



## Advisory Committee Meeting Minutes

*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		
<b>CoAEMSP PROGRAM NUMBER:</b>	600524	<b>DATE, TIME, + LOCATION OF MEETING:</b>	December 19, 2022, 1:00 PM Zoom
<b>CHAIR OF THE ADVISORY COMMITTEE:<sup>1</sup></b>	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		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	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 <sup>2</sup>	Neal Ely, Dean Emeritus	x	Las Positas College

<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
Sponsor Administration <sup>2</sup>	Kevin Kramer, Dean PATH	x	Las Positas College
Student (current)	Bryan Crawford, Cohort 9		Las Positas College
Graduate	Christopher Barney, EMT-P Cohort 4		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
<sup>3</sup>			
	Sebastian Wong	x	Past Program Coordinator
	Kristina Whalen		Las Positas College, VP Academic Services
	Vicki Shipman	x	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	Gene Hern will act as Chair	Yes / No		
2.	Roll call		Yes / No		
3.	Review and approval of meeting minutes	Minutes from April 14, 2022 meeting	Yes / No	Dr. Hern	
4.	<p><b>Endorse the Program’s minimum expectation</b> [CAAHEP Standard II.C. Minimum Expectation]</p> <p><input type="checkbox"/> <b>“To prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points</b></p>		Yes / No		

<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.

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><input type="checkbox"/> Graduate Tracking</p>	Yes / No		
6.	<p><b>Review the program’s annual report and outcomes</b> [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>The annual report. there are 2 documents that came. One was dated on 17, and one came earlier when, at the submission of the 2,020 annual report. They're delayed a little bit. So 2020 is the current one that one was approved. Then the notification received on 12/5 was from co-amps on behalf of George Hatch, who is the lead of that that we are up to date, and there's nothing else required from the program at this time.</p>	Yes / No		
7.	<p><b>Review the program’s other assessment results</b> [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><b>Review program changes (possible changes)</b></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><input type="checkbox"/> Course</p> <p><input type="checkbox"/> Clinical and Field Affiliations  <input type="checkbox"/> Curriculum              Clinical:</p>	Yes / No		
9.	<p><b>New Facility Update</b></p>	<p>Positive placements and still challenges. Updates provided.</p>			
10.	<p><b>Review substantive changes</b></p>	<p>Seb Wong presented report and he is working on compliance requirements</p>	Yes / No		



**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.