

# MEETING NOTES

EMS Department Meeting

March 25, 2024

12:00pm to 1:00pm

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

## Topics:

- **Personnel Update: Chris Clemen's departure**
  - Discussed our goals and plan to move forward.
  - Limit and mitigate any small talk around the transition.
  - Message will be sent out to Clinical Associates and PT staff today.
  - Direct any questions or concerns to Cassie or Megan.
- **Collier Campus coverage – Megan, Lynn, and Letty selected dates to cover the class.**
  - Efforts were made to review the schedule and lesson plans.
  - Identified concerns related to student course progress.
- **Summer/ Fall Teaching Assignment Reorganization**
  - Summer EMT – condense two courses into one large course assigned to Lynn – 44 applicants + 1 lecture retake.
    - B -113 will remain scheduled for lecture
    - B-115 to be used for lab overflow.
  - Fall EMT – currently only 21 applicants (zero interest in Charlotte Campus)
    - Discussed utilizing McSheehy and discussing his interest/availability
    - Future discussion to be held on Fall assignment reorganization as it relates to the Lee Campus EMT lecture and the Charlotte EMT Lecture and Lab.
- **Computer Rooms for the Summer and Fall – Please send your anticipated computer lab needs to Tracy.**

## Reminders:

- Commencement – Friday, May 3<sup>rd</sup> at 2 pm (must arrive 45-60 minutes before)
- Costa Rica Study Abroad – Cassie is out of office – will have access to email/text (May 4<sup>th</sup> – May 17<sup>th</sup>)
- Megan to attend AccrediCon (May 26 – 6/2)
- Heartland Summer Camp – June 10<sup>th</sup> – June 14<sup>th</sup>