# Minutes

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| Department Meeting | August 10, 202211:15am – 1:00pm |

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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:* Thank you!
* Agile Expectation (Minimum 2 check-ins per year, quarterly feedback, goals to begin in September). All of the team will submit 2-3 goals.
* Office hour expectation - office hours should include 37.5hrs. Please be sure to include when you are in-class, so that students/staff know when you are not available.
* EMT & Paramedic Documents
	+ PMD Protocol book necessary? All agreed that this was no longer necessary and caused confusion for students in the past.
	+ Discussion about Paramedic Drug Book - Dr. Abo will return the Paramedic Drug book once he has time to review it and sign-off (preferably before 8/15 to give time for the document to be published in Canvas).
	+ Review Program Goals and ensure they are listed in the handbook and syllabi. Goals were reviewed and syllabi will be uploaded into the “S” drive by each instructor.
	+ Student Counseling Policy – discussed current uses and reviewed the form.
	+ Skills to FISDAP for EMT - Matt
	+ Clinical/Field Documentation Electronic/FISDAP – April - Use of FISDAP to replace paper record keeping of Clinical/ Field Documentation – We were not sure if the state would approve electronic records – Update: Ina said electronic records are acceptable.
* CA’s – Lab Techs
	+ CA’s need to clockout 30 min for lunch – if taken.
	+ Deleted 5 CA’s from Aladtec no longer interested.
	+ New hires – updates

We discussed that we will need to collectively look at the CA budget and ensure that we are making the best of our CA usage for the 22-23 fiscal year. In the meantime, we will limit CA’s on days that classes are not being held.* Roles & Responsibilities
	+ Organizational Chart was reviewed and discussed to include the roles of the Program manager vs. Director. Director provides admin support, community outreach, responsible for all college meetings, responsibilities, and reports. Provides leadership to program manager, and all support staff. Program Manager fulfills accreditation requirements with assistance from Director, is in charge of all curriculum and classroom requirements. Provides leadership to all program coordinators.

In addition to teaching responsibilities – Matt and Chris will collaborate on lab needs. Megan will continue to spearhead our social media presence and Aladtec monitoring. Matt will continue to support our department with the Guided Pathway initiative and oversee “Program Manager” tasks until position has been filled. * + Decision making & Communication - Director will be included in all decision making going forward to ensure collective decisions are being made as appropriate.
* EMT & Paramedic Applications
	+ Preference and Deadlines - We will continue discussion on possible point system for Paramedic applicants. To formalize points given to individuals who have previously completed an FSW program, currently work in EMS/Fire, or have military experience prior to interview. Fire Academy students will be given first campus choice for EMT– effective for Spring 2023 applicants.
* LCEMS Collaboration – Megan discussed wanting to work with LCEMS on MCI events to rebuild a positive relationship
* Oxygen – discussed ways to save oxygen. Oxygen should not remain on during entire scenarios.
* Paramedic Graduation – 12/9 was the suggested date.
	+ Suggestions on planning, invitations, etc
* Do we want to have PMD test prep come on campus? Yes. Discussed the beneficial option to both EMT and Paramedic students.
* Intro to Paramedics Lab was not taught during Fall 2022 due to decision made by Matt and SHP Leadership. Discussed that the course must be taught Fall 23 and could not be moved around moving forward unless curriculum committee approval occurs.
* Program Manager, Paramedic - pending all required approvals – The position will be posted both internally and externally. All qualified internal candidates are encouraged to apply.
* Dr. Abo – Items to be signed.
* Supplies and Needs – reviewed needed items – Cassie to begin ordering. CPAP masks, Chest needles, AED pads, BP cuffs, etc.
* Student Files Review/ Organization – discussed scheduling an all hands on deck – to get files organized.
* **Upcoming Event Dates: 9/20 Guided Pathways Presentation and 11/5 STEM Event, 11/10 8-11am Dental Hygiene**
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