



## **AMA Dept Meeting Agenda**

**June 23, 11:00 pm**

- Cohort 3
  - Current List
- Course Scheduling/Clinicals
  - Term 3 to One day a week
  - Opens more days for Clinicals
  - Clinical Scheduling/Rotation
- Applicants
  - Adjuncts/Clinical Coordinator
- Supplies
  - Needs/Ordering
- Advisory Board Meeting
  - Scheduled
  - Future In-person meeting ideas
- Questions, Needs, Concerns

## **ADVANCED MEDICAL ASSISTING DEPARTMENT**

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**AMA Dept Meeting**  
**June 23, 2025**  
**11:00pm – 11:30 pm**

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

### **A. Discussion:**

During the department meeting, we reviewed the current list for Cohort 3 and discussed adjustments to course scheduling, specifically moving Term 3 courses to one day per week. This change would open up additional days for clinicals, allowing for improved clinical scheduling and rotation flexibility. We also addressed the need for adjunct faculty vs clinical coordinator to support incoming applicants. The team reviewed supply needs and the ordering process to ensure timely availability of materials. The upcoming Advisory Board Meeting was confirmed, with ideas shared for a future in-person meeting. Lastly, the meeting concluded with an open floor for questions, needs, and concerns from the team.

### **B. Action:**

1. Cass to send updated list of Cohort 3 to LaCher & SoAH advisor & coordinator.
2. Cass to review scheduling for Term 3 for one day a week schedule, in addition to reviewing MEA 1303 with adjunct professor for rescheduling time of course for clinical flexibility. Also, Cass to review MEA 1303 for possible Live-Online possibility.
3. Cass send applicants to LaCher for her review of potential candidates.
4. LaCher to continue to send list of supplies as needed. Cass to place order starting July 1, 2025.
5. Cass to send out invites for scheduled Advisory Board Meeting Wed July 16, 2025. Cass and LaCher to continue to discuss ideas/schedule in-person advisory board meeting in Oct 2025.
6. No additional concerns at this time.

The meeting adjourned at 11:30 pm.

Respectfully submitted by:  
Cass Allbritten,  
AMA Program Director