



## Advisory Committee Meeting Minutes

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

<b>SPONSOR / INSTITUTION NAME:</b>	Las Positas College		
<b>CoAEMSP PROGRAM NUMBER:</b>	60052	<b>DATE, TIME, + LOCATION OF MEETING:</b>	10/12/2020 3:00 pm Web Conferencing
<b>CHAIR OF THE ADVISORY COMMITTEE:<sup>1</sup></b>			

ATTENDANCE			
Community of Interest	Name(s) – List all members. Multiple members may be listed in the same category.	Present – Place an 'x' for each person present	Agency/Organization
Physician(s) (may be fulfilled by Medical Director)	H. Gene Hern MD	X	
Employer(s) of Graduates Representative	David McPartland, Captain BFD		
Key Governmental Official(s)	John McPartland	X	
Police and Fire Services	Larry Madoski, Chief LMFD	X	
Public Member(s)	Neal Ely	X	
Hospital / Clinical Representative(s)	Tamara Reni Stanford ValleyCare	x	
Other	Kreig Harmon EMT-P		
Faculty <sup>2</sup>			
Sponsor Administration <sup>2</sup>	Chad McMullen, Public Safety Manager Erick Bell CPA, Interim Dean PATH	X x	
Student (current)	Renee Cassara (Cohort 7)		
Graduate			
Program Director, <i>ex officio, non-voting member</i>	Sebastian Wong	x	
Medical Director, <i>ex officio, non-voting member</i>	H. Gene Hern MD	x	
<sup>3</sup>			

<sup>1</sup> The best practice is that the chair is not the Program Director. The Advisory Committee is *advising* the program.

<sup>2</sup> Additional faculty and administration are ex-officio members.

<sup>3</sup> 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.

Community of Interest	Name(s) – List all members. Multiple members may be listed in the same category.	Present – Place an ‘x’ for each person present	Agency/Organization

Agenda Item	Discussion	Action Required	Lead	Goal Date
1. Call to order	Called to order at 3:05pm	No		
2. Roll call	Introduction of New Dean, Interim Dean of PATH Erick Bell	No		
3. Review and approval of meeting minutes	May 2020 minutes reviewed and accepted	Yes		
4. <b>Endorse the Program’s minimum expectation</b> [CAAHEP Standard II.C. Minimum Expectation] <input type="checkbox"/> “To prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels.” <input type="checkbox"/> Establish / review additional program goals <sup>4</sup>	Tamara Reni moved to endorse Program Expectations, Neal Ely Seconded, Motion passed by Voice vote	Yes		
5. <b>Endorse the Program’s required minimum numbers of patient/skill contacts for each of the required patients and conditions</b> [CAAHEP Standard III.C.2. Curriculum]	Program’s minimum contacts were accepted and endorsed at the May 2020 meeting and continue to reflect compliance with Appendix G	No		

<sup>4</sup> Additional program goals are not required by the CAAHEP Standards. If additional program goals are established, then the program must measure them.

Agenda Item		Discussion	Action Required	Lead	Goal Date
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Student Minimum Competency (formerly known as the Appendix G)</li> <li><input type="checkbox"/> Review summary graduate tracking reports</li> </ul>				
6.	<p><b>Review the program’s annual report and outcomes</b> [CAAHEP Standard IV.B. Outcomes]</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Annual Report data</li> <li><input type="checkbox"/> Thresholds/Outcome data results</li> <li><input type="checkbox"/> Graduate Survey results</li> <li><input type="checkbox"/> Employer Survey results</li> <li><input type="checkbox"/> Resources Assessment Matrix results</li> <li><input type="checkbox"/> Other</li> </ul>	<p>Our 2018 Annual Report results from CoAEMSP are as follows: NREMT State Written Exam pass rate: 90.5% Retention: 92% Positive Job Placement 95.7%</p> <p>The threshold is 70% to avoid probation</p>	No		
7.	<p><b>Review the program’s other assessment results</b> [CAAHEP Standard III.D. Resource Assessment]</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Long-range planning</li> <li><input type="checkbox"/> Student evaluations of instruction and program</li> <li><input type="checkbox"/> Faculty evaluations of program</li> <li><input type="checkbox"/> Course/Program final evaluations</li> <li><input type="checkbox"/> Other evaluation methods</li> </ul>	<p>Plan to develop online Supervisory Certification class Plan to develop online Executive Management Class Program at LPC is articulated with Utah Valley University for their BS program in EMS.</p>	Yes	A. Blackshear	
8.	<p><b>Review program changes (possible changes)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Course changes (schedule, organization, staffing, other)</li> <li><input type="checkbox"/> Preceptor changes</li> <li>X Clinical and field affiliation changes</li> <li><input type="checkbox"/> Curriculum changes                             <ul style="list-style-type: none"> <li>o Content</li> <li>o Sequencing</li> </ul> </li> </ul>	<p>Addition of St Joseph’s Medical Center in Stockton Addition of Doctors Modesto Medical Center in Modesto Covid Pandemic has prompted CA EMSA EMS Personnel Guidance recommendations. 1 student performing 160 hours at Riggs 1 student performing 160 hours at King and American 1 student performing 160 hours at AMR Contra Costa</p>	No		
9.	<p><b>Review substantive changes (possible changes)</b> [CAAHEP Standard V.E. Substantive Change]</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Program status</li> </ul>	<p>Development of fee based program for LMFD Development of AMR Northern CA Regional Master agreement for Capstone Field Internships.</p>	No		

Agenda Item		Discussion	Action Required	Lead	Goal Date
	<input type="checkbox"/> Sponsorship <input type="checkbox"/> Sponsor administrative personnel <input type="checkbox"/> Program personnel: PD, Lead Instructor, other <input type="checkbox"/> Addition of distance education component <input type="checkbox"/> Addition of satellite program				
10.	<b>Other identified strengths</b>	Public Safety Complex is moving along with the selection of a Construction Agent. Ground Breaking in March of 2022	No		
11.	<b>Other identified weaknesses</b>	Clinical standards for pediatric patient exposures not met Clinical standards for live birth and OB observation not met	Yes	S. Wong	Jan 2022
12.	<b>Identify action plans for improvement</b>	Develop reliable employee survey tool Purchase of High Fidelity OB manikin Resume student observations at ECDC with Director's approval	Yes / No	S. Wong	Jan 2022
13.	<b>Other comments/recommendations</b>	Students are following College recommendations for F2F classes. Temperatures taken before class. One student contracted COVID-19 outside of class due to exposure at construction work job. Use FFE funds to buy Instructional Equipment (N. Ely) Seek collaborations with other agencies to gain access to other High Fidelity manikins (J. McPartland) Set up Open Skills Lab (D. McPartland/E. Bell)	Yes / No		
14.	<b>Staff/professional education</b>		Yes / No		
15.	<b>CoAEMSP/CAAHEP updates</b>		Yes / No		
16.	<b>Next accreditation process</b> (i.e., self-study report, site visit, progress report)	March 17, 2022	Yes / No		

Agenda Item		Discussion	Action Required	Lead	Goal Date
17.	Other business		Yes / No		
18.	Next meeting(s)	April 12, 2021, 3:00 pm	Yes / No		
19.	Adjourn		Yes / No		

Minutes prepared by Sebastian Wong

Date \_\_\_\_\_

Minutes approved by \_\_\_\_\_

Date \_\_\_\_\_

*If item #5 above was acted on, then:*

Medical Director's signature \_\_\_\_\_

Date \_\_\_\_\_

- Attach Student Minimum Competency (formerly known as the Appendix G) > **Table 1** to verify which required minimum numbers were reviewed and endorsed (*if item #4 above was acted on*)

**PURPOSE OF THE ADVISORY COMMITTEE**

The Advisory Committee must be designated and charged with the responsibility of meeting at least annually to assist program and sponsor personnel in formulating and periodically revising appropriate goals and learning domains, monitoring needs and expectations, and ensuring program responsiveness to change, and to review and endorse the program required minimum numbers of patient contacts. [CAAHEP Standard II.B. Appropriate of Goals and Learning Domains]

Additionally, program-specific statements of goals and learning domains provide the basis for program planning, implementation, and evaluation. Such goals and learning domains must be compatible with the mission of the sponsoring institution(s), the expectations of the communities of interest, and nationally accepted standards of roles and functions. Goals and learning domains are based upon the substantiated needs of health care providers and employers, and the educational needs of the students served by the educational program. [CAAHEP Standard II.A.]

**Responsibilities of the Advisory Committee**

- Review and endorse the minimum program goal.
- Review and endorse 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.