**Advisory Committee Meeting Agenda and Minutes**

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

|  |  |
| --- | --- |
| **PROGRAM SPONSOR:** |  |
| **CoAEMSP PROGRAM NUMBER:** | 5 or 6 digit # assigned by CoAEMSP | **DATE, TIME, + LOCATION OF MEETING:** |  |
| **PROGRAM LEVEL (e.g., AEMT, Paramedic, AEMT & Paramedic):** |  |
| **CHAIR OF THE ADVISORY COMMITTEE:[[1]](#footnote-1)** |  |
| **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)* |  |  |  |
| Employer(s) of Graduates Representative(s) |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Public Member(s) |  |  |  |
| Clinical and Capstone Field Internship Representative(s) |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Faculty [[2]](#footnote-2) |  |  |  |
|  |  |  |  |
| Sponsor Administration2 |  |  |  |
| Student(s) (current) |  |  |  |
| Graduate(s) |  |  |  |
| Program Director, *ex officio, non-voting member* |  |  |  |
| Medical Director, *ex officio, non-voting member* |  |  |  |
| Other |  |  |  |
| [[3]](#footnote-3) |  |  |  |

| **Agenda Item***Do not leave columns blank, otherwise that topic will be considered not reviewed or discussed* | **Completed/****Discussed** *(Yes/No)* | **Discussion***include key details of the discussion* | **Action(s) Taken** |
| --- | --- | --- | --- |
|  | **Call to order** |  |  |  |
|  | **Roll call** |  |  |  |
|  | **Review and approval of meeting minutes** |  |  |  |
|  | ***Review* the Program’s minimum expectations**[2023 CAAHEP Standard II.A. Minimum Expectations]* “To prepare Paramedics who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.”
* Establish / review additional program goals[[4]](#footnote-4)
 |  |  |  |
|  | ***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]* Student Minimum Competency (SMC) Recommendations (*effective January 1, 2023*)
* Review summary graduate tracking reports
 |  |  |  |
|  | **Review the program’s annual report and outcomes**[2023 CAAHEP Standard IV.B. Outcomes]* Annual Report data
* Thresholds/Outcome data results
* Graduate Survey results
* Employer Survey results
* Resources Assessment Matrix (RAM) results
* Other
 |  |  |  |
|  | **Review the program’s other assessment results**[2023 CAAHEP Standard III.D. Resource Assessment]* Long-range planning
* Student evaluations of instruction and program
* Faculty evaluations of program
* Course/Program final evaluations
* Other evaluation methods
 |  |  |  |
|  | **Review program changes** *(possible changes)** Course changes(schedule, organization, staffing, other)
* Preceptor changes
* Clinical and field affiliation changes
* Curriculum changes
	+ Content
	+ Sequencing
 |  |  |  |
|  | **Review substantive changes** *(possible changes)*[2023 CAAHEP Standard V.E. Substantive Change]* 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)
 |  |  |  |
|  | **Other identified strengths** |  |  |  |
|  | **Other identified weaknesses** |  |  |  |
|  | **Identify action plans for improvement** |  |  |  |
|  | **Other comments/recommendations** |  |  |  |
|  | **Staff/professional education** |  |  |  |
|  | **CoAEMSP/CAAHEP updates** |  |  |  |
|  | **Next accreditation process**(i.e., self-study report, site visit, progress report) |  |  |  |
|  | **Other business** |  |  |  |
|  | **Next meeting(s)** |  |  |  |
|  | **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.
1. The chair should not be employed by the sponsor of the program. The Advisory Committee is *advising* the program. [↑](#footnote-ref-1)
2. Faculty and administration are ex-officio members. [↑](#footnote-ref-2)
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. [↑](#footnote-ref-3)
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. [↑](#footnote-ref-4)