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**Staff Meeting Minutes**

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|  **INSTITUTION NAME:** | Florida SouthWestern State College  |
|  |  | **DATE, TIME, + LOCATION OF MEETING:** | FSW LEE campus 08/15/2020 |

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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 |  |  |
| Program Coordinator  | Matt Stachler |  |  |
| Program Coordinator  | Rima Stevens |  |  |
| EMS Support Specialist  | Mike Knoop |  |  |
| EMS Support Specialist  | Tracy House |  |  |
| EMS Support Specialist  | Tammy Mole’ | x |  |
| EMS Support Specialist  | Linda Welch |  |  |
| Other |  |  |  |
| Program Coordinator | Mike Jimenez | x |  |
| Program Coordinator | Gene Etchevery | x |  |
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| **Agenda Item** | **Discussion** | **Action Required** | **Lead** | **Goal Date** |
| --- | --- | --- | --- | --- |
|  | **Call to order** | Joe Washburn | Yes / No | Joe |  |
|  | **Roll call** | n/a | Yes / No |  |  |
|  | **Review and approval of meeting minutes** | n/a | Yes / No | NA |  |
|  | * Certificate Fire I/II
* Retention
* Fire One
* Fire Two
* State Examination
 | Joe: We are here to speak about the results from Fire one and Fire two courses from an effectiveness standpoint. We collected data on 4 different areas for the certificate program. **Retention:** During the 2019-20 academic year, we will have no more than (2) students drop the course, that have successfully accepted into the program, before attending the first week of class. The assessment method will use the application acceptance sheet and compare it with those who successfully past the physical agility testing. That data will then be compared to the first-week attendance logs to determine those participants who dropped out of the program before it began.  The goal was not met. We lost 6 students between the 2 cohorts.Mike J: That is a large jump from past classes. Did we meet the goal in the past?Joe: Yes.Gene: Why?Mike J: Well one had a family emergency.Tammy: It could be price, or health. Or just scared of what it will actually take to get through the program. Joe: Yes, those all make sense but its all subjective we need to find out who those students are specifically and ask them.Joe: Tammy send out an email to the 6 students and see what kind of response you get back and attach the emails to the effectiveness use of results.**Fire One:** By the end of the academic year 2019-2020, 95% of the students who are enrolled in the certificate firefighter minimum standards will pass the firefighter one course with an overall score of 80% or higher. During the 2019-20 academic year, there were 61 students that enrolled in FFP 0010C (Fire One Course). There were a total of 5 students that did not successfully complete the course that is an 90% pass rate. We did not meet the goal. Mike J: Did we meet it last year?Joe: No, but we did meet in it in past years. So when we spoke last year about this class if we did not meet the goal again we will do a rolling average. What do you think?Mike J: Well, the state has increased the number of hours of both the fire one and fire two course. So we could see another change in pass rates starting this current term for both Fire Courses. I think we need to wait to make the desicon on whether or not to do the rolling average till me get this years and next years data because of how the state changes are going to effect us. Of course keep the goal the same because I do believe we can meet it eventually. Also from this data one student threw us below our goal. Seems unfair but I understand. **Fire Two:** At the end of the academic year 2019-2020, 95% of the students who are enrolled in the certificate firefighter minimum standards course, will pass the firefighter two course with an overall score of 85% or higher. We did meet our goal with a 4 year rolling average. 95.3%. Joe: So the rolling average was good for this outcome. But as you mentioned above Mike things are going to change with the state and this course. So I believe we should see what the next four year average holds for us then change the goal.**State Exam:** For the academic year 2019-20, 93% of the students who are enrolled in the Certificate- Firefighter Minimum Standards  Program will pass the state of Florida final examination on their first attempt with a score of 75% or higher. Joe: We met this goal with exactly 93% of students passing.Mike J: Did we meet the goal last year?Joe: No it was 82% pass rate. Mike or Tammy can we raise the score from 75%? Mike J: No from what I get from the state you either pass or fail. It doesn’t give me a total over score for each student. It gives me a total for each section of the test. And they can get a P score on 3 of the 4 sections but fail the last section they fail the whole test.Joe: Ok that makes sense. Do you want to raise the 93% pass rate at all Mike?Mike J: Yes, we can I would only do 1%. I am just concerned about the new hours and such that the state has implemented. I would think it would help us with the state passing rate but I could be wrong. | Yes / No |  |  |
|  | **Next meeting(s)** |  | Yes / No |  |  |
|  | **Adjourn** |  | Yes / No |  |  |

Minutes prepared by Tamara Mole’ Date 8/28/2020

Minutes approved by Date

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

Medical Director’s signature Date