



Northland Community & Technical College EMS Advisory Committee Meeting Minutes



SPONSOR INSTITUTION NAME:	Northland Community & Technical College		
CoAEMSP PROGRAM NUMBER:	600089	DATE, TIME, + LOCATION OF MEETING:	March 22, 2016, 16:00, Room 715
CHAIR OF THE ADVISORY COMMITTEE:	Mark Jones		
ATTENDANCE			
Community of Interest	Name	Present	Agency/Organization
Physician(s) <i>(may be fulfilled by Medical Director)</i>	Dr. Andrew Gasparini	yes	Altru Family Residency
Employer(s) of Graduates Representative	Art Culver, NRP	yes	Manager, Altru Ambulance Services
Employer(s) of Graduates Representative	Jen Berger, NRP	yes	Supervisor, Altru Ambulance Services
Key Governmental Official(s)	n/a		
Hospital Administrator	Mark Jones	yes	North Valley Health Center, Operations Director
Law Enforcement	April Hanson	yes	Officer, EGF PD (former medic)
Fire Service	Jeff Boushee, FF, EMT	no	FF, EGF FD
Public Member(s)	Darwin Potter	no	Faculty, Thompson High School
Hospital / Clinical Representative(s)	Eric Toutenhoofd, NRP	no	EMS Education Coordinator, Altru Health Systems
Faculty	Tana Ostlie, FF, EMT	no	EMS Instructor
Faculty	Charles Marcott, FF, EMT	yes	NCTC, Fire Technology Program Director
Faculty/Paramedic	Charles Baskerville, NRP	no	Altru Ambulance Services, NCTC Adjunct EMS Instructor
Medical Director	Dr. Andrew Gasparini	yes	Altru Family Residency
Program Director	Dan Sponsler, BS, NRP	yes	NCTC
Program Clinical Coordinator	Dennis Labahn, NRP	yes	NCTC
Sponsor Administration	Jodi Stassen, MS	no	NCTC, Dean of Health, Nursing & Public Services
Current 1 st Year Student	Joe Aamot	yes	NCTC student
Current 2 nd Year Student	Elise Crider	no	NCTC student
Graduate	Kim Nelson, NRP, RN	yes	Altru Health Systems, ER RN, Paramedic
Graduate	Andrew Lundstrom, NRP	no	UND School of Medicine Simulation Lab, Altru Ambulance Paramedic

	Agenda Item	Acted	Discussion	Comments/Questions to bring forward	Lead	Goal Date
1.	Call to Order	Why are we here?	NCTC Advisory Committee Policy	The NCTC Advisory Committee Policy was reviewed. NCTC and the EMS programs here thank the members of this committee for their time and support of our programs.	Committee Chair	n/a
2.	Program Goals & Learning Objectives <input type="checkbox"/> Reviewed the verbatim language required in the CAAHEP Standard II.C. Program Goals – Minimum Expectations ¹ <input type="checkbox"/> Established or reviewed additional goals ²	Approval needed	See attachment: Paramedic Program Learner Outcomes	The Paramedic Program Learner Outcomes (Program Goals) we reviewed and discussed. These were approved by the committee.	Dan	n/a
3.	Annual Report and Outcomes <input type="checkbox"/> Graduate Surveys <input type="checkbox"/> Employer Surveys <input type="checkbox"/> Resources Assessment Matrix <input type="checkbox"/> Thresholds <input type="checkbox"/> Annual report	Review How can we get a better return rate for the surveys??	See attachments: 2015 Graduate Surveys 2015 Employer Surveys 2015 Annual Report	The graduate and employer surveys were reviewed and discussed. It was noted that they remain very positive in nature. The annual report was reviewed. No discussion or comments on this.	Dan	n/a
4.	Other Assessment Results <input type="checkbox"/> Student <input type="checkbox"/> Faculty <input type="checkbox"/> Program <input type="checkbox"/> Other	n/a	n/a	n/a	n/a	n/a

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5.	Program Changes (<i>possible changes</i>) <ul style="list-style-type: none"> ○ Reviewed & endorsed minimum patient encounters □ Curriculum <ul style="list-style-type: none"> ○ Content ○ Sequencing 	Approval needed	See Attachments: Paramedic graduation requirements Paramedic AAS Summary Flyer FF-Paramedic AAS Summary Flyer Paramedic Program Policy Book FY17.	<p>The graduation requirements were reviewed and discussed and approved.</p> <p>The paramedic and Firefighter/Paramedic curriculums were reviewed and approved by this committee.</p> <p>Policy Book changes: a few changes/additions from the previous versions. Items 11 & 12 under the General Requirements Items 4 & 5 under the Lab/Skills course policies Items 10, 11, 18 under the Clinical Course Policies. These changes were reviewed and discussed. One additional revision was requested, that being removing the HEPA mask requirement under the clinical equipment required by the students. With this the Paramedic Program Policy Book was approved by the committee.</p> <p>Fisdap usage: Fisdap fully for clinical documentation, skill and patient tracking starting in the classroom and utilizing it through</p>	Dan	n/a

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				internship. The Fisdap website was demonstrated and pointed out the access the students have to their individual records. The utilization of the Fsidap unit exams and summative exam was discussed.		
6.	Substantive Change (<i>possible changes</i>) <ul style="list-style-type: none"> <input type="checkbox"/> Program Status <input type="checkbox"/> Sponsorship <input type="checkbox"/> Sponsor Administrator Personnel <input type="checkbox"/> Program Personnel <input type="checkbox"/> Addition of Distance Education <input type="checkbox"/> Addition of Satellite Program 		We lost Aberdeen, SD FD as our FF/Medic Internship site	Attempting to identify a new site. Have contacted Burnsville FD and Hibbing FD, both in Minnesota	Dan/Dennis	Fall, 2016
7.	Other Identified Strengths	discussion	Tentatively approved for 3 rd monitor simulator	This will be ordered when we receive official approval for this purchase.	Dan	Spring 2016
8.	Other Identified Weaknesses	discussion	See Attachment: Paramedic Sustainability Data FY15	The college sustainability matrix was reviewed and discussed.	Mark	n/a
9.	Action Plan for Improvement	As needed			Mark	n/a
10.	Email Advisory Meeting this past fall	discussion	Feedback	Everyone present agreed that the electronic/email format for the fall meeting works wells and this group would like to utilize that for the fall 2016 meeting. It was	Mark	n/a

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				identified that if the need arose for a face-to-face meeting in the fall that would be acceptable as well. It was requested by the Program Director that when we utilized the email format for the meeting that more of the committee respond/acknowledge the receipt of the information and provide any feedback they would like.		
11.	Other Business	Program Cost Sheets Essential Function Document Class status	Paramedic AAS cost sheet FF/Paramedic cost sheet Essential Functions for Paramedic Students 7 graduating this spring 15 1 st year students Prospects for next year in line with past years	<p>The cost sheets for the programs were review. The addition of the cost of the Fisdap accounts will be moved to the students, pending Student Senate approval. This will be setup so that the students can use financial aid to cover this expense. This will put a little over \$2,000 back into our supplies budget.</p> <p>The Essential; Functions document was reviewed. It will be utilized starting in FY17.</p> <p>Current student numbers were discussed.</p>	Mark	

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12.	Next Meeting(s)	Face-to-Face meeting October 25, 2016 or Email meeting in fall?? March, 2017		We will have an electronic meeting for our fall meeting. The spring meeting will be in March, 2017, specific date to be determined.		

Minutes prepared by **Dan Sponsler** Date **3/23/16**

Minutes approved by **Mark Jones** Date **3/24/16**