



Advisory Committee Meeting

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

SPONSOR / INSTITUTION NAME:	College of the Siskiyou		
CoAEMSP PROGRAM NUMBER:	600180	DATE, TIME, + LOCATION OF MEETING:	May 12, 2023 1:00PM ESTC 113 or Zoom
CHAIR OF THE ADVISORY COMMITTEE:¹	Mark Belden, AMR Shasta Operations Manager		

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>	Dr. Nathan Parker		Medical director/ Shasta Regional
Employer(s) of Graduates Representative	Angelo Banos Chad McCall Mark Beldon Jason Swan		Mt Shasta Ambulance Mountain Medics AMR Shasta Mercy Medical Center (Ambulance)
Key Governmental Official(s)	Jeremiah LaRue		Siskiyou County Sherriff
Police and Fire Services	Justin Buckingham Jim Dowdy Mike Ciancio		Ukiah Valley Fire Authority Kelseyville Fire Department North Shore FPD
Public Member(s)	Cindy Miller		Cg Roxane
Hospital / Clinical Representative(s)	Barbara Clark / Alicia Torge		Shasta Regional Medical Center
Other	Jen Banks		Coastal Valley EMS (Mendocino)
Faculty ²	Brian Witherell Amy Stacher Connie Duffle		MT and Paramedic Instructor, COS, Mt Shasta Ambulance COS instructor COS Instructor

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
	Randy Boyd Theresa Gowan		COS instructor COS Lead instructor (Mendocino) / Medstar
Sponsor Administration ²	Mark Klever Christina Van Alfen		CTE Dean COS Grant Manager CTE COS
Student (current)			
Graduate	Mike Zeichick		Graduate
Program Director, <i>ex officio, non-voting member</i>	Kirk Thomsen		COS Program director
Medical Director, <i>ex officio, non-voting member</i>	Nathan Parker M.D.		Medical director
³			

Agenda Item		Discussion	Action Required	Lead	Goal Date
1.	Call to order		No	Mark Beldon	
2.	Roll call		No	Mark Beldon	
3.	Review and approval of meeting minutes	Review Fall 2022 minutes	Yes	Mark Beldon	
4.	Endorse the Program’s minimum expectation [CAAHEP Standard II.C. Minimum Expectation]	Program Goals: To prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills) and	NO	Mark Beldon	

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 Responder levels.” <input type="checkbox"/> Establish / review additional program goals⁴ 	(behavioral) 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 	SMC 2023 Update; In the first year of using SMC 2023 so nothing to compare to yet for updates. The earliest decision on this would be Spring 2024	No	Kirk Thomsen	
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"/> Graduate Survey results <input type="checkbox"/> Employer Survey results <input type="checkbox"/> Resources Assessment Matrix results <input type="checkbox"/> Other 	Annual reports for 2021 discard the attrition rates. We are in the process of finalizing the annual report. We will be sending out resource surveys to committee members.	NO	Thomsen	
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 <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 	We are researching offering a Bachelor’s degree in Paramedicine. This would most likely be an online program. We are working on the curriculum and starting the process. Information from employers on what they would like to see the program contain as well as letters of support. The thought would be it would prepare students for management positions, and we are looking at offering critical care and community paramedic pathways as well.	no	Thomsen	

⁴ 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
8.	Review program changes (possible changes) <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 	<p>Amy Stacher took a full-time position for NCTI Livermore, so Connie Duffie has stepped up to help teach more classes.</p> <p>We have put in a request to add a full-time faculty instructor position for the Mendocino program this would open hopefully June and we have the position hired and in place by the August start date.</p>	no	Thomsen	
9.	Review substantive changes (possible changes) [CAAHEP Standard V.E. Substantive Change] <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	Nothing new to report	no	Thomsen	
10.	Other identified strengths		no	Thomsen	
11.	Other identified weaknesses	Enrollment was down this year, but the classes are going strong.	no	Thomsen	
12.	Identify action plans for improvement	The College of the Siskiyous is working on hiring a CTE position that can help with the social media presence.	no	Thomsen	
13.	Other comments/recommendations	<ol style="list-style-type: none"> 1. Perkins Data review (attachment) 2. Program marketing discussion (attachment) 	no	Van Alfen	
14.	Staff/professional education	Attended a workshop on the Bachelor degree program.	no	Thomsen	
15.	CoAEMSP/CAAHEP updates		no	Thomsen	
16.	Next accreditation process (i.e., self-study report, site visit, progress report)	Accreditation is due in 2025	no	Thomsen	

Agenda Item		Discussion	Action Required	Lead	Goal Date
17.	Other business		no	Beldon	
18.	Next meeting(s)	Fall 2023	yes	Beldon	
19.	Adjourn		yes	Beldon	

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*)

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.