

Advisory Committee Meeting Agenda and Minutes Paramedic Program

See last page for the purpose of the program's Advisory Committee, including a description and list of responsibilities.

PROGRAM SPONSOR:	College of the Siskiyous		
CoAEMSP PROGRAM NUMBER:	600180	DATE, TIME, + LOCATION OF MEETING:	November 18, 2024 1:00pm, Zoom virtual
CHAIR OF THE ADVISORY COMMITTEE:¹	TBD		
ATTENDANCE			
Community of Interest	Name(s) <i>List all members. Multiple members may be listed in the same category.</i>	Present – Place an 'x' for each person present	Agency/Organization
Physician(s) <i>(may be fulfilled by Medical Director)</i>	Dr. Nate Parker		
Employer(s) of Graduates Representative(s)			
Public Member(s)			
Clinical and Capstone Field Internship Representative(s)			
Faculty ²			
Connie Duffle			College of the Siskiyous

¹ The chair should not be employed by the sponsor of the program. The Advisory Committee is *advising* the program.

² Faculty and administration are ex-officio members.

Community of Interest	Name(s) <i>List all members. Multiple members may be listed in the same category.</i>	Present – Place an 'x' for each person present	Agency/Organization
Jae Johnson			College of the Siskiyous
Randy Boyd			College of the Siskiyous
Sponsor Administration ²	Veronica Coots		College of the Siskiyous
Student(s) (current)	Nikolas Cory		College of the Siskiyous
Graduate(s)	Jack Borden		Ashland Fire and Rescue
Program Director, <i>ex officio, non-voting member</i>	Kirk Thomsen		
Medical Director, <i>ex officio, non-voting member</i>	Dr. Nate Parker		
Other			
³			

Agenda Item <i>Do not leave columns blank, otherwise that topic will be considered not reviewed or discussed</i>		Completed/ Discussed (Yes/No)	Discussion <i>include key details of the discussion</i>	Action(s) Taken
1.	Call to order (Vote new Chairperson)			
2.	Roll call			
3.	Review and approval of meeting minutes		Review Minutes from last advisory meeting held on 05/12/2023.	
4.	Review the Program's minimum expectations [2023 CAAHEP Standard II.A. Minimum Expectations] <ul style="list-style-type: none"> • "To prepare Paramedics who are competent in the cognitive (knowledge), psychomotor (skills), 			

³ Add rows for multiple members of the same community of interest

If the program has additional named communities of interest, list the community of interest and the name(s) that represent each.

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	and affective (behavior) learning domains to enter the profession.” <ul style="list-style-type: none"> Establish / review additional program goals⁴ 			
5.	Support the Program's required minimum numbers of patient/skill contacts for each of the required patients and conditions [2023 CAAHEP Standard III.C. Curriculum] <ul style="list-style-type: none"> Student Minimum Competency (SMC) Recommendations (<i>effective January 1, 2023</i>) Review summary graduate tracking reports 		Using Platinum Planner to track skills. We have adjusted to fill holes in the tracking of skills.	
6.	Review the program's annual report and outcomes [2023 CAAHEP Standard IV.B. Outcomes] <ul style="list-style-type: none"> Annual Report data Thresholds/Outcome data results Graduate Survey results Employer Survey results Resources Assessment Matrix (RAM) results Other 		The graduate success rate on the National Registry of EMT Paramedic Cognitive exam is 92.3% for the 2022 annual report year. The most recent success rate for the National Registry of EMT Paramedic Psychomotor exam is 100%. The positive placement rate for graduates is 92.3% for the 2022 annual report year. Positive placement is defined by the CoAEMSP as 'Employed full or part-time in a related field and/or continuing his/her education and/or serving in the military'. Positive placement is measured at completion of the program. The program retention including the satellite for the 2022 annual report year was 73.6%	
7.	Review the program's other assessment results [2023 CAAHEP Standard III.D. Resource Assessment] <ul style="list-style-type: none"> Long-range planning Student evaluations of instruction and program 		We are very happy with the change to Platinum Planner for skills tracking and now testing. The testing aligns more with the updated NREMT testing.	

⁴ Additional program goals are not required by the CAAHEP *Standards*. Programs that adopt educational goals beyond the minimum expectations statement must provide evidence that all students have achieved those goals prior to the entry into the field.

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	<ul style="list-style-type: none"> Faculty evaluations of program Course/Program final evaluations Other evaluation methods 			
8.	Review program changes <i>(possible changes)</i> <ul style="list-style-type: none"> Course changes (schedule, organization, staffing, other) Preceptor changes Clinical and field affiliation changes Curriculum changes <ul style="list-style-type: none"> Content Sequencing 		<p>We have realigned the course to match the order in the book. Before we did trauma then Cardiac but have moved Cardiac to earlier.</p> <p>We are still on track to offer the BS in Paramedicine fall 2025</p>	
9.	Review substantive changes <i>(possible changes)</i> [2023 CAAHEP Standard V.E. Substantive Change] <ul style="list-style-type: none"> Program status Sponsorship Location Sponsor administrative personnel Program personnel: PD, MD, other Addition of distance education component Addition of satellite program Addition of alternate location(s) 		<p>We were able to hire Theresa Gowan as the full-time instructor for the Mendo Satellite. We are looking to put in for a full-time position here in Weed as well.</p>	
10.	Other identified strengths			
11.	Other identified weaknesses			
12.	Identify action plans for improvement			
13.	Other comments/recommendations			
14.	Staff/professional education		In June, 3 of us went to Accredicon	

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15.	CoAEMSP/CAAHEP updates			
16.	Next accreditation process (i.e., self-study report, site visit, progress report)			
17.	Other business		CTE and grant funding	
18.	Next meeting(s)		Fall 2025	
19.	Adjourn			

Minutes prepared by _____ Date _____

Minutes approved by _____ Date _____

Medical Director’s signature (for item #5 above) _____ Date _____

Attach program’s required **Student Minimum Competency** numbers (Summary Tracking tab) to verify which required minimum numbers were reviewed and supported (*item #5 above*)

Purpose of the Advisory Committee (CAAHEP Standard II.B.)

The program advisory committee must include at least one representative of each community of interest and must meet annually. Communities of interest served by the program include, but are not limited to, students, graduates, faculty members, sponsor administrators, employers, physicians, clinical and capstone field internship representatives, and the public.

The program advisory committee advises the program regarding revisions to curriculum and program goals based on the changing needs and expectations of the program's communities of interest, and an assessment of program effectiveness, including the outcomes specified in these Standards.

It is recommended that the chair of the advisory committee be from one of the following groups: graduates, employers, physicians, clinical and field internship representatives, or public.

Program advisory committee meetings may be conducted using synchronous electronic means.

The program advisory committee minutes must document support of the program required minimum numbers of patient contacts.

Responsibilities of the Advisory Committee

- Review the minimum program goal.
- Review and support the required minimum numbers of patient/skill contacts for each of the required patients and conditions.
- Verify that the Paramedic program is adhering to the National Emergency Medical Services Education Standards.
- Review Program performance based on outcomes thresholds and other metrics (at a minimum credentialing success, retention, and job placement).
- Provide feedback to the Program on the performance of graduates as competent entry level Paramedics (for employers).
- Provide feedback to the Program regarding clinical and field opportunities and feedback on students in those areas.
- Provide recommendations for curricula enhancements based on local needs and scope of practice.
- Assist with long range planning regarding workforce needs, scheduling options, cohort size, and other future needs.
- Complete an annual resource assessment of the program.