

**Advisory Committee Falls 2017 Annual Meeting Minutes**  
**Emergency Medical Services**  
**Vernon College – Century City Center, Joe Chat Sumner Board Room (115)**  
**Thursday, November 2, 2017 at 11:30 a.m.**

CHAIRPERSON: Charles Grady		
MEETING DATE: November 2, 2017	MEETING TIME: 11:30 p.m.	MEETING PLACE: Vernon College – Century City Center Joe Chat Sumner Board Room (115)
RECORDER: Lou Schafer	VICE CHAIRPERSON: Kenny Hoffman	PREVIOUS MEETING: May 4, 2017

MEMBERS PRESENT:		MEMBER'S ABSENT:	OTHERS PRESENT:
Name, Title, Company	Name, Title, Company	Name, Title, Company	Name, Title, Company
Carl Chancellor, Battalion Chief, EMS/Training, Wichita Falls Fire Department	Mark Hale CES/Paramedic AMR		Cory Nava, Coordinator of Emergency Medical Services Vernon College
Ross Caston, Air Evac, Vernon College Instructor, Iowa Park Fire Department	Don Hughes, WF Assistant Fire Chief		Christina Feldman, Director of Continuing Education, Vernon College
J.J. Oznick, Vernon Fire Chief, City of Vernon	Julie Michael, Community Member		Shana Drury, Associate Dean of Instructional Services, Vernon College
Charles Grady, Operations Manager American Medical Response	Kim Pierson, Chief Nursing Officer, Wilbarger General		Jean M. Castle-Wade, Administrative Assistant to the Associate Dean of Instructional Services, Vernon College
Lou Schafer, RN, Educator/Inventory, United Regional Health Care	Jon Reese, Chief WFFD		Brian Deason, EMT-P, Clinical Coordinator, AMR/Air Evac/Vernon College
Kenny Hoffman, Operations Supervisor, American Medical Response	Ram Selvaraj, Medical Director Vernon College		Karen McClure, Faculty Assistant Allied Health, Vernon College
Kenny Hoffman, Paramedic, AMR	Kim Stringfellow, Director of Emergency Services, United		Holly Scheller, Coordinator of

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	Regional Health Care Systems	Marketing and Community Relations, Vernon College
Ben Beutel, Vernon Fire Department, Paramedic/Instructor Vernon College	Makayla Reed, EMS student Vernon College	Karen McClure, Faculty Assistant Allied Health, Vernon College
Ronald Gordon, WFISD Health Science, Instructor Vernon College		
Roger Ritchie Air Evac Director		

#### AGENDA

Agenda Item	Action, Discussion, or Information	Responsibility
Welcome & Introductions	Information	Cory Nava
Purpose of Advisory Committee	Information	Shana Drury
Election of Chair and Recorder	Action	Cory Nava
Approval of Minutes	Information	Chair
Old Business/ Continuing Business	Information	Cory Nava
New Business:		
Review program outcomes, assessment methods/results, and workplace competency	Information	Chair
Approve program outcomes	Action	Chair/Members Present
Approve assessment methods and results	Action	Chair/Members Present
Approval of course/exam of workplace competencies	Action	Chair/Members Present
Review program curriculum/courses/degree plans	Information/Discussion	Chair
Approval of documentation addition	Action	Members present
Approval of authority	Action	Members present
Approve program courses, curriculum, and degree plan	Action	Members present
Review SCANS, General Education and Program Outcomes matrices	Information/Discussion	Chair



Approve SCANS, Gen Ed, and outcomes matrices	Action	Members Present
Program statistics: Graduates, majors, enrollment	Information/Discussion	Chair
Local demand	Information/Discussion	Chair/Members Present
Evaluation of facilities, equipment, and technology	Action	Members Present
Recommendations of selection and acquisition of new equipment and technology	Information/Discussion/Action	Members Present
External Learning experiences, employment and placement opportunities	Information	Chair
Professional development of faculty and recommendations	Information/Discussion/Action	Chair/Members Present
Promotion and publicity (recruiting) about the program to the community and to business and industry (gender equity)	Discussion/ Information	Chair
Serving students from special needs	Information	Chair
Program Specifics	Information	Chair
Approve scholarship changes	Action	Members Present
Approve EMS Student Handbook and EMS Admission Packet	Action	Members Present
Adjourn	Action	Chair/Members Present

## MINUTES

Key Discussion Points	Action, Discussion, or Information
Welcome & Introductions	Cory Nava welcomed and thanked the advisory members for their willingness to serve. Everyone introduced themselves, stating their positions and the agency they represented. Note: Each committee member received a packet via email which included all documents that would be reviewed and discussed.
Purpose of Advisory Committee	Shana Drury explained the purpose and importance of the advisory committee and how their input guarantees the college is maintaining the most current practices, direction and equipment. The committee ensures the skills, knowledge, and abilities taught are pertinent to the field to produce the graduates that employers would like to hire in the field of Emergency



	Medical Services program.
Election of Chair and Recorder	Shana Drury explained the positions and asked for nominations for Chair. Charles Grady was nominated as Chair by Roger Ritchie and accepted the nomination. Kenny Hoffman was nominated by Charles Grady as Vice Chair and accepted the appointment. Lou Schafer was nominated by Kenny Hoffman as Recorder and accepted the appointment. The committee agreed unanimously.
Approval of last meeting minutes	Charles Grady, Chair, asked the committee to review the previous minutes. Charles stated beginning this year (2017-2018), approval of the meeting minutes from today's meeting will be completed via email by the committee members present at this meeting in this semester. Jean Castle-Wade will transcribe the minutes, send them to the members present today including the Recorder for your review/approval, then she will send them to the Recorder for signature. Charles asked for a motion to approve the last meeting minutes. Kenny Hoffman made the motion to approve. Roger Ritchie seconded the motion. The committee agreed unanimously.
Old Business/Continuing Business	Charles Grady, Chair, stated there is no old business. The committee had no further discussion.
New Business:	
Review program outcomes, assessment methods, and results	Charles Grady asked the committee members to review the program outcomes, assessment methods/results and workplace competencies. Charles asked the committee to make any recommendations at this time. Mr. Grady noted the program outcomes are generalized and overarching. The detailed outcomes are in each course, but they all lead back to the program outcomes. Mr. Grady asked Cory Nava to expound on the outcomes. Cory stated the program outcomes coincides with the National Registry of Emergency Medical Technicians and the National Education Standards requirements and assessments. There are five areas the students are tested on: airway respiration and ventilation, cardiology, trauma, obstetrics, and EMS Ops. Cory provided the pass rates of Vernon College students for Summer 2017 and Spring 2017, versus the state overall pass rate. Cory noted compared to the overall state numbers the Vernon College numbers are below average on trauma, medical, and EMS ops for Spring 2017. Mr. Nava said the Vernon College numbers are below average in airway, medical, and EMS ops for Summer 2017. Cory reported 56% of students passed the national certification on the first attempt. Mr. Nava reviewed the passing rates of students for the previous semesters. Cory tracks all of the students testing and hire rates. Mr. Nava stated the students are assessed for



	competency by the Advance Emergency Medical Technician Certification Exam. The committee has no further recommendations.
Approve program outcomes	Charles Grady, the Chair, asked members to approve program outcomes as presented. Ryan Matthews made a motion to approve the program outcomes as discussed. Roger Ritchie seconded the motion. The committee agreed unanimously.
Approve assessment methods and results	The Chair, Charles Grady, asked members to approve the assessment methods/results as presented. Ryan Matthews made a motion to approve the assessment methods/results as presented. Ron Gordon seconded. The committee agreed unanimously.
Approval of course/exam of workplace competencies	Charles Grady, Chair, asked members to approve workplace competencies as presented. Roger Ritchie made a motion to approve the workplace competencies as presented. Ronald Gordon seconded the motion. The committee agreed unanimously.
Review program curriculum/courses/degree plans	The Chair, Charles Grady, asked the committee to review the program curriculum, course, and degree plans. Charles noted there are various programs throughout the state of Texas that use an online format for paramedic. Ryan Matthews stated there have been changes in the law that allow for a blended paramedic program. Ryan stated the local sites would be certified as a lab site for practice of the online courses. Ryan said the facilities would be reimbursed by the parent program for any costs associated with the blended program. Ryan stated there is a beta test program going on at UT. Kenny Hoffman stated there is currently an online program with Ranger College. Cory Nava stated he will look into the blended online education program. Kenny requested courses be added to the program that cover documentation and report writing. Cory noted there is some education on documentation in the current curriculum. Mr. Nava stated there is a degree of student responsibility to ask the preceptor to cover what is required for the specific reports for each agency. Ryan pointed out a program known as Fitch exists and covers the topics of documentation and billing. Ryan said it is a national standard. Shana Drury stated the committee will need to decide if they want documentation to be a dedicated course or if it should be built into another course. Shana also noted there may not be a course which covers documentation



specifically. Cory stated the students currently use Fizard which is a clinical planner and it schedules all the clinicals, allows students to sign up for shifts, and do patient charting. Cory explained the program is hoping to change from MyBradyLab to Platinum Education which will maintain all of the program documentation. Cory stated there is an additional fee for each student to use Platinum Education, basic \$78.00 and advanced \$120.00. The student will no longer pay for MyBradyLab so the cost can be reallocated to Platinum Education. Shana Drury noted this change will be for 2018-2019. Shana stated the mandated minimum number of hours for this program is 128. She noted the basic program is currently at 128 hours and if the committee chooses to add hours to fulfil the request for a documentation course the program will add hours to the current night classes or add another night to the schedule. Shana explained the program can have a maximum of 176 hours in the basic program. Cory stated there is currently a spot in the program that is not being used and is scheduled for Saturdays. Cory said the skills portion of the program could be moved to the open spot on Saturday which will make room for any additions to the program. Cory stated the program uses I-Chart presently. Shana stated there are two items being recommended which will need to have a motion and vote. The first item for consideration is a recommendation of documentation to be added to the program. Shana noted if this recommendation is made she, Cory and Brian will work out the details and the schedule. The second consideration would be the fees as an agenda item. Cory stated the college has an account with EMS testing and pays \$500.00 a year through Platinum Education. The students have to pay an additional amount. This will be a discounted rate of \$35.00 from the MyBradyLab. Cory specified EMS testing uses question rotation. Kenny Hoffman asked why the program is not addressing the basic reading skills among other basic knowledge skills. Shana explained the program is career and technical education and is at a level one certificate which prohibits testing to enter the program. If the committee wants it can move the program to a level two certificate, which will require more hours in the program and will decrease the availability of applicants. The current program would need to move from a 19 semester hour program to a 30 semester credit hour program. This will cause the program to increase from a one semester program to potentially two or three semesters. Shana asked the committee to decide if there will be a recommendation for testing prior to entry into the program. Testing would measure the ability of potential candidates in reading, writing, and arithmetic. Cory



	recommended not testing potential candidates prior to entry into the program but suggested adding Anatomy and Physiology as an introductory courses in the beginning of the program. Shana informed the committee they can increase the semester hours from 19 to 30 without going to a level two certificate. Ms. Drury noted the courses added to the program would not be BIOL A&P I and II but it could be something along the line of an MDCA A&P course. Shana stated the committee may make a recommendation to give Cory Nava the authority to review the curriculum, add hours if necessary, and review the schedule as needed.
Approval of documentation addition	Kenny Hoffman made a motion to add documentation hours to the current classes. Ross Caston seconded the motion as discussed. The committee agreed unanimously.
Approval of authority	Kenny Hoffman made a motion to authorize Cory Nava to review the curriculum, add hours if necessary, and review the schedule as needed. Carl Chancellor seconded the motion as discussed. The committee agreed unanimously.
Approve of program revisions	Charles Grady, Chair, asked members to approve program curriculum, courses and degree plans with updates discussed. Ryan Matthews made a motion to approve the program as discussed. Kenny Hoffman seconded the motion. The committee agreed unanimously.
Review SCANS and Gen Ed outcomes matrices	Charles Grady asked members to review and discuss the SCANS, the Gen Ed, and the outcomes matrices. Cory Nava explained the eight federal requirements that must be taught throughout the program which are shown in the SCANS. The state mandates, Gen Ed, has six requirements and also shows how the educational requirements are mapped back into the courses. The Outcomes matrix details the student learning outcomes mandated by Vernon College. Mr. Grady asked the committee for their recommendations and further discussion. The committee had no additional recommendations.
Approve SCANS and Gen Ed outcomes matrices	The Chair, Charles Grady, asked members to approve the three matrices as presented with corrections. Kenny Hoffman made a motion to approve the three matrices as discussed. Ryan Matthews seconded the motion. The committee agreed unanimously.
Program statistics: Graduates, majors, enrollment	Charles Grady, Chair, asked Cory Nava to cover the program statistics. Mr. Nava stated there are 25 students enrolled in Fall 2017 Basic EMT and 4 students in the Advanced EMT program. Cory explained three students have withdrawn from Basic EMT. The committee had no further discussion.
Local demand	Charles Grady asked the committee members to talk about the local demand for the program. Shana Drury stated this is a federal reporting requirement and the committee will need to



	<p>address if this program is viable and the industries are hiring. From the employers in the room, is this program still needed? Will you see retirements in the next two years and will you be hiring graduates from this program? Ryan Matthews and other committee members want Vernon College to be willing to consider an online program for Paramedic. Ryan stated there is a national push to rename the participants in the field to medics without designation to educational training and certification. Ryan stated medics are being hired throughout the state, by fire agencies, ambulance agencies, and in local jails. The committee agreed there is a need for the program.</p>
Evaluation of facilities, equipment, and technology	<p>The Chair, Charles Grady, asked all members if they have toured the facility. Cory offered to take any of the members on a tour of the facility. Cory stated he will be requesting updated computer programs and software for the program/manikins. Shana stated when Cory has finished receiving quotes for the upgrades she will attempt to obtain as many upgrades as possible with Perkins Grant funds. Cory stated the following items have been obtained by the program:</p> <ul style="list-style-type: none"> <li>2 Adult Airway Trainers</li> <li>2 Advanced Infant Intubation Manikins</li> <li>2 Child Intubation Manikins</li> <li>2 Economy Instructor Start-Up Pack</li> <li>20 New Baby Buddy CPR Manikins</li> <li>20 Basic Buddy CPR Manikins</li> <li>2 Basic Child Crisis Manikins</li> <li>1 EMT Kit</li> <li>1 PHTLS Full Body Manikin</li> <li>1 Stair Chair</li> <li>1 Stokes Basket</li> <li>2 Phillips AED Trainers</li> </ul> <p>The committee had no further discussion.</p>
Recommendations of selection and acquisition of new equipment and technology	<p>Charles Grady, Chair, asked if there are any recommendations for new equipment or technology from the committee members. The committee had no recommendations.</p>
External Learning experiences, employment and placement opportunities	<p>Charles Grady asked the committee to review the external learning experience opportunities available to graduates. Mr. Nava stated the program has opportunities with American Medical Response, Wichita Falls Fire Department, and Trans Star Ambulance. The committee had no additional discussion.</p>
Professional development of faculty and recommendations (if applicable)	<p>The Chair, Charles Grady, asked the committee to review the professional development of the faculty. Cory informed the committee he and the staff will be participating in/or have participated in the following:</p> <ul style="list-style-type: none"> <li>Fall Kickoff – August 14<sup>th</sup> and 18<sup>th</sup></li> <li>National Alliance for Mental Illness Workshop – September 13<sup>th</sup></li> </ul>



	<p>Introductory Grant Writing Workshop – September 15<sup>th</sup>  Faculty Advising Workshop – September 22<sup>nd</sup> 2017  Texas EMS Conference – November 18<sup>th</sup> thru 22<sup>nd</sup> 2018  Texas Advanced Coordinator Course – April 10<sup>th</sup> thru 12<sup>th</sup>  The committee made no recommendations.</p>
Promotion and publicity (recruiting) about the program to the community and to business and industry (gender equity)	<p>Charles Grady asked Cory Nava to inform the committee on promotion and publicity of the program. Cory stated it is a continuing effort on the part of every member of the college staff to promote the program. There are commercials and other advertisements. The members of the staff participate in the following program recruitment and promotion.</p> <ul style="list-style-type: none"> <li>• Individual tours</li> <li>• 2016 City Lights Parade</li> <li>• 2016 Walk for Warriors</li> <li>• 2016 Coffee with Cops</li> <li>• Sophomore Roundup</li> <li>• Facebook</li> <li>• Preview Day in Vernon</li> <li>• Program spotlight open house</li> <li>• Vernon College's Marque</li> <li>• Marketing video</li> <li>• Springfest</li> </ul> <p>Ryan noted the need to promote the program and do outreach for the program. Ryan stated the integration with the WFISD is a good partnership. Mr. Matthews is willing to partner with the program and do promotions and education for the public. The committee had no further discussion. Charles stated various agencies have reimbursement for persons who have been through the program. Cory showed the committee the current information video/commercial for the program.</p>
Serving students from special populations	<p>Charles Grady, Chair, asked Cory Nava to explain the information on special populations to the committee members. The definition of "special populations" as outlined by Perkins:</p> <ul style="list-style-type: none"> <li>• In referencing "special populations" in the Local Plan and in any other applicable sections of the Application, the Applicant shall use the term to mean:</li> <li>• individuals with disabilities;</li> <li>• individuals from economically disadvantaged families, including foster children;</li> <li>• individuals preparing for non-traditional fields;</li> <li>• single parents, including single pregnant women;</li> <li>• displaced homemakers; and</li> <li>• individuals with limited English proficiency.</li> </ul> <p>Cory stated there are five females in the program and 24 males.</p>



	Mr. Nava stated he is attempting to reach females and other nontraditional students.
Program Specifics	Chair Grady asked Cory to review the program handbook for the committee. Cory noted the handbook has changed in reference to the grades and testing requirements. Students were formerly required to make 75% or better on every exam and a total average for the course of 75%. The new standards require the student to have a total average for the course of 75% or better. The student admission packet will be changed to "student applications packet" because the program is a level one certificate program and does not have an admission requirement. As a prerequisites for the program students were required to have a CPR certification. Students were not able to start the program in a timely manner because CPR courses were not readily available or the student could not obtain funding for the prerequisite CPR certificate. Cory stated the college will now provide a CPR certification class for students the first Saturday following the start of the program. This will now be removed as a prerequisite and AirEvac will provide the certification at a cost of \$5.00. Cory noted the average cost for the complete program is approximately \$5,700.00. Cory noted the Alejandro Garcia scholarship has wording that makes it exclusive to the paramedic program and the committee needs to decide if the wording can or should be changed so the scholarship can be made available for the Advanced EMT program also. The process to qualify for the scholarship will not change and it will cover a specified dollar amount for the program.
Approve scholarship changes	The Chair, Charles Grady, asked members to approve changes to the Alejandro Garcia scholarship as discussed. Kenny Hoffman made a motion to approve the scholarship changes as discussed. Roger Ritchie seconded the motion. The committee agreed unanimously.
Approve EMS student handbook/EMS admission packet	The Chair, Charles Grady, asked members to approve the new program handbook and admission packet. Kenny Hoffman made a motion to approve the program handbook and admission packet as discussed. Ross Caston seconded the motion. The committee agreed unanimously.
Adjourn	The Chair, Charles Grady, made a motion to adjourn. The committee agreed unanimously. The meeting ended at 3:37 P.M.

RECORDER SIGNATURE:	DATE:	NEXT MEETING:
Lou A Schafer <i>Lou A Schafer</i>	November 2, 2017	Fall 2018

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