



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 | DATE, TIME, + LOCATION OF MEETING: | April 30, 2024, 1:00 PM In Person / Zoom |
| CHAIR OF THE ADVISORY COMMITTEE:¹ | Shamekka Marty | | |

| 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) | Sammy Hodroge MD | x | Alameda County |
| Employer(s) of Graduates Representative | Dave McPartland Justin Berry Dave Torres Lewis Needle Aaron Lacey | x | Berkeley Fire Department FALCK Alameda County FALCK FALCK Livermore Pleasanton Fire Dept. |
| Key Governmental Official(s) | John McPartland | | BART Board of Directors – Representing Livermore |
| Police and Fire Services | Larry Madoski, Chief William McDonald Jody Ayers | x | Lathrop Manteca Fire Department Alameda County Fire Department Livermore Pleasanton Fire Dept |
| Public Member(s) | Shamekka Marty | x | Dublin Rotary |
| Hospital / Clinical Representative(s) | Tamara Reni Laurie Nash Lora Kordish Richard Meza | x x | Stanford Valley Care ACMC -Highland Hospital ACMC-Highland Hospital St. Josephs Med Ctr-Stockton |
| Other | Gerald Takahashi | | Alameda County EMS Agency |
| Faculty ² | Neal Ely, Dean Emeritus | 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.

| 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 |
|---|--|--|---|
| Sponsor Administration ² | Kevin Kramer, Dean PATH | x | Las Positas College |
| Student (current) | Open | | Las Positas College |
| Graduate | Christopher Barney, EMT-P Cohort 4 | | Berkeley Fire Department |
| Program Director, <i>ex officio</i> , non-voting member | Michael Frith | x | Las Positas College |
| Medical Director, <i>ex officio</i> , non-voting member | Sammy Hodroge MD | x | Alameda County |
| ³ | | | |
| | | | |
| | Nan Ho | | Las Positas College, VP Academic Services |
| | Vicki Shipman | | Las Positas College, CTE Project Manager |
| | Linda Vaughn | x | Bay Area Community College Consortia, Public Safety Regional Director |
| | | | |
| | | | |

| Agenda Item | | Discussion | Action Required | Lead | Goal Date |
|-------------|--|--|-----------------|--------------|-----------|
| 1. | Call to order | Kevin Kramer | Yes / No | | |
| 2. | Roll call | | Yes / No | | |
| 3. | Review and approval of meeting minutes | Minutes from December 19, 2022 meeting | Yes / No | Kevin Kramer | |
| 4. | <p>Endorse the Program’s minimum expectation [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</p> | | Yes / No | | |

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.

| Agenda Item | | Discussion | Action Required | Lead | Goal Date |
|-------------|--|---|-----------------|------|-----------|
| | <p>at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels.”</p> | | | | |
| 5. | <p><input type="checkbox"/> Review Cohorts</p> | <p>- What were the last ones set? - Review those submitted with Self Study</p> | Yes / No | | |
| 6. | <p>Review the program’s annual report and outcomes [CAAHEP Standard IV.B. Outcomes]</p> <p><input type="checkbox"/> Annual Report data <input type="checkbox"/> Thresholds/Outcome data results <input type="checkbox"/> Resources Assessment Matrix results <input type="checkbox"/> Other</p> | <p>- Review 2021 Annual report that was submitted in June 2023. - 2022 Annual Report currently in development.</p> | Yes / No | | |
| 7. | <p>Review the program’s other assessment results [CAAHEP Standard III.D. Resource Assessment]</p> <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"/> Other evaluation methods</p> | | Yes / No | | |
| 8. | <p>Review program changes (possible changes)</p> <p><input type="checkbox"/> Course changes (schedule, organization, staffing, other) <input type="checkbox"/> Clinical and field affiliation changes <input type="checkbox"/> Curriculum o Sequencing</p> | <p>For the 2024 Paramedic cohort: - Class days will be Monday and Wednesday and not 3 days a week as in the past. - EMS 10 will be a hybrid class with half of it online and the other half in-person. - No significant change to the topics addressed in each class.</p> | Yes / No | | |
| 9. | <p>New Facility Update</p> | <p>- Change in program coordinator, change in medical director - Moved into new Public Safety Annex</p> | | | |
| 10. | <p>Review substantive changes</p> | <p>Mike Frith presented report and he is working on compliance requirements</p> | Yes / No | | |

| Agenda Item | | Discussion | Action Required | Lead | Goal Date |
|-------------|--|---|-----------------|------|-----------|
| | [CAAHEP Standard V.E. Substantive Change] <input type="checkbox"/> Sponsor administrative personnel <input type="checkbox"/> Program personnel: PD, Lead Instructor, other | | | | |
| 11. | Identified weaknesses | | Yes / No | | |
| 12. | Identify action plans for improvement | - Review | Yes / No | | |
| 13. | Other comments/recommendations | | Yes / No | | |
| 14. | CoAEMSP/CAAHEP updates | - Program Coordinator attended the CoAEMSP Fundamentals of Accred. Workshop - for the EMS Professions online in January 2024 | Yes / No | | |
| 15. | Other business | Ame Blackshear stepping down Dr. Gene Hern stepping down | Yes / No | | |
| 16. | Next meeting(s) | - Next self study due on May 15th - Site visit scheduled for November 25th and 26th | Yes / No | | |
| 17. | Adjourn | -Selection of Advisory Committee Chair | Yes / No | | |

Minutes prepared by Maria Eastwood-Wick

Date 05/22/2024

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)
 - o [2019 Student Minimum Competency, Appendix G](#)
 - o [Appendix G FAQ](#)

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.