

Staff Meeting Minutes

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

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			
Instructor-Fire Academy	Mike Jimenez	x	
Instructor-Fire	Gene Etchevery	x	
Instructor-Fire	John Wayne	x	

Agenda Item		Discussion	Action Required	Lead	Goal Date
1.	Call to order	Joe Washburn	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"/> Apply and Interpret National Fire Codes <input type="checkbox"/> Proficiency in Operations <input type="checkbox"/> Solving Safety Problems <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 	<p>Joe: We are here to speak about the results for AS-Fire Science technology effectiveness plan.</p> <p>Apply and Interpret National Fire Codes: The AS Fire Science students are expected to have proficiency in the application and interpretation of National Fire Codes. In their courses, they are expected to gain an understanding of how to review plans. In addition, they should demonstrate and apply principles of operations, to assess detection and suppression systems functions. In the 2019-20 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.</p> <p>Joe: We did not meet this goal the 3 year rolling average 76.5%.</p> <p>Gene: What was it last year?</p> <p>Joe: We only had a 2 year average then it was 76%. But last year we had a pass rate of 75% this year we had 77%. So it did go up in terms of per year average.</p> <p>John: How many students in the class?</p> <p>Joe: 9 last year and 9 this year.</p> <p>Gene: so very low enrollement could be a huge contributing factor?</p> <p>Joe: Yes, you are correct.</p> <p>Gene: Well we are trying to do our best in teaching if 2 students fail or forget to drop the course then we really can't do anything about it on our end. If we has a larger group and</p>	Yes / No		

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we continued to see lots of students fail then I could see the teaching being a problem.
 Joe: Yes and let me tell you all these are goals we are trying to reach together. It is nothing against you as a person or a teacher. We are just trying to improve upon an already great program.
 John: So we are moving up in percentage wise every year and getting very close to the goal. I say we keep the goal at 80% till we meet it.

Proficiency in Operations: During the 2019-20 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.**

Joe: We did not meet the 3-year rolling average goal of 80% but we did get 100% pass rate for this year.

Solving Safety Problems: During the 2019-20 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).

Joe: We met the goal with 92% pass rate 13 students out of 14 getting an 85% or higher on the final assessment.

John: How is the assignment assessed and or graded now vs. in the past. This is a great improvement.

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	<p>Joe: It should be based off a rubric but I could not find one. Gene: Ya there is not one, its just based really on opinon I guess. John: So we really don't have a baseline or know why this year we did better. Joe: Correct other then making sure the instructor and students know if you don't turn this in you don't pass, we were having problems with that years prior. Gene: So lets get a baseline and or rubric for this project and keep our goal the same and see if it changes or maybe we can get 100% pass rate with some guidance for the students.</p> <p>Enrollment: During the 2019-20 academic year, the goal will be for enrollment to exceed 50 students. Joe: For enrollment we met the goal with 56 students. Gene: That's great but why are the numbers so low? Joe: Well, students can take classes with non-credential teaching programs that the state marshall approves. We are held to a higher standard at the college and they have no one looking over there shoulder from the state. John: But we are seeing a rise in enrollment. Joe: Yes, we are but unfortantly I am not sure what this year will hold for us, I think we are about where we should be, but it would be great to have larger numbers.</p> <p>Completion: During the 2019-20 academic year, The goal will be for a minimum of 10 students to complete their AS in Fire Science. Joe: We did not meet our goal but we got 9 students that completed which is one more from last year. Gene: So we need to start stressing to the students that a degree is much more valuable then just classes that you have taken.</p>			

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	<p>Tammy: Ya, I think that having a degree in anything is starting to become standard.</p> <p>Mike: Right, but you don't need a degree to become a fire inspector for example. The state fire marshall just says well you need these 5 course whatever they are and that's it no math no English.</p> <p>Joe: So, until they start expecting that I am not sure if we will every be able to raise the goal. I still think we can make it to 10.</p> <p>Progression: As we continue to monitor completion and progression of the AS Fire Science Degree Program, the goal will stay the same at 10% increase (2019 Fall) for the fall listing of 2020 of the program review data sheet.</p> <p>Joe: Well progression has decreased again this year from last year. From 41.5% to 27.6%.</p> <p>Gene: Well this has to do with more FF getting and having and keeping there jobs. They don't need to go to school.</p> <p>Joe: I agree. We had very low unemployment rates last year. So this year we should see a huge increase and be able to meet the goal directly because of COVID 19 and more people going back to school.</p> <p>Course Data: During the 2019-20 academic year, the goal will be an increase in course data/section size to at least 12 or higher.</p> <p>Joe: So we did meet this goal either it went down from 15.1 to 10.55.</p> <p>Gene: Which relates to again the economy like progression. I agree with you Joe, we should see this go back up.</p> <p>Success: During the 2019-20 academic year, the goal will be to continue the goal set in 2017/18 of exceeding an average</p>			

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	<p>of 85% course success because we are tracking other areas in the assessment.</p> <p>Joe: Out of 11 course that ran we had an average course success rate of 85.4% so we met the goal.</p> <p>John: So we barely made it. Lets continue to monitor and see what happens this next year hopefully it will go up again.</p> <p>Satisfaction: During the 2019-20 academic term, the goal will be to achieve a 34% response return on the student opinion survey matching the school's current response rate.</p> <p>Joe: We did not meet the goal we only had 8 students fill out the surveys which is a 7% response.</p> <p>Gene: We can tell them to fill out the surveys till we are blue in the face but it never happens. A lot of these classes are only so its not like we can set aside time in class to fill out the surveys. We could have them all meet at campus or zoom and have them fill them out right then.</p> <p>Mike: What about giving extra credit for them?</p> <p>Joe: I don't think we should do that. If one student does really well in the class and another student doesn't its not fair just to give both points for filling out a survey that has nothing to do with what they are studying.</p> <p>Gene: Can we lower this goal?</p> <p>Joe: Yes, lets do 10% because that is average for an online survey response. Then we will go from here.</p>			

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5.	Next meeting(s)		Yes / No		
6.	Adjourn		Yes / No		

Minutes prepared by Tamara Mole'

Date 8/31/2020

Minutes approved by _____

Date _____

Medical Director's signature _____

Date _____

