

Staff Meeting Minutes

INSTITUTION NAME:	Florida SouthWestern State College		
	03/2019	DATE, TIME, + LOCATION OF MEETING:	B135

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	x	
Program Coordinator	Tresa Hibben	x	
Program Coordinator	Matt Stachler		
Program Coordinator	Rima Stevens		
EMS Support Specialist	Mike Knoop	x	
EMS Support Specialist	Tracy House	x	
EMS Support Specialist	Tammy Mole’		
EMS Support Specialist	Linda Welch	x	
Other			

Agenda Item		Discussion	Action Required	Lead	Goal Date
1.	Call to order	Joe: Call the meeting to order to discuss effectiveness results on EMT	Yes / No	Joe	
2.	Roll call	Tracy	Yes / No	Tracy	
3.	Review and approval of meeting minutes		Yes / No	NA	
4.	<input type="checkbox"/> Review the program’s annual effectiveness outcomes <input type="checkbox"/> 1. EMT LAB finals <input type="checkbox"/> 2. EMT Unit Exam	<p><u>EMT LAB FINALS</u></p> <p>Chris was asked to review her result captured from EMT LAB in Fall 2018 through Spring 2019.</p> <p>Chris: Stated Lab in Lee Fall 2018, 63 test-takers--60 students pass the first time through-- 2 students passed their second time, and 1 failed. Spring 2019 91 test-takers, 57 first time passes—27 second time passers and 7 failures.</p> <p>Tresa: was surprised by the failure rate.</p> <p>Joe question the fall 63 students of the 2 that passed the second time were not counted in the 60 students who pass. He wanted to make sure that each group represented its group and not counted twice.</p> <p>Joe: Calculated the pass rate of 154 total test-takers $154 - 37 = 117 \div 154 = 76\%$. Chris came to the same conclusion</p> <p>Joe reviewed the goal of 90%. However we achieved 76%, and in the previous year we made 89.4%</p> <p><u>Discussion of EMT lab Finals</u></p> <p>1. Linda, Mike, Chris, Tracy Matt, and Rima all agreed that we should continue to try and reach our goal of 90% first-time pass on EMT Lab Final Exam.</p>	<p>Yes / No</p>	<p>Joe and Chris</p>	

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	<p>Tresa asked how 90% was established.</p> <p>Joe stated the 90% number was chosen from looking at previous EMT cohorts. In that year, the program was close in achieving it, and it deemed it to be an achievable outcome.</p> <p>Chris stated that the lower passing percentage could be attributed to a large number of newly hired CA.</p> <p>Joe stated that there were 38% (10 out of 26) of the CA staff were newly hired.</p> <p>Chris and Tresa both stated that their classes sizes were over the standard capacity of 24 students. Chris had 29 in Collier and Tresa had 29 in Lee</p> <p><u>EMT Unit Exams</u></p> <p>Chris Fall of 2018 66 total test takers and 2 withdraws took all 6 passed 10 passed all six.</p> <p>Spring 2019 totals were 69 total test-takers, 7 students passed all six unit exams.</p> <p>Joe: there were 135 total students 17 students passed all 6 unit exam for a 12.6% pass rate</p> <p>Discussion: Chris suggests that we do not change our goals because we are raising the cut scores from 72 for an A. If we are going to use the new cut scores that the goal should remain the same.</p> <p>Tracy asked Chris what the difference was?</p>			

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	<p>Chris explained that we had increased the cut score making it more changing to achieve an A.</p> <p>Chris and Tracy discuss how FISDAP arrives at the cut score.</p> <p>Joe explained what the results are 12.6% success/</p> <p>Chris stated we went up.</p> <p>Chris stated that we should leave the goal. She saw a difference with students scores when she instituted active learning in the classroom. Chris will be increasing her active learning throughout her course on Charlotte and Collier campus.</p> <p>Tracy ask why just those two campuses?</p> <p>Joe stated it was because that is where Chris is teaching.</p> <p>Tresa stated that the Lee campus would increase their required note-taking.</p> <p>Joe stated then we would look at them as a whole and then separately to see if there are any differences.</p> <p><u>EMT Comprehensive Final Exam</u></p> <p>Joe reviewed the previous year's results: <i>In the 2017-2018 academic year, there was a total of 128 EMT students that made a first time attempt at the comprehensive final exam. Out of 128 students, 76 students (59.3%) successfully passed the comprehensive final exam their first time. We did not make</i></p>			

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	<p><i>our goal of 62% goal for 2017-18. The comprehensive exam assessment is tied closely to the unit exam, and the action plan for the unit assessment should impact the comprehensive assessment. Therefore the goal for the 2018-2019 comprehensive exam will remain at 62%.</i></p> <p>Tresa, the total first-time pass rates for both the Fall and Spring was 53.3%</p> <p>For the Fall of 2018 of all three campuses, the pass rate was 52.1% on the 1st attempt.</p> <p>For Spring 2019 of all three campuses, the pass rate was 54% pass rate</p> <p>Totals were 154 students</p> <p>Discussion:</p> <p>Joe would like to know out of the 154 students how many students were taking Fisdap comprehensive exam for their 3rd times because they failed in the previous semester.</p> <p>Joe wants to know why we are going backwards from the previous year of 59% to 54%</p> <p>Tresa wanted clarification</p> <p>Joe presented an example of a student who was taking the class for the second time.</p> <p>Tresa presented that 11 out of the 154 were taking the class for the second time.</p>			

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	<p>6 students passed, and 5 did not.</p> <p>If we account for the students who retook the classes had no impact on the percentages. It remains at 53%</p> <p>Joe asked for reasons for the drop in pass rates</p> <p>Chris said they are the same as for the other measurements.</p> <ul style="list-style-type: none"> • <i>Stated that the lower passing percentage could be attributed to a large number of newly hired CA.</i> • <i>Chris and Tresa both stated that their classes sizes were over the standard capacity of 24 students. Chris had 29 in Collier and Tresa had 29 in Lee</i> • <i>Lab reinforces lecture</i> <p>Chris said that if there is not a reinforcement in the Lab, then the comprehensive exams will decline</p> <p>Tacy asked Joe If the students took the class a second time, didn't they failed the course.</p> <p>Joe explained that the students get two chance to pass the final exam. If they don't pass it, they have to retake the course. Joe wanted to know if those who pass on their 3 attempts had any impact of the overall results (they did not)</p> <p>Tresa stated that the second attempt rates are much higher.</p> <p>Linda asked if we wanted her to figure out who was taking the course for the second time.</p> <p>Joe said no, we could see that data from the exam results.</p>			

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Chris also made the argument that she had a large number of ESOL students. She claims historically an ESOL student struggles to take Fisdap exam.

Joe argues, would you even know who the ESOL students are?

Chris calmed she could
Tresa claims she did not have any.

Chris claims that she supports that even further.
Joe suggested we track that in our next year assessment.

AS Fire Science

Mike stated that he leaned on Linda for the data for Fire Science.
 However, he did not have any access to the Canvas course.

Linda stated that she got the Open and Closed list from the shared drive.

Linda was able to look at the total grade for the course in FFP 1510

Everyone raised the question of why we had some many reports to discuss. **Joe** explained that the EMS div. Has 5 (AS EMS, AS fire, Firefighting, EMT and Paramedic certificates),

Joe determined that the data of the final grade was not what we were measuring.

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	<p><u>EMT Enrollment</u></p> <p>Linda stated that she captures the EMT enrollment form the College Open and Closed list. Moreover, taken at the end of the term.</p> <p>Joe stated he would need the open and close reports as evidence for the effectiveness planning.</p> <p>Linda for Fall 2018 there were 76 for all campuses. Do we need it broken down per campus? This would include anyone retaking the course.</p> <p>Joe: No</p> <p>Linda in spring of 2019 there was also 76 for a total of 152 which includes retakes.</p> <p>Joe talked about the distribution list of the students.</p> <p>Linda determined that the O/C report don't account for the withdrawal.</p> <p>Joe stated it wasn't a problem</p> <p>Linda state that Charlott was 17, Collier was 34 and Lee at 28.</p> <p>Treas, I had only one withdraw.</p> <p>Chris counted 15 in charlotte, 29 Collier 25 in Lee based on test scores data</p> <p><u>Discussion</u></p>			

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		<p><u>Linda</u> Asked if the goals were based on years that we were doing a summer program, Joe stated no it was based on 17-18 year/</p> <p>Joe stated, having 152 students.</p> <p>Linda stated that if increase the enrollment was an issue of increasing it to 90 than revert back to increasing the enrollment from 72 to 78, knowing that students are going to withdraw.</p> <p>Everyone agreed, return to enrollment policies of 17-18, whereas we had enrolled 2 to 3 additional student in each campus from 24 to 26 knowing you will lose 2 students before official enrollment.</p> <p>Tracy asked if that will have an impact on the number of CA needed for the Lab 6 to 1 ratio.</p> <p>Joe said no because if we accept 26 for each campus less than that will enroll in the class.</p> <p>Chis said or they will leave within 1st couple of weeks.</p> <p>Linda said that she accepts 26 but find student doesn't do what they need to on castle branch and then they decide not to do it. Moreover, you end up with 22 each campus.</p> <p>Joe this year we enrolled 30 and less dropped out.</p> <p>Tracy asked if we are going to only 26, are we not worried that we will not reach our enrollment?</p>			

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		<p>Chris stated that 30 was too many and they fail, too many students in one place, Linda said we would stack the students for the dropout.</p> <p>Tresa said that was the problem with this semester that we went over too much. Not enough CA or equipment, not enough hands-on etc.</p> <p>Chris wants to have on the schedule an open lab so the student will come and practice with an CA.</p> <p>NREMT EXAM</p> <p>Joe open with the result of the NREMT exam for this academic year. 94 sstudent took the exam and 79 students passed the exam on their first attempt. This gave the program a 84% 1st time pass rate.</p> <p>Discussion:</p> <p>Joe open the discussion about trying to get the students to enroll sooner to take the exam.</p> <p>Mike stated he helped the student enroll right after passing their frinal exam.</p> <p>Everyone agreed that it could be responsible for the slight increase in from 82% to 84%</p> <p>Tresa asked if the decreased in students attempting the exam had any impact on the results but no one felt that it had any impact.</p>			

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		<p>Everyone agreed to keep the goal of 90% since we did not achieve the goal.</p> <p>Meeting ended with a discussion on the heartland summer camp and the required needs for that.</p>			
5.	Next meeting(s)	07/25/2019	Yes / No		
6.	Adjourn		Yes / No		

Minutes prepared by _____

Date _____

Minutes approved by _____

Date _____

If item #5 above was acted on, then:

Medical Director's signature _____

Date _____

