



Credible education
through accreditation

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:	11/30/2023, 1500, CTC Bldg. 557 rm.A201
CHAIR OF THE ADVISORY COMMITTEE:¹	Leon Charpenter		

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 System, Rollingsbrook, CTC Medical Director
Employer(s) of Graduates Representative	Schambers, James		DC of EMS, Killeen Fir Department
	Capes, Nancy		EMS Training Officer, CRDAMC
	Martin, Joseph		EMS Captain, Killeen Fire Department
	Foster, Douglas		DC of Training, Killeen Fire Department
	McLaurin, Starla		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, Cooperas Cove
Police and Fire Services	Schambers, James		DC of EMS, Killeen Fire Department
	Martin, Joseph		EMS Captain, Killeen Fire Department
	Foster, Douglas		DC of Training, Killeen Fire Department
	McLaurin, Starla		Director of Operations, Marble Falls EMS
Public Member(s)	Fleming, Paula		
Hospital / Clinical Representative(s)	Secrist, Christina		Advent Health Systems
	Griffin, Caleb		Coryell Health

¹ The chair should not be employed by the sponsor of the program. 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
Other	Adams, Chelsea	X	CTC EMS Clerk
	Simmons, Kimberly		CTC Clinical Coordinator
Faculty ²	Bannister, Phillip	X	CTC P2 Lead Instructor
	Jordan, Julie	X	CTC P1 Lead Instructor
	Rabroker, Tim	X	CTC EMT Lead Instructor
	Johnson, Teresa	X	CTC RMD Clinical Coordinator
Sponsor Administration ²	Martin, Veronica		Associate Dean, CTC
	Holman, Keisha		Director of Career Services, CTC
Student (current)			
Graduate			
Program Director, <i>ex officio, non-voting member</i>	Baker, Ryan	X	CTC Program Director
Medical Director, <i>ex officio, non-voting member</i>	Dr Johnson, Ronald	X	CTC Medical Director
³			

Agenda Item Please Note: Do not leave columns blank, otherwise that topic will be considered not reviewed or discussed		Completed/ Discussed (Yes/No)	Discussion (include key details of the discussion)	Actions Taken
1.	Call to order	Yes	2023 EMS Advisory Meeting Called to Order at 1500	
2.	Roll call	Yes	Roll all and introduction of Faculty and Staff	

² 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 Please Note: Do not leave columns blank, otherwise that topic will be considered not reviewed or discussed		Completed/ Discussed (Yes/No)	Discussion (include key details of the discussion)	Actions Taken
3.	Review and approval of meeting minutes	yes	<p>Review of 2022 Advisory Minutes approved</p> <p>Motion: 2nd:</p> <p>New SMC Was endorsed</p> <p>An Addendum was approved for the “tow live intubation attempts.” -this allows for simulation proctored by the Medical Director or designee.</p> <p>The Definition of a “Team Lead” was changed for students in their capstone. -allows for any ALS patient per the services’ protocols to be counted as a patient contact.</p> <p>The final exit competency exam was moved forward one week, allowing more time for remediation.</p>	Approved
4.	<p>Review the Program’s minimum expectations [2023 CAAHEP Standard II.A. Minimum Expectations]</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.” • Establish / review additional program goals⁴ 	yes	<p>Effective January 1, 2024: Central Texas College EMS Program’s minimum expectations goal: “To prepare Paramedics who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.”</p> <p>Motion: 2nd:</p>	Approved
5.	<p>Support the Program’s required minimum numbers of patient/skill contacts for each of the required patients and conditions [2023 CAAHEP Standard III.C. Curriculum]</p> <ul style="list-style-type: none"> • Student Minimum Competency (SMC) Recommendations (<i>effective January 1, 2023</i>) 	yes		

⁴ Additional program goals are not required by the CAAHEP Standards. Programs that adopt educational goals beyond the minimum expectations statement must provide evidence that all students have achieved those goals prior to the entry into the field.

Agenda Item Please Note: Do not leave columns blank, otherwise that topic will be considered not reviewed or discussed		Completed/ Discussed (Yes/No)	Discussion (include key details of the discussion)	Actions Taken
	<ul style="list-style-type: none"> Review summary graduate tracking reports 			
6.	<p>Review the program’s annual report and outcomes [2023 CAAHEP Standard IV.B. Outcomes]</p> <ul style="list-style-type: none"> Annual Report data Thresholds/Outcome data results Graduate Survey results Employer Survey results Resources Assessment Matrix (RAM)results Other 	yes	<p>Our 2021 Annual Report was submitted in early 2023 Pass Rates 87.8% Job Placements 82.9% Retention 82.9% EMT: 88% First Attempt Pass Rate 90% Overall Pass Rate 2022 National First Pass Rate was 68% 2022 Texas First Pass Rate was 64% 2022 Texas Overall Pass Rate 76% 2022 Paramedic Pass Rates P1: First attempt 86% P2: First attempt 92% P1: Overall 100% P2: Overall 100% 2002 State Pass Rates 67% & 85% 2002 National Pass Rates 70%</p>	Approved
7.	<p>Review the program’s other assessment results [2023 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 	yes	<p>Strengths: -Clinical Rotations: “I genuinely enjoyed the preceptors and adjunct faculty.” “Staff at clinical sites are eager to teach.” “Instructors are willing to help whenever needed.” “In-class lectures are great.” -Faculty: “The Medical Director is very nice and interacts with students.” “The Staff take the time to explain and assist in areas of difficulty.” “Great Staff, they are helping me learn the material.” Limitations/Weaknesses “EMCE needs to be fixed or dropped.” “Eliminate online classes and provide in-person instruction.” “Text Books are outdated.” “Pace of the class is too fast.” “Extend the length of the program.” “Exam reviews do not prepare us for the tests.” -Curriculum:</p>	Approved

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			<p>“It is not possible to cover all the information needed during the lectures.”</p> <p>As the scope an curriculum continue to expand, we should consider lengthening the time of the paramedic program.</p>	
8.	<p>Review program changes (<i>possible changes</i>)</p> <ul style="list-style-type: none"> • Course changes (schedule, organization, staffing, other) • Preceptor changes • Clinical and field affiliation changes • Curriculum changes <ul style="list-style-type: none"> ○ Content ○ Sequencing 	yes	<p>-Coyrell has temporally suspended clinical rotations in their operating rooms.</p> <p>-Advisory should consider the removal of the “Two live intubation attempts.”</p> <p>-Paramedic textbooks were updated to <u>Bledsoe’s Paramedic Care 6th Ed.</u> The new SMC pilot was successful and is currently in effect as adopted by the advisory.</p>	Approved
9.	<p>Review substantive changes (<i>possible changes</i>) [2023 CAAHEP Standard V.E. Substantive Change]</p> <ul style="list-style-type: none"> • Program status • Sponsorship • Location • Sponsor administrative personnel • Program personnel: PD, MD, other • Addition of distance education component • Addition of satellite program • Addition of alternate location(s) 			
10.	Other identified strengths			
11.	Other identified weaknesses			
12.	Identify action plans for improvement	yes	-To prepare for the potential increase, faculty would like to propse the following.	Approved

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			<p>Remove EMSP 1358 <i>Introduction to Advanced Practice</i> and EMSP 2206 <i>Emergency Pharmacology</i> form the core curriculum and make them prerequisite courses.</p> <ul style="list-style-type: none"> -The hour requirements for these courses will be increased to help meet this new requirement. -These courses will be offered twice in the spring and fall, and once in the summer. -This would also enable the removal of the HESI exam for entrance in to a paramedic cohort. -Brady has removed the “rent-to-own” purchase model for their textbooks. -EMCE is being phased out and replaced with PLATINUM Planner. Access codes are packaged with the new textbooks. -NREMT Psychomotor Exam will be stopped on 7/1/2024. This component will be written into the cognitive exam. -GETAC is looking to increase program length: <ul style="list-style-type: none"> EMT form 144 to 192 Paramedic form 1,000-1,200 We are currently at 1,044 	
13.	Other comments/recommendations			
14.	Staff/professional education			
15.	CoAEMSP/CAAHEP updates			
16.	Next accreditation process (i.e., self-study report, site visit, progress report)			
17.	Other business			
18.	Next meeting(s)			
19.	Adjourn	yes		Approved

Minutes prepared by _____

Date _____

Minutes approved by _____

Date _____

Medical Director's signature (for item #5 above) _____

Date _____

Attach program's required **Student Minimum Competency** numbers (Summary Tracking tab) to verify which required minimum numbers were reviewed and supported (*item #5 above*)

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. Program Advisory Committee]

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 of an emergency medical services professional. 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. Program goals must be written referencing one or more of the learning domains. [CAAHEP Standard II.A. Program Goals and Minimum Expectations]

Responsibilities of the Advisory Committee

- Review the minimum program goal.
- Review and support 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.