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**Staff Meeting Minutes**

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|  **INSTITUTION NAME:** | Florida SouthWestern State College  |
|  |  | **DATE, TIME, + LOCATION OF MEETING:** | August 7, 2019 10:30am, EMS Lab |

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| **ATTENDANCE** |

| **Community of Interest** | **Name(s) –** *List all members. Multiple members may be listed in the same category.* | **Present –** *Place an ‘x’ for each person present* |  |
| --- | --- | --- | --- |
| Program Director  | Joe Washburn  | x |  |
| Medical Director | Alex Rodi |  |  |
| Program Coordinator  | Chris Clemens |  |  |
| Program Coordinator  | Tresa Hibben | x |  |
| Program Coordinator  | Matt Stachler | x |  |
| Program Coordinator  | Rima Stevens |  |  |
| EMS Support Specialist  | Mike Knoop | x |  |
| EMS Support Specialist  | Tracy House | x |  |
| EMS Support Specialist  | Tammy Mole’ | x |  |
| EMS Support Specialist  | Linda Welch |  |  |
| Other |  |  |  |
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| **Agenda Item** | **Discussion** | **Action Required** | **Lead** | **Goal Date** |
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|  | **Call to order** | **Joe:**  Call the meeting to order to discuss effectiveness results on EMT | Yes / No | Joe  |  |
|  | **Roll call** | Tracy | Yes / No | Tracy |  |
|  | **Review and approval of meeting minutes** |  | Yes / No | NA |  |
|  | * **Review the Fire Science Tech program’s annual effectiveness outcomes**
* Apply and Interpret National Fire Codes
* Proficiency in Operations
* Solving Safety Problems
* Enrollment
* Completion
* Progression
* Course Data
* Success
* Satisfaction
 | ***Apply and Interpret National fire codes***In the 2018-19 academic year, we anticipate that 80% of the students will score an 85% or higher on the FFP 1510 final exam using a 3-year rolling average as opposed to yearly results.FFP 1510 Codes and Standards is a better assessment of the outcome so for the 2018-2019 the results are as follows.12 students took this course. 9 of the 12 students scored an 85% or higher. That is 75 % of the students scored an 85% or higher on there final exam.AY 2017-2018 results: 1/2 pass rate2018-2019 results: 75% pass rate 2 year average: 62.5%***Discussion:***Joe: We did not meet our goal. Adjuncts are teaching the course not a dedicated instructor. I’m looking for ideas and your input on how to improve these numbers.Matt: Possible 85% is two high and your putting a lot of pressure on the staff and adjuncts. Tracy: How do you know the final scores?Joe: The exams come straight from the book. The staff/adjuncts don’t write their own exams.Tracy: Its probably time to review those test/exams.Joe: So to review our plan is to review the exams to see which topics areas are a problem and find out what the faculty/adjuncts are doing/ should be doing to over come those problems. We are going to reduce the goal from 85% to 80%.***Proficiency in Operations***During the 2018-19 academic year, the AS Fire Science students are expected to be able to describe the operating characteristics of sprinkler systems, standpipe systems, and special extinguishing systems in fire protection. The goal will be for 80% of the students to score an 85% or higher on the Fire Protection Systems final examinations using a 3-year rolling average as opposed to yearly results.FFP 1540 had 9 students participate in the course. One student did not take the final exam at all and got a zero. But we included that person in these numbers. Of the 9 students 3 passed with an 85% or higher. The results of this outcome showed a 33% overall success rate.AY 2017-2018 results: 1/2 passing2018-2019 results: 33% passing2 year rolling= 41.5%Discussion: Matt and Joe explained what this course was about to the rest of the group.Joe: So we did not get even close to our goal, the same adjunct is teaching it. Our plan is to review the exams to see which content is missed, try to look at the course to see where that content is covered.Tracey: Do you ever update those books?Joe: Yes, when a new edition comes out.***Solving Safety Problems*** During the 2018-19 academic year, Fire science students should be able to apply the principles of fire protection to solve safety problems within the community. We believe 90% of the students will receive an 85% or higher on final assessment: Identification of a structure in their neighborhood project, in FFP 2120 (Building Construction for the Fire Service). In 17-18 only 50% of the students got an 85% or higher.In 2018-19 85% of the students received 85% or higher on the identification of a structure in their neighborhood project in FFP 2120. 14 students where actively taking the class. 12 of the students passed with 85% or higher only one students did not turn in the assignment.Discussion:Matt: The instructor what kind of degree does he have?Joe: A Masters degree.Matt: What do they have to have to teach?Joe: Ideally a Masters, but they can have a Bachelors but they must have Fire Officer 1 and 2.Tracey: Did you have more than 8 students?Joe: Yes 12 students and 85% of them passed with an 85% or higher.Joe: Our plan needs to be that we make sure that students would not be able to pass the course if they did not complete the assignment. We will review the assignment and make sure that it is current. We will continue to watch the statistics now that we have an increase in enrollment.***Enrollment***During the 2018-19 academic year, The goal will be for enrollment to exceed 45 students.The goal of 45 students was met.  The total number of enrollment for 2018-2019 is 58 students**Discussion**We changed the course schedule and instead of offering them over and over we put them in a sequence kind of like a cohort.We are going to raise our goal to 50 students.Matt: How are they finding out about these classes?Joe: Possibly the admissions office or academic advising office. A lot of the kids are not coming here because they can do it in a week at Del or the Fire academy. We can’t do that. 8 weeks is the shortest we can do for actual college credit hours.Matt: I think the key is having someone in the program that wants to promote it and be a part of its success. Reaching out to the departsments etc.Joe: I agree.***Completion***During the 2018-19 academic year, The goal will be for a minimum of 10 students to complete their AS in Fire Science. * Degrees/certificates conferred:­ 8
* Degrees conferred per 100 FTE:­ 21.1
* Average time to degree/certificate completion (For students who entered without transfer credit)­ 2.16

17-18: 216-17: 12**Discussion**Tresa: Wow what a drop in 17-18. Do we know why?Joe: No, so lets plan to keep the current goal of 10.Matt: I think again it comes down to promoting the program. And getting someone in there that wants to the numbers and program to do well.Joe: Lets add to the plan we need to promote the program and look at other instructors.***Progression***As we continue to monitor completion and progression of the AS Fire Science Degree Program, the goal will be an increase from 10% (2017 Fall) for the fall listing of 2018 of the program review data sheet.**Discussion**The data that we had looks like we did meet out goal of an increase by 10% but the paperwork shows a decrease in the wording. So we should raise our goal again increase by 10%.( Tammy looked at the data after the meeting and saw that no, we did not meet out goal and it did go down in retention for 18-19.)Retention for  the 2018-2019 decreased from 23/56.1% students in 2017/18 to 17/41.5% 2018/19.***Course Data***During the 2018-19 academic year, the goal will be an increase in course data to at least 10.5 or higher.For the 2018-2019 academic year the section size increased from 9.33 to 19.29. The results do not reflect sections of less than 6 students. We met our goal.**Discussion**Joe: So the plan is to raise our goal from 10.5 to 15. Also to continue to use course sequencing.Tresa: So has it been increasing?Joe: No it has go up then down and so on.Tresa: Then why don’t we play it safe and do 11 or 12 just because that seems to be the pattern.Joe: Ok great we will set it at 12.Tammy: When did you make the change in the class schedule to go to sequencing?Joe: 2016.***Success***During the 2018-19 academic year, the goal will be to continue the goal set in 2017/18 of exceeding an average of 85% course success.During the 2018-19 academic year there were a total of 11 courses that ran in the AS Fire Science Program. Of those, there was an average of 86% course success. We have met the goal.**Discussion**The plan is to continue with the current goal of 85% and see if we have another increase before we reevaluate the goal.***Satisfaction*** | Yes / No | Joe  |  |
|  | **Next meeting(s)** |  | Yes / No |  |  |
|  | **Adjourn** | Joe | Yes / No |  |  |

Minutes prepared by Tammy Mole Date 8/8/2019

Minutes approved by Date

*If item #5 above was acted on, then:*

Medical Director’s signature Date