# Meeting Notes

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| Department Meeting | August 7th, 20231:30pm -3:15pm |

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| Attendees: | Director, Program Manager, EMS Support Specialists, and Program Coordinators |

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| Topics:* Our team is preparing for the site visit – reminded everyone of their stellar contributions to our department and that it will show the day of the site visit. We are going into the visit with confidence. All efforts to prepare have been greatly appreciated.
* Pre-semester check-in and assignments – Megan stated Medic students are working on bags – we will use their suggestions to develop an updated template with pictures. Additional assistance will be needed to finish remaining bags. Lynn stated she is up to date on syllabi, canvas, and will be meeting with Nicole for Collier EMT preparations. Michael – discussed Fall numbers (Lee EMT 27, Collier EMT 21, Lee Medic- 26 and NCFR Medic – 16 or 17. Chris’s goal is to accomplish at least 6 lesson plans for each course she is teaching. Tracy will be able to submit computer room requests on 8/9. Megan will send the list to Tracy. Group also asked Tracy to place an order for batteries.
* EMT Orientation Planning – Signature sheets were printed and given to Lynn. Decided we would wait to review clinical information until first few weeks of class. We will collect flu exemption forms during orientation. All staff not involved in orientation encouraged to attend Convocation 8:30am – 9:45am at BB Mann and the School Meeting held from 1:30pm to 2:30pm in AA 177.
* Accreditation Site Visit Schedule – Everyone is to be readily available all day 8/10 – Teaching staff scheduled from 3:15 to 4:00pm in B-115. Exit Summation time tentative for 8/11 in the morning. Megan and Cassie will keep everyone updated on any schedule changes. We reviewed the site visitor travel schedule and transportation plans. Tracy will follow up with IT on 2 laptops with “s” drive access and printing abilities. Also, IT to be on standby. Team mentioned smart board markers =– Tracy to follow up. Discussed getting a vegetable and fruit tray, water, Jimmy Johns for lunch, pastries for breakfast. Cassie/Tracy will check the bookstore for mug or cup and pen for welcome FSW Swag.
* Long Range Planning – Megan reviewed the long-range planning to include highlights on survey data received from the 21-22 cohort. We discussed concerns related to clinical space and ride time limitations that may be evident in the Spring 24 semester. Megan may implement students being required to ride at an agency that they do not work for to ensure they are getting relevant call types. Also, we may branch out for OR to include outpatient surgery centers. Chris suggested orthopedic surgery centers. Noted wanting to evaluate paramedic curriculum for future changes. Reviewed current Paramedic application process. Team discussed ideas on ways to improve student numbers for future Paramedic cohorts. Many students dropped last minute for various reasons related to employment, family, ect. Discussed keeping the application open longer and interviewing earlier through phases. Megan mentioned high stakes exams and wanting to review FISDAP exam outcomes across multiple cohorts. The goal is to identify the weakest test and analysis the test questions. We have implemented a new Preceptor Training. It was sent out to all clinical and field sites.
* Paramedic Test Prep – Per Dr. Such Paramedic test prep would be funded for the students. We do not know if funding will be available for EMT’s at this time. Students must attend the full 2 days. Megan mentioned that during the last session the students that did not attend or that left early are now on multiple attempts for their certification exam. Discussed selecting a date in late October 10/26 and 10/27 or early November 11/2 and 11/3 (preferably a Thursday and Friday).
* Graduation – Megan will confirm with Abo if he is available for 12/14 graduation. 12/15 would not allow much time for cleanup as it is the last day before winter break.
* Chis stated she sent EMS 2600 schedule for review in slack for Abo to pick a day to meet with students – awaiting response.
* Program Coordinator Positions – Discussed failed search – we will be pulling down the position and reviewing job description/advertisement. Chris suggested to advertise on NAEMSE, EMS World, JEMS, or FAEMSE
* Spring dates initial planning and teaching commitment expectation – concerns about staffing CA’s on Fridays was raised. Summer night class was discouraged at this time. The goal is to have a night class by Fall 24. Knoop will monitor interest calls/emails. M/W schedule for Lee Campus EMT and T/TH schedule for Collier Campus EMT. Reviewed EMT uniform fitting occurring last week of November and Orientation possibly being held on 12/13 with BLS for students that need it to attend our AHA program.
* VR Update – Chris discussed the benefits of using the VR technology as a homework assignment in Canvas to reinforce more realistic patient assessment and treatment. The vendor stated 77 user seats with a few administrator/ instructor accounts would put us into the 51 to 100 total user pricing category. The 1st year cost would be $11,000 and the annual renewal fee would be $6,000. Discussed reviewing the budget after add/drop to determine if this was an expense we could take on for the Paramedics by January. The goal would be to implement this ahead of NREMT moving to VR. Chris will reach out to her contact to inquire about NREMT VR implementation potential timeframe.
* Budget Updates & Travel – Budget numbers will be updating after add/drop due to lower enrollment than anticipated. Goal is to send at least one member from our dept to a conference annually. We will send Dr. Such our priority conference(s) with a funding request for potential approval. It was mentioned the importance of Megan attending the Accreditcon conference that will be held during the early part of next year. Priority conferences are Accreditcon, NAEMSE, EMS World, or Eagles.
* Perkins Funding – Reviewed Perkins application 23-24 funded for the year – Student Success Advisor II Nursing, Simulation Operations Specialist II, Nursing, and Equipment – Radiologic Technology Lead Lined Lab.
* Librarian – Anthony Valenti – AA 167B – SHP Librarian
* Room Changes Reminder – We cannot move rooms even temporarily without letting Tracy know so that she can contact Bonnie Lawler.
* AHA – We are to only share FSW’s AHA information regarding CPR for students – Tracy and Michael will ensure all previous information has been discarded.
* Kudus to Jean Etcheverry – He has been nominated for the Adjunct Faculty award and will attend the award ceremony, Wednesday 8/9 at 5pm.
* Other Business:
* Discussed booking U102 for graduation once dates have been finalized.
* Considering 2 medic cohorts with an August start and January start

Reminders* August 8th meeting with the Maguire family – offering scholarship in honor of son/brother who wanted to pursue our Paramedic program.
* Summer EMT Certs should be awarded at the end of this week beginning of next.
* Convocation and EMT Orientation scheduled for 8/16/23
* September 11th – 440-510 tour with SLS students for Dr. Van Gaalen
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