



AMA Dept Meeting Agenda

November 18, 11:00 am

- Program Curriculum Changes
 - New Course Mapping
 - Fall/Spring Start
- Course Updates
 - MEA 1206C
 - MEA 1248C
 - MEA 1303
- Adjunct - New Hire
 - Update
- Exam Results
 - CPT
 - CET Practice Exams
- Questions, Needs, Concerns

ADVANCED MEDICAL ASSISTING DEPARTMENT

AMA Dept Meeting
Nov 20, 2025
11:00am – 11:30 am

Staff	Present	Absent	Excused
Cass Allbritten	√		
LaCher Edwards	√		

A. Discussion:

During the department meeting, we discuss the new approved curriculum starting fall 2026. Also discuss some updates to lesson plan for the following courses: MEA 1206C, MEA 1207C, MEA 1248C, MEA, 1303C, and MEA 2803L. Discuss the need to rearrange lesson plan and additional resources/study materials. Discuss hiring of new adjunct orientation, setting up schedule for MEA 1207C. Reviewed/discuss the CPT exam results, focusing on areas of concern as indicated from CPT exams. Reviewed/discussed CET practice exams results focusing on areas of concerns. Additional discussion upcoming spring semester and supplies needed.

B. Action:

1. Cass to work with IT and marketing to update information for website/flyers for new curriculum.
2. Cass to work with advising to update new curriculum course maps.
3. Cass to continue to review MEA 1303 finalize course update. Cass/LaCher to review/audit MEA 2803L for any lesson plan updates.
4. Cass to reach out to new adjunct to set up orientation date/time.
5. LaCher to update MEA1248C with additional resources/study as indicated from CPT practice exam results. LaCher to review/audit CET practice exam results looking for areas of focus to reinforce in MEA 1206C.
6. Cass continue to work with SoAH advisor for course scheduling for incoming cohort.
7. Lacher to continue to audit supplies and Cass to order supplies.

The meeting adjourned at 11:30 am.

Respectfully submitted by:

Cass Allbritten, AMA Program Director

