



AMA Dept Meeting Agenda

March 4, 12:00 pm

- Summer Courses
 - Development
 - Schedule
- Supplies Needed/Ordering
 - For MEA 1206C Clinical Office Procedure I
 - For MEA 1248C Clinical Lab Procedure
- Destination Charlotte Updates
 - Marketing Efforts/Changes
 - Cohort 2 Updates
 - AMA Information Sessions Feb 26th & March 5th
- Advisory Board
 - Schedule first meeting
- FSW Annual Training
- Questions, Needs, Concerns

ADVANCED MEDICAL ASSISTING DEPARTMENT

AMA Dept Meeting
March 4, 2024
12:00pm – 12:30 pm

Staff	Present	Absent	Excused
Cass Allbrittenr	√		
LaCher Edwards	√		

A. Discussion:

Discussed summer courses, schedules, and development, and possible getting an adjunct to teach MEA 1303 Medical Office Management and course being blended.

Action:

1. Cass meeting with HIT faculty interested in teaching course.

B. Discussion:

Discussed supplies needed for MEA 1206C and MEA 1248C.

Action:

1. LaCher to send list of supplies need for each course
2. Cass to order supplies.

C. Discussion:

Discussed the initiative "Destination Charlotte" and changes to marketing efforts, cohort 2 update and application process, as well as upcoming AMA information session

Action:

1. Cass send follow-up emails to cohort 2 regarding conditional admissions.
2. Cass complete information session March 5th.

D. Discussion:

Discussed setting up first advisory board meeting. Doodle sent to members with 3 suggested dates.

Action:

1. Awaiting response from member to schedule date in April.

E. Discussion:

Discussed the need to complete FSW annual training.

Action:

1.None.

The meeting adjourned at 12:30 pm.

Respectfully submitted by:
Cass Allbritten,
AMA Program Director