



Advisory Committee Meeting Agenda

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, March 29, 2024 1300-1500 Allied Health Campus, Private Dining Room
Alternate Attendance Option:	Join Zoom Meeting: https://zoom.us/j/97434480698?pwd=Q2I5REhQeVBIUUYyTGUYU0N0QzVJQT09 Meeting ID: 974 3448 0698 Passcode: 492229		
Chair of the Advisory Committee:¹	John Pinkster, Life EMS		

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>			
Employer(s) of Graduates Representatives	John Pinkster Robert Lohrberg Spenser Bogdan Brian Scribner	x X	Life EMS Life EMS Life EMS SMCAS
Public Member(s)	Lee Adams		UpJohn Foundation
Clinical and Capstone Field Internship Representative(s)	Jess Hanley	x	Ascension Borgess Bronson Health Group
Other	Mike Bentley Diane Fort (expired)	X	KCMCA, 5 th District Regional MCA KRESA
	Craig Dieringer	x	5 th District Medical Response Coalition
Faculty ²	Moriya Hurst	X	KVCC Faculty
Sponsor Administration ²	Mark Dunnebeck Amy Murray		Interim Dean, KVCC Health Careers Admissions, KVCC

¹ The chair should not be employed by the sponsor of the program. 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
	Ben Herbert		Pathway Advisor, KVCC
Student (current)	Kelly Taylor		Class of 24
Graduate(s)	Juli Frye		Class of 23
Program Director, <i>ex officio</i> , non-voting member	Daniel Benard	x	KVCC
Medical Director, <i>ex officio</i> , non-voting member	William Fales, MD Christopher Milligan, DO	x x	Medical Director, Stryker School of Medicine Associate Medical Director, Envision Health (EMPG)
Other: Satellite Representative	Max Kulpinski Aya Hashimoto	x	Tri-Township Fire Duncan Aviation

Agenda Item		Discussion	Motions, Action Required	Lead	Goal Date
1.	Call to order		13:01	Pinkster	
2.	Review and approval of meeting minutes	No corrections suggested	Requires physical signature of PMD Minutes approved		
3.	Review Advisory Board Purpose and Responsibilities <input type="checkbox"/> Review membership, 2023 standards	The change in language sponsor from a clinical affiliate. Do not need anyone from fire/rescue on the board. Addressing the new language of the public member. People who are still on the board whose positions will be changing. When their terms expire, we will seek to replace them. Do we want to keep somebody from the 5 th District Medical Response coalition or go out and seek someone else in the EMS community?	No action is needed today. Suggestions welcomed.		
4.	Endorse the Program’s minimum expectation: Fall Agenda [CAAHEP Standard II.C.]	Tabled for Fall			
5.	Support the Program’s required minimum numbers of patient/skill contacts for each of the required patients and conditions: Spring Agenda; [CAAHEP Standard III.C.2. Curriculum]		Motion to keep the SMC minimums except team leads at a minimum of 40. Motion Carried.	Benard	AY25

Agenda Item		Discussion	Motions, Action Required	Lead	Goal Date
	<ul style="list-style-type: none"> • Student Minimum Competency Recommendations • Review summary graduate tracking reports 				
6.	<p>Review the program’s annual report and outcomes: Fall Agenda [CAAHEP Standard IV.B. Outcomes]</p> <ul style="list-style-type: none"> • Annual reports • Thresholds/Outcome data results • Graduate Survey • Employer Survey • RAM Results Matrix 	<ul style="list-style-type: none"> • Surveys have not been compiled yet. RAM results look good. The support personnel number was a little low, but threshold. Clinical contracts are supported by someone at the college. Physician interaction rated low by student, 0.78. • We must appoint a clinical coordinator per CAAHEP (COA) standards. • It was discussed getting more simulation days/hours. • Discussion about Building the 1st NREMT test attempt into the cost of the class. • It was discussed further to get Kalamazoo Valley a testing site for the exam and or be flexible with covering the cost of taking the test at home which costs more. The quicker they take the test after graduation the better the passing rate. • Take forward to the college taking the certification exam and not just taking the class for points. • More satellite classes may help with enrollment numbers. • Will cover Graduate and Employer Surveys in the Fall 	<p>Motion to Address the low numbers in the RAM survey</p> <p>Motion to get WMED physician or support to come and help with simulation lab.</p> <p>Explore group testing for all levels; no motion.</p>	<p>Benard</p> <p>Benard</p> <p>Benard</p>	
7.	<p>Review the program’s other assessment results [CAAHEP Standard III.D. Resource Assessment]</p> <ul style="list-style-type: none"> • Enrollment data by level and location (Amy) • Long Range Planning • Student evaluations of instruction • Faculty evaluations of the program • Course/Program final evaluations 	<p>Enrollment data: 10 in the medic program, graduating 8 24 basic class graduating 7MFR class Winter: 9 basic EMT 16 MFR Duncan Aviation; 7 students Summer: 3 accepted basic, 1 registered, 9 people need to turn in reading scores and CPR Long range planning-Dan will be taking a sabbatical from July 1, 2024, to Jan. 1, 2025</p>			

Agenda Item		Discussion	Motions, Action Required	Lead	Goal Date
8.	<p>CoAEMSP/CAAHEP updates</p> <ul style="list-style-type: none"> <input type="checkbox"/> New Standards, Jan 2023 <input type="checkbox"/> Position: Clinical Coordinator, job description <input type="checkbox"/> Evaluation of Students <input type="checkbox"/> Team Lead Definition <input type="checkbox"/> Technical Standards and Occupational Risk 	<p>Clinical coordinator job description: Ensuring documents of student's clinical performance. FA contract issues may necessitate Full-time faculty to be assigned to clinical positions. PT contract does not cover clinic/Field strategies.</p> <p>CAAHEP wants a Statement on Occupational Risks, Technical Standards. Included in common handbook.</p> <p>Terminal competency form update. Before graduating a student, will need to sit down and sign the competency form. This has to be done before sending them to the national registry.</p>			
9.	<p>Next accreditation process (i.e., self-study report, site visit, progress report)</p>	<p>May 15th annual report due CoAEMSP due</p>			
10.	<p>Perkins Core Performance Indicators: Spring Agenda 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>Enrollment 2022-79 in 2023-39 Awards by program are up.</p>			
11.	<p>Review (possible) program changes</p> <ul style="list-style-type: none"> <input type="checkbox"/> Schedule/Sequencing changes: MFR <input type="checkbox"/> Course changes <input type="checkbox"/> Preceptor changes <input type="checkbox"/> Clinical and field affiliation changes • Curriculum content 	<ul style="list-style-type: none"> • Started in the fall MFR 105 and 111 ran every term big improvement. • Schedule change MFR classes will be on Wednesdays. 	<p>Recommendation: EMT, the 8 hours of ER clinical be optional. Approved by MD's.</p>		
12.	<p>(possible) Substantive Changes [CAAHEP Standard V.E. Substantive Change]</p> <ul style="list-style-type: none"> • Sponsor and Accreditation status • Satellites and Alternative Locations <ul style="list-style-type: none"> ○ DLA, Duncan Aviation 	<p>Satellites Duncan Aviation and Battle Creek, 3 weeks for 3 days, 8-hour days. Not good feedback on a 3-week class. Students did like the class. Duncan does require their team to hold a MFR license.</p>			

Agenda Item		Discussion	Motions, Action Required	Lead	Goal Date
	<ul style="list-style-type: none"> Health Careers Handbook Drug Screening Personnel Changes 				
13.	Upcoming Courses	Suggestion by Kulpinski to increase Satellite offerings.		Benard	
14.	Staff/professional education	Program director conference in Monroe			
15.	Registration and Licensing Issues <ul style="list-style-type: none"> MDHHS portfolio and scenario testing NREMT TEI on exam NREMT discontinuing practical exam 	NREMT: July 1 st practical exam goes away, new NREMT format with TEI and clinical judgment domain.			
16.	Capital Equipment Purchases and Budget <ul style="list-style-type: none"> EMSW-2024 Grant Award EMSW-2024 Diversified EMSW-2024 Scholarship Review Budget (review ops budget) Recommendations 	<ul style="list-style-type: none"> Batteries for power pro cots, I-simulate monitors. Increase in disposal supplies. Asked for a 10% raise in this category Scholarship grant money 52,000 left in 2024 fund for EMT. Will go to summer EMT students Secured budget for advertising under marketing. The Physio Lifepak 35 is coming out. 			
17.	Student and Graduate Rep Comments	Kelly Taylor's class is happy, drowning in paperwork. Getting value out of the experience.			
18.	Others: other business, open comment				
19.	Next meeting(s)	Proposed: 13Sept24			
20.	Adjourn	Adjourned at 3:44			

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 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.