



Credible education
through accreditation

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, Sept. 13, 2024 1300-1500 Allied Health Campus, Private Dining Room
Alternate Attendance Option:	Join Zoom Meeting: https://zoom.us/j/97434480698?pwd=Q2I5REhQeVBIUUIyTGUYU0N0QzVJQT09 Meeting ID: 974 3448 0698 Passcode: 492229		
Chair of the Advisory Committee:¹	John Pinkster, Life EMS		

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) (may be fulfilled by Medical Director)			
Employer(s) of Graduates Representatives	John Pinkster Robert Lohrberg Brian Scribner		Life EMS Life EMS SMCAS
Public Member(s)	Lee Adams	x	UpJohn Foundation
Clinical and Capstone Field Internship Representative(s)	Ryan Cronk Jess Hanley	x	Ascension Borgess Bronson Health Group
Other	Mike Bentley Diane Fort Craig Dieringer	x	KCMCA, 5 th District Regional MCA KRESA 5 th District Medical Response Coalition
Faculty ²	Moriya Hurst	x	KVCC Faculty
Sponsor Administration ²	Amy Murray Ben Herbert	X x	Health Careers Admissions, KVCC Pathway Advisor, KVCC

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
Student (current)	Kelly Taylor Michael Solis Gigi Melichar	X X x	Class of 24
Graduate(s)	Paige	x	Class of 23
Program Director, <i>ex officio, non-voting member</i>	Daniel Benard		KVCC
Medical Director, <i>ex officio, non-voting member</i>	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		Tri-Township Fire Duncan Aviation

Agenda Item		Discussion	Motions, Action Required	Lead	Goal Date
1.	Call to order			Pinkster	
2.	Review and approval of meeting minutes	Meeting Minutes approved from March	Requires physical signature of PMD Amy approved Gigi 2nd		
3.	Review Advisory Board Purpose and Responsibilities <input type="checkbox"/>	No discussion needed			
4.	Endorse the Program’s minimum expectation: Fall Agenda [CAAHEP Standard II.C.]	Nothing has changed since Spring and last Fall. Approved endorsing what is currently being used.	Gigi supports Chris 2nd		
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] ●	No discussion needed			

Agenda Item		Discussion	Motions, Action Required	Lead	Goal Date
6.	<p>Review the program’s annual report and outcomes: <i>Fall Agenda</i> [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"> ● Will cover Graduate and Employer Surveys in the Fall ● No access to surveys and cannot present them. Table until Spring ● Moriya will email everyone once she has this information ● 2024 everyone met competences ● Current 6 out 9 have passed first attempt ● Star letter from state of Michigan from 2022 cohort Over 90% pass rate by 3rd attempt. July 1st starts a brand-new test...so no certain patterns. 			
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 	<ul style="list-style-type: none"> ● Recruitment (Pinkster) ● Long Range planning Charles Heidelberg is our Director of Recruitment and Outreach for the college Moriya will reach out to Charles to discuss reaching out to the community. Different things they haven’t done in the past ● EMS at 7 students, MFR day classes has 18 students including CTE Students, 9 of those are moving on to basic. Night class has 18 students, 6 of those are moving on to basic ● Student evaluations Moriya have come back with good remarks. Students are given good quality feedback and have changed lesson plans according to those feedback Overall students are happy. 			
8.	<p>CoAEMSP/CAAHEP updates</p> <p><input type="checkbox"/></p>	No discussion needed			
9.	<p>Next accreditation process (i.e., self-study report, site visit, progress report)</p>	Dan will cover the annual review in Jan more information will be held in the spring meeting			

Agenda Item		Discussion	Motions, Action Required	Lead	Goal Date
10.	<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 	Spring Agenda item			
11.	<p>Review (<i>possible</i>) program changes</p> <ul style="list-style-type: none"> ● Is the class that Nursing/Dental take hindering the program? ● Associates Degree 	<ul style="list-style-type: none"> ● Holistic admissions, taking EMS to get additional points. Is it hurting the class? It is filling class seats. It was to help the EMS program to be able to fill seats. There was a dental hygiene student and decided to change to EMS after taking this class as well as a nursing student wanted into the medic program. Has not been negative but has been beneficial. It helps the community as a whole and the health system as a whole. ● Address the associates degree to be a requirement. KCC is out performing KVCC, students do not want to pay the extra fees to do more and get the same job out of it. ● Certificate programs have more credits than the associate’s program. A larger discussion will need to be had on the Associate Degree and Certificate. ● Certificate programs will need to be lengthened. ● Discussion about the optics of students thinking that taking a certificate program is less time and less money than an associates degree in this program. In return, it is not the case. ● Discussion about the EMS program giving the students the best positive experience possible. Side story about a student saying a faculty member told them the profession is hard, would never be able to afford a family on this salary. ● Gigi mentioned that on the first day of class it was discussed that if you can not afford or need help 			

Agenda Item		Discussion	Motions, Action Required	Lead	Goal Date
		<p>to raise a family that there are many resources available.</p> <ul style="list-style-type: none"> ● KCC doesn't have any local programs they are up against. KVCC has many local programs they are up against. ● Questions that are not answered: ● What's the total cost compared to neighboring programs? ● Total time? ● Why is an Associate Degree Important? ● Brainstorm ideas: social media presence, community events (ambulance in every parade.), side by side comparison of KVCC, KCC, and Life. ● Gigi will chair and get a subcommittee together and will have a presentation ready by March. ● Moriya will get Gigi emails to get volunteers to be on the committee. ● Possibly have somebody from Marketing on the committee 	<p>Gigi Motioned for a subcommittee Amy 2nd</p>		
12.	<p><i>(possible)</i> Substantive Changes [CAAHEP Standard V.E. Substantive Change]</p> <ul style="list-style-type: none"> ● Sponsor and Accreditation status ● Satellites and Alternative Locations ● Health Careers Handbook ● Drug Screening ● Personnel Changes 	<ul style="list-style-type: none"> ● New health careers handbook reviewed every year during the summer. Student handbook is at the bottom of the website. ● Ben mentioned that the hand book states that 2 stop outs of any program, you can't re-enter program, can't re-apply to any program. Something to explore. ● Drug screening is the same. The program did not have any concerns with this. ● Hired four new clinicians. Everyone is on track by end of next week. And need to be drug screened. 			
13.	Upcoming Courses	<p>KDPS Taylor is running.</p>		Moriya	
14.	Staff/professional education	<p>Staff onboarding orientation this summer</p>		Moriya	

Agenda Item		Discussion	Motions, Action Required	Lead	Goal Date
15.	Registration and Licensing Issues •	No discussion			
16.	Capital Equipment Purchases and Budget • Review Budget (review ops budget) • Recommendations	<ul style="list-style-type: none"> • Capital goes in October Isom pack 35 interface upgrades • If it came from Perkins money, cannot return. 		Moriya	
17.	Student and Graduate Rep Comments	<ul style="list-style-type: none"> • Michael stated he appreciates the comment about the college credits. That’s why he chose KVCC over anything else. • Someone from Western was talking to students about coming to KVCC for some classes. Which is why KVCC started getting students during summer classes. 			
18.	Others: other business, open comment	None			
19.	Next meeting(s)	March 14, 2025 from 1-3 p.m.			
20.	Adjourn	@2:36			

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.