

Stakeholder Engagement: Effective Strategies for Advisory Committees

August 19, 2026



Learning Objectives

- Describe the purpose of an Advisory Committee under the CAAHEP *Standards*.
- Identify characteristics of productive Advisory Committee meetings.
- Develop meeting agendas that promote discussion and meaningful feedback.
- Engage committee members as active partners in program improvement.
- Document committee recommendations to support accreditation compliance.

When the agenda is 47 pages and lunch is imaginary...



Why Advisory Committees Matter

- **More than an accreditation requirement.**

Advisory Committees provide:

- Profession expertise
- Community perspectives
- Employer feedback
- Clinical and field partner insight
- Graduate and student perspectives
- Program accountability

What the CAAHEP *Standards* Require

- The committee advises—it does not manage the program.

The Advisory Committee assists program and sponsor personnel by:

- Formulating program goals
- Monitoring workforce and community needs
- Ensuring responsiveness to change
- Reviewing and endorsing required minimum patient contacts
- Supporting continuous program evaluation

Resource Library

Instruments & Forms and Other Best Practices

DOCUMENT LINK	DATE	TYPE
Advisory Committee Meeting Minutes Form	Jul 2025	docx
Advisory Committee Public Member Bio Form	Mar 2026	docx
Advisory Committee Roster Form	Jan 2024	docx
Advisory Committee Tips	Nov 2024	pdf
Advisory Committee: Public Member and Their Role	Oct 2023	pdf

Public Member

	Yes	No
Experience with or employed by an emergency medical services agency		
Experience with or employed by a health organization as a clinician		
Related to any employee of the Program sponsor		
Employed by the Program sponsor		

- Cardiac arrest survivor
- Clergy
- Reporter from the local newspaper
- Retail shop owner
- School principal

Shift the meeting from passive to active

Many meetings become:

- Program reports
- Accreditation checklists
- One-way communication
- Attendance exercises

Instead of:

- Discussion
- Collaboration
- Strategic planning
- Problem solving

Advising vs. Governing

- Staying in the lane



We need some help brainstorming ways to enhance clinical experiences.



Here is our policy on high-stakes exams for you to approve.



Building an Effective Agenda

Opening

- Emphasize the purpose

Information

- *Brief* program updates
- Data review

Discussion

- Workforce trends
- Clinical & field experiences
- Curriculum feedback
- Student outcomes

Action Items

- Recommendations
- Responsibilities
- Next steps

Agenda Item <i>Do not leave columns blank, otherwise that topic will be considered not reviewed or discussed</i>		Completed/ Discussed <i>(Yes/No)</i>	Discussion <i>include key details of the discussion</i>	Action(s) Taken
1.	Call to order			
2.	Roll call			
3.	Review and approval of meeting minutes			
4.	Review the Program's minimum expectations [2023 CAAHEP Standard II.A. Minimum Expectations] • "To prepare AEMTs who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession." • "To prepare Paramedics who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession."			
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] • Student Minimum Competency (SMC) Recommendations (<i>effective January 1, 2023</i>) • Review summary graduate tracking reports			
6.	Review the program's annual report and outcomes [2023 CAAHEP Standard IV.B. Outcomes] • Annual Report data • Thresholds/Outcome data results			

Use Data to Drive Discussion

- Ask: "What do you think these results tell us?"
- NREMT outcomes
- Retention rates
- Graduation rates
- Employer surveys
- Graduate surveys
- Clinical evaluations
- Field internship evaluations
- Student feedback

Encouraging Participation

- Every member should leave knowing their input mattered.

Send materials before the meeting

Ask members to prepare

Rotate discussion leaders

Use open-ended questions

Allow time for discussion

Invite quieter members to contribute

End each topic with recommendations

Make Participation Worth Their Time

- Every member should leave knowing their **TIME** mattered.

Feed them

Respect their schedules

Prepare them to contribute

Make every voice visible

Show that advice matters

Recognize their service

Documenting Meaningful Outcomes

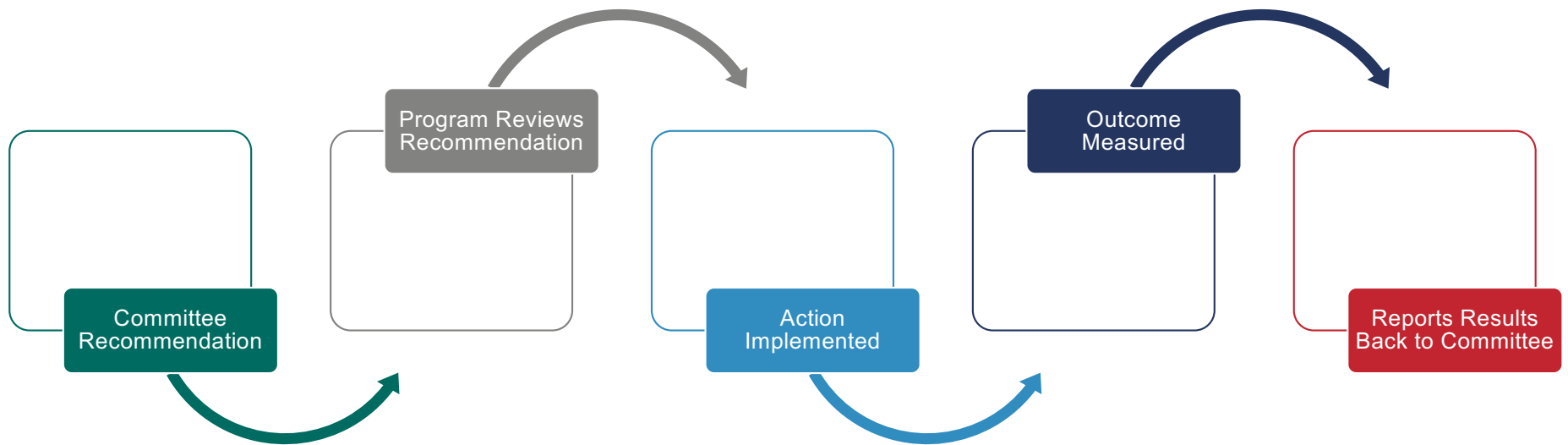
- Documentation should demonstrate continuous quality improvement—not just that a meeting occurred.

Meeting minutes should capture:

- Attendance
- Topics discussed
- Data reviewed
- Recommendations made
- Program responses
- Assigned action items
- Follow-up plans
- ** AI-generated minutes** - Just say no

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Closing the Feedback Loop



Common Challenges

Challenge	Possible Solution
Low attendance	Recruit engaged members; schedule meetings well in advance
Limited discussion	Use case studies and focused questions
Dominant personalities	Facilitate balanced participation
Lack of follow-up	Assign responsibilities and deadlines
Meetings feel repetitive	Rotate discussion topics and review emerging EMS trends

Best Practices – Before The Meeting

- Schedule the meeting four to six weeks ahead.
- Poll members about the most workable time; lunch or early evening may improve employer participation.
- Offer a synchronous virtual option when appropriate.
- Send a calendar invitation, request RSVPs, and remind members approximately five days beforehand.
- Allow members to send an appropriate alternate.
- Send a concise packet—not a large information dump. Include last meeting minutes
- Ask members beforehand: “What workforce or community issue should we discuss?”

Best Practices – During the Meeting

- Allow 10–15 minutes for food, introductions, and informal relationship-building
- Provide dietary options and label food for common allergens
- Use a member chair rather than having the program director control the entire conversation
- Limit program updates to a brief portion of the meeting
- Use a focused question for every data set presented
- Invite quieter members before returning to frequent speakers

Best Practices – During the Meeting

- Use round-robin responses, paired discussion, chat, or anonymous polling
- Include a student, graduate, employer, or preceptor perspective
- Occasionally include a laboratory tour, student demonstration, equipment review, or curriculum activity
- End each topic by confirming the committee's recommendation
- Record an owner and due date for every follow-up action

Best Practices – Between Meetings

- Send a thank-you and concise summary within a few days
- Maintain a running **“You advised / We responded”** record
- Report what was implemented, what is still underway, and what was not adopted—and explain why
- Share occasional workforce reports, regulatory developments, and program accomplishments
- Invite members to graduations, student demonstrations, career fairs, simulations, or recruitment events
- Ask members to connect students with clinical experiences, field internships, speakers, or employment opportunities

Best Practices – Between Meetings

- Send appreciation letters to members' supervisors when appropriate.
- Recognize contributions in newsletters or program communications—with permission.
- Conduct a short annual member survey: “Is your time being used well? What should change?”

Same Committee. Better Meeting.



Common Questions

1. Who has voting privileges?
2. Is a quorum required?
3. What happens when there is poor attendance for the Advisory Committee meeting?
4. What should be reviewed at least annually with the Advisory Committee?

Reflection

Consider your own Advisory Committee.

- What percentage of the meeting is spent talking *to* members versus talking *with* them?
- Are members offering advice—or simply receiving updates?
- What one change could make your next meeting more engaging?



SAVE the DATE!



CoAEMSP
CREDIBLE EDUCATION
THROUGH ACCREDITATION

From Standards to Practice: Curriculum Development for AEMT and Paramedic Programs



WEDNESDAY
SEPTEMBER 16, 2026



1:00 – 2:00 PM
CENTRAL TIME



LIVE
WEBINAR

Designing an effective curriculum is central to program success and accreditation compliance.
This webinar offers a **practical, step-by-step** approach to building **outcomes-driven, standards-aligned curricula** that prepare students for today—and tomorrow.

IN THIS SESSION, YOU WILL:

1



ALIGN

Align curriculum design with CAAHEP Standards and current EMS competencies, translating them into clear, measurable learning outcomes.

2



DESIGN

Design an integrated curriculum that effectively sequences didactic, laboratory, clinical, and field experiences across cognitive, psychomotor, and affective domains.

3



EVALUATE

Evaluate and refine curriculum effectiveness using student assessment data and program outcomes to support continuous quality improvement.

PRESENTER



Dennis Edgerly,
BS, EMT-P

Program Director,
Arapahoe Community College

REGISTER TODAY!

SCAN THE QR CODE
OR CLICK THE LINK TO REGISTER



https://us02web.zoom.us/join/register/_ln7HS1xQLG64dijXDcuRw#/registration



TOGETHER, WE BUILD **STRONGER PROGRAMS AND BRIGHTER FUTURES.**



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Questions?

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