



Northland Community & Technical College EMS Advisory Committee Meeting Agenda



SPONSOR INSTITUTION NAME:		Northland Community & Technical College	
CoAEMSP PROGRAM NUMBER:	600089	DATE, TIME, + LOCATION OF MEETING:	March 21, 2017, 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 (Chair)	Yes	North Valley Health Center, Operations Director
Law Enforcement	Mike Ruit, LEO, NRP	No	Officer, GF PD; Paramedic, Altru Health System
Fire Service	Jeff Boushee, EMT/FF	No	EMT/FF, EGF FD
Public Member(s)	Darwin Potter	No	Faculty, Thompson High School
Hospital / Clinical Representative(s)	Eric Toutenhooft, NRP	Yes	EMS Education Coordinator, Altru Health Systems
Faculty	Tana Ostlie, EMT/FF	No	EMS Instructor; EMT/FF, GFFD
Faculty	Charles Marcott, EMT/FF	Yes	NCTC, Fire Technology Program Director
Paramedic	Kelly Mikkelsen, NRP	Yes	Altru Ambulance Services
Medical Director	Dr. Andre 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	Yes	NCTC, Dean of Health, Nursing & Public Services
Current 1 st Year Student	Amos Ferrier	Yes	NCTC student
Current 2 nd Year Student	Rick Winter	Yes	NCTC student
Graduate	Kim Nelson, NRP, RN	No	Altru Health Systems, ER RN, Paramedic
Graduate	Andrew Lundstrom, NRP	Yes	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		Mark	
2.	Program Goals & Learning Objectives ☐ Reviewed the verbatim language required in the CAAHEP Standard II.C. Program Goals – Minimum Expectations ¹ ☐ Established or reviewed additional goals ²	Approved	See attachment: 1. Paramedic Program Learner Outcomes	1. Based on our Site Visit last week, recommendation to have the Terminal Goal required by CAAHEP pulled out separate from our Program Learner Objectives. Same information, adjusted format.	Dan	
3.	Annual Report and Outcomes ☐ Graduate Surveys ☐ Employer Surveys ☐ Resources Assessment Matrix ☐ Thresholds ☐ Annual report	Reviewed/Discussed	See attachments: 1. 2016 Graduate Surveys 2. 2016 Employer Surveys 3. 2016 Resources Assessment Matrix 4. 2016 Annual Report	1. We did not meet the retention threshold last year. We were at 69% and the threshold is 70%. 2.	Dan	
4.	Other Assessment Results ☐ Student ☐ Faculty ☐ Program ☐ Other	n/a			n/a	
5.	Program Changes (possible changes) ☐ Reviewed & endorsed minimum patient encounters ☐ Curriculum ☐ Content ☐ Sequencing	All of these items were reviewed, discussed and approved	See Attachments: 1. Paramedic graduation requirements 2. Paramedic AAS Summary 3. FF-Paramedic AAS Summary 4. FY17 Paramedic Program Policy Book.	1. Modified the numbers per the site visit recommendations/potential citation 2. No changes 3. No changes 4. Added Incident Reports/Student Exposure	Dan	

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			5. Common Course Outline for EMTP2260, 2270	policy section to the Policy book. 5. Slight modification to the course description to add "Capstone" language. This has been forwarded to the Academic Affairs and Standards Council of the college for approval/implementation.		
6.	Substantive Change (possible changes) ☐ Program Status ☐ Sponsorship ☐ Sponsor Administrator ☐ Personnel ☐ Program Personnel ☐ Addition of Distance Education ☐ Addition of Satellite Program	Informational	We lost Aberdeen, SD FD as our FF/Medic Internship site last year	Still attempting to identify a new site. Have contacted Burnsville FD and Hibbing FD, both in Minnesota, neither has returned communications to date.	Dan/Dennis	
7.	Other Identified Strengths	Reviewed and discussed	CoAEMSP Site Visit last week See Attachments: 1. Site Visit Summary of Findings	1. Site visit went well. 2. Expect the official report from site visit in 6-7 months.	Dan	
8.	Other Identified Weaknesses	Reviewed and discussed	See Attachment: 1. Site Visit Items to address Paramedic 2. Sustainability Data FY16	1. Most of the recommendations, potential citations noted have been addressed already All items here are easy fixes/tweaks. 2. We are in the "Orange" category this year. Have met with Jodi Stassen and	Dan	

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			a small committee related to this for strategies to improve the strength of the program.		
9. Action Plan for Improvement	Discussed			Mark	
10. Email Advisory Meeting this past fall	Discussed	Feedback	We have done this for the past 2 years. Do we continue this format?	Mark	
11. Other Business	Informational	1. Paramedic AAS cost sheet 2. FF/Paramedic cost sheet 3. Essential Functions for Paramedic Students 4. 7 graduating this spring 5. Two 2 nd year students not in clinicals/internship this semester 6. 10 1 st year students 7. Prospects for next year in line with past years	1. 2. 3. 4. 5. 6. 7.	Mark	
12. Next Meeting(s)	Face-to-Face meeting October 25, 2016 or Email meeting in fall?? March, 2018				

Minutes prepared by Dan Sponsler, Paramedic Program Director

Date 3/22/17

Minutes approved by Mark Jones, EMS Advisory Committee Chair

Date 3/22/17