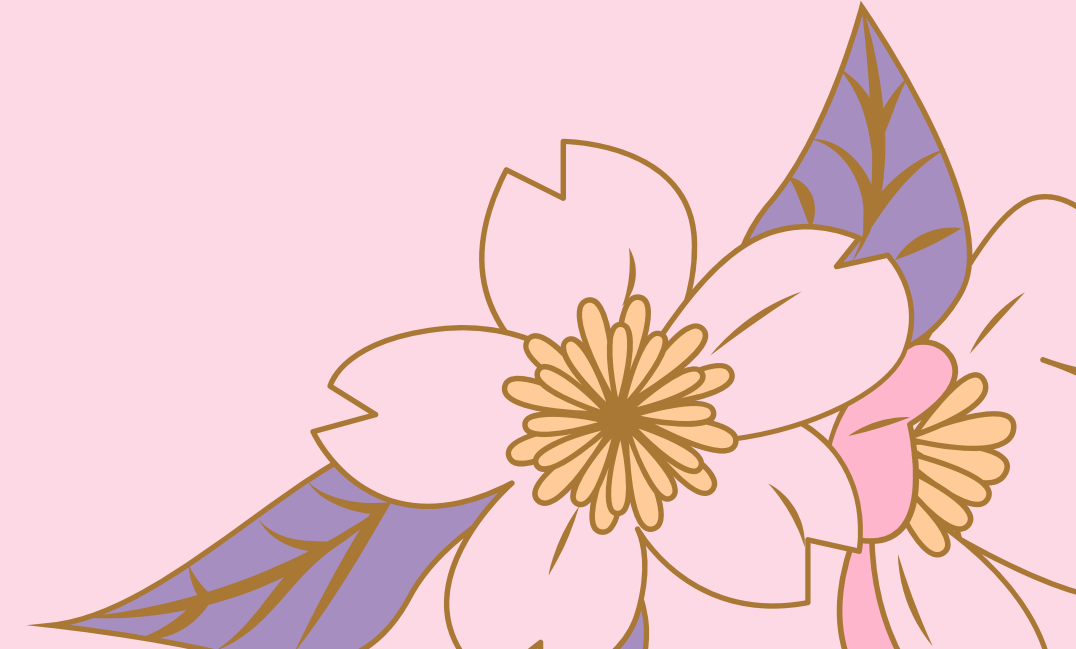


# What are we hoping to see for the future of medical assisting at Amarillo College?

- We are hoping to have a consistent cohort of 20 students each fall and spring semester
- We are hoping to have more options for students through continuing education courses
- We are hoping to hear from industry as to the current and ongoing needs from us as a community college.



# What are we hoping to see for the future of all medical assistants ?

- **Advance Role Recognition and Professional Identity**
  - **Strengthen the recognition of medical assistants as vital, certified healthcare professionals by promoting licensure, national certification, and scope-of-practice awareness within both clinical and academic settings.**
  - **Integrate Technology and Informatics**
  - **Expand Clinical Competency and Cross-Training**
  - **Provide cross-training opportunities in phlebotomy, EKG, point-of-care testing, and patient education to broaden the skill set and versatility of medical assistants in ambulatory and specialty care settings.**
  - **Enhance Interprofessional Collaboration**
  - **Prepare medical assistants to work confidently as part of interdisciplinary teams through simulation, case-based learning, and interprofessional education with nursing, physician, and allied health students.**
  - **Support Lifelong Learning and Career Pathways**
  - **Encourage continued education through stackable credentials and leadership development to support upward mobility and long-term career success.**
  - **Emphasize Workplace Preparedness and Soft Skills**
  - **Reinforce professionalism, communication, time management, and adaptability to better prepare students for the dynamic pace of healthcare environments.**
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# Thank you

for being with us!