



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 13, 2018, 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	Y	Altru Family Residency
Employer(s) of Graduates Representative	Jen Berger, NRP	Y	Supervisor, Altru Ambulance Services
Employer(s) of Graduates Representative	Tim Nesdahl, NRP	Y	Paramedic, PCC, Altru Ambulance Services
Key Governmental Official(s)	Gary Larson	Y	Emergency Manager, City of East Grand Forks, MN
Hospital Administrator	Mark Jones (Chair)	Y	North Valley Health Center, Operations Director
Law Enforcement	Mike Ruit, LEO, NRP	N	Officer, GF PD; Paramedic, Altru Health System
Fire Service	Jeff Boushee, EMT/FF	Y	EMT/FF, EGF FD
Public Member(s)	Darwin Potter	N	Faculty, Thompson High School
Hospital / Clinical Representative(s)	Lorina Weymier, NRP	N	EMS Education Coordinator, Altru Health Systems
Faculty	Tana Ostlie, EMT/FF	N	EMS Instructor; EMT/FF, GFFD
Faculty	Charles Marcott, EMT/FF	Y	NCTC, Fire Technology Program Director
Faculty, Paramedic	Kelly Mikkelsen	N	NCTC Adjunct Parmaeidc faculty, Paramedic – Altru Health Systems
Medical Director	Dr. Andrew Gasparini	Y	Altru Family Residency
Program Director	Dan Sponsler, BS, NRP	Y	NCTC
Program Clinical Coordinator	Dennis Labahn, NRP	Y	NCTC
Sponsor Administration	Jodi Stassen, MS	Y	NCTC, Dean of Health, Nursing & Public Services
Current 1 st Year Student	Nathan Grove	Y	NCTC student
Current 2 nd Year Student	Amos Ferrier	N	NCTC student
Graduate	Kim Nelson, NRP, RN	N	Altru Health Systems, ICU/ER RN, Paramedic
Graduate	Andrew Lundstrom, NRP	N	UND School of Medicine Simulation Lab

	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 <ul style="list-style-type: none"> <input type="checkbox"/> Reviewed the verbatim language required in the CAAHEP Standard II.C. Program Goals – Minimum Expectations¹ <input type="checkbox"/> Established or reviewed additional goals² 	Approved	See attachment: <ol style="list-style-type: none"> 1. Paramedic Program Learner Outcomes 	<ol style="list-style-type: none"> 1. reviewed and approved 	Dan	
3.	Annual Report and Outcomes <ul style="list-style-type: none"> <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/Discussion	See attachments: <ol style="list-style-type: none"> 1. 2017 Graduate Surveys 2. 2017 Employer Surveys 3. 2017 Resources Assessment Matrix 4. 2017 Annual Report 	<ol style="list-style-type: none"> 1. Review/discuss 2. No annual report required this year 	Dan	
4.	Other Assessment Results <ul style="list-style-type: none"> <input type="checkbox"/> Student <input type="checkbox"/> Faculty <input type="checkbox"/> Program <input type="checkbox"/> Other 	n/a			n/a	
5.	Program Changes (possible changes) <ul style="list-style-type: none"> o Reviewed & endorsed minimum patient encounters <input type="checkbox"/> Curriculum <ul style="list-style-type: none"> o Content o Sequencing o Review and approve 	Approved these items	See Attachments: <ol style="list-style-type: none"> 1. Paramedic graduation requirements 2. New CoAEMSP format for graduation requirements 3. Paramedic AAS Summary 4. FF-Paramedic AAS Summary 	<ol style="list-style-type: none"> 1. Reviewed & Approved current requirements. 2. Look at and discussed new numbers and format for next year per new format from CoAEMSP 3. No changes, implementation FY19 	Dan	

	Agenda Item	Acted	Discussion	Comments/Questions to bring forward	Lead	Goal Date
			5. Paramedic Diploma Summary 6. FY19 Paramedic Program Policy Book.	4. No changes, implementation FY19 5. No changes, implementation FY19 6. A few minor changes, implementation FY19		
6.	Substantive Change (<i>possible changes</i>) <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		1. None at this time	1. Still attempting to identify a new FF/Medic internship site. We have a solution worked out for this in the interim	Dan/Dennis	
7.	Other Identified Strengths	Review/Discussion	1. Accreditation status	1. We are still waiting for CAAHEP February meeting results on our re-accreditation status.	Dan	
8.	Other Identified Weaknesses	Review/Discussion	See Attachment: 1. Sustainability Data FY17	1. We are in the "Orange" category again this year. Have met with Jodi Stassen and a small committee related to this for strategies to improve the strength of the program. 2. Reviewed this year's and the past couple of year's reports. 3. Discussed future of the program.	Dan	

	Agenda Item	Acted	Discussion	Comments/Questions to bring forward	Lead	Goal Date
9.	Action Plan for Improvement	Discussion			Mark	
10.	Fall Email Advisory Meeting	Discussion	November 2018		Mark	
11.	Other Business	Informational	1. Paramedic AAS cost sheet 2. Paramedic Diploma cost sheet 3. FF/Paramedic cost sheet 4. Essential Functions for Paramedic Students 5. 6 graduating this spring 6. 9 1 st year students 7. Prospects for next year in line with past years	1. review 2. review 3. review 4. review 5. review 6. review 7. review	Mark	
12.	Next Meeting(s)	1. Face-to-Face meeting October 23, 2018 if needed, otherwise email meeting in fall. 2. March, 2019				

Minutes prepared by **Dan Sponsler, Paramedic Program Director** Date 3/14/18

Minutes approved by _____, NCTC EMS Advisory Committee Chair

Mark Jones

Date 3/14/18