



Moore Norman Technology Center

Meeting called by:	Jenny McGuire	Type of meeting:	Medical Assisting Advisory Board Meeting
Date of meeting:	October 27, 2008	Time of meeting:	6:00 pm
		Meeting Place:	H202

----- Agenda Topics -----

- ❖ Welcome and Review of Minutes – Lisa Heath, Chair
- ❖ Introduction of Members Have members update information for next year
- ❖ Program Status – Alana McBride, Program Coordinator
 - Update board members on Alana’s condition.
 - Curriculum changes: Students are being taught Medical Terminology, Anatomy & Physiology, by Kim Shannon, ST Instructor and keyboarding by Charlotte Burnham, Accounting Instructor, due to teaching requirements through OKCCC
 - Current enrollment: 9 Full-time Adult students
2 Part-time am students 1-HS 1- adult
1 Part-time pm student HS
- Graduated 13 students in May, 2008.
12/13 students passed the CMA/AAMA exam.
- ❖ HOSA National Competition in Dallas, Texas
 - Kristi Smith received 4th place in Medical Terminology competition, and an Honorable Mention for Outstanding HOSA chapter.
- ❖ AAMA Conference-Chicago, IL.
- ❖ Emergency Preparedness Training- CAAHEP
- ❖ New carpet complete, moving back into Health Building!

MNTC MISSION: We enrich our community through innovative learning opportunities and dynamic business solutions
MNTC VISION: We are the recognized leader in innovative career education and dynamic business solutions.
MNTC CORE VALUES: We value **Relationships**, We strive for **Excellence**, We model **Integrity**.

❖ Tentative Date for Next Meeting—Lisa Heath

❖ Adjournment