



AMA Dept Meeting Agenda

August 2026

- Review NHA Exams Results
 - CPT/CET/CCMA AY 25-26
 - Areas of weakness
- Course Updates
 - MEA 1248C
 - MEA 1303
 - HSA 1020
- Effectiveness Plan Recap
- Fall Cohort
- Convocation - FSW Proud
 - Learning Matters Focus - Padlet
 - Student Engagement Strategies
 - Course Design/Learning Activity Strategies
 - Assessment Strategies
 - Syllabus Rule - 45 day
- Supplies
- Additional Items
 - Sept Advisory Board Meeting - Pending Date
 - AMA Information Sessions - Future Pending Dates
 - Recruitment
 - Other Concerns

ADVANCED MEDICAL ASSISTING DEPARTMENT

**AMA Dept
 Meeting August
 2026**

Staff	Present	Absent	Excused
Cass Allbrittenr	√		
LaCher Edwards	√		

A. Discussion:

During the department meeting, we reviewed and discussed NHA Certifications results (CET, CPT, CCMA). We reviewed strengths/weaknesses. Also discussed course updates for MEA 1248C, MEA 1303, and HSA 1020. Discussed the AMA programs Effectiveness Plan focusing on aligning identified weakness with course materials. Also discussed recruiting strategies. Also reviewed upcoming fall cohort. Discussed convocation theme (FSW Proud) and 25-26 AY focus on "Learning Matters" strategies. No supply needs at this time. Discussed future Advisory Board meeting and AMA Information Sessions. Lastly discussed hosting a separate phlebotomy offering.

B. Action:

1. Cass continue to work with instructional design to revamp HSA1020 and MEA 1303. Cass and LaCher to review additional communication skills items to add to MEA 1303. LaCher to continue to focus on additional processing learning strategies for MEA 1248C.
2. Cass to finalize Advisory date for next month.
3. Cass to set future AMA information sessions and work with marketing on creating a video information session.
4. Cass and LaCher to plan for future recruiting dates starting in October.
5. Lacher to audit supply needs later in semester.
6. Cass to work with Dean on offering separate phlebotomy course starting summer 2027.

The meeting adjourned at 11:30 am.

Respectfully submitted by:

Cass Allbritten,AMA Program Director