# agenda

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| Department Meeting | October 24, 202210:00am – 12:00pm  |

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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:* Updates from all
* B- building Updates – B building will be accessible for lab finals only.
* Computer room needs on the Lee Campus (AA 174 or AA175) for Fall 22 – dates and numbers
	+ Lee FISDAP Final: 12/13 9am- 1pm Retakes: 12/14 8:30 – 12:30pm
	+ Operations Unit Exam – 11/29 9-12
* Space on lee needed for Lab finals Fall 22 – need dates and numbers
	+ All of Lee EMT 12/12 7am to 5:30pm (60 students and about 25 instructors/ staff) Retakes: 12/14 8:30am- 2:00pm. (unknown – 30 students & about 20 staff)
	+ 21-22 medics will complete finals on Charlotte on 11/21.
* Paramedic Graduation must be moved to Charlotte Campus – AA 177 will not be available. Tracy will work on a room and order coins. Once room is secure, Megan will send out flyer.
* Student FISDAP purchase – simplify. Ask that students using Fin Aid utilize bookstore – all other students bring credit card to orientation prepared to purchase – get code from FISDAP.
	+ Encourage students to save username, email, and password to their phones or email for future retrieval.
	+ Matt suggested walk the students through how to update their account to include graduation date.
* H-22 Students will be given extra attempts on FISDAP courtesy of JBL. We need to send list of names in December once the students re-register.
* Spring 2023 EMT Orientation Dates – by campus or all at lee? Orientation will be held on the Lee campus on 1/4 and 1/6.
* Spring 2023 Uniform Fitting moved to 12/1 and 12/2 – will need to request space on Lee as it gets closer per Dr. Such.
* Spring 23 schedule
	+ Computer lab dates needed – sooner than later with consideration to lee campus.
	+ Brooke and Paul have offered to help out during Spring 23.
	+ Practicum Canvas copied for Chris and Matt.
* April will send out an email with attached clinical paperwork and contact information for site and field agency to each instructor.
	+ April will schedule a Monday meeting with coordinators and Director before maternity leave for overview.
* Advisory Board Meeting January
	+ Solidify minimum competency numbers since notes cannot be located.
	+ Roy Brown works on C shift but may be switching to B shift. Review A shift dates in January (Last meeting was on a Monday – we believe there was a vote previously discouraging Monday meetings) If Instructors are to teach during scheduled meeting we will try to have someone fill in.
* NCFR Halloween Event 10/29 4-8pm
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