

MINUTES

EMS Department Meeting

December 11, 2023

10:00am – 11:30am

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

Topics:

- **Wrapping up the Fall 2023 Semester (discussion on strengths and areas to improve)** – Ensuring all CA's are held accountably and we are delegating to them as needed. Discussed the importance of CA's leaving and recording accurate time on timesheets. It is the lead instructor's responsibility to ensure CA's are not standing around.
- **FISDAP and other Major Exam Procedures** – Reviewed previous FISDAP procedures. This is the expectation to be upheld by all when giving any major exam. Students should not be taking major exams without direct supervision.
- **Spring 2024 EMT Orientation and other items** – To be held in AA 173 and 174. Students were informed to shave as Chris will be completing mask fit testing. Mask fit form to be obtained from Jean N. and updated by Cassie.
- **Graduation** – held in U-102 – students will arrive at 530pm to decorate. All teaching staff expected to attend.
- **Updates from November Dean's Meeting** – Vacant positions, PTA and AMA on the Charlotte Campus, Health Science, BS degree with track that relates to EMS/Fire will be in discussion.
- **Automated Attendance Verification** – implementation for Spring 24 semester. Please attend training if you have not already.
- **Syllabus to be submitted before 12/14/23**
- **Preparing for winter break (away messages - Office space cleanup before break. Including fridges/food/personal items).**
- **Painting - Hallway to EMS lab and entryway into EMS lab cleared including ambulance banner and picture frames for potential Painting.**
- **Chris to host moulage event** – Cassie will follow up with Jonathan Henderson about dates

Reminders:

- **Final Grades due at noon tomorrow, 12/12**
- **College closed from 12/16 to 1/1/2024**