# agenda

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| Department Meeting | October 24, 2022 10:00am – 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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