

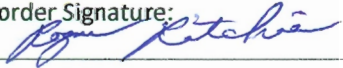
**Advisory Committee Fall Annual Meeting Minutes
Fire/EMS
Vernon College-Century City**

CHAIRPERSON: Kenny Hoffman		
MEETING DATE: October 26,2011	MEETING TIME: 12:00-1:00 P.M.	MEETING PLACE: VC-CCC Room 100
RECORDER: Roger Ritchie		PREVIOUS MEETING: November 10,2010
MEMBERS PRESENT		OTHERS PRESENT:
Name and Title	Name and Title	Name Title
Earl Foster EMT, Fire Chief City of Wichita Falls	Kent Smead, Fire Chief Vernon FD	Shana Munson, Dean of Career and Technical Education
Bill Weske EMT, Assist. Fire Chief City of Wichita Falls	Adam Scott EMT-P, EMS & Training Coordinator, Vernon FD	Sharon Winn, Assistant to the Dean of Instructional Services
Don Groves EMT, Training Coordinator WFFD	Charles Grady EMT-P, AMR	Michelle Wood, Director of Continuing Education
Dr. Robert Parkey, Medical Director	Kenny Hoffman EMT-P, AMR	Al Garcia, Vernon College Fire/EMS Coordinator
Lou Ann Schaffer RN, URHCS	Roger Ritchie EMT Air-Evac	
Corey Nava EMT-P, VC	Roy Koetter EMT-I, Windthorst VFD	
MEMBERS ABSENT:		
AGENDA ITEM	ACTION, DISCUSSION, OR INFORMATION	RESPONSIBILITY
Welcome and Introductions	Information	Al Garcia
Purpose of the Advisory Committee	Information	Al Garcia
Election of Chair and Recorder	Action	Chairperson
Old Business:	Discussion	Al Garcia
Continuing Business:	Discussion	Al Garcia
New Business:		
Program statistics: Graduates, Majors, enrollment	Information	Al Garcia
Workplace competencies	Discussion	Al Garcia
Evaluation of facilities, equipment, and technology	Information	Al Garcia
Advice on selection and acquisition of new equipment and technology	Discussion	Group Discussion
External learning experiences, employment, and placement opportunities	Discussion	Al Garcia
Promotion and publicity about the program to the community and to business and industry	Discussion	Group Discussion
Professional development of faculty	Information	Al Garcia
Needs of students from special populations	Discussion	Al Garcia
Curriculum Decisions:	Discussion	Group Discussion
Review goals and objectives	Discussion	Group Discussion

Program revisions, curriculum/course review	Discussion	Group Discussion
Other:		

MINUTES

KEY DISCUSSION POINTS	DISCUSSION
Purpose of the Advisory Committee	Shana Munson discussed the role of the advisory committee and its importance in documenting the need for the program and to ensure program has adequate resources.
Election of Chair and Recorder	Kenny Hoffman was elected chair, and Roger Ritchie was elected recorder.
Old Business:	Al requested to have committee mandate the accuplacer test to enter the EMS program and the Fire Academy program. Motion was made and was seconded. All were in agreement to mandate accuplacer test starting in fall of 2012.
Continuing Business:	There is a class going on at Cryovac for EMS training. There is on-going training at Windthorst VFD and NREMT changing the requirements for EMT-P candidates have to come from a National Accredited Program. VC is in the process of becoming accredited. Papers have been filed. Deadline is January 2013.
New Business:	Have combined EMS and Fire Academy advisory committee meetings. Al is recommending they do a Bi-Annual meeting. Recommend they do a September and a February meeting. Had site visit from Tx. Dept. of State Health Services. Looked at equipment and records. Every thing up to standards. Had a process of putting all student information on a jump drive and which was recognized as a great idea by the state. Had an exit interviews with all students just need documentation. Have not received all results but will inform committee of report and action plan. Sate indicated that the program needed more medical direction participation.
Program statistics: Graduates, majors, enrollment	Current enrollment: 25 Basic, 9 Intermediate and 12 Paramedic.
Workplace competencies	SCANS were discussed and committee members turned in a questionnaire.
Evaluation of facilities, equipment, and technology	A new second floor will be constructed at Century City for Allied health programs. Two new EMS classrooms and lab dedicated for EMS training.
Program revisions, curriculum/course review	No changes in curriculum. Clinicals are going well. Students have an evaluation form for each clinical site. The Coordinator will look into contracting skills testing for advanced classes with providers association.
External learning experiences, employment, and placement opportunities	Any brochures received from departments are placed on bulletin board.

Promotion and publicity about the program to the community and to business and industry	Providing continuing education to Cryo-Vac. The Coordinator attends College Days where high schools come to VC campus.	
Professional development of faculty	The coordinator and one of the adjunct instructors will be going to the State EMS Conference.	
Needs of students from special populations	Not many requests for services.	
Curriculum Decisions:	Doing away with I-85, Intermediate 85 & 99. Implemented the Advanced EMT in the fall of 2011. No changes with Paramedic as of now.	
Review goals and objectives	Remain the same. All agree.	
Other: Program Graduate Numbers	<p>Shana Munson indicated that the coordinating board has decided to process a regulation in every college if you have low graduates in associate degrees within your college they can shut down the program. EMS is one that will be deactivated. The certificate program will still be in existence. The year 2012-13 will not have associate degree in the catalog. This is complying with the coordinating board.</p> <p>Proof of bacterial meningitis vaccination required for Spring 2012.</p> <p>Students 30 years or older not required to have vaccination.</p>	
Adjourn	1:00 pm	
Recorder Signature: 	Date: October 26, 2011	Next Meeting: