

**AMA Dept Meeting Agenda**

**March 23, 11:00 pm**

- Exam Results
  - Results
  - Student Survey/Study Habits
  - NHA Study Guides/EKG Booklets
  - Course/Curriculum changes
  - Effectiveness Planning
- Summer Courses
  - Completion in Canvas
  - Changes to Late Policy
  - Attendance/Make-up Policy
  - Cohort 1/Clinical Assignments
  - Castle Branch
- Cohort 2
  - Current List
- Questions, Needs, Concerns

**ADVANCED MEDICAL ASSISTING DEPARTMENT**

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**AMA Dept Meeting**  
**March 13, 2025**  
**11:00pm – 11:30 pm**

<b>Staff</b>	<b>Present</b>	<b>Absent</b>	<b>Excused</b>
Cass Allbrittenr	√		
LaCher Edwards	√		

**A. Discussion:**

Discussed exam results, student survey on study habits and how they felt about recent exams, NHA study guide/EKG booklets and their usefulness, reviewed lesson plan/changes, and a focus on effectiveness planning.

**Action:**

1. Cass to reach out to NHA about bundle plans for study guide/certification exams. Cass to obtain EKG Booklets for upcoming cohorts. Cass to switch MEA 1248C Clinical Lab Procedures to Mini A term and MEA 1010C Mini B. Cass to update lesson plan in master shells for MEA 1206C.
2. LaCher make list of unnecessary lab skills to be removed from MEA 1206C, MEA 1207C, MEA 1248C.
3. LaCher to review exam questions for verbiage to include similar to certification questions/focus on certification exam prep.

**B. Discussion:**

Discussed completion of summer courses with dates assigned, updating late policy as well as attendance/make-up labs. Discussed clinical assignments of remaining cohort 1 students. Also, discuss outstanding castlebranch requirement.

**Action:**

1. Cass to review/complete dates for summer courses, update late policy to reflect all assignments due by Sunday 11:59pm, and -5% per day up to 4 days, no work accepted after Thur 11:59pm, all missed labs must be made up the following week during open lab.
2. Cass to update syllabus to reflect new policy changes.
3. Cass to send updated list of clinical rotation schedule, also

send out trajecsys/myclinical exchange invites to students.

4. LaCher to review/update castlebranch for outstanding clinical requirements.

**C. Discussion:**

Discussed the current list of students starting summer, cohort 2.

**Action:**

1. Cass send out updated list of cohort 2.

The meeting adjourned at 11:30 pm.

Respectfully submitted by:  
Cass Allbritten,  
AMA Program Director