



## Advisory Committee Meeting Minutes

See last page for the purpose of the program's Advisory Committee, including a description and list of responsibilities.

<b>SPONSOR / INSTITUTION NAME:</b>	Northland Community and Technical College		
<b>CoAEMSP PROGRAM NUMBER:</b>	600089	<b>DATE, TIME, + LOCATION OF MEETING:</b>	Oct. 22 <sup>nd</sup> , 2019, 17:00, 17:00 Room 715
<b>CHAIR OF THE ADVISORY COMMITTEE:<sup>1</sup></b>	Mark Jones		

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) <i>(may be fulfilled by Medical Director)</i>	Dr. Andrew Gasparini		Altru Family Residency
Hospital Administrator	Mark Jones (Chair)	x	North Valley Health Center, Operations Director
Employer(s) of Graduates Representative	Tim Nesdahl, NRP	x	Supervisor, Altru Ambulance Services
Employer	Patricia Sturt		Altru Health system
Key Governmental Official(s)	Gary Larson		Emergency Manager, City of East Grand Forks, MN
Fire Service/Faculty	Charles Marcott, EMT/FF		NCTC, Fire Technology Program Director
Law Enforcement	Mike Ruit, LEO, NRP		Officer, GF PD; Paramedic, Altru Health System
Public Member(s)	Stephanie Johnson	x	Lawyer EERC
Hospital / Clinical Representative(s)	Lorina Weymier, NRP	x	EMS Education Coordinator, Altru Health Systems
Faculty	Dan Sponsler, BS, NRP	x	Flight Paramedic, Adjunct NCTC, Altru Health System
Sponsor Administration <sup>2</sup>	Jodi Stassen, MS		NCTC, Dean of Health, Nursing & Public Services
Student (current)	McKenzie Fuglestad	x	NCTC Student
Graduate	Kim Nelson, NRP, RN		Altru Health System
Graduate	Breeon Schmietz, NRP	x	Altru Health System
Graduate	Andrew Lundstrom, NRP		UND School of Medicine Simulation Lab
Graduate	Kirsten Medicraft, NRP	x	Altru Health System
Program Director, <i>ex officio, non-voting member</i>	Kelly Mikkelsen BA, NRP	x	NCTC, Altru Health System
Program Clinical Coordinator	Dennis Labahn, NRP	x	NCTC, Altru Health Sysytem

<sup>1</sup> The best practice is that the chair is not the Program Director. The Advisory Committee is *advising* the program.

Agenda Item		Discussion	Action Required	Lead	Goal Date
1.	<b>Call to order</b>	Why we are here and the importance of the advisory board	Yes / No	Dan/Kelly	
2.	<b>Roll call</b>	Everyone introduced themselves and why they are involved.	Yes / No	Kelly/Dan	
3.	<b>Review and approval of meeting minutes</b>	Discussed the last advisory meeting and how Appendix G is working with our students.	Yes / No	Kelly	
4.	<b>Endorse the Program's minimum expectation</b> [CAAHEP Standard II.C. Minimum Expectation] <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 goals <sup>2</sup>	Reviewed, no recommendations or actions required.	Yes / No		
5.	<b>Endorse the Program's required minimum numbers of patient/skill contacts for each of the required patients and conditions</b> [CAAHEP Standard III.C.2. Curriculum] <input type="checkbox"/> NEW Appendix G: Student Minimum Competency Matrix ( <i>effective July 1, 2019</i> ) <input type="checkbox"/> Review summary graduate tracking reports	Review/Discussion Discussion on difficulties achieving the requirements of appendix G due to the tracking system through fisdap being "down" from August, 2019 until Oct. 1 <sup>st</sup> , 2019. The one alone student was able to achieve all of the requirements before her capstone.	Yes / No	Kelly	
6.	<b>Review the program's annual report and outcomes</b> [CAAHEP Standard IV.B. Outcomes] <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	n/a	Yes / No		

<sup>2</sup> 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
	<input type="checkbox"/> Resources Assessment Matrix results <input type="checkbox"/> Other				
7.	<b>Review the program's other assessment results</b> [CAAHEP Standard III.D. Resource Assessment] <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	For long range planning, it was a recommendation by the advisory committee to investigate the program dynamics changing to a hybrid program as soon as possible. The board discussed the possibility of the outside consults coming into the program to evaluate the feasibility of that possibility.	Yes / No	Kelly	As soon as possible
8.	<b>Review program changes (possible changes)</b> <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"> <li>o Content</li> <li>o Sequencing</li> </ul>	<ol style="list-style-type: none"> <li>1. Discussion and approval of the removal of the BLS Clinical requirement for EMT students which is 1 credit through the college. This will be replaced by 48 hours of "observation" on any ambulance or 10 ambulance patient contacts. Dennis the clinical coordinator discussed how other programs have similar forms available for the observation hours. The hours will need to be completed before the Paramedics enter their Capstone Internship.</li> <li>2. Possibility of the credit from the BLS clinical being shifted to somewhere else in the program. More discussion is required. Possible that Paramedic Assessment 2 go from 3 to 4 credits to help aid in fulfilling appendix G with more students.</li> </ol>	Yes / No	Kelly/Dan/Dennis	1. Date TBD 2. More discussion required
9.	<b>Review substantive changes (possible changes)</b> [CAAHEP Standard V.E. Substantive Change] <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	Change in program director to Kelly Mikkelsen. Dan Sponsler was the past director and still very involved.	Yes / No	Kelly	
10.	<b>Other identified strengths</b>		Yes / No		

Agenda Item		Discussion	Action Required	Lead	Goal Date
11.	Other identified weaknesses		Yes / No		
12.	Identify action plans for improvement		Yes / No		
13.	Other comments/recommendations		Yes / No		
14.	Staff/professional education		Yes / No		
15.	CoAEMSP/CAAHEP updates		Yes / No		
16.	Next accreditation process (i.e., self-study report, site visit, progress report)		Yes / No		
17.	Other business	<ol style="list-style-type: none"> <li>The Fall 2019 cohort started with 2 students and one had to drop due to personal reasons. 1 student plans to graduate in December 2019 and she is on track to do so.</li> <li>Prospects for next year, potential for approx. 10 pending that they pass EMT final and all of the prerequisites.</li> </ol>	Yes / No	Kelly	
18.	Next meeting(s)	March 17, 2020	Yes / No	Kelly	
19.	Adjourn		Yes / No		

Minutes prepared by Kelly Mikkelsen BA, NRPDate 10/22/2019Minutes approved by Mark Jones sign XDate 10/29/19

NCTC EMS Advisory Committee Chair



**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.