



Advisory Committee Meeting Minutes

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

SPONSOR / INSTITUTION NAME:	Northland Community and Technical College		
CoAEMSP PROGRAM NUMBER:	600089	DATE, TIME, + LOCATION OF MEETING:	Oct. 19 th , 2021 1700 zoom meeting
CHAIR OF THE ADVISORY COMMITTEE:¹	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) (may be fulfilled by Medical Director)	Dr. Andrew Gasparini	x	Altru Family Residency
Employer(s) of Graduates Representative	Tim Nesdahl, NRP	x	Ambulance supervisor, Altru Health System
Hospital Administrator	Mark Jones (Chair)	x	North Valley Health Center, Operations Director
Key Governmental Official(s)	Daniel Weigel UNDPD; city council	x	UNDPD; Grand Forks city council member
Police and Fire Services	Charles Marcott, EMT/FF		NCTC, Fire Technology Program Director; GFFD
Police and Fire Services	Mike Ruit, LEO, NRP		Officer, GF PD; Paramedic, Altru Health System
Public Member(s)	Stephanie Johnson	x	Assistant Attorney General UND General Counsel
Hospital / Clinical Representative(s)	Jamie Wald, RN	x	ER Nursing Manager, Altru Health System
Other	Dan Sponsler, BS, NRP	x	Flight Paramedic, Altru Health System
Faculty ²	Breeon Rosendahl-Hoffman, NRP	x	NCTC, Altru Health System
Sponsor Administration ²	Jodi Stassen, MS	x	NCTC, Dean of Health, Nursing & Public Services
Student (current)	Nicolas Gasparini	x	Current student and EMT Altru Health Service
Graduate	Lorina Weymier, NRP		Altru Health System
Graduate	Kirsten Medicraft, NRP		Altru Health System
Graduate	Christina Connoles, NRP, RN	x	Altru Health System
Graduate	Alyssa Geatz NRP		Altru Health System
Graduate	Darren Schemione NRP	x	EMS Director Spirit Lake Ambulance

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

² Additional faculty and administration are ex-officio members.

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
Graduate	Eric Toutenhoofd NRP		Altru Health System
Graduate	Ashley Black, NRP		Altru Health System
Program Director, <i>ex officio</i> , non-voting member	Kelly Mikkelsen BA, NRP	x	NCTC, Altru Health System
Program Clinical Coordinator	Dennis Labahn, NRP	x	NCTC, Altru Health System

Agenda Item		Discussion	Action Required	Lead	Goal Date
1.	Call to order	Thank you everyone for being part of the committee. The importance of the committee is a huge part of our program continuing accreditation.	Yes / No	Kelly	
2.	Roll call	A couple people have been taken off our committee due to not having any responses for quite some time. We have a new government official and that is Danny Weigel. Thank you for joining Danny.	Yes / No	Kelly	
3.	Review and approval of meeting minutes	Last years meeting was a lot more grim due to covid and the effect on the program. Our main focus usually revolves around enrollment, and that continues to be the focus. Discussion revolving around the possibility of going "online", and the program directors concerns with that.	Yes / No	Kelly	
4.	<p>Endorse the Program's minimum expectation [CAAHEP Standard II.C. Minimum Expectation]</p> <p><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."</p> <p><input type="checkbox"/> Establish / review additional program goals³</p>	The flow of how the diploma program was a concern of mine, and I think having a portion of the fall semester being dedicated to book and test work in Paramedic Assessment 2 class has shown to be effective. I will continue to incorporate that in until proven otherwise.	Yes / No	Kelly	

³ 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
5. Endorse the Program's required minimum numbers of patient/skill contacts for each of the required patients and conditions [CAAHEP Standard III.C.2. Curriculum] <input type="checkbox"/> Student Minimum Competency (formerly known as the Appendix G) <input type="checkbox"/> Review summary graduate tracking reports	This became one of the biggest focuses in the meeting, due to the big change from CoAEMSP. With the new student minimum competencies coming out in September 2021, there was much to discuss. I have been in zoom meetings and webinars on the subject. I believe that I can get the program to facilitate the changes starting January 2022. There are some concerns from myself and the committee around when exactly FSDAP will be able to track these competencies in the new matrix. FSDAP is unsure, but in an email they say "well in advance of the January 1 st , 2023 requirements". I have agreed to take it on myself to track the requirements for each student so that we can move forward. Many reasons why we decided to go ahead and make the change early, but the main one being that I would like to work out some of the kinks before January 2023 when it will be required. I also have my first self study due in 2023, and I know I would like to have the student minimum competencies figured out before that time. Dr. Gasparini agrees with this as well. I will attach the new SMC form and have Dr. Gasparini sign.	Yes / No	Kelly/Dr. Gasparini	Jan. 2022
6. Review the program's annual report and outcomes [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 <input type="checkbox"/> Resources Assessment Matrix results <input type="checkbox"/> Other	2020 Annual Review shows that we meet all of the required thresholds from accreditation. The 2020 Annual Report will be the first of the new program director.	Yes / No	Kelly	
7. Review the program's other assessment results [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	There is a potential for 9 medic students to start in January. I have been working very hard at trying to make sure the potential students have all of the requirements and prerequisites to start. 4 of them have everything finished and are waiting to start in January. The rest are up in the air for different reasons. Of the 6 Paramedic students that graduated in December 2020, 5 passed their written exam on the first try and all 6 passed their psychomotor on the first try. The one that did not pass has	Yes / No	Kelly	

Agenda Item		Discussion	Action Required	Lead	Goal Date
		<p>completely disappeared after numerous attempts to get ahold of him.</p> <p>Our 1 student that will graduate Dec. 2021 is doing well. He is currently in his capstone, and he is getting a lot of team leads.</p>			
8.	<p>Review program changes (possible changes)</p> <ul style="list-style-type: none"> <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"> o Content o Sequencing 	<p>Thank you for all of the email responses regarding the Anatomy and Physiology I & II credit change, and our decision to allow medical terminology to be removed from our program. Jodi explained the process that is required to make these changes which the main thing is getting it approved by the AASC. The same process would need to happen if we decided to make our program have a Hyflex option. We would need to submit program changes to the AASC as well. Jodi and I have agreed to have a meeting and try map out how likely this could be for the program. If Jodi and I were able to come up with a way to achieve this, the committee agreed to being informed via email.</p> <p>Thank you Dennis for all of the years you have put in as clinical coordinator. Bree will be our new clinical coordinator starting in January 2022! Dennis has already been working with her and he has agreed to be a support for us. Thank you Dennis!</p> <p>Bree and I had a discussion with someone in charge of the ambulance service in Grand Rapids, and it sounds like it may be a good option for our students. We will be reaching out and figuring out more information in December.</p>	Yes / No	Jodi/Kelly/Bree	Needs more discussion before goal date decided
9.	<p>Review substantive changes (possible changes) [CAAHEP Standard V.E. Substantive Change]</p> <ul style="list-style-type: none"> <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 	<p>Northland is looking at starting a non-credit EMT class. Everyone in the committee thought it sounded like a good idea. Danny was going to reach out to his chief because UNDPD is looking at having more officers have their EMT certification.</p>	Yes / No	Kelly/Danny	

	Agenda Item	Discussion	Action Required	Lead	Goal Date
10.	Other identified strengths	Lab assistants to help me out with scenarios and skills	Yes / No		
11.	Other identified weaknesses	Enrollment	Yes / No		
12.	Identify action plans for improvement	Look into the possibility of Hyflex option	Yes / No		
13.	Other comments/recommendations		Yes / No		
14.	Staff/professional education	I have my PHTLS instructor and will continue to do more accreditation workshops and conferences	Yes / No	Kelly	Continue
15.	CoAEMSP/CAAHEP updates	See above	Yes / No		
16.	Next accreditation process (i.e., self-study report, site visit, progress report)	2023	Yes / No		
17.	Other business		Yes / No		
18.	Next meeting(s)	Email meeting Spring 2022	Yes / No		
19.	Adjourn	Thank you all for your support, recommendations, and involvement.	Yes / No		

Minutes prepared by Kelly Mikkelsen BA, NRP

Date _____

Minutes approved by Mark JonesDate 10/26/21

If item #5 above was acted on, then:

Medical Director's signature _____

Date 10/26/2021

- ☐ Attach Student Minimum Competency (formerly known as the Appendix G) > Table 1 to verify which required minimum numbers were reviewed and endorsed (if item #4 above was acted on)