



Staff Meeting Minutes

INSTITUTION NAME:	Florida SouthWestern State College		
DATE, TIME, + LOCATION OF MEETING:	FSW LEE campus 7/1/2019		

ATTENDANCE			
Community of Interest	Name(s) – <i>List all members. Multiple members may be listed in the same category.</i>	Present – <i>Place an 'x' for each person present</i>	
Program Director	Joe Washburn	x	
Medical Director	Alex Rodi	x	
Program Coordinator	Chris Clemens		
Program Coordinator	Tresa Hibben	x	
Program Coordinator	Matt Stachler	x	
Program Coordinator	Rima Stevens	x	
EMS Support Specialist	Mike Knoop	x	
EMS Support Specialist	Tracy House	x	
EMS Support Specialist	Tammy Mole'	x	
EMS Support Specialist	Linda Welch	x	
Other			

Agenda Item		Discussion	Action Required	Lead	Goal Date
1.	Call to order	Joe:	Yes / No	Joe	
2.	Roll call	n/a	Yes / No		
3.	Review and approval of meeting minutes	n/a	Yes / No	NA	
4.	<ul style="list-style-type: none"> <input type="checkbox"/> AS Emergency Medical Services Effectiveness Results <input type="checkbox"/> Enrollment <input type="checkbox"/> Completion <input type="checkbox"/> Progression <input type="checkbox"/> Course Data <input type="checkbox"/> Success <input type="checkbox"/> Satisfaction <input type="checkbox"/> EMS 2119 Achievement 	<p><u>Enrollment</u> Joe: The goal for enrollment was to maintain a headcount of 215 students for the academic year for the AS in EMS. We did not meet that goal. For the 2018-2019 the head count was 176. Enrollment data was passed around. Everyone: It could be because of the program changes. Also Hodges has an EMS program. Joe: We did change the program to become more selective. Everyone: We need to see how much Hodges is going to have an effect on our enrollment for the next cohort before we change the goal or come up with plans of action.</p> <p><u>Completion</u> Joe: In 17-18 year we had 36 degrees conferred 27.9 degrees conferred per 100 FTE. The goal was 36. We kept the goal the same. For 18-2019 we had 34 degrees conferred and 28.2 per 100 FTE. Everyone: Well we partially met the goal. Which is good. Now that we are being selective and the changes to the program more students will be on a better track to get the degree. Joe: We should keep the goal the same but compare the degrees conferred with the certificate in Paramedics.</p> <p><u>Progression</u> Joe: The goal for 17-18 cohort retention was 55%. It was almost met at 51.4%. Everyone: Again we changed the way we are now taking students into the program so hopefully our issue with retention</p>	Yes / No		

Agenda Item	Discussion	Action Required	Lead	Goal Date
	<p>becomes less. We need to see if the selection process makes our numbers worse or better before changing anything in terms of our goals.</p> <p><u>Couse Data</u> Joe: The goal for 18-19 course section size of 22.5 was met, with average course section size at 23.8. Everyone: we could increase the size of the classes but then what about resources? Joe: Good point, lets increase it by 10 at first and see how quickly we can find a good number vs resource ratio.</p> <p><u>Success</u> Joe: Our goal for success rate was 90%. We only reached 88.63% over the 16 EMS course that were offered. Everyone: We do so much hands on in lab, and obviously plenty in ride times etc. What about adding something to lecture? So that's it's a little more engaging rather than just sitting there listening to someone talk. Joe: Ok so lets leave the goal where it is for now and see if adding different kinds of activities helps.</p> <p><u>Satisfaction</u> In the 2017-2018 cohort, which was surveyed 2018-19 year there were 40 paramedic graduates. Of the 40 students, 14 or 35% of the students either confirmed by telephone or email in June 2019 that they were employed in a related field. Everyone: That seems very low. What else can we do to get them to respond? We should probably reach out to them more than just once. Joe: Ok so we need to reach out more than just once, how about August and November, almost a year after they have</p>			

Agenda Item		Discussion	Action Required	Lead	Goal Date
		<p>graduated and we also reach out to them 6 months after graduation.</p> <p><u>EMS 2119 Achievement</u> Joe: This is a new goal we are tracking to just get some base line data and see if what we are gathering is even worth gathering. It course success data from canvas for Class EMS 2119 for both fall and spring. Everyone: Trauma is the weaker of all areas. But this is new data with no prior history to compare too so we need to see what the next year holds and compare it then before making any changes to the program in regards to trauma. One option is to have some trauma topics in the fall because it is mostly taught in spring.</p>			
5.	Next meeting(s)	12/2019	Yes / No		
6.	Adjourn		Yes / No		

Minutes prepared by Tamara Mole'

Date 8/28/2019

Minutes approved by _____

Date _____

If item #5 above was acted on, then:

Medical Director's signature _____

Date _____

