



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.

<b>SPONSOR / INSTITUTION NAME:</b>	St Petersburg College		
<b>CoAEMSP PROGRAM NUMBER:</b>	600042	<b>DATE, TIME, + LOCATION OF MEETING:</b>	Thursday, August 20, 9:00 AM Microsoft Teams Conferencing
<b>CHAIR OF THE ADVISORY COMMITTEE:<sup>1</sup></b>	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) (may be fulfilled by Medical Director), <i>officio</i>	Dr. Donna Dooley Laurie Romig	X X	EmCare/Bayfront Health Community Member/Physician
Employer(s) of Graduates Representative, <i>officio</i>	Andrew Hughes Jeremy Tinter Ian Womack	X X X	Pinellas Park Fire Department Sunstar/Paramedics Logistics St Pete Fire Rescue
Key Governmental Official(s), <i>officio</i>	Craig Hare Sandy Brooking	- -	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	-	St Petersburg Fire Rescue
Hospital / Clinical Representative(s), <i>officio</i>	Diane Conti	-	HCA St Petersburg General Hospital
Other - <i>ex officio, non-voting members</i>	Cara Sebastian Michelle Farren Krista Fusari Monica Roberts Kerry Carter	X X X X X	St Petersburg College – EMS Advisor St Petersburg College – Admin Specialist Recorder St Petersburg College – Admin Specialist St. Petersburg College – Career Outreach Specialist St. Petersburg College – Career Outreach Specialist
Faculty, <sup>2</sup> <i>ex officio, non-voting member</i>	Scott Pelletier Ralph Sibbio	X X	St Petersburg College St Petersburg College

<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
	Ted Rogers Cedrick Harrington (joined late) Paul Serino Wendy Rector	- X X -	St. Petersburg College St. Petersburg College – PSAV Coordinator St. Petersburg College St. Petersburg College – Adjunct Faculty
Sponsor Administration, <sup>2</sup> <i>ex officio</i> , <i>non-voting member</i>	Deanna Stentiford (joined late) Kory Thomas	X X	St Petersburg College – Dean St Petersburg College – Acting Assistant Dean
Student (current), <i>officio</i>	David Stremmler Samantha St Martin	X -	St Petersburg College – Paramedic Eve HEC St Petersburg College – EMT Day HEC
Graduate, <i>officio</i>	Glenn LaPlante Nathan Zook Andrew Portale	- - X	Sunstar Seminole Fire Rescue Safety Harbor Fire Rescue
Program Director, <i>ex officio</i> , <i>non-voting member</i>	Glenn Davis	X	St Petersburg College
Medical Director, <i>ex officio</i> , <i>non-voting member</i>	Dr. Joe Nelson	X	St Petersburg College/Bay Pines VA Hospital
Guest	Matt Caravona	X	Sunstar

Agenda Item		Discussion	Action Required	Lead	Goal Date
1.	<b>Call to order</b>	<ul style="list-style-type: none"> <li>Microsoft Teams Conferencing, members were welcomed by Glenn Davis, EMS Program Director.</li> </ul>	Yes / No	D. Holler	
2.	<b>Roll call</b>	<ul style="list-style-type: none"> <li>Committee Chair David Holler conducted roll call.</li> </ul>	Yes / No	D. Holler	
3.	<b>Review and approval of meeting minutes</b>	<ul style="list-style-type: none"> <li>Quorum reached and previous meeting minutes (June 4, 2020) have been voted on and approved.</li> </ul>	Yes / No	D. Holler	

Agenda Item		Discussion	Action Required	Lead	Goal Date
4.	<p><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 Technician, and/or Emergency Medical Responder levels."</li> <li><input type="checkbox"/> Establish / review additional program goals<sup>3</sup></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Glenn Davis stated the standard minimum program expectations shown to the left and reviewed program goals with regard to COVID-19.</li> </ul>	Yes / No	G. Davis	
5.	<p><b>Endorse the Program's required minimum numbers of patient/skill contacts for each of the required patients and conditions</b> [CAAHEP Standard III.C.2. Curriculum]</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> NEW Appendix G: Student Minimum Competency Matrix (<i>effective July 1, 2019</i>)</li> <li><input type="checkbox"/> Review summary graduate tracking reports</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Annual reports from CoAEMSP's changed format in 2017, always reporting 2 years behind - 2019 report will be due March 2021</li> <li><input type="checkbox"/> CoAEMSP's Appendix G - recommendations from CoAEMSP's on clinical minimums. Updated Spring 2020, all program minimums meet or exceed what is required</li> <li><input type="checkbox"/> CoAEMSP Appendix G - EMSAC members review and approve.</li> </ul>	Yes / No	D. Holler/G. Davis	
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>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Discussed NREMT Passing Rates for the 1<sup>st</sup> part of the year</li> <li><input type="checkbox"/> EMT 2020 – Overall pass rate 78% (State average 71%, National average 71%)</li> <li><input type="checkbox"/> Paramedic 2020 – Overall pass rate 70% (State average 68%, National Average 74%)</li> </ul>	Yes / No	G. Davis	
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> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Discussed COVID-19 action plan for EMT &amp; Paramedic students. More to be discussed in item #8 below</li> </ul>	Yes / No	G. Davis	

<sup>3</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
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Course/Program final evaluations</li> <li><input type="checkbox"/> Other evaluation methods</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Online Survey are emailed to graduates and employers 6-12 months after graduation.</li> </ul>			
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>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Hillsborough County BLS Agencies allowing students back in the field (Americare &amp; Transcare)</li> <li><input type="checkbox"/> Pinellas County Partners allowing students back in the field (Sunstar &amp; Fire Departments)</li> <li><input type="checkbox"/> Ongoing discussion with Facilities to allow students back into hospital rotations (HCA &amp; Palms Pasadena)</li> <li><input type="checkbox"/> Paramedic Cohort 5 currently in Phase III, completion Dec 2020</li> <li><input type="checkbox"/> Paramedic Cohort 6 currently in Phase I, began July 27, 2020. This will be the first Paramedic ATD class which replaces PSAV.</li> <li><input type="checkbox"/> FF/EMT Cohort that was delayed from Spring 2020 began August 17, 2020.</li> <li><input type="checkbox"/> Fall Evening Paramedic Cohort operating labs out of Allstate and lecture online.</li> <li><input type="checkbox"/> Current Evening Paramedic Cohort set to graduate this month.</li> <li><input type="checkbox"/> Tarpon classes on pause for Fall 2020 due to COVID-19. Starting plans for return to campus Spring 2021</li> <li><input type="checkbox"/> Spring Evening EMT finishing up in Summer/Fall, delayed due to COVID-19</li> <li><input type="checkbox"/> Fall EMT Day programs doing online lectures and labs at the Allstate Campus.</li> <li><input type="checkbox"/> Fall EMT Eve programs doing online lectures and labs at the HEC campus.</li> </ul>	Yes / No	G. Davis	
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> <li><input type="checkbox"/> Addition of satellite program</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Glenn Davis has stepped down as the EMS Program Director for personal reasons, last day with the college will be August 31, 2020</li> <li><input type="checkbox"/> Ralph Sibbio has been offered the acting Program Director position which will be effective September 1, 2020</li> <li><input type="checkbox"/> Kristin Shuler has been hired as the acting EMS Program Support Coordinator Position</li> <li><input type="checkbox"/> EMS Adjunct Faculty Applications Open</li> <li><input type="checkbox"/> Dr Nelson and Dr Romig officially recognized Glenn Davis for his leadership, guidance, talent and innovation. They expressed their gratitude for the work he has done for the SPC EMS program over the years.</li> </ul>	Yes / No	D. Stentiford/	

Agenda Item		Discussion	Action Required	Lead	Goal Date
10.	Other identified strengths	COVID-19 has forced us to improve our simulation experience	Yes / No	G. Davis	
11.	Other identified weaknesses	Ongoing need for Adjunct Instructors & Preceptors	Yes / No	G. Davis	
12.	Identify action plans for improvement	<ol style="list-style-type: none"> <li>1. Endorse program minimum expectations, simulation adaptations</li> <li>2. Appendix G</li> </ol> Motion to approve, 2 <sup>nd</sup> motion to approve. Unanimously approved.	Yes / No	G. Davis	
13.	Other comments/recommendations	None currently	Yes / No		
14.	Staff/professional education	Faculty Webinars	Yes / No	G. Davis	
15.	CoAEMSP/CAAHEP updates	Annual Report has been submitted for 2018	Yes / No	G. Davis	
16.	Next accreditation process (i.e., self-study report, site visit, progress report)	<input type="checkbox"/> 2019 Annual Report due March 31, 2021 <input type="checkbox"/> CSSR Self Study will be due October 1, 2021. Site survey to be scheduled after the CSSR is submitted	Yes / No	G. Davis	
17.	Other business	None at this time	Yes / No		
18.	Next meeting(s)	Our next meeting will be in the Spring of 2021.	Yes / No	G. Davis	
19.	Adjourn	No other agenda items to be discussed, motion to adjourn meeting	Yes / No	C. Holler	

Minutes prepared by Michelle FarrenDate 08/20/2020Minutes approved by Glenn Davis, Program DirectorDate 08/31/2020*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.