



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 14, 2022, 1:00 PM 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)	H. Gene Hern MD	x	Alameda County
Employer(s) of Graduates Representative	Dave McPartland Sam Buryzinski Dave Torres Lewis Needle Aaron Lacey	X 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 Randall West Jody Ayers	X x	Lathrop Manteca Fire Department Alameda County Fire Department Livermore Pleasanton Fire Dept
Public Member(s)	Shamekka Marty		Dublin Rotary
Hospital / Clinical Representative(s)	Tamara Reni Laurie Nash Lora Kordish Richard Meza	x x x	Stanford Valley Care ACMC -Highland Hospital ACMC-Highland Hospital St. Josephs Med Ctr-Stockton
Other	Gerald Takahashi	x	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)	Bryan Crawford, Cohort 9	x	Las Positas College
Graduate	Christopher Barney, EMT-P Cohort 4	x	Berkeley Fire Department
Program Director, <i>ex officio</i> , non-voting member	Ame Blackshear	x	Las Positas College
Medical Director, <i>ex officio</i> , non-voting member	H. Gene Hern MD	x	Alameda County
³			
	Sebastian Wong	x	Past Program Coordinator
	Kristina Whalen	X	Las Positas College, VP Academic Services

Agenda Item		Discussion	Action Required	Lead	Goal Date
1.	Call to order	Gene Hern will act as Chair	Yes / No		
2.	Roll call		Yes / No		
3.	Review and approval of meeting minutes	Minutes from December 15, 2021 meeting Ame shared that the annual report has not been sent to advisory. Amend the minutes to reflect. Neal pointed out that Section #8 notes a motion was made. No one can recall the motion. We will amend the minutes to show that we discussed the contracts and field providers Motion to approve the minutes with amendments. Neal 1st, Ame 2nd. Motion passes.	Yes / No		
4.	Endorse the Program’s minimum expectation [CAAHEP Standard II.C. Minimum Expectation]	Motion to endorse the Program’s minimum expectations. Neal Ely, 1st, Tamara 2nd. Motion approved unanimously.	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
	<ul style="list-style-type: none"> <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.” 				
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> <ul style="list-style-type: none"> <input type="checkbox"/> Student Minimum Competency (formerly known as the Appendix G) <input type="checkbox"/> Review summary graduate tracking reports 	<ul style="list-style-type: none"> <input type="checkbox"/> 2019 Student Minimum Competency (formerly known as the Appendix G) Ame explained that this refers to the minimum requirements that have been agreed upon between program director and the medical director as recommended by COAEMSP. They haven’t changed but there will be a change effective January 2023. Motion to endorse the Minimum Competency. Neal 1st, Tamara 2nd. Motion approved. <input type="checkbox"/> Graduate Tracking 2020 - 8 students graduated from program 2021 - 12 students graduated This year, several are very close to graduating. 	Yes / No		
6.	<p>Review the program’s annual report and outcomes [CAAHEP Standard IV.B. Outcomes]</p> <ul style="list-style-type: none"> <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>Ame discussed the Annual report from 2019 cohort. No Review. Ame shared that she is having trouble accessing complete documentation. She is unable to look at the report data. Has asked for it. Housed within L drive? Has created challenges and delays. Dean Kramer states that he is working on this. Advisory discussed that it is imperative that program has access to this documentation that relates to our accreditation and success of this program.</p>	Yes / No		
7.	<p>Review the program’s other assessment results [CAAHEP Standard III.D. Resource Assessment]</p> <ul style="list-style-type: none"> <input type="checkbox"/> Long-range planning 	<p>Staff identified the results of faculty and student surveys indicate lack of Program financial support and clerical support.</p>	Yes / No		

Agenda Item		Discussion	Action Required	Lead	Goal Date
	<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				
8.	Review program changes (possible changes) <input type="checkbox"/> Course changes (schedule, organization, staffing, other) <input type="checkbox"/> Clinical and field affiliation changes <input type="checkbox"/> Curriculum <ul style="list-style-type: none"> o Sequencing 	<input type="checkbox"/> Course Schedule: Cohort 10 Fall 2023 Staffing One (1) Full Time Staff effective August 2022 <input type="checkbox"/> Clinical and Field Affiliations <input type="checkbox"/> Curriculum Clinical: EMS 16	Yes / No		
9.	Review substantive changes [CAAHEP Standard V.E. Substantive Change] <input type="checkbox"/> Sponsor administrative personnel <input type="checkbox"/> Program personnel: PD, Lead Instructor, other	<input type="checkbox"/> PATH Dean: Kevin Kramer, effective April 1, 2022 <input type="checkbox"/> Program Director: Ame Blackshear, effective August 2022	Yes / No		
10.	Identified weaknesses	Dean Ely- must fix the personnel issues. Worry about burn out. Admin support critical to sharing the load.	Yes / No		
11.	Identify action plans for improvement	1) Hiring Public Safety Manager 2) Hiring Administrative Support 3) Awareness of budget for perishable supplies 4) For next meeting provide distilled breakdown of students still in limbo not yet completing program.	Yes / No		
12.	Other comments/recommendations	Vicki asks that we are provided a listing of where students are located and placed.	Yes / No		
13.	Staff/professional education		Yes / No		
14.	CoAEMSP/CAAHEP updates	Student Minimum Competencies January 2023	Yes / No		

Agenda Item		Discussion	Action Required	Lead	Goal Date
15.	Accreditation process (i.e., self-study report, site visit)	2022 CSSR Reaccreditation Report due April 30, 2022 Sebastian Wong	Yes / No		
16.	Other business	Annual report is due in May. Ame needs to locate access to previous Annual Report: 2019	Yes / No		
17.	Next meeting(s)	October 20, 2022 1pm	Yes / No		
18.	Adjourn		Yes / No		

Minutes prepared by _____

Date _____

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.