

Advisory Committee Meeting Agenda and Minutes Paramedic Program

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

PROGRAM SPONSOR:	Northland Community and Technical College		
CoAEMSP PROGRAM NUMBER:	60xxxx	DATE, TIME, + LOCATION OF MEETING:	12.18.2025 2024 NS
CHAIR OF THE ADVISORY COMMITTEE: ¹	Mark Jones		
ATTENDANCE			
Community of Interest	Name(s) <i>List all members. Multiple members may be listed in the same category.</i>	Present – <i>Place an ‘x’ for each person present</i>	Agency/Organization
Physician(s) <i>(may be fulfilled by Medical Director)</i>	Andy Gasparini	X	Altru Family Residency
Employer(s) of Graduates Representative(s)	Tim Nesdahl	X	Altru Hospital, Paramedic supervisor
Hospital Administrator	Jamie Wald		Altru Hospital
Key Governmental Official(s) Key Governmental Official(s)	Daniel Weigel		UNDPD, City Council
Police and Fire Services	Mike Ruit, LEO		GFPD
	Charles Marcott		GFFD
Public Member(s)	Stephanie Johnson		
	Dan Sponsler		Altru Hospital
Clinical and Capstone Field Internship Representative(s)	Tim Nesdahl Jamie Wald	X	Altru Hospital
Faculty ²	Bree Rosendahl		NCTC, Altru
	Tyler Barnhardt	X	NCTC, Altru

¹ The chair should not be employed by the sponsor of the program. The Advisory Committee is *advising* the program.

² Faculty and administration are ex-officio members.

Community of Interest	Name(s) <i>List all members. Multiple members may be listed in the same category.</i>	Present – Place an 'x' for each person present	Agency/Organization
Sponsor Administration ²	Stephanie Leduc	Discussed agenda prior to and after meeting.	Dean of Allied Health
Student(s) (current)	Kyran Moen		
Graduate(s)	Tyson Shade		
Program Director, <i>ex officio, non-voting member</i>	Nichole Sullivan	X	
Medical Director, <i>ex officio, non-voting member</i>	Andy Gasparini	X	
Other	Mark Jones	Discussion took place prior to meeting.	Executive Director of the Minnesota Rural Health Association

Agenda Item <i>Do not leave columns blank, otherwise that topic will be considered not reviewed or discussed</i>		Completed/ Discussed (Yes/No)	Discussion <i>include key details of the discussion</i>	Action(s) Taken
1.	Call to order	Yes		
2.	Roll call	Yes		
3.	Review and approval of meeting minutes	No		
4.	Review the Program's minimum expectations [2023 CAAHEP Standard II.A. Minimum Expectations] <ul style="list-style-type: none"> “To prepare Paramedics who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.” 	Yes	None	


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	<ul style="list-style-type: none"> Establish / review additional program goals³ 			
5.	Support the Program's required minimum numbers of patient/skill contacts for each of the required patients and conditions [2023 CAAHEP Standard III.C. Curriculum] <ul style="list-style-type: none"> Student Minimum Competency (SMC) Recommendations (<i>effective January 1, 2023</i>) Review summary graduate tracking reports 	Yes	Being tracked with EMCE. This format is being used in EMT Basic class as well. *Attached SMC example	
6.	Review the program's annual report and outcomes [2023 CAAHEP Standard IV.B. Outcomes] <ul style="list-style-type: none"> Annual Report data Thresholds/Outcome data results Graduate Survey results Employer Survey results Resources Assessment Matrix (RAM) results Other 	Yes	All results have met thresholds.	
7.	Review the program's other assessment results [2023 CAAHEP Standard III.D. Resource Assessment] <ul style="list-style-type: none"> Long-range planning Student evaluations of instruction and program Faculty evaluations of program Course/Program final evaluations Other evaluation methods 	Yes	<ul style="list-style-type: none"> No medic classes in Spring 2025. These will resume in Fall 2025 to change the format of classes. If there is at least 15 medic students in the fall, we will have 2 sections for skills labs. Researching Military bridge program, but this has a lot of barriers. Discussion of satellite program with Essentia. 	
8.	Review program changes (<i>possible changes</i>)	Yes	Fall of 2025 will begin the hybrid format. Lectures online and skills in person.	

³ Additional program goals are not required by the CAAHEP *Standards*. Programs that adopt educational goals beyond the minimum expectations statement must provide evidence that all students have achieved those goals prior to the entry into the field.

Agenda Item <i>Do not leave columns blank, otherwise that topic will be considered not reviewed or discussed</i>		Completed/ Discussed <i>(Yes/No)</i>	Discussion <i>include key details of the discussion</i>	Action(s) Taken
	<ul style="list-style-type: none"> Course changes (schedule, organization, staffing, other) Preceptor changes Clinical and field affiliation changes Curriculum changes <ul style="list-style-type: none"> Content Sequencing 		<ul style="list-style-type: none"> MN state colleges have changed College Algebra credit limits from 3 to 4. Students are now given the option to take college algebra or contemporary math. This has been submitted to AASC. Using online system called Navigate that correlates with current text book. No change in curriculum. 	
9.	Review substantive changes <i>(possible changes)</i> [2023 CAAHEP Standard V.E. Substantive Change] <ul style="list-style-type: none"> Program status Sponsorship Location Sponsor administrative personnel Program personnel: PD, MD, other Addition of distance education component Addition of satellite program Addition of alternate location(s) 	Yes	No Changes	
10.	Other identified strengths	no		
11.	Other identified weaknesses	no		
12.	Identify action plans for improvement	Yes	<ul style="list-style-type: none"> Looking for additional clinical sites. Received grants for upgrades to equipment. Scholarships for ND and MN students. 	
13.	Other comments/recommendations	no	<ul style="list-style-type: none"> Tyson: Recommends to have in person option for lectures for a hyflex format. Tim: Altru wants to send students and could fill seats if needed 	
14.	Staff/professional education	no	Nichole attending accreditation Workshop in Orlando in February	

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15.	CoAEMSP/CAAHEP updates	no		
16.	Next accreditation process (i.e., self-study report, site visit, progress report)	Yes	Self-Study was successfully completed. Site visit will be next fall.	
17.	Other business	Yes	Introduced Tyler who will be taking over EMT-Basic class.	
18.	Next meeting(s)	Yes	Spring 2025 via email	
19.	Adjourn	Yes	1803	

Minutes prepared by Nichole Sullivan Date 12/20/2024

Minutes approved by Mark T. Jones  Date 12/20/24

Medical Director's signature (for item #5 above) _____ Date _____

Attach program's required **Student Minimum Competency** numbers (Summary Tracking tab) to verify which required minimum numbers were reviewed and supported (*item #5 above*)

Purpose of the Advisory Committee (CAAHEP Standard II.B.)

The program advisory committee must include at least one representative of each community of interest and must meet annually. Communities of interest served by the program include, but are not limited to, students, graduates, faculty members, sponsor administrators, employers, physicians, clinical and capstone field internship representatives, and the public.

The program advisory committee advises the program regarding revisions to curriculum and program goals based on the changing needs and expectations of the program's communities of interest, and an assessment of program effectiveness, including the outcomes specified in these Standards.

It is recommended that the chair of the advisory committee be from one of the following groups: graduates, employers, physicians, clinical and field internship representatives, or public.

Program advisory committee meetings may be conducted using synchronous electronic means.

The program advisory committee minutes must document support of the program required minimum numbers of patient contacts.

Responsibilities of the Advisory Committee

- Review the minimum program goal.
- Review and support 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.

Table 1				
Ages				
(Only Report Successful Attempts)				
Minimum Number Recommended ==>	Pediatrics (Newborn to 18 years)		Adult (19 to 64 years)	
	Geriatric (65 and older)			
	15	30	9	
Program Required Minimum Numbers ==>	15	30	9	
Graduate Name(s)↓				
1		15	81	37
2		16	60	26

Table 2										
Pathology /Complaint (Conditions) (*) Simulation Permitted										
(Only Report Successful Attempts)										
Minimum Number Recommended ==>	Trauma	Psychiatric/ Behavioral	Obstetric delivery w/ normal newborn care and/or complicated obstetric delivery	Distressed neonate (birth to 30 days)	Cardiac pathology or complaint	Cardiac arrest	Cardiac dysrhythmia	Medical neurologic pathology or complaint	Respiratory pathology or complaint	Other medical conditions or complaints
	9	6	2*	2*	6	1*	6	4	4	6
Program Required Minimum Numbers ==>	9	6	2	2	6	1	6	4	4	6
	21	13	2	2	12	6	10	9	25	72
	22	11	2	4	11	3	17	10	10	48

Table 3													
Successful Motor Skills Assessed on a Patient in Clinical or Field Experience or Capstone Field Internship													
*Motor Skill Can be Achieved by Simulation													
(Only Report Successful Attempts)													
Minimum Number Recommended ==>	Administer IV infusion medication	Administer IM injection	Establish IO access	Perform PPV with BVM	Perform endotracheal suctioning	Perform FBAO removal using Magill Forceps	Perform crico-thyrotomy	Insert supraglottic airway	Perform needle decompression of the chest	Perform synchronized cardioversion	Perform defibrillation	Trans-cutaneous pacing	Perform chest compressions
	2*	2	2*	10*	2*	2*	2*	10*	2*	2*	2*	2*	2*
Program Required Minimum Numbers ==>	2	2	2	10	2	2	2	10	2	2	2	2	2
	10	3	9	12	8	6	2	20	3	2	2	2	22
	14	2	7	15	2	2	2	10	3	5	2	2	17

Table 4		
Capstone Field Internship Team Leads		
(Only Report Success Team Leads)		
Successfully Manages the Scene, Performs Patient Assessment(s), Directs Medical Care and Transport as Team Leader with Minimal to No Assistance	Graduate Completed Student Minimum Competencies (Column is completed as graduate data is entered)	
20		
20	Graduate Name(s) ↓	
103	Competencies Met	
72	Competencies Met	