



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:	St Petersburg College		
CoAEMSP PROGRAM NUMBER:	600042	DATE, TIME, + LOCATION OF MEETING:	Tuesday, March 17, 2020 14:00 Skype Conferencing
CHAIR OF THE ADVISORY COMMITTEE:¹	David Holler		

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, officio)</i>	Dr. Donna Dooley	X	EmCare/Bayfront Health
Employer(s) of Graduates Representative, <i>officio</i>	Rob Angell Jeremy Tinter	- X	Pinellas Park Fire Department Sunstar/Paramedics Logistics
Key Governmental Official(s), <i>officio</i>	Craig Hare Sandy Brooking	X -	Pinellas County EMS & Fire Administration Pinellas County Public Safety Services
Police and Fire Services, <i>officio</i>	Richard Graham	X	Lealman Fire Rescue
Public Member(s), <i>officio</i>	Christopher Shane Henderson	X	St Pete Fire Rescue
Hospital / Clinical Representative(s), <i>officio</i>	Diane Conti	-	HCA St Petersburg General Hospital
Other - <i>ex officio, non-voting members</i>	Monica Roberts Cara Sebastian Michelle Farren	- X X	St Petersburg College St Petersburg College – EMS Advisor St Petersburg College – Admin Specialist Recorder
Faculty, ² <i>ex officio, non-voting member</i>	Ralph Sibbio Wendy Rector	X -	St Petersburg College St Petersburg College Adjunct Faculty
Sponsor Administration, ² <i>ex officio, non-voting member</i>	Deanna Stentiford	-	St Petersburg College - Dean
Student (current), <i>officio</i>	Andrew Portale David Stremler	X X	St Petersburg College –PSAV Paramedic Allstate St Petersburg College –Paramedic Eve HEC

¹ The best practice is that the chair is not the Program Director. 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
Graduate, <i>officio</i>	Kimberly Johnston	-	Temple University
Program Director, <i>ex officio</i> , non-voting member	Glenn Davis	X	St Petersburg College
Medical Director, <i>ex officio</i> , non-voting member	Dr. Joe Nelson	X	St Petersburg College/Bay Pines VA Hospital
³			

Agenda Item		Discussion	Action Required	Lead	Goal Date
1.	Call to order	Skype Conferencing, members were welcomed by Glenn Davis, EMS Program Director	Yes / No		
2.	Roll call	Chief Holler took roll call. It was advised that several members were unable to attend due to Emergency Operations Center (EOC) Meeting that was scheduled	Yes / No		
3.	Review and approval of meeting minutes	Unable to vote due to not having a quorum	Yes / No		
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	Glenn Davis stated the minimum expectations standard shown to the left and will hold any further comments on Covid-19 preparation until he is able to bring out the presentation in the next agenda item.	Yes / No		

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
	<p>Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels.”</p> <input type="checkbox"/> Establish / review additional program goals ⁴				
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> <input type="checkbox"/> NEW Appendix G: Student Minimum Competency Matrix (<i>effective July 1, 2019</i>) <input type="checkbox"/> Review summary graduate tracking reports	<ul style="list-style-type: none"> - Discussed meeting this morning with Dr Nelson/Program Medical Director, Dean and all full time EMS faculty with regard to modifications that will take place for all EMS Program Classes. - All field and hospital clinicals are suspended immediately. - All lecture classes will transition to online starting Wednesday March 18th, 2020. Lab classes will be suspended for 2 weeks until March 31st, 2020. Status of campus labs will be revisited at this time. - State order from the Department of Health Medical Director on March 16th, 2020. The order addresses field internship and allows program, with consent of Medical Director, to go ahead and conduct some of the field internship competencies through simulation (50 percent). 	Yes / No		
6.	<p>Review the program’s annual report and outcomes [CAAHEP Standard IV.B. Outcomes]</p> <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>Advised that the 2018 Annual Report date has been extended to June 30th, 2020. All committee members will receive surveys to complete.</p>	Yes / No		
7.	<p>Review the program’s other assessment results [CAAHEP Standard III.D. Resource Assessment]</p> <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	<p>The latest National Registry/MQA State Pass rates as of 10/07/2019:</p> <ul style="list-style-type: none"> - EMT - SPC first attempt 68%, overall 85% (State wide first attempt 72%, overall 77%) - Paramedic – SPC first attempt 75%, overall 88% (State wide first attempt 55%, overall 70%) - This data does not include December EMT or Paramedic graduates 	Yes / No		

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
	<input type="checkbox"/> Other evaluation methods				
8.	Review program changes (possible changes) <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 	Members were informed that CoAEMSP Accrediting Agency has pushed out the annual reporting to June 30, 2020. This is for data collected for the year 2018. Advisory committee members for 2018 will be sent surveys to complete. Clinical and field changes were discussed in previous agenda items.	Yes / No		
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	Discussion ensued about the changes taking place for COVID-19: <ul style="list-style-type: none"> - We expect to plan for the long term, anywhere from 6-18 months. - Main goal is to get current classes to completion Other items discussed: <ul style="list-style-type: none"> - We are always hiring new adjunct instructors - Currently interviewing for Clinical Support Coordinator 2 candidates. - Cedrick Harrington PSAV Coordinator has secured funding for Simbalance at the Allstate Campus. - No additional satellite campuses will be added at this time - State DOH/BEMO renewed in December 2019 	Yes / No		
10.	Other identified strengths	Members were informed that all of our focus and efforts are on mitigating COVID-19	Yes / No		
11.	Other identified weaknesses	Suspension of clinical and field operations which are beyond our control due to COVID-19	Yes / No		
12.	Identify action plans for improvement	As previously discussed the action plan for COVID-19	Yes / No		
13.	Other comments/recommendations	None at this time	Yes / No		
14.	Staff/professional education	No discussion at this time	Yes / No		

Agenda Item		Discussion	Action Required	Lead	Goal Date
15.	CoAEMSP/CAAHEP updates	As previously discussed the amended due dates for accreditation reports due to COVID-19	Yes / No		
16.	Next accreditation process (i.e., self-study report, site visit, progress report)	Agenda states 2018 Annual Report due June 30, 2020; Self Study due August 1, 2020; Site Visit due 2021	Yes / No		
17.	Other business	No other business items were discussed at this time	Yes / No		
18.	Next meeting(s)	It was discussed that we expect to hold our next meeting in June 2020. Email invitations will be send to members to coordinate around EMS State meetings that take place the 2 nd week of June in South Florida.	Yes / No		
19.	Adjourn	No other agenda items to be discussed, no actions required. Motion to adjourn meeting	Yes / No		

Minutes prepared by Michelle Farren

Date 05/21/2020

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.