

Advisory Committee Semi-Annual Fall 2012 Meeting Minutes
Emergency Medical Services
Vernon College

CHAIRPERSON: Kenny Hoffman	MEETING DATE: November 19, 2012	MEETING PLACE: Century City Conference Room 115
RECORDER: Jon Reese	MEETING TIME: 11:30 AM	PREVIOUS MEETING: February 29, 2012

MEMBERS PRESENT: Name, Title, Company	MEMBERS ABSENT: Name, Title, Company	OTHERS PRESENT: Name, Title, Company
Brian Deason EMT-P, AMR, Vernon College	Dr Tanya Howard, Medical Director	Dr Gary Don Harkey, Dean of Instructional Services
Lou Ann Schaffer RN, Emergency Dept Educator, United Regional	Roger Ritchie EMT Air-Evac	Shana Munson, Associate Dean of Career and technical Education
Kim Stringfellow RN, MSN, CEN Dir of Emer Ser, United Regional	Kent Smead, Fire Chief Vernon Fire Dept	Sharon Winn, Assistant to the Dean of Instructional Services
Jerry Bradshaw TDSH	Bill Weske EMT Assist Fire Chief City of Wichita Falls	Robyn Wike EMT-P, VC Fire/EMS Program Coordinator
Kenny Hoffman EMT-P, AMR	Adam Scott EMT-P, EMS & Training Coord, Vernon FD	Larry Borden EMT-P VC EMS Clinical Coordinator
Earl Foster EMT, Fire Chief City of Wichita Falls	Roy Koetter EMT-I, Windthorst VFD	Karen McClure Allied Health Secretary
Jon Reese EMT, Assist Fire Chief City of Wichita Falls	Don Groves EMT, Training Coordinator WFFD	
Monica Belvedere, Human Resources, Sealed Air Corp/Cryovac		
Charles Grady, EMT-P, AMR		

AGENDA

Agenda Item	Action, Discussion, or Information	Responsibility
Purpose of Advisory Committee	Information	Dr Gary Don Harkey
Elect Chair and Recorder	Discussion/Action	Shana Munson
Reading of Previous Minutes	Action	Chair/Shana Munson
Old Business:	Information	Chair/Shana Munson
Continuing Business:	Information	Chair/Shana Munson
New Business:		Chair
Program statistics: Graduates, majors, enrollment	Information	Shana Munson
Review goals and objectives	Information	Robyn Wike and Larry Borden
Program revisions, curriculum/course review	Discussion, Action	Shana Munson, Robyn Wike and Larry Borden
Evaluation of facilities, equipment, and technology	Information	Chair
Advice on selection and acquisition	Information	Chair/Sharon Winn

Agenda Item	Action, Discussion, or Information	Responsibility
of new equipment and technology		
Recruitment and retention of the underrepresented gender in gender-biased programs	Information	Shana Munson
Curriculum Decisions:	Action	Chair
Other:	Information	Shana Munson
Adjourn	Action	Chair

MINUTES

Key Discussion Points	Action/Discussion/Information and Responsibility for Follow-up and Reporting
Welcome and Introductions	Dr Gary Don Harkey explained the role of the advisory committee and its importance. Members introduced themselves and the agency they represented.
Elect Chair and Recorder	Kenny Hoffman was elected chair, and Jon Reese was elected recorder.
Reading/Approval of Previous Minutes	The committee read the minutes and Earl approved, Jon seconded
Old Business:	The student is now required to take and pass the Accuplacer entrance exam, to be TSI cleared. Seems to be making a difference, it will be next fall before there is enough data compiled to see the results in the completion rate. VC goal is to have a major increase to our licensure at both state and national registry. All agreed the students need to test as soon as they finish their clinical for best results.
Continuing Business:	VC was able to hire both a EMS clinical coordinator (Larry Borden) and an allied health secretary (Karen McClure)
New Business:	Jerry enquired the possibility of VC providing the skills testing. Shana reported much research would have to be conducted to inquire the qualification process of testing procedures. The National Registry requires a qualified NR examiner person here at our site.
Program statistics: Graduates, majors, enrollment	Currently enrolled: 19 Basic, 19 Advanced and 22 Paramedic. EMS students are not filing for their certificates. The fact we need to place more emphasis on applying for graduation was agreed on unanimously.
Review goals and objectives	Currently EMS is using a 7 book series by Brady. They are considering a change in textbooks for the Fall 2013 academic calendar. Jerry ask if we are going to start a bridge class from Intermediate to Advanced, Robyn explained right now VC students can take the Texas I or the National A.
Program revisions, curriculum/course review	Robyn and Larry requested change in 3 courses, EMSP 1338 currently 2hr lecture/2hr lab, change to 3hr lecture (no skills, no hands on involved in the course). EMSP 2330 currently 2r lecture/2hr lab change to 3hr lecture/1hr lab (want this lab to include Pediatrics & Geriatrics). EMSP 2338 Currently 3hr lecture change to 2hr lecture (possible course number change to EMSP 2238). It would change Paramedic Certificate of Completion total, which is currently 39hrs to 38hrs. There was a lengthy discussion applying to all 3 courses, committee members wanted commitment the hour difference did not affect the integrity of the program. Robyn reiterated the importance of structure in the program. The committee unanimously agreed to the changes. Robyn discussed implementing a pre-admissions packet as well as a pre-admission or reasonable suspicion drug screen.

Key Discussion Points	Action/Discussion/Information and Responsibility for Follow-up and Reporting
Evaluation of facilities, equipment, and technology	Complete renovation of CCC finished including all Allied Health Labs.
Advice on selection and acquisition of new equipment and technology	Sharon Winn secured the JET grant filling the new EMS lab with new Sim-pad manikins and equipment.
Recruitment and retention of the underrepresented gender in gender-biased programs	VC is sponsoring a Girls Night Out on November 29 at the Skills Training Center to help with the promotion of underrepresented gender in several of our programs, EMS included.
Curriculum Decisions	The entire committee approved the change of 3 curriculum courses, Kenny made the motion and Jon seconded. The committee then approved the Pre-admissions Packet and drug screen, Lou made the motion and Kim seconded.
Other:	Shana updated committee on CAAHEP accreditation stating the application will be submitted by December 1 st to ensure our students maintain testing status. Discussion on how having preceptors at both clinical sites (UR AND AMR) would greatly benefit programs and students. Michelle Alexander will be present at the next NTRAC meeting scheduled Dec 6 th to explain Al Garcia's Memorial Fund and how the school is working on having the fund endowed.
Tour of the New Allied Health Wing	The entire committee was impressed with the NEW LAB on the Allied Health Wing tour provided.
Adjourn	Meeting adjourned by mutual consent at 1:15 PM

RECORDER SIGNATURE: 	DATE: 12-14-12	NEXT MEETING: Spring 2013
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