



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 19, 2019, 16:30, 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		Altru Family Residency
Employer(s) of Graduates Representative	Tim Nesdahl, NRP		Supervisor, Altru Ambulance Services
Employer(s) of Graduates Representative	, NRP		Paramedic, Altru Ambulance Services
Key Governmental Official(s)	Gary Larson		Emergency Manager, City of East Grand Forks, MN
Hospital Administrator	Mark Jones (Chair)		North Valley Health Center, Operations Director
Law Enforcement	Mike Ruit, LEO, NRP		Officer, GF PD; Paramedic, Altru Health System
Fire Service	Jeff Boushee, EMT/FF		EMT/FF, EGF FD
Public Member(s)	Darwin Potter		Faculty, Thompson High School
Hospital / Clinical Representative(s)	Lorina Weymier, NRP		EMS Education Coordinator, Altru Health Systems
Faculty	Tana Ostlie, EMT/FF		EMS Instructor; EMT/FF, GFFD
Faculty	Charles Marcott, EMT/FF		NCTC, Fire Technology Program Director
Faculty, Paramedic	Kelly Mikkelsen		NCTC Adjunct Parmaeidc faculty, Paramedic – Altru Health Systems
Medical Director	Dr. Andrew Gasparini		Altru Family Residency
Program Director	Dan Sponsler, BS, NRP		NCTC
Program Clinical Coordinator	Dennis Labahn, NRP		NCTC
Sponsor Administration	Jodi Stassen, MS		NCTC, Dean of Health, Nursing & Public Services
Current Student	Nathan Grove		NCTC student
Current Students	McKenzie Fuglestad/Luther Frierson		NCTC students
Graduate	Kim Nelson, NRP, RN		Altru Health Systems, ICU/ER RN, Paramedic
Graduate	Andrew Lundstrom, NRP		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 	Approval needed	See attachment: <ol style="list-style-type: none"> 1. Paramedic Program Learner Outcomes 2. Paramedic Program Essential Functions 	<ol style="list-style-type: none"> 1. Reviewed, no changes recommended. Approved. 2. Reviewed, no changes recommended. 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. 2018 Graduate Surveys 2. 2018 Employer Surveys 3. 2018 Resources Assessment Matrix 4. 2018 Annual Report 	<ol style="list-style-type: none"> 1. How can we get a better return rate for the surveys? 2. How can we get a better return rate for the surveys? 3. Review/discuss 4. Review 2017 Annual Report (new format) 	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 	Approval needed for all of these items	See Attachments: <ol style="list-style-type: none"> 1. Paramedic graduation requirements 2. Paramedic Diploma Summary/Cost Sheet 	<ol style="list-style-type: none"> 1. Review & Approved current requirements 2. No changes, implemented FY19 3. No changes, implemented FY19 	Dan	

	Agenda Item	Acted	Discussion	Comments/Questions to bring forward	Lead	Goal Date
	<ul style="list-style-type: none"> Content Sequencing Review and approve 		3. Paramedic AAS Summary/Cost Sheet 4. FF/Paramedic AAS Summary/Cost Sheet 5. FY20 Paramedic Program Policy Book.	4. No changes, implemented FY19 5. A few minor changes, implemented FY19		
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 		1. None at this time	1.		
7.	Other Identified Strengths	Review/Discussion	1. Accreditation status	1. Progress report for citations due 3/15/19 has been submitted	Dan	
8.	Other Identified Weaknesses	Review/Discussion	See Attachment: 1. Sustainability Data FY18	1. FY18 data was reviewed. 2. FY18 we are in the "Orange" category again. Met with Jodi Stassen and a small committee related to this for strategies to improve the strength of the program. 3. Enrollment issues	Dan	
9.	Action Plan for Improvement	Discussion			Mark	
10.	Fall Email Advisory Meeting	Discussion	November 2019		Mark	

	Agenda Item	Acted	Discussion	Comments/Questions to bring forward	Lead	Goal Date
11.	Other Business	Informational	1. 8 graduating this spring, 1 other plans to graduate this coming December 2. 2 1 st year students 3. Prospects for next year	1. reviewed 2. reviewed 3. reviewed	Mark	
12.	Next Meeting(s)	October 22, 2019. Email meeting in fall March, 2020				

Minutes prepared by **Dan Sponsler, Paramedic Program Director** Date 3/19/19

Minutes approved by  Date 3/20/19

Mark Jones

NCTC EMS Advisory Committee Chair