



## 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>	Palomar College		
<b>CoAEMSP PROGRAM NUMBER:</b>	600177	<b>DATE, TIME, + LOCATION OF MEETING:</b>	April 14, 2021/Zoom/1115
<b>CHAIR OF THE ADVISORY COMMITTEE:<sup>1</sup></b>	Jason Hums		

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. Chris Kahn	X	UCSD
	Dr. John Serra	X	Palomar College
Employer(s) of Graduates Representative	Don Sullivan		AMR
	Jeanne McFarland	X	AMR
Key Governmental Official(s)	Brian Christison		San Diego Co. EMS
	Gary Laugen	X	San Diego Co. EMS
	Jeanne McFarland	X	Escondido Fire Department
Police and Fire Services	Ted Chialtas	X	San Diego Fire Department
	Jenny Duffy	X	San Marcos Fire Department
	Lynne Seabloom	X	Oceanside Fire Department
Public Member(s)	Scott Gommel	X	Mission Hills High School
Hospital / Clinical Representative(s)	Linda Rosenberg	X	Palomar Hospital
	Mary Meadows-Pitt	X	Sharp Grossmont
Other	Jason Hums	X	Southwestern College
Faculty <sup>2</sup>	Michael Finton	X	Palomar College
	Andrew Page	X	Palomar College
	Patty Boyle		Palomar College

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

<sup>2</sup> 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
Sponsor Administration <sup>2</sup>	Nichol Roe		Palomar College
Student (current)	Delane Moore	X	Palomar College (intern)
Graduate	Martin Souki	X	Palomar College
Program Director, <i>ex officio</i> , non-voting member	Sarah De Simone	X	Palomar College
Medical Director, <i>ex officio</i> , non-voting member	Dr. Chris Kahn	X	UCSD
<sup>3</sup>			

Agenda Item		Discussion	Action Required	Lead	Goal Date
1.	<b>Call to order</b>	Any announcements?	Yes / No		
2.	<b>Roll call</b>		Yes / No		
3.	<b>Review and approval of meeting minutes</b>	Meeting Minutes from 4/10/2019 (Approved)	Yes / No		
4.	<p><b>Endorse the Program’s minimum expectation</b>                      [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</p>	<p>Advisory Board unanimously endorsed the program minimum competency</p> <p>Student learning outcomes and program learning outcomes were reviewed and approved</p>	Yes / No	Sarah	

<sup>3</sup> Add rows for multiple members of the same community of interest  
 If the program has additional named communities of interest, list the community of interest and the name(s) that represent each.

Agenda Item		Discussion	Action Required	Lead	Goal Date
	<p>Technician, and/or Emergency Medical Responder levels.”</p> <p><input type="checkbox"/> Establish / review additional program goals<sup>4</sup></p>				
5.	<p><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]</p> <p><input type="checkbox"/> Student Minimum Competency (formerly known as the Appendix G)</p> <p><input type="checkbox"/> Review summary graduate tracking reports</p>	<p>We made the decision to use the minimum standards set by CoAEMSP and Title 22 as a foundation. In the past, the minimum number of skills for certain procedures was excessive and students were performing the skills/procedures rapidly and in a manner that was developing poor habits. We feel that meaningful repetition enforcing the appropriate steps in performing a skill is much more effective than just performing a skill to meet a number. We will evaluate the number of skills actually performed and then modify what the minimum expectations if needed.</p>	Yes / No	Sarah	8/2021
6.	<p><b>Review the program’s annual report and outcomes</b> [CAAHEP Standard IV.B. Outcomes]</p> <p><input type="checkbox"/> Annual Report data</p> <p><input type="checkbox"/> Thresholds/Outcome data results</p> <p><input type="checkbox"/> Graduate Survey results</p> <p><input type="checkbox"/> Employer Survey results</p> <p><input type="checkbox"/> Resources Assessment Matrix results</p> <p><input type="checkbox"/> Other</p>	<p>We are currently working on the 2019 annual report. We met all standards on the 2018 annual report except for Medical Director involvement. We have spoke with Dr. Kahn and the plan is to send him the schedule and he will pick dates to present a lecture. At the suggestion of Jason Hums, Dr. Kahn will also record short (5-10min) case studies on “hot topics” that will be reviewed by the students and then discussed in class.</p>	Yes / No	Jason/Sarah	8/2021
7.	<p><b>Review the program’s other assessment results</b> [CAAHEP Standard III.D. Resource Assessment]</p> <p><input type="checkbox"/> Long-range planning</p> <p><input type="checkbox"/> Student evaluations of instruction and program</p> <p><input type="checkbox"/> Faculty evaluations of program</p> <p><input type="checkbox"/> Course/Program final evaluations</p> <p><input type="checkbox"/> Other evaluation methods</p>	<p>We have been in talks with Oceanside Fire Department regarding development of a part time paramedic program that follows a kelly schedule. This will help reach many of the students that need to work full time preventing them from attending a paramedic academy and will also help keep students who are working with fire departments from having to resign.</p> <p>We have received positive feedback from the students regarding the program especially during the pandemic.</p>	Yes / No	Sarah	1/2023
8.	<p><b>Review program changes (possible changes)</b></p>	<p>No course changes</p>	Yes / No	Sarah	1/2023

<sup>4</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
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Course changes (schedule, organization, staffing, other)</li> <li><input type="checkbox"/> Preceptor changes</li> <li><input type="checkbox"/> Clinical and field affiliation changes</li> <li><input type="checkbox"/> Curriculum changes                             <ul style="list-style-type: none"> <li>o Content</li> <li>o Sequencing</li> </ul> </li> </ul>	<p>We conducted several preceptor workshops via Fisdap but would like for us to discuss a county approved preceptor course we all use and the possibility of conducting update courses every 2-3 yrs. San Diego City uses the approved preceptor course from the California Program Directors. We will work together as programs in the county to create a consistent template for the preceptor workshops</p> <p>We now have an affiliation agreement with Alvarado Hospital</p> <p>No curriculum changes but we are thinking of re-vamping the program to move away from “blocks” and make the program more cohesive. Once suggestion is as follows:</p> <p>Semester 1:                      FT 1 (8 weeks) Anatomy and Physiology                      FT 2(8 weeks) Cardiology/Pharmacology/Simulations</p> <p>Semester 2: Theory</p> <p>We will begin discussions on this over the summer</p>			
9.	<p><b>Review substantive changes (possible changes)</b>                      [CAAHEP Standard V.E. Substantive Change]</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Program status</li> <li><input type="checkbox"/> Sponsorship</li> <li><input type="checkbox"/> Sponsor administrative personnel</li> <li><input type="checkbox"/> Program personnel: PD, Lead Instructor, other</li> <li><input type="checkbox"/> Addition of distance education component</li> <li><input type="checkbox"/> Addition of satellite program</li> </ul>	<p>We are going through re-accreditation with our CSSR due on May 1<sup>st</sup></p> <p>We have declared 2 lead instructors that have been approved by CoAEMSP</p> <p>All of our courses have gone through the OEI review and have been approved to be offered via distance ed by the state chancellors office. We will fill out the San Diego Co. form to request approval to offer distance education in the co.</p> <p>We have been offering synchronized distance education since summer 2020.</p> <p>No discussion of a satellite program</p>	Yes / No	Sarah	5/2021
10.	<b>Other identified strengths</b>	Relationship with agencies, programs and clinical sites.	Yes / No		
11.	<b>Other identified weaknesses</b>	We need a stronger databank of quiz and high stakes exam questions. We also need simulations that are more dynamic with multiple chief complaints. We need to develop sims with objectives in order to create a more consistent grading environment	Yes / No	Sarah	8/2021
12.	<b>Identify action plans for improvement</b>	We are moving to Platinum Testing for quiz and high-stake exam questions. This summer we will work on simulation creation that	Yes / No		8/2021

Agenda Item		Discussion	Action Required	Lead	Goal Date
		includes simulations that are more dynamic and are tied to objectives that are married to the minimum student competency goals. We will also re-vamp the lab days to ensure the lab days are tied to the student minimum competency goals as well.			
13.	Other comments/recommendations	None	Yes / No		
14.	Staff/professional education	We will be offering high fidelity simulation training sessions to full time and part time faculty this summer	Yes / No		7/2021
15.	CoAEMSP/CAAHEP updates	Modified guidelines to end July 31, 2021	Yes / No	Patty	
16.	Next accreditation process (i.e., self-study report, site visit, progress report)	CSSR due May 1 <sup>st</sup> . Site visit TBA	Yes / No	Sarah	
17.	Other business		Yes / No		
18.	Next meeting(s)		Yes / No		
19.	Adjourn		Yes / No		

Minutes prepared by Sarah De Simone

Date 4/14/2021

Minutes approved by \_\_\_\_\_

Date \_\_\_\_\_

If item #5 above was acted on, then:

Medical Director's signature \_\_\_\_\_

Date \_\_\_\_\_

- 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)

**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.