



## 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>	Accordance Community College		
<b>CoAEMSP PROGRAM NUMBER:</b>	600999	<b>DATE, TIME, + LOCATION OF MEETING:</b>	April 15, 2019, 11:30 AM, Aspen Conference Room
<b>CHAIR OF THE ADVISORY COMMITTEE:<sup>1</sup></b>	Ben Brown		

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) <i>(may be fulfilled by Medical Director)</i>	Tom Bloom, MD	(vacation)	County EMS Medical Director
Employer(s) of Graduates Representative	Ben Brown	X	Tri-County EMS
	Scott Foster	X	Centerville Ambulance
	Joe Gray	X (WebEx)	Care Ambulance
	Ben Lopez		Plains Fire Department
Key Governmental Official(s)	Terrance Turner		State OEMS
Police and Fire Services	Terry Short	X	Centerville Fire Department
Public Member(s)	Tim Black	X	
Hospital / Clinical Representative(s)	Betty Turley	X	Mercy Medical Center
	Sherri Brewer	X (WebEx)	University Hospital
	Bill Bryce		Children's Hospital
Other			
Faculty <sup>2</sup>	Susan Jones	X	Lead Instructor
	James Smith	X	Lead Instructor
Sponsor Administration <sup>2</sup>	Elizabeth Rogers	X	Dean, Allied Health Program, Accordance Community College
Student (current)	Bobbie White	X	Cohort Spring 2019
Graduate	Marilyn Means	(on shift)	Graduate from Spring 2017 cohort

<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.

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
Program Director, <i>ex officio</i> , non-voting member	Daniel Thompson	X	Program Director, Accordance Community College
Medical Director, <i>ex officio</i> , non-voting member	William Bell, MD	X	Medical Director, Accordance Community College
<sup>3</sup>			

Agenda Item		Discussion	Action Required	Lead	Goal Date
1.	<b>Call to order</b>	Chair Brown called the meeting to order by the Chair at 11:35 am	NO		
2.	<b>Roll call</b>	Eleven members present, two additional via WebEx	NO		
3.	<b>Review and approval of meeting minutes</b>	The minutes of the October 15, 2018 meeting were approved as written.	NO		
4.	<p><b>Endorse the Program's minimum expectation</b> [CAAHEP Standard II.C. Minimum Expectation]</p> <p><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."</p> <p><input type="checkbox"/> Establish / review additional program goals<sup>4</sup></p>	<p>The group reviewed the required goal language as it appears in the agenda column. The goal was approved unanimously.</p> <p>No additional goals were identified.</p> <p>The minimum expectation is located in the college catalog and the student handbook.</p>	NO		
5.	<p><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]</p> <p><input type="checkbox"/> NEW Appendix G: Student Minimum Competency Matrix (<i>effective July 1, 2019</i>)</p> <p><input type="checkbox"/> Review summary graduate tracking reports</p>	The group reviewed and endorsed the required minimum competency numbers of patient/skill contacts for each type of patient and conditions that was presented at the October 12, 2018 meeting. Program Medical Director, Dr. Bell, approved the requirements. The required numbers mirror the new CoAEMSP Appendix G and were in effect for the spring 2019 cohort. Tracking includes lab, clinical and field internship experiences and is completed via an electronic tracking	YES	Faculty	June 1, 2019

<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.

<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
		<p>system. Students are oriented to the electronic system and are responsible for monitoring their own progress. Faculty review student documentation throughout the didactic and lab phases and throughout the clinical and capstone field internship phases and provide feedback as needed on progression of completing the competencies in the portfolio.</p> <p>Faculty report that students do not appear to have difficulty obtaining the required minimums. One challenge is to have students continue to document encounters after they have met the minimums. Terry Short suggested introducing a competition to acknowledge students achieving the highest numbers. Betty Turley suggested fun type recognition awards rather than anything of monetary value. The faculty will brainstorm with some students on 'reward' ideas.</p>			
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>The 2017 CoAEMSP Annual Report was submitted with the following results:</p> <ul style="list-style-type: none"> <li>• NREMT: 95.8% success rate (first three attempts)</li> <li>• Retention: 70.8%</li> <li>• Positive placement: 95.8%</li> </ul> <p>Of note:</p> <ul style="list-style-type: none"> <li>• The NREMT first time pass rate was 89%. While those results are well above the national first-time rate of 73% for 2017, the faculty has discussed additional recommendations to further improve the first-time pass rate. The faculty will include additional critical thinking cases and exercises in future semesters.</li> <li>• Attrition was due to several factors: 4 students were unsuccessful on cognitive exams, 1 did not achieve competency in the field internship, and 2 left for personal reasons. The Program Director and Dean Rogers discussed introducing pre-entrance screening through a computer-based assessment and an interview and scoring process. It was determined that other health careers in the College use screening and it is acceptable for the Paramedic Program to add this process. Advisory Committee members discussed potential questions that could be useful in the</li> </ul>	YES	Daniel Thompson	August 1, 2019

Agenda Item		Discussion	Action Required	Lead	Goal Date
		<p>screening/interview process. Please submit further suggestions to Daniel.</p> <ul style="list-style-type: none"> <li>All 2017 graduates were employed as paramedics with the exception of one graduate who elected to pursue a different career.</li> </ul> <p>Graduate and Employer surveys were sent to all employed graduates. The return rate for the graduates was 50% and 35% for employers. The group discussed methods to increase the rates. Currently links are sent via a Survey Monkey electronic survey. Additional suggestions from the group included: send reminder emails/surveys, conduct the surveys via phone, distribute paper surveys to employers at the Advisory Committee meetings and explain that employers can evaluate multiple graduates on one survey if all ratings are the same.</p> <p>Daniel distributed the Resource Assessment Matrix for Advisory Committee members to complete. The tool will be emailed to members not in attendance.</p>			
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>Students complete evaluations on faculty each month when in the didactic session. Responses remain positive with requests for more scenarios and simulations in place of lecture. The faculty are discussing how to include more critical thinking scenarios. Students also comment on the different information they receive from various adjunct instructors. The group suggested conducting periodic meetings with the adjuncts to review expectations and inter-rater reliability issues. Several group members inquired about what lesson plans are provided to the adjunct instructors and it was identified that more detailed plans should be developed.</p> <p>The graduating cohort will be completing final course/program evaluations prior to graduation and the results will be reviewed at the next Advisory Committee meeting.</p> <p>Daniel and Dean Rogers are finalizing the fiscal year budget requests. The supply budget has been increased due to implementing more scenarios and simulations. The budget request also includes a part-time administrative assistant for the program. A separate capital equipment</p>	YES	Daniel Thompson and Lead Instructors	August 1, 2019

Agenda Item		Discussion	Action Required	Lead	Goal Date
		request includes: replacement airway, pediatric, and adult ALS manikins: IV arms, and a needle decompression trainer. The supply budget has been increased due to the addition of more scenarios and simulations.			
8.	<b>Review program changes (possible changes)</b> <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><input type="checkbox"/> 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>A revision of the schedule and syllabi has been sent to the curriculum committee. The total program and credit hours will remain the same but 50 hours of 'field experience' that occurred in the first and second semesters will be moved to the third semester as part of the capstone field internship. This change was suggested by employers at the last Advisory Committee meeting to increase the opportunity for team lead experience.</p> <p>The group provided feedback on the changes to the preceptor training offered by the Program: all feedback was positive. Inclusion of the expectations of team leadership and the rating system is resulting in more consistent experience for the interns.</p> <p>One new clinical site, Mercy Medical Center, has been added and offers OB and Nursery experience for the students. All students will rotate to this site.</p>	YES	Daniel Thompson and Dean Rogers	Anticipated response from the Curriculum Committee is July 1, 2019
9.	<b>Review substantive changes (possible changes)</b> [CAAHEP Standard V.E. Substantive Change] <ul style="list-style-type: none"> <li><input type="checkbox"/> Program status</li> <li><input type="checkbox"/> Sponsorship</li> <li><input type="checkbox"/> Sponsor administrative personnel</li> <li><input type="checkbox"/> Program personnel: PD, Lead Instructor, other</li> <li><input type="checkbox"/> Addition of distance education component</li> <li><input type="checkbox"/> Addition of satellite program</li> </ul>	<p>The College President, Dr. Donald Stewart, is retiring at the end of the academic year. A search is in place and the interim President is Dr. Paul Jones.</p>	NO		
10.	<b>Other identified strengths</b>	Support of the clinical and field internship sites	NO		
11.	<b>Other identified weaknesses</b>	Attrition remains a concern and as mentioned previously, the staff and College are initiating a screening process.	YES	Daniel Thompson	August 1, 2019

Agenda Item		Discussion	Action Required	Lead	Goal Date
				and Lead Instructors	
12.	<b>Identify action plans for improvement</b>	Implement a screening process and provide more detailed information on the expectations and rigors of the program to prospective students. Work with students on success strategies as they enter the program.	YES	Daniel Thompson and Lead Instructors	August 1, 2019
13.	<b>Other comments/recommendations</b>	Scott Foster commented that while graduates are well prepared, additional experience in patient care documentation would be beneficial. One suggested solution was to require that patient care reports be completed during scenarios and simulations, the report reviewed by faculty and peers, and suggestions for improvement provided.	YES	Daniel Thompson and adjunct instructors	Ongoing
14.	<b>Staff/professional education</b>	The Program Director and Lead Instructors are attending the CoAEMSP ACCREDITCON conference in Louisville in May.  Faculty development programs are offered quarterly through the College and staff are scheduled to attend.  Various webinars are offered through CoAEMSP and other emergency medical services education and research providers.	NO		
15.	<b>CoAEMSP/CAAHEP updates</b>	The new Annual Report process was effective for the 2017 reporting year. Additional updates will be made to the report for 2018.  CAAHEP is now posting program citations when publishing accreditation status.  The Outcomes thresholds must be published on the Program website. Posting for Accordance is complete.	NO		
16.	<b>Next accreditation process</b> (i.e., self-study report, site visit, progress report)	The Program is anticipating notice to submit the next self-study in late 2019. The Program Director and staff are reviewing the required self-study documents and have initiated a planning process.	YES	Daniel Thompson	Fourth quarter 2019

Agenda Item		Discussion	Action Required	Lead	Goal Date
				and Lead Instructors	
17.	Other business	Graduation planning is in progress and invitations will be sent to all Advisory Committee members.	YES	Daniel Thompson	TBD
18.	Next meeting(s)	October 15, 2019. Daniel will send a calendar invitation and schedule WebEx for those who want to call-in to the meeting.	YES	Daniel Thompson	August 1, 2019
19.	Adjourn	The meeting was adjourned at 12:45 pm.	NO		

Minutes prepared by  Daniel Thompson

Date April 16, 2019

Minutes approved by  Ben Brown

Date April 17, 2019

If item #5 above was acted on, then:

Medical Director's signature  William Bell, MD

Date April 23, 2019

Attach **Appendix G > Table 1** to verify which required minimum numbers were reviewed and endorsed (if item #4 above was acted on)

**Appendix G is attached to these minutes.**

**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.