

Staff Meeting Minutes

INSTITUTION NAME:	Florida SouthWestern State College		
DATE, TIME, + LOCATION OF MEETING:	FSW LEE campus 7/24/2018		

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	Micheal Jimenez	x	
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’		
EMS Support Specialist	Linda Welch		
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"/> Certificate-Firefighter I/II <input type="checkbox"/> Retention <input type="checkbox"/> Fire One <input type="checkbox"/> Fire Two <input type="checkbox"/> State Exam 	<p><u>Retention</u> Joe: This goal has to do with students who pass the PAT test, register for class and then don't show up at all to the first class. We want no more then 2 students doing this. We only had 2 students drop/withdraw so we met this goal. Mike: 2 is not a lot but is there a way we can find out why they are dropping? Is it because of outside sources or do they just think they can't handle it. Is it something we are doing or not doing. Joe: We have there contact information. We can send out a survey or call them to see what the reasoning is and see if there is a trend and if its something we can help.</p> <p><u>Fire One</u> Joe: For Fire One the goal was 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. We are only using students who did not pass for academic reasons. In 18-19 60 students enrolled in the FFP 1 course. 53 of the students received an 80% or higher on their final grade for the course giving the program an 88% pass rate above 80%. Mike: So we didn't meet the goal again this year and it went down some more from last year. Lets see how this next year goes and see if we go up back up or down interms of our goal. Joe: If we go down again lets do a review of the course and see if we can pinpoint were the students are struggling.</p>	Yes / No		

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	<p><u>Fire Two</u> Joe: The goal for Fire Two is 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 are using a 3 year rolling average. During the 2018-19 academic year, there were 59 students that participated in FFP 0020C (Fire Two Course). There were a total of 0 students that did not successfully complete the course. We had a 100% pass rate for the academic year of 2018-19. For the rolling three year average, there were 170 students and only 160 or 94% of them scored a 80% or higher. Mike: We are one percent away, lets not change the goal or change what we are doing since it is improving.</p> <p><u>State Exam</u> Joe: For this goal we want 93% of the students who attended the fire academy to pass the Florida state exam on their first attempt with a score of 75% or higher. In 18-19 54 students attended and 49 of them scored above 75% which is a 907% pass rate. Mike: Why are we measuring this every year? Why can't we measure a 3 year cycle and see if there is a trend? Last year what was our pass rate? Joe: For 17-18 it was 87.5%. Mike: So we are improving. Lets look at if from a 3 year standpoint and reevaluate it next year.</p>			

Agenda Item		Discussion	Action Required	Lead	Goal Date
5.	Next meeting(s)	1/2020	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 _____

