



AMA Dept Meeting Agenda

August 20, 1:00 pm

- Cohort
 - Confirm/review Cohort 2
 - Updates Cohort 3
- Fall Course Scheduling
 - MEA 1206C and MEA 1248C
 - MEA 1010C
- Adjunct - New
 - Update
- Program Curriculum Changes
 - Updates
- Supplies
 - EKG Machine
- Questions, Needs, Concerns

ADVANCED MEDICAL ASSISTING DEPARTMENT

AMA Dept Meeting
Aug 20, 2025
1:00pm – 1:30 pm

Staff	Present	Absent	Excused
Cass Allbrittenr	√		
LaCher Edwards	√		

A. Discussion:

During the department meeting, we confirmed/reviewed the students starting this fall (Cohort 2) and discussed updates for the spring start (Cohort 3). We confirmed the schedule for MEA 1248C Mini term A Tues and MEA 1206C Mini term B Thurs, and MEA 1010C Mini term B Tues. New adjunct starting late fall discussed updates/completing on-boarding process, discussed a training schedule. Discussed changes to program curriculum, courses, and sequence changes for Fall of 2026. Update on supplies needed for program, EKG machine and discussed inventory list.

B. Action:

1. Cass to continue to monitor applicants for cohort 3, give updates as needed.
2. LaCher create training schedule for new adjunct, Cass to follow-up with adjunct with training and on-boarding status.
3. Cass to submit proposal to curriculum committee by Oct with new changes to AMA program.
4. Cass to follow up on ordering EKG machine.
5. LaCher update inventory list.
6. No additional concerns at this time.

The meeting adjourned at 1:30 pm.

