# agenda

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| Department Meeting | September 19, 202211:00am – 1:00pm (If needed) |

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| Meeting called by | Cassie Billian, Director Emergency Services |
| Attendees: | Director, EMS Support Specialists, and Program Coordinators |

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| Topics:* April – Preparing for Maternity Leave
	+ April is going to create a check sheet of the documents that are required by the students and give us a point of contact for each site.
	+ April will think if Paramedic CA’s in the clinical site is necessary as this is something the program moved away from in the last few years,
* Linda – Last Dept Meeting before Retirement
	+ We will be celebrating her retirement on 9/23. She feels like she has effectively trained and handed off her duties.
* Program Manager Update
	+ Position has been officially approved and will hopefully be posted before the end of next week. Reviewed the organizational structure of the position. Discussed that if an internal candidate is selected, we would hire for an EMS Program Coordinator. Discussed that there were not current plans to rehire for Linda or Tammy’s position. An additional instructor will allow for program expansion.
* AS Fire Science Classes Approved to teach at NCFR
	+ Working on hiring an adjunct to support this offering. This is a plan to increase enrollment in the AS Fire Science program.
* Spring Books
	+ Megan and Chris would like AHA 2020 Handbook of Emergency Cardiovascular Care added as a book requirement for the Spring 23 semester or Paramedicine.
	+ Would like Limmer books removed.
* Spring 2023 EMT Orientation Dates
	+ Confirmed with Frank that he available to complete BLS refresher on 1/4 and 1/5.
* Spring 2023 Uniform Fitting Dates
	+ Michael will confirm with Bobby at Direct Effect that 12/13 and 12/14 will work. Michael, Tracy, and Cassie will be the point of contact for Uniforms.
	+ All uniform items and instructor shirts will be moved to a single location.
* 2021-22 Effectiveness Outcomes – reviewed outcomes
	+ AS EMS
	+ AS Fire Science
	+ Fire Fighter I/II
	+ EMT
	+ Paramedic
* 2022-23 Effectiveness Plans – After reviewing the outcomes and goals previously set for 21-2022, I would like to collaborate to create goals that we feel are valuable to encouraging programmatic and student success. Ideally, we want to create goals that we can measure and implement a change towards.
	+ Fire Fighter I/II – Spoke with Michael Jimenez regarding plans for 22-23 Effectiveness plans
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