# Meeting notes

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| Department Meeting | October 9th, 202310:00am -11:30am |

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

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| Topics:Vacant position updates – Discussed Gio joining our team as an OPS PT Program Coordinator. Expressed Jordan Green’s interest in the other OPS PT position available and asked the team for feedback. All positive feedback was given. FT Program Coordinator position has been reposted with paid advertisement. Current applicants that have applied do not have EMS experience. Attendance Verification - Relayed the plan to automate the attendance verification process using a Canvas assignment that will be created and given to all students. HLC Accreditation Timeline – 18 months – FSW has received approval to move forward with application for HLC accreditation.Short duration college closures will be considered remote – Moving forward the college will no longer close on a duty day rather move to remote operations. All instructors are expected to have a meaningful assignment for students to work on in the event this occurs. We will be flexible with due dates and are mindful that electricity, internet, ect may be a barrier.Additional Reminder: All spaces needed must be formally booked and room changes after semester start formalized with Bonnie Lawler. – Discussed any space being used must be given to Tracy to formalize. Team expressed that there are times when students may stay a little after class to work on assignments. Instructors will communicate with Tracy any room needs they may have so that she can submit the request. Agile Performance – goals and check-ins to be scheduled – Encouraged everyone to look at their previous goals and see if they can be closed out and/or if they need to create updated goals. 2 check-ins need to occur per year within a minimum of quarterly feedback to be provided. Students in Lab – Students are not permitted in the lab without supervision.Course Planning/Documentation Expectations – All instructors should have all lectures, learning activities, and assessments prepared at least two weeks ahead of their class session. This allows for an alternative instructor to transition effectively should the lead instructor be out or unavailable. All quizzes with the answer key and referenced page numbers should be saved into the “S” drive using the by semester format, weekly. No one should be deleting items in the “S” drive. We will utilize an archive folder to ensure nothing is lost. Future EMT Schedules overage hours – We have experienced situations where EMT students are having to make up hours. For example: when the majority of the Lee EMT class came down with Flu B. The team brainstormed ideas related to either adding 10mins to every lab, mandating the EMT students to makeup hours in the Paramedic lab, and discussion around a volunteer assignment. We discussed starting with a 4-hour requirement for all EMT students. Chris will work on creating an assignment that allows the students to summarize their volunteer experience through a series of questions. Students will submit proof of their hours and answers using Canvas. Cassie will work on getting a list of volunteer sites. Additional opportunities were discussed to include:Alternate clinical site opportunities (Lehigh Hospital and Fawcett)Utilizing engine resources to allow the students to see a different angle of scene size-up and patient assessment. We would need to Inquire about gear being a potential barrier for implementation of this. Working with local agencies to host an MCI event.Inquiring about helicopter operations training opportunities.VA ER AgreementAdult day cares or nursing home opportunities. Tabling events were discussed – Can we provide individuals with bracelets with FSW EMS information on it? There may be a grant available for marketing materials. Thoughts/feedback on BSC 1084C versus BSC 1085C and BSC 1086C – Chris was able to give background knowledge on the original BSC 1084C course and the change. Feedback included:Review BSC 1084C textbook, syllabus, and lecture materials to ensure the course would meet the need of Paramedic education.BSC 1085C could be a prerequisite which would allow students to complete BSC 1086C during the Fall semester and free up time in the Spring semester. Concerns regarding a prerequisite being a barrier to applicants was brought up. May be a discussion to have with the Advisory Board Committee before changing. Cassie requested an updated needs/wants list from instructors regarding equipment. Lee county EMS is interested in Chris facilitating a moulage training. We discussed coming up with a few dates in January or February.City of Naples may be interested along with Ben Rohde and his team.Lynn also expressed interest as this is one of her goals. STEAM Event planning – 7 EMT students will be assisting. Austin from Fire will be available to demonstrate the Fire prop. We will need 1-2 stations for EMS demonstrations. Last year we did tourniquet and splinting/bandaging. We will need to follow up with other SHP programs to ensure no overlap. Reminders* STEAM Event – Saturday, October 28th 9:00am to 4pm.
* Paramedic Test Prep – 11/2-11/3 from 9-5pm – funding has been secured for outgoing paramedic students.
* Simulation Day with Dental – Thursday, November 9th at 8am.
* Jennifer McManus, State of Florida Site Visit – Tuesday, November 7th 12:00pm-4:00pm.
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