

Advisory Committee Semi Annual Spring 2017 Meeting Minutes  
Emergency Medical Services  
Vernon College

<b>CHAIRPERSON:</b> Jacky Betts		
<b>MEETING DATE:</b> May 4, 2017	<b>MEETING TIME:</b> 12:00	<b>MEETING PLACE:</b> Century City Center, Room 115
<b>RECORDER:</b> Kenny Hoffman	<b>VICE CHAIRPERSON:</b> Todd Martin	<b>PREVIOUS MEETING:</b> November 9, 2016

MEMBERS PRESENT:	MEMBER'S ABSENT:	OTHERS PRESENT:
Name, Title, Company	Name, Title, Company	Name, Title, Company
Jacky Betts, RN, Interim Program Director, Director of Trauma & Hospital Preparedness, United Regional	Ross Caston, Paramedic/Instructor, Archer County EMS	Dr. Gary Don Harkey, Dean, Vernon College
Jerry Bradshaw, EMS Specialist, Texas Department of State Health Services	Carl Chancellor, Battalion Chief, EMS/Training, Wichita Falls Fire Department	Shana Drury, Associate Dean of Instructional Services, Vernon College
Charles Grady, Operations Manager American Medical Response	Margarite Higgins, Present EMS Advanced Student, Vernon College, AMR	Paul Vogt, EMT-P, Program Coordinator-Instructor, Vernon College
Mark Hale, CES/Paramedic, American Medical Response	Kenny Hoffman, Operations Supervisor, American Medical Response	Brian Deason, EMT-P, Clinical Coordinator, AMR/Air Evac/Vernon College
Ryan Matthews, Owner Director, Tran Star	Don Hughes, Assistant Fire Chief, City of Wichita Falls	Donna Egoavil, Administrative Assistant to the Associate Dean of Instructional Services, Vernon College
JJ Oznick, Vernon Fire Chief, City of Vernon	Todd Martin, EMS Director/Adjunct Instructor, Clay County EMS/Vernon College	Christina Feldman, Director Continuing Education, Vernon College
Kim Pierson, Chief Nursing Officer, Wilbarger General	Julie Michael, Community Member	Melissa Moore, Early College Start Coordinator, Vernon College
Roger Ritchie, Director, Air Evac	Jon Reese, Fire Chief, City of Wichita Falls	Karen McClure, Faculty Assistant Allied Health, Vernon College
Lou Schafer, RN, Educator/Inventory, United Regional Health Care	Dr. Ram Selvaraj, Medical Director, Vernon College	
Rusty Sheppard, Captain, Wichita Falls Fire Department		
Kim Stringfellow, Emergency Room Manager, United Regional Health Care		

## AGENDA

Agenda Item	Action, Discussion, or Information	Responsibility
Welcome & Introductions	Information	Jacky Betts
Purpose of Advisory Committee	Information	Dr. Gary Don Harkey
Approval of Minutes from the last meeting	Action	Jacky Betts
Old Business:		Jacky Betts
Review Program Outcomes	Information/Discussion	Jacky Betts
Approve Program Outcomes	Action	Members Present
Review assessment methods	Information/Discussion	Jacky Betts
Approve assessment methods	Action	Members Present
Review SCANS, General Education, and Outcomes matrices	Information/Discussion	Jacky Betts
Approve SCANS, General Education, and Outcomes matrices	Action	Members Present
Continuing Business:		Jacky Betts
Accreditation Status-Texas Department State Health Services	Information/Discussion	Jacky Betts
Partnership with Tarrant County	Information/Discussion	Jacky Betts
Review program curriculum/course/degree plans	Information/Discussion	Jacky Betts
Approve program revisions	Action	Members Present
New Business:		Jacky Betts
Review student enrollment application	Information/Discussion	Jacky Betts
Vernon College Student Handbook-in progress	Information/Discussion	Jacky Betts
Review EMT Basic Student Clinical Handbook	Information	Jacky Betts
Review AEMT Student Clinical Handbook	Information	Jacky Betts
Program statistics-graduates, current enrollment	Information/Discussion	Jacky Betts
Evaluation of facilities, equipment, and technology	Information	Jacky Betts
Recommendations of selection and acquisition of new equipment and technology	Information/Discussion	Jacky Betts
External Learning Experiences, employment and placement opportunities	Information	Jacky Betts
Professional development of faculty and recommendations	Information/Discussion	Jacky Betts
Promotion and publicity (recruiting) about the program to the community and to business and industry (gender equity)	Information	Jacky Betts
Serving students from special populations	Information	Jacky Betts
Adjourn	Action	Jacky Betts /Members Present

## MINUTES

Key Discussion Points	Action, Discussion, or Information
Welcome & Introductions	<p>Jacky Betts welcomed and thanked the advisory members for their willingness to serve. Everyone introduced themselves and stated their positions and the agency they represented.</p> <p>Note: Each committee member received a packet via email which included all documents that would be reviewed and discussed.</p>
Purpose of Advisory Committee	<p>Dr. Gary Don Harkey explained the purpose and importance of an advisory committee and how their input helps ensure that the college is maintaining the most current practices, direction and equipment.</p> <p>The committee ensures that the skills knowledge and abilities taught are pertinent to the field to produce the graduates that employers would like to hire in the Emergency Medical Services field.</p>
Approval of Minutes from the Last Meeting	<p>Jacky Betts asked the committee to review the Fall Advisory Committee minutes. Kim Stringfellow made a motion to approve, seconded by Chief J.J. Oznick The committee agreed unanimously.</p>
Old Business:	<p>The Chair moved to old business.</p>
Review Program Outcomes	<p>Jacky Betts asked Paul Vogt to update the committee on the changes to the program outcomes.</p> <ul style="list-style-type: none"> <li>• Paramedic related outcomes were removed until accreditation reestablished.</li> <li>• Revised outcomes from 21 to 5 based on current guidelines.</li> </ul> <p>Dr. Gary Don Harkey explained that he researched how the National Licensure Test is broken down and devised 5 general program outcomes and stated that by aligning program outcomes with what is being tested by the National Licensure it will be easy to identify where students are doing well or needing improvement.</p> <p>The committee reviewed outcomes and made no recommendations.</p>
Approve Program Outcomes	<p>The Chair asked for a motion to approve the program outcomes as is. Roger Richie made a motion and Rusty Sheppard seconded. The committee agreed unanimously.</p>
Review assessment methods	<p>Jacky Betts asked Paul to update the committee on the changes to the assessment methods. The following changes have been implemented:</p> <ul style="list-style-type: none"> <li>• Removed paramedic related curriculum.</li> <li>• Added My Brady Lab component-reading assignments; pretests/posttests; minimum score of 85% both Basic and Advanced.</li> <li>• AEMT testing: Independent and student group work on exams. All students in the AEMT courses will receive a final review assignment as part of the initial exam process for a grade.</li> <li>• EMT testing: Module written exams; Independent</li> <li>• Psychomotor skills testing: Based on National Registration Certification for Basic and Advanced skill levels.</li> </ul> <p>Dr. Harkey asked if the EMS Program taught the 11 psychomotor skills that are listed with a note that states not tested by NREMT.</p> <p>Paul stated all of the listed skills on the EMT Basic and Advanced skills packets are taught even though they are not all required for NREMT certification. The listed skills not required by NREMT relate to student success upon employment with an EMS agency or hospital employer.</p>
Approve assessment methods	<p>The Chair asked for a motion to approve the assessment methods. Rusty Sheppard made a motion and Kim Stringfellow seconded. The committee agreed unanimously.</p>

Review SCANS, General Education, and Outcomes matrices	Jacky Betts asked Paul Vogt to educate the members on the changes of the three matrices. EMPT 1260 and EMPT 1501 were added as a pre request. Shana Drury noticed that the packet was missing the General Education matrix. Paul sent the General Education matrix via email to the committee members for review/approval by evote immediately after the meeting.
Approve SCANS, General Education, and Outcomes matrices	The Chair reminded the members that Paul Vogt would send out the evote for the General Education matrix. Jacky then asked members to approve the SCANS and Outcomes matrices now. Roger Ritchie made a motion and Lou Schafer seconded. The members agreed unanimously. Members reviewed and unanimously approved the General Education matrix via email evote directly after the meeting.
Continuing Business:	Jacky Betts moved to Continuing Business.
Accreditation Status-Texas Department State Health Services	<p>The Chair asked Paul to update the committee on the accreditation status:</p> <ul style="list-style-type: none"> <li>• TDSHS Accreditation through May of 2019</li> <li>• Vernon College CE program recertified with TDSHS May 2019.</li> <li>• Hosting monthly classes through CE for Sealed Air</li> </ul> <p>Jerry Bradshaw asked if Vernon College (VC) was going to complete a self-study survey for TDSHS. It is been several years since a TDSHS site review has taken place at Vernon College. Paul Vogt explained that the self-study is being updated and will be ready for the TDSHS site review August 2017. Jacky Betts stated that he and Paul were working to provide Nursing &amp; EMS continuing education credits for all EMS certified personnel who attend seminars and CE courses taught through United Regional Hospital. Jacky added that he invites all related businesses in the region to attend the classes for a credit as well.</p>
Partnership with Tarrant County	<p>Jacky Betts asked Dr. Gary Don Harkey to report to the committee the status of the possible partnership with Tarrant County College. Dr. Gary Don Harkey informed the committee that Vernon College is willing to grant permission for Tarrant County College or others to come in our service area to teach the Paramedic classes, but Tarrant Count College wanted to use Paul to teach and requested a shared transcript.</p> <p>Dr. Harkey explained that because of the 10 year reaffirmation of accreditation from Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and the required 6 month approval time for a consortial relationship from the accreditation agency, he and Dr. Dusty Johnston, Vernon College President, thought it was best to postpone the partnership.</p> <p>Dr. Harkey added that as long as the program continues to correct the problems listed on the evaluation and increase their pass rates, Vernon College may be able to offer Paramedic in the future.</p> <p>Ryan Matthews expressed his disappointment in the inability to offer the Paramedic program because he really needed the program to train his folks. Dr. Harkey empathized. Paul Vogt stated that he had sent out a Paramedic need assessment survey resulting with 5 needing potential paramedic students. Dr. Harkey recommended sending out the Paramedic survey again and added that he would contact Texas State Technical College (TSTC) in Abilene.</p> <p>Charles Grady asked if there was a cost for other colleges coming in to teach Paramedic. Dr. Harkey stated that there would be a cost to the student and VC would have to negotiate the cost of supplies. The Committee had a discussion with no recommendations.</p>
Review program curriculum/course/degree plans	<p>The Chair asked Paul Vogt to update the committee on the program curriculum, courses, and degree plans.</p> <ul style="list-style-type: none"> <li>• Curriculum changes: all Paramedic references have been removed.</li> <li>• Course/degree plans: successful completion of EMSP 1260 and</li> </ul>

	<p>EMSP 1501 qualifies a student to take NREMT-Basic Cert. Exam Shana Drury noted that EMSP 1260 and EMSP 1501 was pasted twice and needed to be removed. Paul Vogt updated it after the meeting and sent it to the members after the meeting for their review.</p> <p>Ryan Mathews asked if it was the same course number as offered for the Paramedic. Shana stated that it was.</p> <p>Roger Ritchie enquired about the AAS Degree from VC. Paul Vogt stated that VC graduates with their Paramedic certification have five years from 2016-2017 school year to complete the AAS degree. Dr. Gary Don Harkey added that one person applied for graduation this semester.</p> <p>Dr. Gary Don Harkey explained that anyone in the future who has their Paramedic certification, who has taken courses similar to Vernon College courses may attend VC, enrolling in at least 15 hours of General Education Courses offered any semester to obtain the AAS Degree.</p> <p>Jacky Betts asked if that is only for those who obtained their Paramedic through VC. Dr. Gary Don Harkey stated that VC can do course substitutions as long as they match our courses. Shana Drury reminded the members that there was a 50% rule of transference. Committee discussion resulted in no further action at this time.</p>
Approve program revisions	Jacky Betts asked for a motion to approval the revisions with the duplicated entries removed. Roger Richie made a motion and Charles Grady seconded. The committee agreed unanimously.
New Business:	The Chair moved to New Business.
Review student enrollment application	<p>Jacky Betts asked Paul Vogt to inform the committee on changes made to the student enrollment application.</p> <ul style="list-style-type: none"> <li>• New requirement: Shot records, criminal back grounds and drug screens required before being accepted into the EMS Program.</li> <li>• Students must attend a course orientation prior to beginning all EMSP courses.</li> <li>• Students may no longer enroll into an EMSP course online without completing the application process.</li> <li>• Jacky Betts expressed that the requirement is the same as everywhere else and agreed it was a good policy to have. The committee had a discussion and agreed with the updating of the EMSP student enrollment practices.</li> </ul>
Vernon College Student Handbook-in progress	<p>The Chair asked Paul Vogt to update the committee on the progress of the student handbook.</p> <p>Dr. Harkey addressed the committee.</p> <ul style="list-style-type: none"> <li>• VC board approval: July meeting</li> <li>• All references to Paramedic were removed</li> <li>• Eligibility for certification/licensure</li> </ul>
Review EMT Basic Student Clinical Handbook	<p>Jacky Betts asked Paul Vogt to update the committee on the EMT Basic Student Clinical Handbook.</p> <ul style="list-style-type: none"> <li>• Follows guidelines from National Registry on requirements</li> </ul>
Review AEMT Student Clinical Handbook	<p>The Chair asked Paul Vogt to update the committee on the AEMT Basic Student Clinical Handbook.</p> <ul style="list-style-type: none"> <li>• Follows guidelines from National Registry on requirements</li> </ul>
Program Statistics-graduates, current enrollment	<p>Jacky Betts asked Paul to inform the committee on the program statistics. Enrollment:</p> <ul style="list-style-type: none"> <li>• 2014-2015: 218 students/had Paramedic program</li> <li>• 2015-2016: 152 students/had Paramedic program</li> <li>• 2016-2017: 198 students/ no Paramedic program</li> </ul>

	<ul style="list-style-type: none"> <li>• Academic Year September through August</li> <li>• TEEX Class in Winthorst: 22; 13 to clinicals</li> </ul> <p>National Registry Pass Rate 16-17:</p> <ul style="list-style-type: none"> <li>• EMT Summer/Fall 2016: 11/79%</li> <li>• EMT Spring 7/100%</li> <li>• AEMT Fall: 13/81%</li> <li>• AEMT Spring: Not tested yet</li> </ul> <p>Dr. Gary Don Harkey noted that the enrollment in 16-17 for EMSP1501 (EMT Basic) was 49 students on the didactic portion and only 38 of them went to clinicals. Dr. Harkey further added that VC initial classroom completion rates are lower which may be reflected by NREMT increased pass rates.</p> <p>Brain Deason stated that the problem was that the students were given multiple chances to pass the test in house, but when students took the National test they failed. Brain added that is why they recently changed the policy. The committee had a discussion and made no recommendations.</p>
Evaluation of facilities, equipment, and technology	<p>The Chair asked Paul Vogt to update the committee on the lab changes. Paul invited members to visit the lab after the meeting to see the new arrangement and added that the lab was being utilized regularly.</p>
Recommendations of selection and acquisition of new equipment and technology	<p>Jacky Betts asked members if they had any recommendations of selection and acquisition of new equipment and technology.</p> <p>Jacky Betts stated that Paul Vogt had requested an ambulance simulator, but it was too expensive.</p> <p>Paul Vogt informed the committee the EMS lab use has increased with the Spring 2017 students, resulting in increased costs for consumable supplies.</p> <ul style="list-style-type: none"> <li>• Laeradal training to use mannequins</li> <li>• Ambulance Simulator</li> </ul> <p>Rusty Sheppard asked Charles Grady what the possibility of using one of the ambulances in the FEMA storage would be. Charles Grady was concerned about liability. Charles will inquire about the donation of an ambulance for the EMS Program.</p> <p>Ryan Matthews stated that he could donate a box. Paul Vogt explained it would be a problem to put it in the room. The committee had a discussion.</p> <p>Paul Vogt asked members if has other educational needs the college could provide relating to CE courses. Rusty Sheppard stated ACLS. VC at this time does not have the availability to provide ACLS courses. A discussion with Air Evac and committee members provided information to Mr. Shepherd.</p>
External Learning experiences, employment and placement opportunities	<p>The Chair reminded the members that External Learning Experiences have already been covered.</p>
Professional development of faculty and recommendations	<p>Jacky Betts asked Paul Vogt to update the committee on the professional development opportunities he has attended as the VC EMS Program Coordinator.</p> <ul style="list-style-type: none"> <li>• VC in-house</li> <li>• NAEMSE – EMS Coordinator</li> <li>• NREMT Regional Scenario Development- Nov 16</li> <li>• CAAHEP Accreditation Work Shop – Dec 16</li> <li>• Texas EMS Educators Summit – Apr 17</li> </ul> <p>All students -jurisprudence exam end of program; recertify every 4 years. Started May 1<sup>st</sup> 157 rules</p>

	<ul style="list-style-type: none"> <li>○ 50 question test/answer sheet</li> <li>○ Added to course completion</li> <li>○ All EMS who reapply must take it</li> </ul> <p>Ryan Matthews asked if VC could offer the jurisprudence exam through CE. Paul stated that he probably would offer it as a CE program.</p>
Promotion and publicity (recruiting) about the program to the community and to business and industry (gender equity)	<p>The Chair asked Paul to inform the committee on promotion and publicity of the program.</p> <ul style="list-style-type: none"> <li>● Fall Preview Day - Vernon Campus</li> <li>● Sophomore Round-up</li> <li>● Spring Fest - April 7</li> <li>● School tours/individual tours</li> <li>● New recruiting video</li> </ul> <p>Shana Drury informed the committee that the 1 minute promotional video should be out the end of May and will be added on Facebook and the EMS page.</p> <p>Jacky Betts asked if Wichita Falls High school has implemented their EMT program yet. Paul Vogt stated that he knew they were in the process, but has not heard anything. Shana Drury added that in the high school they complete their didactic and EMS related skills training during the Fall and Spring semesters.</p> <p>EMT Basic clinical internship requirements will begin each Summer as part of the 11 week session. Upon successful completion of clinical internship, students will be eligible to test with the NREMT for certification.</p> <p>Dr. Gary Don Harkey noted that there are already 9 students interested. The committee had a discussion.</p>
Serving students from special populations	<p>Jacky Betts asked Shana Drury to explain how VC meets the needs of students from special populations.</p> <p>The definition of “special populations” as outlined by Perkins: 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:</p> <ol style="list-style-type: none"> <li>1. Individuals with disabilities;</li> <li>2. Individuals from economically disadvantaged families, including foster children;</li> <li>3. Individuals preparing for non-traditional fields;</li> <li>4. Single parents, including single pregnant women;</li> <li>5. Displaced homemakers; and</li> <li>6. Individuals with limited English proficiency.</li> </ol> <p>Shana explained how Vernon College is working to attract the Perkins requirement of 25% non-traditional gender to each of the programs.</p>
Other	<p>Dr. Gary Don Harkey reminded the members of the identified failures from the recent evaluation for the lack of clinical, lab, and hands-on experience, and lack of documentation.</p> <p>Dr. Harkey then expressed his appreciation to United Regional, Tran Star, Wilbarger General, AMR, Air Evac and everyone that is helping Vernon College get to the point to where we need to be in terms of clinical experiences for our students that will help us get reaccredited or accredited for a paramedic program.</p>
Adjourn	<p>The Chair asked for a motion to adjourn at 1:30PM. Charles Grady motioned and Lou Schafer seconded. The committee agree universally.</p>

<b>RECORDER SIGNATURE:</b> <i>Jacly Beth</i>	<b>DATE:</b> 7-17-2017	<b>NEXT MEETING:</b> Fall 2017
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