**Consortium Governing Body Meeting Minutes**

*See last page for the purpose of the program’s consortium.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CONSORTIUM NAME:** |  | | | |
| **CoAEMSP PROGRAM NUMBER:** | 60xxxx | **DATE, TIME, + LOCATION OF MEETING:** |  | |
| *List all consortium members below and include program sponsor category (CAAHEP Standard I.A.1, I.A.2, I.A.3, or I.A.4):*  *(at least one member must meet the program sponsor requirement as described in CAAHEP Standard I.A.1-4)* | | | | |
| **Consortium Member(s)** | | | | **CAAHEP**  **Standard** | |
|  | | | |  | |
|  | | | |  | |
|  | | | |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **ATTENDANCE** | | | |
| **Consortium Member Institution** | **Representative Name** | **Present –** *Place an ‘x’ for each person present* | **Representative Title** |
|  | Chair: |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

| **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** |  |  |  |
|  | **Consortium agreement review & update** |  |  |  |
|  | **Consortium leadership appointments**  The following appointments were voted on:   1. Chair 2. Vice Chair |  |  |  |
|  | **Review of corporate structure & consortium member updates** |  |  |  |
|  | **Articulation agreement(s) [for academic credit]** |  |  |  |
|  | **Personnel update**   1. Review of current staffing 2. Staff development activities |  |  |  |
|  | **Program goal** *(the following program goal meets the 2023 CAAHEP Standard II.A. verbatim and is included in at least one of the published AEMT or paramedic program materials)*  [CAAHEP Standard II.A Minimum Expectations]   * Paramedic: “To prepare Paramedics who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.” * AEMT: “To prepare AEMTs who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.” |  |  |  |
|  | **Program Advisory Committee updates**   1. Last Advisory Committee meeting date 2. Meeting update 3. Next Advisory Committee meeting date |  |  |  |
|  | **Program accreditation status and updates**  Current cycle date and accreditation status |  |  |  |
|  | **Regulatory update**  State and local regulatory authorities |  |  |  |
|  | **Affiliation agreements update** |  |  |  |
|  | **Annual Report and outcome thresholds** (complete dates)   1. Review of data from the 202x CoAEMSP Annual Report. (most current reporting year)  * Retention * Credentialing/NREMT * Positive Placement  1. The next Annual Report (i.e., 202x) is due May 15, 202x |  |  |  |
|  | **Resources**   1. Facility updates 2. Capital equipment acquisitions 3. Personnel resource needs |  |  |  |
|  | **Enrollment**   1. 202x enrollment data (current year) 2. Anticipated 202x enrollment |  |  |  |
|  | **Assessment of effectiveness**  Measures of AEMT or paramedic program effectiveness   * Instructor and course evaluations * Annual resource assessment of students, faculty, Medical Director, and program Advisory Committee members * Faculty evaluations by the students completed * Graduate and employer surveys |  |  |  |
|  | **Tuition and fees update** |  |  |  |
|  | **Other recommendations for AEMT or paramedic program changes or enhancements** |  |  |  |
|  | **Other business** |  |  |  |
|  | **Next consortium meeting(s)** |  |  |  |
|  | **Adjourn** |  |  |  |

Minutes prepared by Date

Minutes approved by Date

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

**PURPOSE OF THE CONSORTIUM AND CONSORTIUM GOVERNING BODY**

A consortium is an entity consisting of two (2) or more members that exist for the purpose of operating an AEMT or paramedic educational program. The members have joined together to share resources to sponsor the AEMT or paramedic program through a written agreement outlining each member's expectations and responsibilities. A consortium must include at least one member that meets the requirement of a program sponsor as described in CAAHEP Standard I.A.1-4.

A consortium is a separate entity that must have its own decision-making board (i.e., governing body or committee), a Chief Executive Officer (CEO), and must meet at least annually. A single line of responsibility from the CEO, who commonly is the Chair of this governing body or committee, to the Program Director is strongly recommended.

In all cases, the consortium must have a formal, written agreement or memorandum of understanding delineating governance and lines of authority. There are no requirements as to how these responsibilities need to be divided; compliance is demonstrated with a thorough document that is signed by the CEO’s of each of the consortium members.

The Consortium must also have written policies and procedures to be followed by program personnel.