



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:	Central Texas College		
CoAEMSP PROGRAM NUMBER:	600300	DATE, TIME, + LOCATION OF MEETING:	Virtual Via Zoom https://us02web.zoom.us/j/88623615150
CHAIR OF THE ADVISORY COMMITTEE:¹	Leon Charpentier, Gary Young		

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>	Johnson, Ronald	X	Advent Health Rollingsbrook, CTC Medical Director
Employer(s) of Graduates Representative	Campbell, Johnny	X	Executive Director, Marble Falls Area EMS, Inc
	Mincy, Jeff Hicks, Elizabeth	X	Coryell Memorial EMS, Administration Operations Coordinator, Acadian EMS
Key Governmental Official(s)	Hart, Brett Myers, Chris Mendoza, Maddie	X	TX DSHS EMS Compliance
Police and Fire Services	Young, Gary	X	Deputy Fire Chief Copperas Cove Fire Dept., Co-Chair
	Christian, Jonathan		Training Deputy Chief, Temple Fire & Rescue
	Jordan, Mikkie		Captain, Killeen Fire Department
	Hicks, Cindy		Training Battalion Chief, Harker Height Fire/EMS
	Franklin, Nathan		Training Captain, Temple Fire & Rescue
	Neujahr, Michael		Fire Chief Copperas Cove Fire Dept
	Gilbreath, Wesley	X	Belton Fire Department, Assistant Fire Chief
	Rabroker, Timothy	X	EMS Captain, Killeen Fire Department
	Schambers, James	X	Deputy Fire Chief, Killeen Fire Department
Public Member(s)	Charpentier, Leon	X	Integrated Training Services Inc., Co-Chair Adv. Comm.
Hospital / Clinical Representative(s)	Reed, Frederick	X	EMS Chief, Carl R Darnall AMC
Other			

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

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
Faculty ²	Bannister, Phillip Cooper, Cameron Rabroker, Tim Johnson, Teresa	X X X X	Central Texas College
Sponsor Administration ²	Oakes, Bryan Samarripa, Tammy King, Veronica McGough, Lesley Kelley, Kelli Robison, Felicia Chavez, Teresa Anderson, Jan Brooks, Kerstin Matlock, Morgan	X X X X X X	CTC, Career Services Chair, Dept. of Nursing and Allied Health, CTC Assistant Chair, Dept. of Nursing and Allied Health, CTC Instructional Program Support Instructional Program Support Instructional Program Support Director Achieve Global Facilitator Dean, Central and Service Area Campuses Associate Dean of Instruction, CTC Central Campus Coordinator Professional Development Programs
Student (current)	P2 20/21 Cohort	x	P2 20/21 Cohort
Graduate	M. White, J. Glover or C. Camacho	Absent	
Program Director, <i>ex officio, non-voting member</i>	Jordan, Julie	X	
Medical Director, <i>ex officio, non-voting member</i>	Johnson, Ronald	X	

Agenda Item		Discussion	Action Required	Lead	Goal Date
1.	Call to order		Yes / No	L. Charpentier	

² Additional faculty and administration are ex-officio members.

Agenda Item		Discussion	Action Required	Lead	Goal Date
2.	Roll call		Yes / No		
3.	Review and approval of meeting minutes	Review of meeting minutes from 2019 Motion: Campbell, Johnny 2 nd : Frederick, Reed	Yes / No	L. Charpentier	
4.	<p>Endorse the Program's minimum expectation [CAAHEP Standard II.C. Minimum Expectation]</p> <ul style="list-style-type: none"> <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 Technician, and/or Emergency Medical Responder levels." <input type="checkbox"/> Establish / review additional program goals³ 	<p>Program goals, learning domains and objectives reviewed and approved.</p> <p>Minimum Expectation Goal: "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."</p> <p>Motion: Gary, Young 2nd: Johnny, Campbell</p>	Yes / No	J. Jordan	
5.	<p>Endorse the Program's required minimum numbers of patient/skill contacts for each of the required patients and conditions [CAAHEP Standard III.C.2. Curriculum]</p> <ul style="list-style-type: none"> <input type="checkbox"/> NEW Appendix G: Student Minimum Competency Matrix (<i>effective July 1, 2019</i>) <input type="checkbox"/> Review summary graduate tracking reports 	Approved in 2018 Advisory meeting, no re-approval at this time	Yes / No	J. Jordan	
6.	<p>Review the program's annual report and outcomes [CAAHEP Standard IV.B. Outcomes]</p> <ul style="list-style-type: none"> <input type="checkbox"/> Annual Report data <input type="checkbox"/> Thresholds/Outcome data results <input type="checkbox"/> Graduate Survey results 	<p>Outcome Assessments Reviewed. Program provided feedback to Advisory members on timely revision, planning, analysis of information, long range planning and actions plans as they relate to the results of these assessment. tools: Graduate, Employer, Program, Site Surveys</p> <p>Enrollment rates: EMT 74 students, Paramedic 50 students</p>	Yes / No	J. Jordan	Reevaluation in 2021, will report at 2021 advisory or 2022

³ 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"> <input type="checkbox"/> Employer Survey results <input type="checkbox"/> Resources Assessment Matrix results <input type="checkbox"/> Other 	<p>Outcomes (pass rates):</p> <ul style="list-style-type: none"> • EMT- 66% overall, Below national (68%) and Texas (75%). Program implementing EMS Testing in EMT-B courses in Spring 2021. • Paramedic: 85%; P1 87%, P2 100%, P3 75%.; 20% decrease suspected in 2020 pass rates due to hybrid offering from COVID-19. <p>Motion: Elizabeth, Hicks 2nd: Frederick, Reed</p> <p>Graduate and Employer Survey Results- Strengths of Program:</p> <ul style="list-style-type: none"> • Clinical sites • Faculty • Program Response to COVID-19 • Program Clerk <p>Limitations and Weaknesses:</p> <ul style="list-style-type: none"> • Difficult tracking software; EMCE in pilot, P1 2020 graduated meeting all new Appendix G minimums with EMCE, unable to fulfill numbers utilizing FSDAP in 2019 pilot. • Ease of Admissions / Payments <ul style="list-style-type: none"> ○ DHS working to streamline process with admissions and business office ○ POC for various departments on campus ○ Digital Application launched • Additional lab faculty needed <ul style="list-style-type: none"> ○ Hiring 7 adjunct faculty Fall 2020 <p>Motion: Gary, Young 2nd: Elizabeth, Hicks</p> <p>Outcomes for the program will be reported on the upcoming Annual Report and on the program’s website</p>			

Agenda Item	Discussion	Action Required	Lead	Goal Date
<p>7.</p> <p>Review the program's other assessment results [CAAHEP Standard III.D. Resource Assessment]</p> <ul style="list-style-type: none"> • Long-range planning • Student evaluations of instruction and program • Faculty evaluations of program • Course/Program final evaluations • Other evaluation methods 	<ul style="list-style-type: none"> • Length of lab and skills <ul style="list-style-type: none"> ○ Shortening Special Populations adding 2 weeks to Cardiology (EMSP 2444) and Medical Emergencies (EMSP 2434). • Text book does not prepare us for examinations <ul style="list-style-type: none"> ○ New text series (Brady) launches Spring 2021 • New Testing software (EMS testing) is over objectives not text <ul style="list-style-type: none"> ○ New text series launch Spring 2021 ○ At current time text is supplemented with ppt. presentations, students provided ppt. after lecture conclusion. ○ Unable to finish PILOT due to COVID-19 BI in 2020. • Low certification rates in EMT <ul style="list-style-type: none"> ○ Pearson View on campus ○ NREMT applications completed in class prior to completion ○ Unable to accurately evaluate improvement due to COVID-19 interruption, will reevaluate in 2021 • Additional AAS pathways in development for paramedics <ul style="list-style-type: none"> ○ Fire/Paramedic ○ Pre-Med ○ Adapting EMT-15 to accommodate certified paramedic in achieving AAS easier. <p>Motion: Nancy, Capes 2nd: Elizabeth, Hicks</p>	<p>Yes / No</p>	<p>J. Jordan</p>	<p>Fall 2021</p>
<p>8.</p> <p>Review program changes (possible changes)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Course changes (schedule, organization, staffing, other) <input type="checkbox"/> Preceptor changes <input type="checkbox"/> Clinical and field affiliation changes • Curriculum changes <ul style="list-style-type: none"> ○ Content ○ Sequencing 	<p>Curriculum Changes</p> <ul style="list-style-type: none"> • Update to curriculum due to New scope of practice will be complete in Spring 2021 <ul style="list-style-type: none"> ○ EMT-B Drug (addition of IM Epi and Narcan) implemented Spring 2020 ○ Provider Mental Health added to EMSP 1338, implementation Spring 2021 ○ WPW, Brugada and Long QT syndrome added to EMS 2444 Fall 2020 	<p>Yes / No</p>		<p>Full Implementation by Spring 2021</p>

Agenda Item	Discussion	Action Required	Lead	Goal Date
	<ul style="list-style-type: none"> ○ Rhabdomyosis and related labs, added throughout program in various content and implemented in Fall 2020. ○ Lab analysis implemented in respective content areas for Spring 2021 ○ Preterm resuscitation including umbilical access, equipment purchased Spring 2020, awaiting manikin purchase in Fall 2020. <ul style="list-style-type: none"> ▪ Didactic addition in Special populations EMSP 2330 in Fall 2020 ● AHA update, spring 2021 implementation ● Narrative writing added to EMSP 2164, following preceptor evaluation ● EMSP 2444 and 2343 lengthened to 10weeks following student evaluation and Appendix G pilot. EMSP 2330 shortened to 6 weeks from 10, program increase in length from 41 weeks to 42 weeks. ● New Testing Software, EMS Testing went live following incomplete pilot in Spring 2020 to due COVID-19 BI. <ul style="list-style-type: none"> ○ Provides virtual secure testing, need due to compromised examinations ○ Increase in NREMT pass rates in Paramedic since launch ● New skills tracker in pilot due to new CoAEMSP Appendix G numbers <ul style="list-style-type: none"> ○ Successful pilot in Fall 19/20 cohort ● Program and Department name changes <ul style="list-style-type: none"> ○ Department of Health Sciences ○ Paramedicine Program <p>Motion: Gary, Young 2nd: Schambers, James</p> <p>COVID-19 Updates Spring Traditional Course Approval</p> <p>PPE Requirements causing limits and bottle neck at sites</p>			

Agenda Item		Discussion	Action Required	Lead	Goal Date
		<ul style="list-style-type: none"> • Advent N95 with Fit testing • S&W, N95 and Face shields • GTFD employees only • EMT-B are attending Seton ER versus advent • KFD, CCFD, Coryell and HHFD all open to students. 			
9.	<p>Review substantive changes (possible changes) [CAAHEP Standard V.E. Substantive Change]</p> <ul style="list-style-type: none"> <input type="checkbox"/> Program status <input type="checkbox"/> Sponsorship <input type="checkbox"/> Sponsor administrative personnel <input type="checkbox"/> Program personnel: PD, Lead Instructor, other <input type="checkbox"/> Addition of distance education component <input type="checkbox"/> Addition of satellite program 	<p>Program Personnel changes:</p> <ul style="list-style-type: none"> • Cameron Cooper returning to Adjunct faculty will resign from Lead faculty position in Spring 2021. <ul style="list-style-type: none"> ○ Spring start paramedic cohort consolidated with summer start, P. Bannister to instruct. ○ MAPP students offered advance placement versus cohort until numbers increase. • J. Jordan to return to faculty position in Fall 2021 <ul style="list-style-type: none"> ○ P1 to offer 60 student capacity and two lab days (Wednesday or Thursday) again. • Program will be looking for new PD in Fall 2021 	Yes / No		Summer 2021
10.	Other identified strengths	<p>Clinical Sites Faculty Programs Adjustments to COVID-19 Program Clerk</p>	Yes / No		
11.	Other identified weaknesses	<p>Difficult skills tracking software</p> <ul style="list-style-type: none"> • Program moved to EMCE, Successful Pilot conducted in Fall 2019 <p>Ease of Admissions / Payment</p> <ul style="list-style-type: none"> • Developed POC for departments on campus that are familiar with EMS program students. • DHS Working with Admissions and business office to streamline process; on hold due to COVID 19 will reassess at conclusion of pandemic <p>Need for more lab staff</p> <ul style="list-style-type: none"> • 5 additional lab faculty (adjunct) hired in Fall 2020 	Yes / No		Spring 2021

Agenda Item		Discussion	Action Required	Lead	Goal Date
		<p>Length of lab and skills</p> <ul style="list-style-type: none"> • Cardiology extended to 10 week course versus 8 week course • Medical Emergencies extended to 10 week course versus 8 week course <p>Textbook does not prepare us for exams</p> <ul style="list-style-type: none"> • Text series and publisher switch in Spring 2021 <p>EMS Testing is over learning objectives not text</p> <ul style="list-style-type: none"> • Text series and publisher switch in Spring 2021 • Students supplied exam review to facilitate and bridge gap • Ppt. presentations provided to students with bridge from text books. • NREMT pass rate increase since use of EMS testing. <p>Low certification rates in EMT-Basic courses</p> <ul style="list-style-type: none"> • EMT Program moved to EMS Test versus JB learning platform. <p>Motion: Hicks, Elizabeth 2nd: Schambers, James</p>			
12.	Identify action plans for improvement	<p>Difficult skills tracking software</p> <ul style="list-style-type: none"> • Program moved to EMCE, Successful Pilot conducted in Fall 2019 <p>Ease of Admissions / Payment</p> <ul style="list-style-type: none"> • Developed POC for departments on campus that are familiar with EMS program students. • DHS Working with Admissions and business office to streamline process; on hold due to COVID 19 will reassess at conclusion of pandemic <p>Need for more lab staff</p> <ul style="list-style-type: none"> • 5 additional lab faculty (adjunct) hired in Fall 2020 <p>Length of lab and skills</p> <ul style="list-style-type: none"> • Cardiology extended to 10 week course versus 8 week course • Medical Emergencies extended to 10 week course versus 8 week course <p>Textbook does not prepare us for exams</p>	Yes / No		

Agenda Item		Discussion	Action Required	Lead	Goal Date
		<ul style="list-style-type: none"> Text series and publisher switch in Spring 2021 EMS Testing is over learning objectives not text <ul style="list-style-type: none"> Text series and publisher switch in Spring 2021 Students supplied exam review to facilitate and bridge gap Ppt. presentations provided to students with bridge from text books. NREMT pass rate increase since use of EMS testing. Low certification rates in EMT-Basic courses <ul style="list-style-type: none"> EMT Program moved to EMS Test versus JB learning platform. Motion: Chambers, James 2 nd : Campbell, Johnny			
13.	Other comments/recommendations	n/a	Yes / No		
14.	Staff/professional education	EMS World Expo Virtual- J. Jordan completed. CTC offering virtual PD and conferences at this time.	Yes / No		
15.	CoAEMSP/CAAHEP updates	Site visit completed in October 2020, Site visit finding results presented to Advisory committee.	Yes / No	J. Jordan	
16.	Next accreditation process (i.e., self-study report, site visit, progress report)	TX DSHS Advance level course approval renewal Summer 2021	Yes / No	J. Jordan	Summer 2021
17.	Other business	n/a	Yes / No		
18.	Next meeting(s)	Fall 2021	Yes / No		
19.	Adjourn	Motion: Elizabeth, Hicks 2 nd : Teresa, Johnson	Yes / No		

Minutes prepared by _____

Date _____

Minutes approved by _____

Date _____

If item #5 above was acted on, then:

Medical Director's signature _____

Date _____

Attach **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.