



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:	Kalamazoo Valley Community College		
CoAEMSP PROGRAM NUMBER:	600276	DATE, TIME, + LOCATION OF MEETING:	Friday, November 3, 2023 1130-1400 TTC 4240 for opening session and lunch, breakout room

ATTENDANCE

Present: Ben Herbert, Amy Murray, Dan Benard, John Pinkster, Michael Bentley, Craig Dieringer, Kelly Taylor, Taylor Wiseman, Chris Milligen, Lee Adams, Dr. Fales, Moriya Hurst, Brian Scribner, Natalia Carvalho-Pinto

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
Chair of the Advisory Committee: ¹	John Pinkster		Life EMS
Physician(s) (may be fulfilled by Medical Director)	William Fales, MD Christopher Milligan, DO		Medical Director, Stryker School of Medicine Associate Medical Director, Envision Health (EMPG)
Employer(s)	John Pinkster Robert Lohrberg Brian Scribner		Life EMS SMCAS
Key Governmental Official(s)	Craig Dieringer		5 th District Medical Response Coalition
Police and Fire Services			
Public Member(s)	Lee Adams		UpJohn Foundation
Hospital / Clinical Representative(s)	Jess Hanley		Ascension Borgess Bronson Health Group
Other	Mike Bentley Diane Fort		KCMCA, 5 th District Regional MCA KRESA
Faculty ¹	Moriya Hurst		KVCC Faculty
Sponsor Administration ²	Mark Dunnebeck Amy Murray Ben Herbert Chris Stroven		Interim Dean, KVCC Health Careers Admissions, KVCC Pathway Advisor, KVCC Counseling, KVCC
Student (current)			Class of 24

¹ 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	Juli Frye Jackson Couch		Class of 23 Class of 22
Program Director, <i>ex officio</i> , non-voting member	Daniel Benard		KVCC
Satellite Representative	Max Kulpinski		Tri-Township Fire

Agenda Item		Discussion	Motions, Action Required	Lead	Goal Date
1.	Call to order		14:02	Pinkster	
2.	Review and approval of meeting minutes		Minutes Approved		
3.	<p>Endorse the Program’s minimum expectation: Fall Agenda Item; [CAAHEP Standard II.C. Minimum Expectation]</p> <p><input type="checkbox"/> Adopted verbatim (see last page)</p> <p><input type="checkbox"/> Establish / review additional goals²</p>	Review of the purpose of the Advisory Board. Board meets twice a year as per Perkins requirements for funding.	Question was raised about changing board members. Members may be changed at any time. One member must be a “non-affiliate” member.		
4.	<p>Endorse the Program’s required minimum numbers of patient/skill contacts for each of the required patients and conditions: Spring Agenda Item;</p> <p>[CAAHEP Standard III.C.2. Curriculum]</p> <p><input type="checkbox"/> Student Minimum Competency</p> <p><input type="checkbox"/> Review summary graduate tracking reports</p>	<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.” At the spring advisory board meeting established goals to track for student competencies. 	Motion to adopt and 2nded.		
5.	<p>Review the program’s annual report and outcomes: Fall Agenda Item; [CAAHEP Standard IV.B. Outcomes]</p> <p><input type="checkbox"/> Resources Assessment Matrix</p> <p><input type="checkbox"/> Graduate Survey results:</p> <p><input type="checkbox"/> Employer Survey results:</p> <p><input type="checkbox"/> Annual Report data</p>	Tabled to spring meeting.			

² 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	Motions, Action Required	Lead	Goal Date
	<ul style="list-style-type: none"> <input type="checkbox"/> Thresholds/Outcome data results <input type="checkbox"/> Other 				
6.	<p>Review the program’s other assessment results [CAAHEP Standard III.D. Resource Assessment]</p> <ul style="list-style-type: none"> • Course/Program final evaluations • Enrollment data by level and location (Amy) • Other evaluation methods 	<ul style="list-style-type: none"> • Survey submissions from board requested; email sent prior to meeting. • 2021 Annual Report shared. <ul style="list-style-type: none"> ○ DAN TO PROVIDE DOCUMENT SUPPORT. • Enrollment Data: <ul style="list-style-type: none"> ○ CTE EMT – 10 ○ EMT day – 4 ○ MFR day – 2 ○ EMT night – 7 ○ MFR night – 9 ○ EMS - 10 • Holistic admissions <ul style="list-style-type: none"> ○ Provides a more robust assessment tool for student admission that doesn’t weigh solely on GPA. ○ Start Fall 2023 	<ul style="list-style-type: none"> • Michael Bentley asked for a number of students that have graduated with a degree; this is great information to share with community. If a student doesn’t graduate with a degree, they are not recommended to licensing. • Can Perkins monies be used to pay for student’s MFR test? 		
7.	<p>CoAEMSP/CAAHEP updates</p>	<ul style="list-style-type: none"> ○ DAN TO PROVIDE DOCUMENT SUPPORT. ○ Clinical Coordinator designee ○ Formalize a process/procedure for program interruption. 			
8.	<p>Next accreditation process (i.e., self-study report, site visit, progress report)</p>				
9.	<p>Perkins Core Performance Indicators: <i>Spring Agenda</i> Item;</p> <ul style="list-style-type: none"> • Satisfaction with student placement • Satisfaction with skill level of graduates • Gaps in skills • Gaps in the program • Suggestions for improving student/graduate success 	<p>Tabled for spring</p>			

Agenda Item		Discussion	Motions, Action Required	Lead	Goal Date
10.	<p>Review (possible) program changes</p> <ul style="list-style-type: none"> <input type="checkbox"/> Schedule Changes <input type="checkbox"/> Course changes <input type="checkbox"/> Preceptor changes <input type="checkbox"/> Clinical and field affiliation changes <input type="checkbox"/> Curriculum content or sequencing changes 	<ul style="list-style-type: none"> • Medical First Responder Course <ul style="list-style-type: none"> ○ Flipping some class time to lab time. ○ Looking to keep it on a 14-week schedule • Preceptor training <ul style="list-style-type: none"> ○ Be sure to include adult education portion 			
11.	<p>Review (possible) substantive changes [CAAHEP Standard V.E. Substantive Change]</p> <ul style="list-style-type: none"> <input type="checkbox"/> Program status: Sponsorship <input type="checkbox"/> Satellite <input type="checkbox"/> FERPA guideline changes <input type="checkbox"/> Advanced Placement Policy RN <input type="checkbox"/> Health Careers Handbook <input type="checkbox"/> Holistic Admissions process <input type="checkbox"/> Drug Screening <input type="checkbox"/> Personnel Changes 	<ul style="list-style-type: none"> • Health careers handbook to include common policy as well as program specific policies. • Right to appeal a positive drug screen. • Duncan Aviation has approached to create a Medical First Responder course. 			
12.	Upcoming Courses	<ul style="list-style-type: none"> • Paramedic to Nursing matriculation coming. Fall of 2024. 			
13.	Staff/professional education	<ul style="list-style-type: none"> • Conferences from Dan 			
14.	Long Range Planning [Future Directions of the EMS Program: New and Emerging Trends]	No updates to share			
15.	<p>Registration and Licensing Issues</p> <ul style="list-style-type: none"> <input type="checkbox"/> New MDHHS EMT portfolio and final exam testing process <input type="checkbox"/> NREMT TEI on exam <input type="checkbox"/> NREMT discontinuing practical exam 	<ul style="list-style-type: none"> • New national registry exam will have a clinical judgement; computer-based. • Look to include licensing test requirement with graduation. 			
16.	<p>Capital Equipment Purchases and Budget</p> <ul style="list-style-type: none"> <input type="checkbox"/> EMSW-2023 Grant Award <input type="checkbox"/> EMSW-2024 Grant Award <input type="checkbox"/> EMSW-2024 Diversified 	<ul style="list-style-type: none"> • No capital needs at this point • Concern of exceeding lab budget. Looking to increase budget. 			

Agenda Item		Discussion	Motions, Action Required	Lead	Goal Date
	<input type="checkbox"/> EMSW-2024 Scholarship <input type="checkbox"/> Review Budget (review ops budget) <input type="checkbox"/> Recommendations	•			
17.	Strengths				
18.	Weaknesses				
19.	Opportunities	Recruitment efforts: Early Middle College, KVAAP/Alternative High School, Paramedic to Nursing matriculation, increased wages	<ul style="list-style-type: none"> • Recruiting events. • Michael Bentley asked that we coordinate; the state has advertising videos as well. • Share matriculation opportunity MFR to EMT. 		
20.	Others: other business, open comment				
21.	Next meeting(s)				
22.	Adjourn				

Minutes prepared by _____

Date _____

Minutes approved by _____

Date _____

If item #4 above [**Endorse the Program’s required minimum numbers of patient/skill contacts for each of the required patients and conditions**] 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 #5 above was acted on*)

Endorse the Program's minimum expectation

[CAAHEP Standard II.C. Minimum Expectation]

- “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.”

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.