

AMA Dept Meeting Agenda

February 24, 2026 11:00 am

- NHA Exams
 - CPT Results Review
- Assessment Review
 - MEA 1206C
 - MEA 1248C
 - MEA 1303
- Course Updates
 - MEA 1206C
 - MEA 1303
 - HSA 1020
- Advisory Board Meeting
 - Planning
- Questions, Needs, Concerns, Additional Items

ADVANCED MEDICAL ASSISTING DEPARTMENT

AMA Dept Meeting
Feb 24, 2026
11:00am – 11:30 am

Staff	Present	Absent	Excused
Cass Allbritten	√		
LaCher Edwards	√		

A. Discussion:

During the department meeting we discussed the latest CPT exam results and reviewed data from NHA for the areas of focus where students scored low. Next we reviewed assessment results for MEA 1206C Clinical Office Procedures I, MEA1248C Clinical Lab Procedures, and MEA 1303 Medical Office Management related to EP planning. Next we discussed course updates for MEA 1206C Clinical Office Procedures I, MEA 1303 Medical Office Management, and HSA 1020 Healthcare delivery, review modalities and length of courses, and updating textbook. Next we discussed plans for next Advisory Board Meeting. Additional Items, we discuss new fall cohort updates, new drug screen/background check company.

B. Action:

1. LaCher to to incorporate additional learning items into lesson plan for MEA 1248C Clinical Lab Procedures to address areas of concerns as outlined by NHA.
2. Cass to continue to review assessments for courses MEA 1206C Clinical Office Procedures I, MEA1248C Clinical Lab Procedures, and MEA 1303 Medical Office Management related to EP planning and make adjustment to curriculum with additional learning items, ensure students are meeting learning outcomes.
3. Cass to continue to work with instructional design for MEA 1303 Medical Office Management for the "Live Online", Cass to update curriculum for MEA 1206C Clinical Office Procedures to make it a 12-week format to align with other courses in the program.
4. Cass to send out survey email to advisory board to setup next meeting.
5. Cass to send out update email with incoming fall cohort information.
6. Meeting scheduled with Complio for 3/4/26 regarding new drug screen/background process.

The meeting ended at 11:30am.

