



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:	St Petersburg College		
CoAEMSP PROGRAM NUMBER:	600042	DATE, TIME, + LOCATION OF MEETING:	Thursday, June 4, 2020 10:00 AM Microsoft Teams 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) (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	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 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 Marilyn Browne	X X X	St Petersburg College – EMS Advisor St Petersburg College – Admin Specialist Recorder St. Petersburg College – Career Pathways Outreach
Faculty, ² <i>ex officio, non-voting member</i>	Scott Pelletier Ralph Sibbio Ted Rogers Cedrick Harrington	X X X X	St Petersburg College St Petersburg College St. Petersburg College St. Petersburg College – PSAV Coordinator

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
	Wendy Rector	X	St. Petersburg College – Adjunct Faculty
Sponsor Administration, ² <i>ex officio</i> , non-voting member	Deanna Stentiford	X	St Petersburg College – Dean
Student (current), <i>officio</i>	Andrew Portale David Stremmler Samantha St Martin	X X X	St Petersburg College – PSAV Paramedic Allstate St Petersburg College – Paramedic Eve HEC St Petersburg College – EMT Day HEC
Graduate, <i>officio</i>	Glenn LaPlante	X	St Petersburg College – PSAV Paramedic Fall 2019
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
Guest	Matt Caravona	X	Sunstar

Agenda Item		Discussion	Action Required	Lead	Goal Date
1.	Call to order	<ul style="list-style-type: none"> Microsoft Teams Conferencing, members were welcomed by Glenn Davis, EMS Program Director. 	Yes / No		
2.	Roll call	<ul style="list-style-type: none"> Committee Chair David Holler conducted roll call. 	Yes / No		
3.	Review and approval of meeting minutes	<ul style="list-style-type: none"> Quorum reached and previous meeting minutes have been voted on and approved. 	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),	<input type="checkbox"/> Glenn Davis stated the standard minimum program expectations shown to the left and will hold any further comments on COVID-19 until we get to agenda item #8 below.	Yes / No		

Agenda Item	Discussion	Action Required	Lead	Goal Date
<p>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> <ul style="list-style-type: none"> <input type="checkbox"/> Establish / review additional program goals³ 				
<p>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]</p> <ul style="list-style-type: none"> <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"> <input type="checkbox"/> It was advised that CoAEMSP’s has adjusted the due date to the end of June 2020 for the 2018 reports. We are currently in the process of tracking and compiling data for the year 2018. <input type="checkbox"/> Advisory Committee rosters are currently being updated to see which members wish to resume for year 20/21. 	<p>Yes / No</p>		
<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 	<ul style="list-style-type: none"> <input type="checkbox"/> Glenn Davis is currently working on annual reports <input type="checkbox"/> Graduate Surveys have been mailed for all 2019 graduates <input type="checkbox"/> Employer Surveys are currently in process for 2019 <input type="checkbox"/> In addition to the EMS Department sending surveys out to students, the college also sends surveys out after graduation. 	<p>Yes / No</p>		
<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 	<ul style="list-style-type: none"> <input type="checkbox"/> These items will be addressed in item #8 below and how they pertain to COVID-19 	<p>Yes / No</p>		

³ 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>8.</p> <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 	<ul style="list-style-type: none"> <input type="checkbox"/> Cedrick Harrington provided updates on daytime Paramedic Cohorts and changes that have been made due to COVID-19. <input type="checkbox"/> Current PM Phase 3 on track to graduate June 16th. Since they are unable to finish field/clinicals they will do Capstone which meets state/CoAEMSP standards to graduate. Challenging for students but all have passed. <input type="checkbox"/> Current PM Phase 2 which was in Phase 1 when COVID-19 began is doing asynchronous lectures on cardiac. They will be back on campus for first exams in June. <input type="checkbox"/> Although online teaching has been a challenge, the program has learned a lot on what methods work best for online learning. Faculty and paramedic students have adjusted well. <input type="checkbox"/> Goal is to turn Allstate into a true simulation campus <input type="checkbox"/> Currently converting lab classroom AC211 into simulation hospital, goal is to be ready for Fall 2020 classes. <input type="checkbox"/> Grant received for Sim Ambulance. Room AC207A will be converted within a few weeks. Camera's and 2-way intercoms will be utilized so students can run their own simulations. <input type="checkbox"/> Current PM student shared positive experience with online practical testing <input type="checkbox"/> Scott Pelletier gave updates on EMT program. Summer cohort pushed back to Fall. Current Spring cohorts – EMT Day able to adapt, EMT Eve not as successful as they were only 2 weeks into program when COVID-19 hit. Current EMT Eve student discussed the challenges she has faced with online learning. Please refer to PowerPoint. <input type="checkbox"/> BLS agencies in Hillsborough County approached the college and will allow students to ride (e.g., Transcare, AMR, Americare). <input type="checkbox"/> Jeremy Tinter inquired if there was a request to reactivate ride times in Pinellas County and will work to support this, will follow up after meeting. <input type="checkbox"/> SPC EMS will provide PPE to students to take the burden off the county agencies. SPC has been able to order and secure an adequate supply of N95 masks and gowns. <input type="checkbox"/> SPC has formed a task force to provide guidelines with regard to COVID-19. All precautions are being taken to keep students safe and distanced from suspected COVID cases. 	<p>Yes / No</p>		

Agenda Item		Discussion	Action Required	Lead	Goal Date
9.	Review substantive changes (<i>possible changes</i>) [CAAHEP Standard V.E. Substantive Change] <ul style="list-style-type: none"> <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 	<ul style="list-style-type: none"> <input type="checkbox"/> Discussion ensued about the emergency response to COVID-19. <input type="checkbox"/> Link provided: https://spcemergency.com/ <input type="checkbox"/> Continue to plan for long term, all lectures moved online. No official dates when we can resume lab on campus. <input type="checkbox"/> Discussed official guidelines released on April 5, 2020 from CoAEMSP's which allow some leeway to adapt to changes <input type="checkbox"/> EMS Program Support Coordinator Position –Accepting applications <input type="checkbox"/> Always hiring new adjunct instructors <input type="checkbox"/> No additional satellite campuses will be added at this time 	Yes / No		
10.	Other identified strengths	<ul style="list-style-type: none"> <input type="checkbox"/> EMS Department is working toward making Allstate a simulation campus. 	Yes / No		
11.	Other identified weaknesses	<ul style="list-style-type: none"> <input type="checkbox"/> It was questioned if we have the resources to move students forward to completion 	Yes / No		
12.	Identify action plans for improvement	Program Adaptations to COVID-19. Motion to approve, 2 nd motion to approve. Unanimously approved.	Yes / No		
13.	Other comments/recommendations	None currently	Yes / No		
14.	Staff/professional education	EMS faculty and students were able to attend the State EMS meetings the 1 st week of March in Tampa.	Yes / No		
15.	CoAEMSP/CAAHEP updates	Annual Report due June 30, 2020	Yes / No		
16.	Next accreditation process (i.e., self-study report, site visit, progress report)	Self -Study due August 1, 2020; 5 year site visit due 2021, date TBD once self-study is reviewed.	Yes / No		
17.	Other business	Updates from Dr. Nelson	Yes / No		

Agenda Item		Discussion	Action Required	Lead	Goal Date
18.	Next meeting(s)	Our next meeting will be in the Fall Of 2020. Email invitations will be sent to all members.	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 06/30/2020

Minutes approved by Glenn Davis, Program Director

Date 08/20/2020

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.