



Advisory Committee Meeting Minutes

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

SPONSOR / INSTITUTION NAME:	Las Positas College		
CoAEMSP PROGRAM NUMBER:	600524	October 19, 2019, 3:30pm, Room 2411U	
CHAIR OF THE ADVISORY COMMITTEE: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) <i>(may be fulfilled by Medical Director)</i>	Gene Hern	X	Alameda County Medical Center, Present via teleconference
Employer(s) of Graduates Representative	Tamara Reni	X	Stanford Health System
Key Governmental Official(s)	John McPartland	X	BART Board of Directors
Police and Fire Services	David McPartland	X	Berkeley Fire Department
	Ryan Nishimoto	X	Alameda County Fire Department
Public Member(s)	Shamekka Marty	X	Dublin Rotary Club
Hospital / Clinical Representative(s)	Tamara Reni	X	Stanford ValleyCare Medical System
Other	Neal Ely	X	Las Positas College – Retired Administrator
	Vicki Shipman	X	Las Positas College – CTE Project Manager
Faculty ²	Sebastian Wong	X	Las Positas College – Paramedic Faculty
Sponsor Administration ²	Stuart McElderry	X	Las Positas College – Academic Dean
	Chad McMullen	X	Las Positas College – Public Safety Project Manager
Student (current)	????		
Graduate	????		
Program Director, <i>ex officio, non-voting member</i>	Sebastian Wong	X	Las Positas College

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

² Additional faculty and administration are ex-officio members.

Medical Director, <i>ex officio</i> , <i>non-voting member</i>	Gene Hern	X	Alameda County Medical Center, Present via teleconference
³	Mary Shamekka	X	Dublin Rotary

Agenda Item		Discussion	Action Required	Lead	Goal Date
1.	Call to order		Yes / No	Sebastian Wong, Program Director	
2.	Roll call		Yes / No	Sebastian Wong, Program Director	
3.	Review and approval of meeting minutes	April 22, 2019 minutes reviewed; Neal Ely/Gene Hern; Approved unanimously.	Yes / No	Vicki Shipman, CTE Project Manager	
4.	Endorse the Program’s minimum expectation [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.”		Yes / No	Sebastian Wong, Program Director	

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.

	<input type="checkbox"/> Establish / review additional program goals ⁴				
5.	<p>Endorse the Program’s required minimum numbers of patient/skill contacts for each of the required patients and conditions [CAAHEP Standard III.C.2. Curriculum]</p> <input type="checkbox"/> NEW Appendix G: Student Minimum Competency Matrix (<i>effective July 1, 2019</i>) <input type="checkbox"/> Review summary graduate tracking reports	<input type="checkbox"/> Sebastian Wong – Effective July 2019, Appendix G – Student Patient Contact Matrix form to be completed and submitted; Sample form attached, completed form to be provided next meeting. Currently, the main concern is pediatrics. <input type="checkbox"/> Graduate tracking reports – Cohort #5 will be the first required to track.	Yes / No	Sebastian Wong, Program Director	????
6.	<p>Review the program’s annual report and outcomes [CAAHEP Standard IV.B. Outcomes]</p> <input type="checkbox"/> Annual Report data <input type="checkbox"/> Thresholds/Outcome data results <input type="checkbox"/> Graduate Survey results <input type="checkbox"/> Employer Survey results <input type="checkbox"/> Resources Assessment Matrix results <input type="checkbox"/> Other	<input type="checkbox"/> Annual Report – Not submitted this year because not enough contacts. Program Director collaborated with Las Positas College’s Early Childhood Development program to create opportunities for program students to interact with different age groups. <input type="checkbox"/> Threshold/Outcome data results – <input type="checkbox"/> Graduate Survey results – Cohort 5 will be the first surveys required. <input type="checkbox"/> Employer Survey results – Cohort 5 will be the first surveys required. <input type="checkbox"/> Resource Assessment Matrix results – Completed in 2017; next update will be for 19/20 academic year. <input type="checkbox"/> Other – Architectural design meetings held for the new Public Safety facility; due to budget, having to make cuts to the facility, specifically with the Risk Mitigation Tower. Faculty hiring constraints, the college has no strategic plan to hire additional full-time faculty for the program. The program will need to create revenue generating programs to sustain the program. This may be accomplished through fee-based in partnership with Las Positas College’s Community Education office.	Yes / No	Sebastian Wong, Program Director Chad McMullen, Project Manager	????
7.	<p>Review the program’s other assessment results [CAAHEP Standard III.D. Resource Assessment]</p> <input type="checkbox"/> Long-range planning <input type="checkbox"/> Student evaluations of instruction and program <input type="checkbox"/> Faculty evaluations of program <input type="checkbox"/> Course/Program final evaluations	<input type="checkbox"/> Long-range planning – <input type="checkbox"/> Student evaluations of instruction and program – <input type="checkbox"/> Faculty evaluations for program – <input type="checkbox"/> Course/Program final evaluations – <input type="checkbox"/> Other evaluation methods -	Yes / No	Sebastian Wong, Program Director	????

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

	<input type="checkbox"/> Other evaluation methods				
8.	<p>Review program changes (possible changes)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Course changes (schedule, organization, staffing, other) <input type="checkbox"/> Preceptor changes <input type="checkbox"/> Clinical and field affiliation changes <input type="checkbox"/> Curriculum changes <ul style="list-style-type: none"> o Content o Sequencing 	<ul style="list-style-type: none"> <input type="checkbox"/> Course changes – No report. <input type="checkbox"/> Preceptor changes – No report. <input type="checkbox"/> Clinical and field affiliation changes Currently have six hospitals in the area for 25-26 students. Unfortunately, other programs in the area have 30 students every six months taking the pots increasing competition for space. An incentive for the hospitals to take on students is by offering 6 BRN CEU's. This has been very helpful with Kaiser Permanente. <input type="checkbox"/> Curriculum changes Content – created a lecture and practicum class for the Ambulance Field internship. Sequencing - None 	Yes / No	Sebastian Wong, Program Director	
9.	<p>Review substantive changes (possible changes) [CAAHEP Standard V.E. Substantive Change]</p> <ul style="list-style-type: none"> <input type="checkbox"/> Program status <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 	<ul style="list-style-type: none"> <input type="checkbox"/> Program status – STATUS REPORT? <input type="checkbox"/> Sponsorship – No report. <input type="checkbox"/> Sponsor administrative personnel – Stuart McElderry now the Academic Dean over the program. <input type="checkbox"/> Program personnel: PD, Lead Instructor – No report. <input type="checkbox"/> Addition of distance education component – No report. <input type="checkbox"/> Addition of satellite program – concept is a part-time program at night. 	Yes / No	Sebastian Wong, Program Director	????
10.	Other identified strengths	<p>Faculty - Program has a positive reputation in the community.</p> <p>Industry Report</p> <ul style="list-style-type: none"> -Krieg Harmon/LEMSA: All positive, lengthy of course offers more depth to the completion. -David McPartland/Berkeley Fire Department: Students have not failed from LPC whereas other programs re not as successful. His department finds LPC students well prepared. -Ryan Nishimoto/Alameda County: Current student intern, Dexter, doing great. 	Yes / No	Sebastian Wong, Program Director	????
11.	Other identified weaknesses		Yes / No		
12.	Identify action plans for improvement		Yes / No	Sebastian Wong,	????

				Program Director	
13.	Other comments/recommendations	<p>Build a better relationship with the Fire Services Technology program; have students spend time on the engine for their paramedic training.</p> <p>New EMS Association: Inaugural meeting held in Monterey, well received. Funded by the Bay Area Community College Consortia Regional Joint Venture Strong Workforce Program, the association is titled Emergency Medical Services Educators Association.</p>	Yes / No		
14.	Staff/professional education	No report.	Yes / No		
15.	CoAEMSP/CAAHEP updates	No report.	Yes / No		
16.	Next accreditation process (i.e., self-study report, site visit, progress report)	No report.	Yes / No		
17.	Other business	<p><input type="checkbox"/> Student Centered Funding Formula project submitted to fund the development of two online certificates: 1) Leadership Management (9 units); and, 2) Supervisory Management (9 units). Neal Ely, Motion Gene Hern, Second Unanimously Approved</p>	Yes / No	Sebastian Wong, Program Director	
18.	Next meeting(s)	April 20, 2020; 3:30pm; Room 2411U	Yes / No	Vicki Shipman, CTE Project Manager	
19.	Adjourn	4:45pm	Yes / No	Sebastian Wong, Program Director	

Minutes prepared by Vicki Shipman

Date April 26, 2020

Minutes approved by _____

Date _____

If item #5 above was acted on, then:

Medical Director's signature _____

Date _____

Attach **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.