

Advisory Committee Semi-Annual Spring 2016 Meeting Minutes  
Emergency Medical Services  
Vernon College

CHAIRPERSON: Roger Ritchie		
MEETING DATE: Thursday May 26, 2016	MEETING TIME: 12:00 PM	MEETING PLACE Century City Campus Room 115
RECORDER: Donald Hughes		PREVIOUS MEETING: Tuesday December 8, 2015

MEMBERS PRESENT: Name, Title, Company	MEMBERS ABSENT: Name, Title, Company	OTHERS PRESENT: Name, Title, Company
Kenny Hoffman EMT-P, Operations Supervisor, American Medical Response	Jerry Bradshaw, EMS Specialist, TX Dept. of State Health Services	Dr. Gary Don Harkey, Vernon College Dean of Instructional Services
Mark Hale EMT-P, Operations Manager, American Medical Response	Dr. Edward Brooks, Physician/ Program Medical Director	Shana Drury, Vernon College Associate Dean of Instructional Services
Ryan Matthews, Owner/Director Trans Star Ambulance	Brian Chancellor EMT-P, AMR, Burkburnett Fire Fighter	Jacky Betts, Interim Program Director
Jon Reese EMT, Fire Chief - City of Wichita Falls Fire Dept.	Tommy Greene AEMT, Vernon College Paramedic Student	Doug Page, Advanced Coordinator,
Charles Grady, EMT-P, Owner/Director American Medical Response		Eric Pankonien EMT-P, AMR Vernon College Instructor/ Clinical Coordinator
Donald Hughes, Assistant Fire Chief City of Wichita Falls Fire Department		LeAnn Scharbrough, Vernon College Advancement Specialist-Recruiting
Julie Michael, Community Representative		Karen McClure, Allied Health Faculty Assistant
Todd Mudd, Battalion Chief/Training and Safety Officer, City of Wichita Falls Fire Department		
Ross Caston EMT-P, Vernon College Graduate		
Lou Ann Schaffer RN, Emergency Dept. Educator, United Regional		
Kim Stringfellow RN, MSN, CEN Dir. of Emer Ser, United Regional		
Roger Ritchie EMT, Director Air-Evac		
Brian Deason EMT-P, AMR, Air-Evac, Vernon College Instructor		

AGENDA

Agenda Item	Action, Discussion, or Information	Responsibility
Welcome and Introductions	Action	Dr. Gary Don Harkey

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<b>Purpose of Advisory Committee</b>	Information	Shana Drury
Approval of Previous Minutes	Action	Roger Ritchie
<b>Old Business:</b>	None	Roger Ritchie
<b>Continuing Business:</b>	None	
<b>New Business:</b>		
Program response to CoAEMSP site visit and Accreditation Status	Information/Discussion	Roger Ritchie/Dr. Harkey
Status of Program Director Search	Information/Discussion	Roger Ritchie/Dr. Harkey
Program statistics: Graduate, majors, enrollment	Information/Discussion	Roger Ritchie/Dr. Harkey
Review proposed changes to student handbook	Information/Discussion/Action	Roger Ritchie
Review program curriculum, courses, and degree plans.	Information/Discussion/Action	Roger Ritchie/Eric Pankonien
<b>Adjourn</b>	Action	Roger Ritchie

#### MINUTES

Key Discussion Points	Action/Discussion/Information and Responsibility for Follow-up and Reporting
Welcome and Introductions	Dr. Harkey welcomed and thanked the advisory members for their willingness to serve. They introduced themselves and stated their positions and the agency they represented. Julie Michael was introduced as a new member from the community at large (general public).
Purpose of Advisory Committee	Shana Drury explained purpose and importance of an advisory committee. Their expertise in the field ensures the college is on track with the communities needs for graduates entering the workforce with the necessary knowledge, skills, and abilities.
Reading/Approval of Previous Minutes	Roger asked the committee to review the previous minutes. Jon Reese made the motion to approve the minutes and Todd Mudd seconded the motion. The minutes were passed by unanimous consent.
<b>Old Business:</b>	None
<b>Continuing Business:</b>	None
<b>New Business:</b>	
Program response to CoAEMSP site visit and accreditation status	Roger moved to Program response to CoAEMSP site visit and accreditation status. Dr. Harkey informed the committee of the results from the site visit in February. The program was issued 10 citations. Several of the citations were an easy fix with corrected documentation while others required changes within the program processes and practices. Dr. Harkey addressed each citation and explained the plan of action the Program Director, Advanced Coordinator and Clinical Coordinator have already taken or are in the implementation process to correct cited weaknesses and deficiencies. Jacky Betts will compile the institutional responses and documentation and submit to CoAEMSP by June 1 <sup>st</sup> . The committee expressed satisfaction with the courses of action taken by the

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	Program Administration.
Status of Program Director	Roger moved to Status of Program Director. Dr. Harkey and Shana discussed their employment search with the committee. The college has advertised in the Times Record News as well as several job recruiting sites across the state. The EMS conference in Corpus Christie listed the opening on their website during the EMS convention. Jacky took the information with him to conference in Austin 2 weeks ago. The committee made suggestions of other EMS magazines and blogs where the opening might be posted. Shana will be researching the contact persons to place ads.
Program statistics: Graduate, majors, enrollment	Roger moved to Program Statistics. Eric informed the committee that spring enrollments included 24 students in EMT-B and 7 students in EMT - P. Additionally, there were 10 EMT-B and 4 EMT-A students completing clinical/field internship rotations. There are currently 12 new students registered in the EMT-B for the summer. Brian reported 18 of the current 24 EMT-B students which started in the spring are moving to the clinical portion of the program this summer. All 7 EMT-P students will be completing their final field internships this summer and are expected to graduate in August.
Review student handbook 1. Proposed changes to student handbook	Chair Richie then moved on to proposed changes to the Student Handbook. Instructors Pankonien and Deason explained to the committee that currently students are allowed to retest on every test and the failure rate is anything below a 70. A discussion on NREMT licensure pass rates, the need to produce quality graduates, and the heightened expectations of graduates moved the committee to implement changes in the handbook. Doug made the motion to test one time and change the pass rate to 75% and Kenny seconded. The entire committee agreed unanimously. The student handbook will be updated to reflect these changes.
Review/Approve program curriculum/courses/degree plans 1. Proposed changes to curriculum	Roger moved to review/approve program curriculum/courses/degree plans. The committee discussed several options for changing parts of the curriculum as well as changes in the material the students receive from their textbooks. The changes and discussion were tabled to the Fall advisory meeting.
Adjourn	Roger called for adjournment at 1:45PM.
DATE: 7/21/16	RECORDER SIGNATURE: <i>Donna W. Zingher</i>