

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: Geraldine Trejo		
MEETING DATE: April 24, 2025	MEETING TIME: 4:00 PM	MEETING LOCATION: AC West Campus Room 163
RECORDER: Janet Barton		PREVIOUS MEETING: 4-11-2024

**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
P	Paige Gerber	COTA – Turn Center	paige_lawrence@yahoo.com	806-584-3846
P	Geraldine Trejo	COTA- Legacy Rehab	geraldine_trejo@hotmail.com	806-930-3669
P	Ty Lemaster	COTA- Northwest Texas Hospital	<a href="mailto:Tylemaster48@hotmail.com">Tylemaster48@hotmail.com</a>	806-584-4492
P	Monica Tuley	COTA – Baptist St. Anthony’s Hospital	<a href="mailto:MIlmart71@gmail.com">MIlmart71@gmail.com</a>	806-676-9800

Advisory Board / Business and  
Leadership Council

Occupational Therapist Assistant


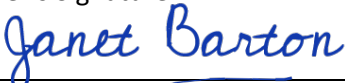
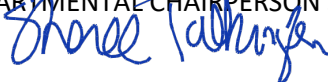

April 24, 2025

P	Quetta Green	COTA – Brightstar	Hess43ings@gmail.com	806-584-1515
P	Ryan Gerber	OTR – Northwest Texas Hospital	rjgerb12@yahoo.com	806-433-0767
P	Kayla Bailey (ZOOM)	Northwest Texas Hospital, Caprock Nursing		
	Viviana Whatley	Ready, Set, Shine		
	Alisha Williams	Therapy 2000 – Lubbock		
P	Quetta Green	Bright Star	<a href="mailto:Hess43ings@gmail.com">Hess43ings@gmail.com</a>	806-584-4438

Minutes	
Key Discussion Points	Discussion
Old Business:	Approval of Previous Minutes Page Gerber 1 <sup>st</sup> , Ty Lemaster 2 <sup>nd</sup> , All approved
<b>AC Advisors</b>	<p>Amanda Mckee – Advisor – Amanda stated that they are very busy registering students and making sure they have everything they need. Leslie McCaslin – Advisor Leslie stated she is new to Amarillo College. She has been learning from Amanda but eventually will be on Washington Street Campus.</p> <p>Melissa Burns – Melissa stated they have not set up CE's. She will look into organizing a continuing education event for OT/OTA professionals.</p>
	Level 1 student stated they need more documentation training and more muscle training.
<b>Clinical Site Reports</b>	<p><b>Geraldine Trejo – Legacy Rehab</b> – Geraldine stated she attended a conference on Effective Manual Therapy.</p> <p><b>Paige Gerber – Turn Center</b> – Paige stated students need more knowledge on new technology. There are a lot of new standards. We need to have lunch and learns. Melissa Burns gave her email address. Will check into a Lunch and Learn. It was mentioned that BSA is stroke certified.</p> <p><b>Kayla Bailey – NWTXH</b> – Kayla stated she hasn't taken a student recently. She mentioned a lot of students are not familiar with hospital equipment. Monica mentioned that several students are not familiar with anatomy... they don't know where to place electrodes. They also don't know muscles, or spelling. Muscles are taught in the 1<sup>st</sup> semester with a four-hour lab every week. Sheree stated students struggle with sentence structure. Student are dependent on spell check. Notes need to be understandable. Documentation is a big deal. Sheree mentioned they are working on a redesign.</p> <p><b>Ty Lemaster – NWTXH</b> - Ty stated spelling is an issue. Currently has three students. He has been impressed with them. After several weeks they have been treating their own patients.</p> <p><b>Quetta Green – Quetta Bright Star</b> stated they don't have students yet. Will be getting ready for them.</p>

	<p><b>Monica Tuley – BSA</b>-Monica stated that they have taken several students. Students are not familiar with anatomy. They don't know where to place electrodes. They need more peer teaching; they don't know muscles. They are not able to spell...depend on spellcheck. Documentation is a big deal...it needs to be understandable. Monica stated that the students are smart. Simone mentioned that muscle information is taught in the 1<sup>st</sup> semester and stated the students are exposed to a lot of information.</p> <p><b>Ty Lemaster- NWTXHS</b> -Ty stated spelling is an issue. He has taken three students and has been impressed with them. After several weeks they have started treating their own patients.</p> <p><b>Ryan Gerber -NWTXH</b></p> <p><b>Paige Gerber – Turn Center</b> -Paige mentioned they took one student. The student did great with modalities.</p>
<b>Simone Buys – OTA Faculty</b>	<p>Simone mentioned they used to have a person come help with modalities. Question – Where do you want us to cut? OTs at BSA complete the modalities. Sheree stated they are required to teach entry level OTA. Simone stated students don't really understand everything until they are in the field. Teach FIM and care tool. Sheree read the standard to the group and asked what is the expectation in clinical. It was mentioned that a student in clinicals didn't know to check pacemaker and check for DVT. Students need to learn some Kinesiology. Geraldine stated that students get different experiences when they go to different sites. They quit observation hours when COVID happened.</p> <p>Simone stated Ty helped a lot with students during COVID. Simone mentioned she has acquired a few new affiliation agreements. She also mentioned the Google site she developed. Simone stated she needs facility data forms and signed objectives forms. Simone asked the members to call her if they have any questions.</p>
<b>Sheree Talkington – OTA Program Director</b>	<p>Sheree mentioned that AC has a new president. Dr. Jamelle Connor. Sheree stated that last summer she taught Medical Terminology. This allowed her to experience students who might be applicants to health science programs before they apply. Sheree stated the application process closes on April 25<sup>th</sup>. She had a high of 143 applications in 2016 Low of 57 during COVID. After COVID applications have been consistently lower. Retention is good at 90%, Pass rates are above 80% three-year average. She is working with ENMU, University of St. Augustine in Austin, Baylor Univ. in Waco, Abilene Christian. These are all partners Sheree is working with to get grads moved through bridge programs. Virtual and in person meetings are being scheduled. Sheree collaborated with AC's Career and Employment Center about an Interprofessional event that could include several programs for employers seeking to hire AC grads.</p>
Adjourned	Geraldine adjourned the OTA meeting at 5:24 PM
Other:	

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Committee Chairperson: 	MEETING DATE: 06/12/2025	NEXT MEETING:
Recorder's Signature: 		
DEPARTMENTAL CHAIRPERSON SIGNATURE: 	DATE: 06/12/2025	
DIVISION DEAN'S SIGNATURE 	DATE: 06/11/2025	