



Credible education
through accreditation

Advisory Committee Meeting Agenda

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	May 18, 2020; Via Zoom	
CHAIR OF THE ADVISORY COMMITTEE:¹	Sebastian Wong		

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
Employer(s) of Graduates Representative			
Key Governmental Official(s)	John MacPartland	X	BART Board of Directors
Police and Fire Services	Dave MacPartland Ryan Nishimoto	X X	Berkeley Fire Department Alameda County Fire Department
Public Member(s)			
Hospital / Clinical Representative(s)	Tamara Reni	X	Stanford Medical Center
Other	Neal Ely Vicki Shipman	X X	Dean Emeritus – Las Positas College CTE Project Manager – Las Positas College
Faculty ²			
Sponsor Administration ²	Stuart McElderry Chad McMullen	X X	Dean SLPC – Las Positas College Public Safety Programs Manager – Las Positas College
Student (current)			
Graduate			
Program Director, <i>ex officio, non-voting member</i>	Sebastian Wong	X	Faculty/Coordinator – Las Positas College
Medical Director, <i>ex officio, non-voting member</i>	Gene Hern	X	Alameda County Medical Center

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
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Agenda Item		Discussion	Action Required	Lead	Goal Date
1.	Call to order		Yes	Sebastian Wong	
2.	Roll call		Yes	Sebastian Wong	
3.	Review and approval of meeting minutes	October, 2019 minutes reviewed; Neal Ely moves to approve, Chad McMullen seconds motion. October, 2019 minutes approved.	Yes	Sebastian Wong	
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 without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels.” <input type="checkbox"/> Establish / review additional program goals⁴ 	Sebastian Wong endorsed the Program’s Minimum Expectations by reading CAAHEP Standard II.C. Minimum Expectation.	Yes	Sebastian Wong	

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.

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
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"/> NEW Appendix G: Student Minimum Competency Matrix (<i>effective July 1, 2019</i>) <input type="checkbox"/> Review summary graduate tracking reports 	Appendix G: Student Minimum Competency Matrix reviewed.	Yes	Sebastian Wong	
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 	<p>The annual report was not submitted this year because under a finding of not enough "contacts"; an agreement was developed with the Early Childhood Development program for the Paramedic students to interact with different age groups; this agreement was approved by CAHEEP as long as the hours are reported within an electronic log software tracking system.</p> <p>Threshold/Outcomes – Required by state law to have 40 ALS contacts with 400 minimum hours. Students are meeting required minimums in lab practice.</p> <p>Cohort 5 will be the first survey for graduates and employers to be completed.</p> <p>Cohort 6 – Students are in clinical rotations.</p> <p>Cohort 7 – 25 students; 2 additional students joining fall semester; 2 student who dropped out will be rejoining the program.</p>	No	Sebastian Wong	
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 	New Public Safety Complex – Chabot Community College District passed a capital improvements bond providing \$43million for a new facility for Public Safety, Advanced Manufacturing & Transportation; faculty and management have been attending architectural meetings; the project is currently over budget with cuts being considered; a main focus is the retention of the Risk Mitigation Tower; the process will be for design to be approved by DSA, out to bid to a contractor, and construction begins; this project is slated to be one of the first of the bond projects therefore time	No	Sebastian Wong	

Agenda Item		Discussion	Action Required	Lead	Goal Date
		<p>is of the essence; along with capital improvements, the bond provides for equipment for labs, classrooms, etc.</p> <p>Faculty – There are no plans to long term strategic hiring of faculty by the college; efforts are being implemented to create a self-sustaining program to fund Skills Instructors.</p>			
8.	<p>Review program changes (<i>possible changes</i>)</p> <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 	<p>Clinical and field preceptorships have been suspended. Using Emergency Guidance from the EMS Authority, the program is planning to request the field internship extended by 160 hours to substitute for the clinical phase. The program also requests permission to substitute 20 Team Leads of the 40 Team Leads required performed on a high fidelity manikin. The program also requests permission to perform 240 hours of the Capstone Field Internship on a Fire Department First Response Paramedic Engine.</p>	Yes	Sebastian Wong	
9.	<p>Review substantive changes (<i>possible changes</i>) [CAAHEP Standard V.E. Substantive Change]</p> <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 	<p>Shelter in place protocols necessitated that Cohort 7 stop F2F instruction on March 11. We reverted to emergency delivery of didactic via Zoom on March 12. After developing safety protocols, we returned to Labs on April 14, 2020.</p> <p>New College President Dyrell Foster Ed.D.</p>	No		
10.	Other identified strengths		No		
11.	Other identified weaknesses		No		
12.	Identify action plans for improvement		No		
13.	Other comments/recommendations		No		
14.	Staff/professional education		No		

Agenda Item		Discussion	Action Required	Lead	Goal Date
15.	CoAEMSP/CAAHEP updates	Guidelines for Covid-19	No		
16.	Next accreditation process (i.e., self-study report, site visit, progress report)	Site Visit March 2022	Yes	Sebastian Wong	
17.	Other business		No		
18.	Next meeting(s)		No		
19.	Adjourn		No		

Minutes prepared by Vicki Shipman

Date _____

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.