



## Advisory Committee Meeting Minutes

*See last page for the purpose of the program's Advisory Committee, including a description and list of responsibilities.*

<b>SPONSOR / INSTITUTION NAME:</b>	Central Texas College		
<b>CoAEMSP PROGRAM NUMBER:</b>	600300	<b>DATE, TIME, + LOCATION OF MEETING:</b>	11/04/2021, 3:00 pm, Bldg 557, Rm A201
<b>CHAIR OF THE ADVISORY COMMITTEE:<sup>1</sup></b>	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.
Key Governmental Official(s)			
Police and Fire Services	Dunnam, Aaron Hicks, Cindy Peterson, Zachary Young, Gary	X X X X	Training Chief, HHFD Deputy Fire Chief, HHFD Training Captain, KFD Deputy Fire Chief, CCFD , Co-Chair Adv. Comm.
Public Member(s)	Charpentier, Leon	X	Integrated Training Services Inc., Chair Adv. Comm.
Hospital / Clinical Representative(s)			
Other			
Faculty <sup>2</sup>	Bannister, Phillip Johnson, Teresa Jordan, Julie Rabroker, Tim	X X X X	CTC EMS Program Faculty CTC Clinical Coordinator CTC EMS Program Faculty KFD, EMS Captain/CTC Lead Faculty
Sponsor Administration <sup>2</sup>	Forsyth, Lori McGough, Lesley Oakes, Bryan	X X X	CTC Asst Chair, Dpt of Health Sciences CTC Instructional Program Support CTC CDS, Career Services
Student (current)	Carr, Christopher	X	CTC Current P2 Student

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

<sup>2</sup> 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
Graduate	Elpin, Jarrod McCormick, Ian	X X	CTC Paramedic Graduate CTC P1 Graduate Representative
Program Director, <i>ex officio</i> , non-voting member	Baker, Ryan	X	CTC EMS Program Director
Medical Director, <i>ex officio</i> , non-voting member	Johnson, Ronald	X	Medical Director, CTC EMS Program
<sup>3</sup>			

Agenda Item		Discussion	Action Required	Lead	Goal Date
1.	Call to order		Yes / <b>No</b>	L. Charpenteir	
2.	Roll call		Yes / <b>No</b>		
3.	Review and approval of meeting minutes	Motion: Hicks, Cindy 2nd: Peterson, Zachary  Motion by Gary Young, Deputy Fire Chief, CCFD and Co-Chair Advisory Committee to ADD: To reflect on Notes EMT History Factors (2020-EMT Pass Rate 90%) Current Pass Rate down to 73% because of COVID, Ice Storms, Remote Skills Make-up etc.  Motion: Dunnam, Aaron 2 <sup>nd</sup> : Dunnam, Aaron	<b>Yes</b> / No	L. Charpenteir	

<sup>3</sup> 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
<p>4. <b>Endorse the Program’s minimum expectation</b> [CAAHEP Standard II.C. Minimum Expectation]</p> <ul style="list-style-type: none"> <li><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.”</li> <li><input type="checkbox"/> Establish / review additional program goals<sup>4</sup></li> </ul>	<p>Additional program goals, learning domains and objectives established, reviewed and approved.</p> <p>Central Texas College EMS Programs’ 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>Approval of Pass Rates 2020: EMT : 73% Overall Pass Rate 2020 National Average 78%; 2020 TX Overall 74% 2021 in progress but shows substantial improvement. Implemented EMS Testing to increase pass-rates Piloting entrance testing</p> <p>CTC Paramedic: 94% (P1 2020) P1 2021 in progress 86% Pass Rate (P2 2021) 79% Pass Rate (P5 2021) P5 has been replaced with Advanced Placement All cohorts were impacted by COVID and the ice storm, forcing them into remote learning. Piloting new entrance exams, to be implemented in Fall of 2022.</p> <p>2020 National Average 83%, 2020 Texas Overall 82%</p> <p>Motion: Peterson, Zachary 2nd: Hicks, Cindy</p>	<p>Yes / <b>No</b></p>	<p>R. Baker</p>	
<p>5. <b>Endorse the Program’s required minimum numbers of patient/skill contacts for each of the</b></p>	<p>New Student Minimum Competency Recommendations January 1, 2023. 108 patient contacts; Cardiac complaints from 6 to 18; Pediatric from 18 to 30 &amp; they must have pathologies; 2 live IM injections; Trauma</p>	<p><b>Yes</b> / No</p>	<p>R. Baker</p>	

<sup>4</sup> 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><b>required patients and conditions</b> [CAAHEP Standard III.C.2. Curriculum]</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Student Minimum Competency (formerly known as the Appendix G)</li> <li><input type="checkbox"/> Review summary graduate tracking reports</li> </ul>	<p>complaints from 30 to 27; Medical complaints from 60 to 107; Psychiatric pathologies from 6 to 18; EMS Patients from 40 to 50; Team Leads from 20 to 30; Team Leads can now be ALS or BLS</p> <p>New Student Minimum Competency Recommendations from CoAEMSP: Amended for 50 successful simulated intubations and 2 live intubation attempts.</p>			
6.	<p><b>Review the program’s annual report and outcomes</b> [CAAHEP Standard IV.B. Outcomes]</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Annual Report data</li> <li><input type="checkbox"/> Thresholds/Outcome data results</li> <li><input type="checkbox"/> Graduate Survey results</li> <li><input type="checkbox"/> Employer Survey results</li> <li><input type="checkbox"/> Resources Assessment Matrix results</li> <li><input type="checkbox"/> Other</li> </ul>	<p>Enrollment Rates 2021: EMT students; Initial students 44 Paramedic students; Initial students 49</p> <p>Resource Assessment: Evaluation Results from 2020/2021 Strengths: Clinical Sites “The Field clinicals are the strongest contributor to my learning. Why, this is the strongest is because I am a very big hands on learner so whenever I get the opportunities to perform my skills the more I become familiar and confident in them.”</p> <p>Faculty “The staff bring knowledge and experience to the program that you would not get from textbooks alone.” “The staff take the time to explain and assist in areas of difficulty.”</p> <p>Limitations/Weaknesses: Registration “The application office. Getting enrolled was difficult due to the application not being viewed for extended amount of time.” ➤ New EMS Clerk is working on ways to streamline the admissions process.</p> <p>Campus Shutdowns “I wish we had more of an in-person experience; but this is a hybrid program.” ➤ Central Texas College has fully opened.</p>	Yes / <b>No</b>	R. Baker	

	Agenda Item	Discussion	Action Required	Lead	Goal Date
		<p>Question: Which resources need improvement? Not enough classroom time “Longer lecture and lab days” “Longer class times”</p> <p>Self-Evaluation Results from 2020 &amp; 2021 Low certification rates in EMT-Basic courses Working to offer NREMT exams at CTC Testing Center.</p>			
7.	<p><b>Review the program’s other assessment results</b> [CAAHEP Standard III.D. Resource Assessment]</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Long-range planning</li> <li><input type="checkbox"/> Student evaluations of instruction and program</li> <li><input type="checkbox"/> Faculty evaluations of program</li> <li><input type="checkbox"/> Course/Program final evaluations</li> <li><input type="checkbox"/> Other evaluation methods</li> </ul>	<p>Program Improvements/Action Plans follow-up from 2020 goals): NREMT Testing at CTC Testing Center Update: The testing center is reopened, and all information has been submitted to offer the National Registry. They are currently starting the application process for NR exams.</p>	Yes / <b>No</b>	R. Baker	
8.	<p><b>Review program changes (possible changes)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Course changes (schedule, organization, staffing, other)</li> <li><input type="checkbox"/> Preceptor changes</li> <li><input type="checkbox"/> Clinical and field affiliation changes</li> <li><input type="checkbox"/> Curriculum changes <ul style="list-style-type: none"> <li>o Content</li> <li>o Sequencing</li> </ul> </li> </ul>	<p>COVID-19 Updates: Campus if fully open Clinical Affiliates are requiring the COVID-19 vaccine. Nursing Homes are still closed to students.</p>	Yes / <b>No</b>	R. Baker	
9.	<p><b>Review substantive changes (possible changes)</b> [CAAHEP Standard V.E. Substantive Change]</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Program status</li> <li><input type="checkbox"/> Sponsorship</li> <li><input type="checkbox"/> Sponsor administrative personnel</li> <li><input type="checkbox"/> Program personnel: PD, Lead Instructor, other</li> <li><input type="checkbox"/> Addition of distance education component</li> </ul>	<p>Upcoming Course Dates: Paramedic Cohorts beginning February P2 (1 day a week, Wednesday) September P1 two day a week course (AM only) Wednesday or Thursday Lab.</p>	Yes / <b>No</b>	R. Baker	

Agenda Item		Discussion	Action Required	Lead	Goal Date
	<input type="checkbox"/> Addition of satellite program	EMT Spring: CCISD, Traditional (AM course) Condensed 8 or 10 week course (Fall / Summer) Traditional course (Fall, Spring and Summer)			
10.	Other identified strengths	N/A	Yes / No		
11.	Other identified weaknesses	N/A	Yes / No		
12.	Identify action plans for improvement	Future Outlook: Creating additional EMS degree paths Fire/Paramedic Tract Pre-Med Adapting EMT-15 Degree to better accommodate current Paramedics Developing a Critical Care Paramedic Program Developing Continuing Education Courses: Expected to launch in Spring of 2022	Yes / No	R. Baker	
13.	Other comments/recommendations	Personnel Changes: New adjunct employees Margarita Gentry has joined the team as the EMS Clerk. Julie Jordan has stepped down as Program Director and continues her role as the P1 Lead Faculty Member Ryan Baker has joined the team as the Program Director	Yes / No	R. Baker	
14.	Staff/professional education	N/A	Yes / No		
15.	CoAEMSP/CAAHEP updates	N/A	Yes / No		
16.	Next accreditation process (i.e., self-study report, site visit, progress report)	N/A	Yes / No		
17.	Other business	N/A	Yes / No		



**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.