

Advisory Committee Meeting Minutes Spring 2023
Emergency Medical Services
Tuesday, April 4th, 2023 12:00 noon
Vernon College, Century City Center, Room 605 In person
and on Teams

Members present:

Connie Provost – AMR
Roger Ritchie – Air-Evac
Kadi Sharp – URHCS via TEAMS
Keith Tressler – WFFD
Andrea Bodine – Vernon College

Vernon College

Faculty/Staff:

Stephanie Humberd
Bettye Hutchins
Tracy Catlin
Nycole Freeman
Zachary Nguyen-Moore

Guest:

Gary Griffith DSHS via TEAMS

Members not Present:

Brian Deason – Air Evac/AMR/Vernon College
Kenny Hoffman – AMR
Donald Hughes – City of Wichita Falls
Ryan Matthews – Trans Star
Dr. Ramsamy Selvaraj – Medical Director URHCS
Jacob Northcutt – Vernon College
Dwayne Jackson 4 Kidz Sake
Michelle Creason — Wilbarger General Hospital
Raymond Schultz – IPCISD
Dan King – Burkburnett Fire Department
Dr. Jacob Kiser — Pediatric Associates

Bettye Hutchins started by welcoming the committee, offering an opportunity for all to introduce themselves, and explaining how to proceed with no quorum available; the meeting would continue with reviewing relevant business and a vote would be held later online. With Chair Donald Hughes absent, Bettye asked for a volunteer to take his place; Keith Tressler volunteered. Next, Bettye thanked the committee members for their service, reviewed the purpose and importance of the committee

Old Business.....Keith Tressler

- **Medical Clearance Form**

Keith Tressler moved forward to continuing business.

Keith Tressler asked faculty member Stephanie Humberd to explain thoughts on the Medical Clearance Form carried over from the fall meeting. The committee had discussion regarding the

legal/ADA compliance ramifications; Bettye Hutchins mentioned that any legitimate concerns would be covered in the Vernon College Student Handbook; Connie Provost said that most businesses/services customarily complete their own assessments of new hires; Keith asked if there had been any issues that would warrant the use of a form of this type; Stephanie said that one student had been struggling with the program recently, but after connecting with Vernon College ADA Services, those issues had been remedied.

Connie Provost made a motion to decline use of the additional Medical Clearance Form as presented and tabled at the Fall 2022 EMS Advisory Meeting, continuing with current VC policy and procedure; Roger Ritchie Seconded the motion; Electronic Vote will follow.

Keith Tressler asked the committee for discussion or recommendations for medical clearance form hearing none he moved forward to new business.

New Business.....Keith Tressler

Keith Tressler continued to New Business.

- Program Specific Accreditation Information and Requirements

- o ISSR is due in December of 2023

Stephanie Humberd reviewed process and said there were no foreseen issues.

Keith Tressler asked the committee for any further discussion on ISSR hearing none he moved to review program changes.

- Review program changes

- o Addition of Full Time Instructor

Keith Tressler asked the faculty member, Stephanie Humberd, to review the request for a Full Time Instructor.

Stephanie Humberd explained the request and its benefits; Keith Tressler said that it would be helpful for WFFD to not worry about inconsistent faculty/adjuncts when planning for a new group of trainees; Bettye Hutchins discussed her possible concerns involving the financial side of the issue, where it was necessary to compare the costs of having multiple adjuncts trading off versus a full-time instructor.

Roger Ritchie made a motion to approve the hire of a full-time instructor; Connie Provost seconded the motion; Electronic Vote will follow.

Keith Tressler asked the committee for any further discussion on program changes hearing none he moved forward.

The motion passed via electronic vote and the committee approved the addition of a full-time instructor.

- **Professional development of faculty and recommendations**

Keith Tressler asked the faculty member, Stephanie Humberd, to expand on her professional development.

Stephanie Humberd reviewed the explained that she had attended the Fundamentals of Accreditation Workshop for the EMS Professions presented by CoAEMSP virtually on the 8th & 9th of March 2023. Will be attending the Texas EMS Educators Summit in April Corpus Christi, Texas. Will be attending Accredicon Workshops May-June in Louisville, Kentucky.

Keith Tressler asked for any additional suggestions or comments; none provided.

The motion passed via electronic vote and the committee approved to decline use of Medical Clearance Form as presented and continue with current VC policy and procedure.

- **Promotion, publicity, and recruiting for the program to the community, business, and industry**

Keith Tressler asked the faculty member, Stephanie Humberd, to explain how the college organizes for promotion, publicity and recruiting.

- Stephanie Humberd - Rewriting brochures for program
- Bettye Hutchins - Allied Health Tour (highlighting EMS program) in January including large group of students from WFISD, Benjamin, Bellevue, etc.
- Andrea Bodine - Vernon Career Day
- Tracy Catlin - "Adulging" Day
- Tracy Catlin's HS visits highlighting CTE programs

After reviewing current promotional methods, Keith Tressler asked for any additional suggestions or comments; Andrea Bodine suggested considering the possibility of offering a hybrid style program where students in Vernon could use distance learning methods; Bettye Hutchins mentioned a similar setup with the Dental Assisting program that we could look into.

- **Serving students from special populations**

Keith Tressler asked the faculty member, Stephanie Humberd, to explain the meaning of serving students from special populations.

Stephanie Humberd read aloud the federal definition of special population included in the agenda. She applauded work by Allied Health Faculty Assistant Karen McClure in helping make students aware of various accommodations they could benefit from; Stephanie has recently changed uniform top to polo style shirt for reduced cost; Stephanie is currently working with the Vernon College Bookstore to find lower cost options for textbooks; Stephanie has introduced at least one student so far to the Vernon College ADA Services which has improved their standing in the program; Bettye Hutchins mentioned that per Perkins Grant guidelines, we are looking to recruit more female and non-traditional students to the program.

Keith Tressler asked the committee for discussion or recommendations for serving students from special populations, hearing none he moved forward.

- **Other Comments/recommendations**

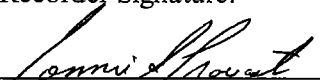
Keith Tressler opened discussion for any additional comments or recommendations. Keith raised concern for the current passing score of 78%, noting the passing score for the National Registry being 70%; Bettye Hutchins explained process for changing passing score through the committee and that it would not affect the current or summer term, going into effect in Fall 2023 at the earliest, if passed; Bettye also voiced concern that setting a passing score too high could ward off prospective students and hurt the program.

After more discussion Connie Provost made a motion to lower the passing score for the program to 72%; Roger Ritchie seconded motion; Electronic Vote will follow.

The motion passed via electronic vote and the committee approved the lowering of the program's passing score from 78% to 72%.

No other comments.

Keith Tressler adjourned meeting at 12:50pm.

Recorder Signature: 	Date 24 MAY 2023	Next Meeting: Fall 2023
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