



Credible education
through accreditation

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 | October 19, 2020, 3:30pm, Room 2411U | |
| CHAIR OF THE ADVISORY COMMITTEE:¹ | | | |

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) (may be fulfilled by Medical Director) | Gene Hern | X | Alameda County Medical Center, Present via teleconference |
| Employer(s) of Graduates Representative | Tamara Reni | X | Stanford Health System |
| Key Governmental Official(s) | John McPartland | X | BART Board of Directors |
| Police and Fire Services | David McPartland Ryan Nishimoto | X X | Berkeley Fire Department Alameda County Fire Department |
| Public Member(s) | Shamekka Marty | X | Dublin Rotary Club |
| Hospital / Clinical Representative(s) | Tamara Reni | X | Stanford ValleyCare Medical System |
| Other | Neal Ely Vicki Shipman | X X | Las Positas College – Retired Administrator Las Positas College – CTE Project Manager |
| Faculty ² | Sebastian Wong | X | Las Positas College – Paramedic Faculty |
| Sponsor Administration ² | Stuart McElderry Chad McMullen | X X | Las Positas College – Academic Dean Las Positas College – Public Safety Project Manager |
| Student (current) | Renee Cassera | X | Las Positas College - Student |
| Graduate | TBD | | |
| Program Director, <i>ex officio, non-voting member</i> | Sebastian Wong | X | Las Positas College |
| Medical Director, <i>ex officio, non-voting member</i> | Gene Hern | X | Alameda County Medical Center, Present via teleconference |

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 |
|-----------------------|--|--|---------------------|
| ³ | Marty Shamekka | X | Dublin Rotary |
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| Agenda Item | | Discussion | Action Required | Lead | Goal Date |
|-------------|---|--|-----------------|------------------------------------|-----------|
| 1. | Call to order | | No | Sebastian Wong, Program Director | |
| 2. | Roll call | | No | Sebastian Wong, Program Director | |
| 3. | Review and approval of meeting minutes | April 22, 2019 minutes reviewed; Neal Ely/Gene Hern; Approved unanimously. | Yes | Vicki Shipman, CTE Project Manager | |
| 4. | <p>Endorse the Program’s minimum expectation [CAAHEP Standard II.C. Minimum Expectation]</p> <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 | | No | Sebastian Wong, Program Director | |

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.

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|---|---|-----------------|--|---------------|
| <p>without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels.”</p> <ul style="list-style-type: none"> <input type="checkbox"/> Establish / review additional program goals⁴ | | | | |
| <p>5. 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"/> NEW Appendix G: Student Minimum Competency Matrix (<i>effective July 1, 2019</i>) <input type="checkbox"/> Review summary graduate tracking reports | <ul style="list-style-type: none"> <input type="checkbox"/> Sebastian Wong – Effective July 2019, Appendix G – Student Patient Contact Matrix form to be completed and submitted; Sample form attached, completed form to be provided next meeting. Currently, the main concern is pediatrics. <input type="checkbox"/> Graduate tracking reports – Cohort #5 will be the first required to track. | Yes | Sebastian Wong, Program Director | June 30, 2020 |
| <p>6. 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 | <ul style="list-style-type: none"> <input type="checkbox"/> Annual Report – Not submitted this year because not enough contacts. Program Director collaborated with Las Positas College’s Early Childhood Development program to create opportunities for program students to interact with different age groups. <input type="checkbox"/> Threshold/Outcome data results – <input type="checkbox"/> Graduate Survey results – Cohort 5 will be the first surveys required. <input type="checkbox"/> Employer Survey results – Cohort 5 will be the first surveys required. <input type="checkbox"/> Resource Assessment Matrix results – Completed in 2017; next update will be for 19/20 academic year. <input type="checkbox"/> Other – Architectural design meetings held for the new Public Safety facility; due to budget, having to make cuts to the facility, specifically with the Risk Mitigation Tower. Faculty hiring constraints, the college has no strategic plan to hire additional full-time faculty for the program. The program will need to create revenue generating programs to sustain the program. This may be accomplished through fee-based in partnership with Las Positas College’s Community Education office. | Yes | Sebastian Wong, Program Director Chad McMullen, Project Manager | June 30, 2020 |

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 |
|-------------|---|--|-----------------|-------------------------------------|---------------|
| 7. | Review the program's other assessment results [CAAHEP Standard III.D. Resource Assessment] <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 | <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 for program – <input type="checkbox"/> Course/Program final evaluations – <input type="checkbox"/> Other evaluation methods - | Yes | Sebastian Wong, Program Director | Fall 2021 |
| 8. | Review program changes (possible changes) <ul style="list-style-type: none"> <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 | <ul style="list-style-type: none"> <input type="checkbox"/> Course changes – No report. <input type="checkbox"/> Preceptor changes – No report. <input type="checkbox"/> Clinical and field affiliation changes Currently have six hospitals in the area for 25-26 students. Unfortunately, other programs in the area have 30 students every six months taking the pots increasing competition for space. An incentive for the hospitals to take on students is by offering 6 BRN CEU's. This has been very helpful with Kaiser Permanente. <input type="checkbox"/> Curriculum changes Content – created a lecture and practicum class for the Ambulance Field internship. Sequencing - None | No | Sebastian Wong, Program Director | |
| 9. | Review substantive changes (possible changes) [CAAHEP Standard V.E. Substantive Change] <ul style="list-style-type: none"> <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 | <ul style="list-style-type: none"> <input type="checkbox"/> Program status – STATUS REPORT <input type="checkbox"/> Sponsorship – No report. <input type="checkbox"/> Sponsor administrative personnel – Stuart McElderry now the Academic Dean over the program. <input type="checkbox"/> Program personnel: PD, Lead Instructor – No report. <input type="checkbox"/> Addition of distance education component – No report. <input type="checkbox"/> Addition of satellite program – concept is a part-time program at night. | Yes | Sebastian Wong, Program Director | June 30, 2020 |
| 10. | Other identified strengths | Faculty - Program has a positive reputation in the community. | Yes | Sebastian Wong, Program Director | |

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|-------------|--|---|-----------------|-------------------------------------|-----------|
| | | <p>Industry Report</p> <p>-Krieg Harmon/LEMSA: All positive, lengthy of course offers more depth to the completion.</p> <p>-David McPartland/Berkeley Fire Department: Students have not failed from LPC whereas other programs re not as successful. His department finds LPC students well prepared.</p> <p>-Ryan Nishimoto/Alameda County: Current student intern, Dexter, doing great.</p> | | | |
| 11. | Other identified weaknesses | | Yes / No | | |
| 12. | Identify action plans for improvement | | No | Sebastian Wong, Program Director | |
| 13. | Other comments/recommendations | <p>Build a better relationship with the Fire Services Technology program; have students spend time on the engine for their paramedic training.</p> <p>New EMS Association: Inaugural meeting held in Monterey, well received. Funded by the Bay Area Community College Consortia Regional Joint Venture Strong Workforce Program, the association is titled Emergency Medical Services Educators Association.</p> | No | | |
| 14. | Staff/professional education | No report. | No | | |
| 15. | CoAEMSP/CAAHEP updates | No report. | No | | |
| 16. | Next accreditation process (i.e., self-study report, site visit, progress report) | No report. | No | | |
| 17. | Other business | <p><input type="checkbox"/> Student Centered Funding Formula project submitted to fund the development of two online certificates: 1) Leadership Management (9 units); and, 2) Supervisory Management (9 units). Neal Ely, Motion</p> | Yes | Sebastian Wong, Program Director | Fall 2020 |

| Agenda Item | | Discussion | Action Required | Lead | Goal Date |
|-------------|-----------------|---|-----------------|---------------------------------------|-----------|
| | | Gene Hern, Second Unanimously Approved | | | |
| 18. | Next meeting(s) | May 18, 2020; 3:30pm; Room xxxx | No | Vicki Shipman, CTE Project Manager | |
| 19. | Adjourn | 4:45pm | No | Sebastian Wong, Program Director | |

Minutes prepared by Vicki Shipman

Date April 26, 2020

Minutes approved by _____

Date _____

If item #5 above was acted on, then:

Medical Director's signature _____

Date _____

Attach **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.