



## Advisory Committee Meeting Agenda

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

<b>SPONSOR / INSTITUTION NAME:</b>	Las Positas College Paramedic Program		
<b>CoAEMSP PROGRAM NUMBER:</b>	600524	<b>DATE, TIME, + LOCATION OF MEETING:</b>	April 12, 2021, 3:00 pm, Web conference
<b>CHAIR OF THE ADVISORY COMMITTEE:<sup>1</sup></b>	Chad McMullen		

### 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>	H. Gene Hern MD	X	Alameda County
Employer(s) of Graduates Representative	Dave McPartland Danielle Vidal Scott Ensminger Joe Testa	X X X X	Berkeley Fire Department FALCK Alameda County FALCK LPFD
Key Governmental Official(s)	John McPartland	X	BART Board of Directors – Representing Livermore
Police and Fire Services	Larry Madoski, Chief Ryan Nishimoto	X	LMFD Alameda County Fire Department
Public Member(s)	Shemekka Marty	X	Dublin Rotary
Hospital / Clinical Representative(s)	Tamara Reni Stephanie Belton Nicole Buck Richard Meza	X X X	Stanford ValleyCare ACMC -Highland Hospital Doctors Modesto St. Josephs Med Ctr-Stockton
Other	Kreig Harmon EMT-P Gerald Takahaski	X X	Alameda County EMS Agency Alameda County EMS Agency
Faculty <sup>2</sup>	German Sierra	X	Las Positas College
Sponsor Administration <sup>2</sup>	Chad McMullen, Public Safety Manager Erick Bell CPA, Interim Dean PATH	X X	Las Positas College Las Positas College
Student (current)	Renee Cassara (Cohort 6)		Las Positas College
Graduate	Adrian Gonzalez EMT-P (Cohort 7)	X	Riggs Ambulance

<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	Sebastian Wong	X	Las Positas College
Medical Director, <i>ex officio</i> , non-voting member	H. Gene Hern MD	X	Las Positas College
<sup>3</sup> Public	Neal Ely	X	Dean Emeritus Las Positas College

Agenda Item		Discussion	Action Required	Lead	Goal Date
1.	Call to order	Introduction of new Interim Paramedic Program Director, Amelia Blackshear BA EMT-P, Captain-SRVFPD (retired)	No	Erick Bell	
		Election of Chair- Motion for Shamekka Marty by Sebastian Wong; 2 <sup>nd</sup> John McPartland; unanimous.	Yes	Seb Wong	
2.	Roll call		No	Seb Wong	
3.	Review and approval of meeting minutes	Motion to approve by Dr. Gene Hern; 2 <sup>nd</sup> Dr. Neal Ely; unanimous.	Yes	Seb Wong	
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>	Board endorses program’s minimum expectations.	Yes	Seb Wong	
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>Seb Wong reviewed Student Minimum Competency document (Appendix G).</p> <p>Motion to approve by John McPartland; 2<sup>nd</sup> Dr. Neal Ely; unanimous.</p>	Yes	Seb Wong	

<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
	<input type="checkbox"/> Student Minimum Competency (formerly known as the Appendix G) <input type="checkbox"/> Review summary graduate tracking reports	Seb Wong provided summary graduate tracking reports.			
6.	<b>Review the program's annual report and outcomes</b> [CAAHEP Standard IV.B. Outcomes] <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	2018 Annual Report / Outcomes met as of September 2020.	No	S. Wong	
7.	<b>Review the program's other assessment results</b> [CAAHEP Standard III.D. Resource Assessment] <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"/> Other evaluation methods	Online certificates – Supervisory Management for working Paramedics: Dave McPartland, Berkeley Fire Department, agreed certificate beneficial and aligns with state fire training; Kreig Harmon, Alameda County EMS, indicates that certificate will fill a need in the Bay Area.  Internships- Kreig Harmon, Alameda County EMS Agency is considering offering/placement.	Yes / No		
8.	<b>Review program changes (possible changes)</b> <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"> <li>○ Content</li> <li>○ Sequencing</li> </ul>	Lathrop Manteca Fire District Paramedic Class – Fee Based through Community Education: Class has been well attended.  Highland Hospital will accept paramedic students again; Kaiser not accepting students as of this date.	Yes / No	S. Wong / C. McMullen	
9.	<b>Review substantive changes (possible changes)</b> [CAAHEP Standard V.E. Substantive Change] <input type="checkbox"/> Program status <input type="checkbox"/> Sponsorship <input type="checkbox"/> Sponsor administrative personnel <input checked="" type="checkbox"/> Program personnel: PD, Lead Instructor,	Sebastian Wong will be retiring effective May 31, 2021. Ame Blackshear retained as program coordinator; Additional adjunct faculty to be hired.	Yes	E. Bell	

Agenda Item		Discussion	Action Required	Lead	Goal Date
	other <input type="checkbox"/> Addition of distance education component <input type="checkbox"/> Addition of satellite program				
10.	<b>Other identified strengths</b>	Strong program coordination with Seb Wong’s leadership.	Yes / No		
11.	<b>Other identified weaknesses</b>	Lack of clerical support; updated simulation lab equipment needed.	Yes / No		
12.	<b>Identify action plans for improvement</b>		Yes / No		
13.	<b>Other comments/recommendations</b>		Yes / No		
14.	<b>Staff/professional education</b>	CAAHEP conference in June; Ame Blackshear attending.	Yes / No		
15.	<b>CoAEMSP/CAAHEP updates</b>		Yes / No		
16.	<b>Next accreditation process</b> (i.e., self-study report, site visit, progress report)	Next accreditation report due March 17 2022; Ame Blackshear starting the transition process.	Yes	E. Bell	
17.	<b>Other business</b>		Yes / No		
18.	<b>Next meeting(s)</b>	October 11 <sup>th</sup> , 3pm	Yes / No		
19.	<b>Adjourn</b>		Yes / No		

Minutes prepared by Anne Kennedy

Date 05/26/21

Minutes approved by \_\_\_\_\_

Date \_\_\_\_\_

*If item #5 above was acted on, then:*

Medical Director’s signature \_\_\_\_\_

Date \_\_\_\_\_

- Attach Student Minimum Competency (formerly known as the 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.