

**KALAMAZOO VALLEY COMMUNITY COLLEGE  
EMERGENCY MEDICAL SERVICES PROGRAM  
ADVISORY BOARD MEETING MINUTES**

<b>Date:</b> 02/12/2019		<b>Time:</b> 1300-1500	<b>Location:</b> CAH
<b>Leader:</b> John Pinkster		<b>Recorder:</b> Faith Bentley	
<b>Members:</b>	Present:		Absent:
	Daniel Benard Moriya Hurst Patti Henning Chris Stroven Amy Murray Ana Abenshein Faith Bentley Patti Henning	Michael Bentley William Fales, MD Christopher Milligan, DO (phone) Robert Lohrberg John Pinkster Salina Shubik (student)	Maria Byrwa John Storer Susan Kay Ryan Connie Cook Karen Robeyn
			<b>Guests:</b>  Craig Dieringer (KCMCA)
<b>AGENDA ITEM</b>	<b>DISCUSSION</b>		<b>CONCLUSIONS / RECOMMENDATIONS</b>
	<b>FOLLOW UP / RESP. PARTY</b>		
<b>Call to Order</b>	Called to Order at 1300		N/A
<b>Minutes</b>	Review of Previous Minutes: no changes or corrections to the previous meeting minutes		<i>Motion to approve by Patti and 2<sup>nd</sup> by Amy. All approved</i>
<b>Advisory Board Open Positions</b>			
<b>Introductions</b>	Christopher Milligan, DO; Associate Medical Director Ana Abenshein; new pathways advisor Salina Shubik: student representative		<i>Introductions Ana would like suggestions for information to pass along to students.</i>

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<b>Accreditation Issues:</b>			
<b>Associate Medical Director</b>	Associate Medical Director: Christopher Milligan		
	There was a small fine for not filing paperwork in a timely manner. Chris has been approved as our associate medical director moving forward		
<b>Graduate &amp; Employer Survey Administration</b>	We will schedule an advisory board meeting before Self Study. Graduate surveys and employer surveys should be completed within 6 months of graduation. Co-amp reports are due March 16 for the previous calendar year. This is a change to submission process. So, March, 2019 will reflect 2017 student graduate information	<i>Dan passed out surveys to be completed by Advisory Board members at meeting.</i>	<i>Employers continue to encourage recent grads to complete</i>
<b>Course Completion Certificates</b>	June of 2018, notification was received that all students must upload a copy of their course completion certificates in order to take exam to become licensed. Students may not take final until they have completed the co-amp survey; once final is completed with a passing grade, they will have access to the course completion certificate. Students have two years to complete their written and practical exams after receiving their course completion certificate.		<i>Office support will place a copy of the certificate in each class.</i>
<b>Classes and Enrollments</b>			

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<p><b>Competitive Admissions</b></p>	<p>Competitive admissions; point based admissions process 17 students **** CPR certification in order to be considered for enrollment into all health career programs. A CPR certification session was set up through our Groves campus in December for students to take. \$65.00. KVCC will offer another session through the Groves in March of 2019.</p> <p>Immunization information must be submitted by March 11, noon—students will be dropped from program without.</p>		<p><i>Robert Lohrberg will forward test dates for the GR area to offer students as well.</i></p>
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<p><b>Satellite Location</b></p>	<p>Approached by SMCAS to create a satellite “campus” to be accessible to South Bend and outer-lying area. Could bring 6 to 8 students a year. Deliver didactic online, meet weekly to synthesize information and lab time onsite? Maybe once a month students come to Kalamazoo for simulation time. Dr. Milligen mentioned that perhaps we could work out an agreement with Lakeland hospital to use their equipment. The college is supportive of this idea and would like to pursue this opportunity.</p> <p>We currently have a reciprocal agreement with Lakeland college and Lansing college for pre-reqs to be taken at indistrict rate for our EMS and Surgical Tech programs. All EMS courses have been approved by KVCC as hybrid courses.</p>	<p><i>The student experience must be equivalent for a satellite campus. This would require simulation equipment to be located at satellite.</i></p> <p><i>Motion to pursue a formal relationship with SMCAS and other Berrien County partners to form a satellite. All approved.</i></p>	<p><i>Dan to pursue SMCAS issue</i></p> <p><i>Patti to work on clinical contract with Lakeland</i></p>
<b>Clinical</b>			
<p><b>Contract and Clinical Requirements: specialty unit concerns</b></p>	<p>PICU and Labor and delivery clinical time is becoming difficult to secure in winter semester. Patti has met with Borgess. Susan Kay Ryan, manager of Ascension’s Birthing Center, is dedicated to supporting student access to this learning opportunity. She suggested that we continue these discussions and share the program concerns.</p>	<p><i>We could consider moving our Paramedic program to a January start? Dr. Fales opposed.</i></p>	<p><i>Dan</i></p>
<p><b>Review of clinical competencies: the NEW APPENDIX G</b></p>	<p>Reviewed by both Dr. Fales and Dr. Milligen and approved CoAEMSP minimum recommendations.</p>	<p><i>Distribute by email.</i></p>	<p><i>Dan</i></p>

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<b>Preceptor Training</b>	Proposed change to KCMCA credentialing protocol to include preceptor training	<i>Rewrite the credential requirements to allow level one to precept field clinic</i>	<i>Dan and Michael Bentley</i>
<b>W-Med Donor Lab</b>	50 students for multiple cadavers, 6 – 8 tables.	<i>Cost Barrier but worth the opportunity</i>	

	We will have an opportunity this summer to take our current class to dissect fresh, dead cadavers. Embalm extremities and not torso in order to facilitate intubation experience. \$1,700 per cadaver may be a complication.		
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**National Registry Standings**

<b>Pass Rates</b>	Institutional research has background data to look at aggregate grade point data to get a better look at pass-rate correlation. Last year's graduates hurt our pass-rate average. We went from an 87% first-time pass rate to an 82% pass rate. All attempts were passing.		
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**Curriculum Changes**

<b>AAS Degree approved</b>	Nothing to report		
<b>Issues with EMT 105, MFR</b>	Nothing to report		
<b>Online Pharmacology</b>	Approved and first class starts the end of February. Another will run this summer.		

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<b>Capital Equipment Purchases and Budget</b>			
<b>Recommendations</b>	<p>Recommendation for a Zoll. Waiting to hear on approval. Zero based budget. Justifications must be written for all spending. This includes salary. Benard and Hurst are now considered full-time and will receive overload pay. Last year a total credit load of 127 credits. Based on that information. A third full-time faculty position has been requested.</p> <p>\$310,000 was budgeted; \$290,000 was used. With the increased to overload pay, we will be over budget.</p>	<i>Waiting on stair chair from Stryker</i>	
<b>EMS Program Future Directions and Goals</b>			
<b>Reinstatement Policy</b>	No updates		
<b>Provider Certifications: ACLS, PHTLS, EPC</b>	<p>Should we continue to offer as part of our paramedic program? \$400 as a cost to include within the program. Dan suggested the certifications are good preparation for NREMT testing. Conflict is with MCA requirement for EMT's making it redundant at medic level if already certified. For now, it was decided to keep it in the program.</p> <p>Dr. Fales – BDLS?</p>		

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<b>Other</b>	<p>Patti Henning discussed Perkins money used to hire learning assistants for EMT, RCP and NURS students. Asked to get support from this committee. \$50,000 in funding to support these learning assistants that are equipped to assist these specific programs. It is partially funded to the end of June. Already working to extend. It will be necessary to collect data to support success. The learning assistants cannot work more than 29 hours in one week. Students can contact directly, open labs and directed as part of reinstatement/remediation.</p> <p>IC (Instructor Coordinated) course scheduled to start the first Monday in May. No cap to count</p>	<i>Board provides unanimous support, motion not required but reflected in minutes.</i>	
<b>Next Meeting</b>			
<b>Date and Time</b>	TBD	TBA	Dan

Respectfully Submitted,  
Faith Bentley  
CAH Office Manager

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