



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:	11/18/2022, 1500, CTC Bldg. 557 rm. A201
CHAIR OF THE ADVISORY COMMITTEE:¹	Leon Charpentier		

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)	Dr. Johnson, Ronald	x	Advent Health Systems, Rollingsbrook, CTC Medical Director
Employer(s) of Graduates Representative	Schambers, James	x	DC of EMS, Killeen Fire Department
	Capes, Nancy	x	EMS Training Officer, CRDAMC
	Martin, Joseph	x	EMS Captain, Killeen Fire Department
	Foster, Douglas	x	DC of Training, Killeen Fire Department
	McLaurin, Starla	x	Director of Operations, Marble Falls EMS
Key Governmental Official(s)	Hart, Brett		TDSHS EMS Compliance
	Myers, Chris		TDSHS EMS Compliance
	Mendoza, Maddie		TDSHS EMS Compliance
	Nash-King, Debbie		Mayor, City of Killeen
	Chavez, Fred		Council member, Copperas Cove
Police and Fire Services	Schambers, James	x	DC of EMS, Killeen Fire Department
	Martin, Joseph	x	EMS Captain, Killeen Fire Department
	Foster, Douglas	x	DC of Training, Killeen Fire Department
	McLaurin, Starla	x	Director of Operations, Marble Falls EMS
Public Member(s)	Fleming, Paula	x	
Hospital / Clinical Representative(s)	Secrist, Christina	x	Advent Health Systems
	Griffin, Caleb	x	Coryell Health
Other	Gentry, Maragrita	x	CTC EMS Clerk

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
	Simmons, Kimberly	x	CTC Clinical Coordinator
Faculty ²	Bannister, Phillip	x	CTC P2 Lead Instructor
	Rabroker, Tim	X	CTC EMT Lead Instructor
	Johnson, Teresa	x	CTC EMS Clinical Coordinator
Sponsor Administration ²	Martin, Veronica	x	Associate Dean, CTC
	Holman, Keisha	x	Director of Career Services, CTC
Student (current)	Kampmeier, Sean	x	P2 22/23
	Dimmig, Joseph Dimmig	x	P1 22/23
	Griffin, Caleb	x	P2 22/23
	Hall, Felicia	x	P2 22/23
Graduate	Carr, Christopher	x	P2 21/22, Killeen Fire Department
Program Director, <i>ex officio</i> , non-voting member	Baker, Ryan	x	CTC Program Director
Medical Director, <i>ex officio</i> , non-voting member	Dr. Johnson, Ronald	x	CTC Medical Director
³			

Agenda Item		Discussion	Action Required	Lead	Goal Date
1.	Call to order	-2022 EMS Advisory Meeting called to Order at 1501	Yes / No	L. Charpentier	
2.	Roll call	-Roll call and Introduction of Faculty and Staff	Yes / No	L. Charpentier	

² Additional faculty and administration are ex-officio members.

³ Add rows for multiple members of the same community of interest

If the program has additional named communities of interest, list the community of interest and the name(s) that represent each.

Agenda Item		Discussion	Action Required	Lead	Goal Date
3.	Review and approval of meeting minutes	-Review of 2021 Advisory Minutes approved Motion: D. Foster 2 nd : J. Martin	Yes / No	L. Charpentier	
4.	Endorse the Program's minimum expectation [CAAHEP Standard II.C. Minimum Expectation] <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 Responder levels." <input type="checkbox"/> Establish / review additional program goals ⁴	-The committee endorsed the Program's minimum expectation goal, <i>"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 Responder levels."</i> Motion: N. Capes 2 nd : J. Chambers	Yes / No	R. Baker	
5.	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] <input type="checkbox"/> Student Minimum Competency (formerly known as the Appendix G) <input type="checkbox"/> Review summary graduate tracking reports	-The committee endorsed a pilot of the new SMC during the 2021, advisory. These standards are effective for P1 22/23 cohort. The advisory moved to keep their additional requirement of <i>"two live intubation attempts"</i> during the 2021 meeting. -During the 2022 meeting the advisory moved to end the pilot and adopt the new recommended minimums as cited by CoAEMSP, with on exception. The advisory still endorsed keeping the <i>"two live intubation attempts."</i> - A written plan of action was endorsed by the committee if any student(s) should not meet the <i>"live intubation attempt."</i> <i>"Any student that has successfully completed all clinical requirements without obtaining two live intubation attempts may be allowed to simulate the live attempts in order to satisfy the requirements of graduation. Any such simulation shall be designed, proctored, and approved by the Program Medical Director or a delegate faculty member."</i> Motion: T. Johnson 2 nd : C. Secrist	Yes / No	R. Baker	Student handbook should be updated to reflect changes by 1/17/2023. This is the start of the Spring 2023 semester.

⁴ 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
<p>6. 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 <input type="checkbox"/> Employer Survey results <input type="checkbox"/> Resources Assessment Matrix results <input type="checkbox"/> Other 	<p>-Committee approved the findings in the 2020 Annual Report and 2021 Pass Rates. -2020: Pass Rate 79.4%, Job Placement 80.6%, Retention 62.1% -Discussion was had about the closures to the campus and clinical sites due to Covid, no further closures are expected. -Most clinical sites are requiring COVID vaccines or approved exemptions. -Several sites are not allowing for any exemptions from the COVID vaccine. This greatly increases the likelihood of students not meeting the minimum requirements because of the constraints to certain patient populations. -It was also noted that until the start of P1 22/23 all entrance exam requirements were lifted due to the limited availability of the testing center. The HESI requirements are once again in effect. -2021 Pass Rates: EMT, 78%, P1 80%, P2 88%, and P5 89%. The simple mean programmatically was 85% in 2021. -Pass rates for 2022 were presented, but not endorsed as the results are not yet finalized. Current pass rate for 2022 is 94% for both EMT and paramedic. Motion: T. Johnson 2nd: J. Chambers</p>	Yes / No	R. Baker	
<p>7. Review the program's other assessment results [CAAHEP Standard III.D. Resource Assessment]</p> <ul style="list-style-type: none"> <input type="checkbox"/> Long-range planning <input type="checkbox"/> Student evaluations of instruction and program <input type="checkbox"/> Faculty evaluations of program <input type="checkbox"/> Course/Program final evaluations <input type="checkbox"/> Other evaluation methods 	<p>-Each representative of an affiliate was given a copy of student site surveys. -Student and employer survey results reviewed. -Program is seeking a "community needs arrival" for the TWFC to develop an A&P for EMS Providers course. -Program is looking to replace the A&P and Microbiology requirements for degree completion to any natural life science. This would allow graduates of the Paramedic certification to complete their degree online. -Discussion was had regarding the rapidly increasing initial education standards and scope of practice, we should start exploring the logistics of increasing the timeline of the program. Several student surveys reflected the need for such a change. -Still trying to get CTC's testing center to hold the NR exam.</p>	Yes / No	R. Baker	<p>-Needs request must go before several committees for approval and is likely to take until 2024. -Degree changes should be voted on in</p>

Agenda Item		Discussion	Action Required	Lead	Goal Date
					<p>Spring of 23 by the BOD.</p> <p>-We will continue to monitor student surveys and outcomes, determining the need for a longer program. To be discussed further at Fall Advisory Meeting.</p> <p>-College admin expressed interest with assisting the NR being held at the Testing Center.</p>
8.	<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 <input type="checkbox"/> Curriculum changes <ul style="list-style-type: none"> o Content o Sequencing 	<p>-The following definition of a Team Lead was adopted for all cohorts following the new SMC. <i>"Any patient contact which requires an ALS intervention or ALS assessment according to the respective agency within the service area of Central Texas College."</i></p> <p>-No changes to preceptor(s) or clinical affiliations.</p> <p>-Schedule changes for exit competencies to allow students time to remediate. P2 will have written exits on Monday with retests on Wednesday. P1 will have written exits on Tuesday with retests on Thursday.</p> <p>Motion: T. Johnson 2nd: C. Secrist</p>	Yes / No	R. Baker	<p>-Updated preceptor training to be conducted before 8/23.</p> <p>-Schedule changes shall be effective immediately.</p>

Agenda Item		Discussion	Action Required	Lead	Goal Date
9.	Review substantive changes (possible changes) [CAAHEP Standard V.E. Substantive Change] <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	-No substantive changes to present	Yes / No	R. Baker	
10.	Other identified strengths	-Clinical rotations are improving student experiences. -Many students reported positive experiences with the faculty and Medical Director.	Yes / No	R. Baker	
11.	Other identified weaknesses	- Students stated, <i>"It is not possible to cover all the information needed during the lectures."</i>	Yes / No	R. Baker	
12.	Identify action plans for improvement	-The final week of internship is largely reserved to conducting written and psychomotor exits, along with graduation and NR psychomotor testing. -Beginning with the current P2 cohort (Jan. 2023) students may be required to attend "open lab" sessions to simulate any allowable skills in which they are deficient. -The initial final written exit shall be administered at least one week prior to graduation. This will allow any retest to be conducted several days before graduation, and should give ample time for remediation.	Yes / No	R. Baker	
13.	Other comments/recommendations	-Starla McLaurin recommended keeping the program under one year until the Texas RAC funding has expired. Texas has awarded funds for EMS tuition, but there are time constraints from start to date certified. These funds are only valid on cohorts starting through 2023, and would be expired before any substantial changes would be made.	Yes / No	R. Baker	
14.	Staff/professional education	N/A	Yes / No	R. Baker	
15.	CoAEMSP/CAAHEP updates	N/A	Yes / No	R. Baker	

Agenda Item		Discussion	Action Required	Lead	Goal Date
16.	Next accreditation process (i.e., self-study report, site visit, progress report)	- Next annual report to be complete in early 2023. -Site visits should be in 2025 for both TDSHS and CAHEEP	Yes / No	R. Baker	
17.	Other business	N/A	Yes / No	R. Baker	
18.	Next meeting(s)	-There will now be two meetings per year. The spring meetings will be virtual.	Yes / No	R. Baker	-Exact date TDB, expected in May of 2023.
19.	Adjourn	Meeting adjourned at 1616 Motion: T. Johnson 2 nd : D. Foster	Yes / No	L. Charpentier	

Minutes prepared by Ryan Baker

Date 12/5/2022

Minutes approved by 

Date 12/5/22

If item #5 above 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 #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


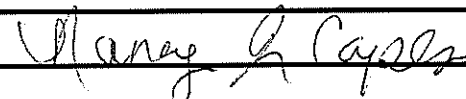

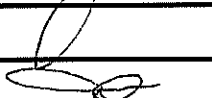


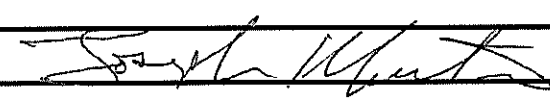
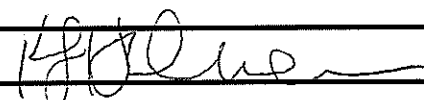
- Review and endorse the minimum program goal.
- Review and endorse the required minimum numbers of patient/skill contacts for each of the required patients and conditions.
- Verify that the Paramedic program is adhering to the National Emergency Medical Services Education Standards.
- Review Program 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.

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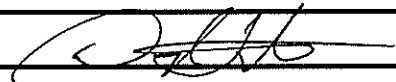
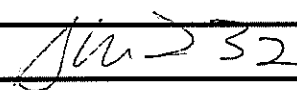
Name	Title	Signature
Dr. Colvin	Seton, EMS Medical Director	
Dr. Ratcliff	BS&W, EMS Medical Director	
Rowe, Alex	Integrated Training Services	
Secrist, Christina	Advent Health Systems	<i>Christina Secrist</i>
Samarripa, Tammy	Chair, Department of Health Sciences	
Dr. Baak, Melanie	Dean of CTE, Central Texas College	
<i>Sean Kampmeier</i>	<i>Student P2 22/23</i>	
<i>Joseph Dimmig</i>	<i>Student P1 22/23</i>	
<i>James Schendos</i>	<i>KFD</i>	
<i>Caleb Griffin</i>	<i>CMH P2 22/23</i>	
<i>Christopher Carr</i>	<i>P2 Grad 21/22</i>	
<i>Margarita Gentry</i>	<i>Clerk III</i>	<i>Margarita Gentry</i>
<i>Paula Fleming</i>	<i>Clerk III</i>	
<i>Veronica Martin</i>	<i>Associate Dean, CTI</i>	<i>Veronica Martin</i>
<i>Kim Simmons</i>	<i>Clinical Coord</i>	<i>Kim Simmons</i>
<i>Felicia Hall</i>	<i>Student P1 22/23</i>	<i>Felicia Hall</i>
<i>Phillip Bannister</i>	<i>P2 Lead/KFD</i>	

Advisory Committee Sign-In

November 17, 2022

Name	Title	Signature
Leon, Charpentier	Integrated Training Services	
Young, Gary	Deputy Fire Chief, Copperas Cove Fire Department	
Campbell, Johnny	Executive Director, Marble Falls Area EMS, Inc	
Capes, Nancy	Paramedic, EMS Captain, Training Officer Fort Hood EMS	
Kubinski, Jim	Fire Chief, Killeen Fire Department	
Schambers, James	Deputy Chief of EMS, Killeen Fire Department	
Poston, Christoph	Training Captain, Killeen Fire Department	
Johnson, Ronald	Medical Director CTC EMS Program	
Bannister, Phillip	CTC EMS program Faculty	
Rabroker, Tim	CTC EMS program Faculty	
Jordan, Julie	CTC EMS program Faculty	
Johnson, Teresa	Clinical Coordinator, CTC	
Baker, Ryan	CTC,EMS Program Director	
O'Dell, Robert	CTC,Lab Manager, EMS Adjunct Faculty	
Rabroker, Tim	CTC EMS program Faculty	
Bryce, Jordy	Ft. Hood MSTC	
Martin, Joseph	CTC Graduate, EMS Captain KFD	
Forsyth, Lori	CTC, Asst Chair, Dept. of Health Sciences	
Hicks, Cindy	Deputy Fire Chief, Harker Heights	
Gilbreath, Wesley	Assistant Fire Chief, Belton Fire Department	
Dunnam, Michael	Training Chief, Harker Heights FD	
Flynt, Brigitte	Program Director, College Credit for Heroes	
Holman, Keisha	Director, Career Services	

Advisory Committee Sign-In
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Name	Title	Signature
McGough, Lesley	Instructional Program Support	
Kelley, Kelli	Instructional Program Support	
Robinson, Felicia	Instructional Program Support	
Chavez, Teresa	Director, MA,DDI ,Achieve Global Facilitator,	
Ady, Dr. Tina	Deputy Chancellor - Instruction and Workforce Initiatives	
Foster, Douglas	DC of Training, Killeen FD	
Ingram, Mark	Fire Chief, Burnet FD	
Murphy, Curtis	Deputy Fire Chief, Burnet FD	
Brake, Chyanne	EMS Captain	
Dowell, Chyanne	Recruitment Coordinator	
Toomgam, Joseph	Training Officer, Georgetown FD	
Lay, Daniel	Chief of EMS, Coryell Health	
Melea Butler	Clinical Educator, Coryell Health	
Madsen, Jim	Clinical Director, Coryell Health	
McLaurin, Starla	Director of Operations, Marble Falls	
Perez, Peter	Director of Emergency Management, Killeen	
Reeves, Christine	RAC Chair	
Hicks, Elizabeth	RAC, Co-Chair	
Stuart, Joseph	Emergency Management, Killeen	
Chavez, Fred	City Council, Copperas Cove	
Mendoza, Mattie	Regional Coordinator, TDSHS	
Ploof, Brenda	CRDAMC	
Strand, Jonathan	CRDAMC	