



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 –Emergency Medical Services		
CoAEMSP PROGRAM NUMBER:	600042	DATE, TIME, + LOCATION OF MEETING:	Thursday, March 18, 2021 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) <i>(may be fulfilled by Medical Director, officio)</i>	Dr. Donna Dooley	X	EmCare/Bayfront Health
Employer(s) of Graduates Representative, <i>officio</i>	Andrew Hughes Jeremy Tinter Ian Womack	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
Career Outreach Specialist, <i>ex officio, non-voting member</i>	Kerry Carter Monica Roberts	X -	St Petersburg College –Allstate St Petersburg College -HEC
Hospital / Clinical Representative(s), <i>officio</i>	Scott Seibert Diane Conti	X -	Johns Hopkins All Childrens Hospital (JHACH) 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 – EMS Admin Specialist St Petersburg College – Career Pathways Outreach
Faculty, ² <i>ex officio, non-voting member</i>	Scott Pelletier Paul Serino	- X	St Petersburg College –Lead EMT Instructor St Petersburg College -Lead Paramedic Instructor

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
	Kristin Shuler	-	St Petersburg College –EMS Faculty
Sponsor Administration, ² <i>ex officio</i> , non-voting member	Deanna Stentiford Eric Carver	- -	St Petersburg College – Dean St Petersburg College - Provost
Student (current), <i>officio</i>			
Graduate, <i>officio</i>	Andrew Portale Glenn LaPlante David Stremmler Samantha St Martin	- - - -	PSAV Paramedic Spring 2020 -Allstate PSAV Paramedic Fall 2019 –Allstate Paramedic Evening HEC EMT Day HEC
Program Director, <i>ex officio</i> , non-voting member	Ralph Sibbio	X	St Petersburg College
Medical Director, <i>ex officio</i> , non-voting member	Dr. Joe Nelson	X	St Petersburg College/Bay Pines VA Hospital
EMS PSAV Coordinator II, <i>ex officio</i> , non-voting member	Jerome Ruffing	X	St Petersburg College
Adjunct Faculty	Wendy Rector	-	St Petersburg College
Public Member, <i>officio</i>	David Holler Laurie Romig	X X	Pinellas Park Fire Department (ret.), Committee Chair Community Member/Physician
Guest/Representative	Matt Caravona	-	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 Ralph Sibbio, Acting EMS Program Director. 	No	D. Holler/ R. Sibbio	
2.	Roll call	<ul style="list-style-type: none"> Committee Chair David Holler conducted roll call. 	No	D. Holler	
3.	Review and approval of meeting minutes	<ul style="list-style-type: none"> August 20, 2021 meeting minutes have been voted on and approved. 	Yes	D. Holler	

Agenda Item		Discussion	Action Required	Lead	Goal Date
4.	<p>Endorse the Program's minimum expectation [CAAHEP Standard II.C. Minimum Expectation]</p> <ul style="list-style-type: none"> <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." <input type="checkbox"/> Establish / review additional program goals³ 	<ul style="list-style-type: none"> <input type="checkbox"/> Program goals to the left were reviewed with regards to Covid-19 	No	D. Holler/ R. Sibbio	
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> <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"/> Discussed Covid-19 updates and obstacles the program continues to face. Clinical sites beginning to accept students except Baycare. Field sites (Fire Departments & Sunstar) open to students but extremely limited <input type="checkbox"/> Discussed maintaining Appendix G <input type="checkbox"/> Graduate surveys have been sent to Spring 2020 graduates, response minimal. 	No	D. Holler/ R. Sibbio	
6.	<p>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"/> 2018 Annual Report Submitted July 31, 2020 <input type="checkbox"/> 2019 Annual Report Due May 18, 2021 <input type="checkbox"/> CSSR Self Study Due October 1, 2021 (due every 5 years) <input type="checkbox"/> Site Survey to be scheduled after CSSR is submitted <input type="checkbox"/> Normally the site survey is scheduled with the state visit and may be conducted virtually 	No	R. Sibbio	
7.	<p>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 	<ul style="list-style-type: none"> <input type="checkbox"/> Discussed Final Practical Examinations which will start using the National Registry model –NREMT Integrated Out of Hospital (IOOH) format. This will be used for the end of program final 	No	J. Ruffing/ R. Sibbio	

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
	<ul style="list-style-type: none"> <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 	<p>practical evaluations. In the past, two students would work as a team. New model will have student work with a professional partner/EMS Instructor.</p> <ul style="list-style-type: none"> <input type="checkbox"/> EMT Program Pass Rates (1st Quarter 2020 - 1st Quarter 2021) <ul style="list-style-type: none"> > 1st attempt = 63% > Cumulative up to 3 attempts = 78% <p>EMT National Exam Pass Rates (1st Quarter 2020 - 1st Quarter 2021)</p> <ul style="list-style-type: none"> > 1st attempt = 69% > Cumulative up to 3 attempts = 78% <p>Paramedic Program exam pass rates (1st quarter 2020 – 1st quarter 2021)</p> <ul style="list-style-type: none"> >First attempt = 69% >Cumulative within 3 attempts = 88% <p>Paramedic National exam pass rates (1st quarter 2020 – 1st quarter 2021)</p> <ul style="list-style-type: none"> >First attempt = 70% >Cumulative within 3 attempts = 83% 			
8.	<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"/> Currently have two daytime/shift-friendly Paramedic cohorts in session at the Allstate Campus. Phase 3 on track to graduate June 2021 and Phase 1 will complete Dec 2021 <input type="checkbox"/> Evening Paramedic Cohort at HEC will complete July 2021 <input type="checkbox"/> EMT Day and Evening Spring cohorts in session at HEC <input type="checkbox"/> EMT Day Spring cohort in session at Tarpon Campus <input type="checkbox"/> EMT/Fire Combined Class in session and will complete EMT August 2021. Next combined cohort will start Fall 2021 <input type="checkbox"/> Discussed Boot Camp that will be offered the first week of class to all EMT cohorts to help better prepare and give students a stronger foundation. <input type="checkbox"/> SPC EMS continues to provide PPE to students for field and clinicals. 	No	J. Ruffing/ R. Sibbio	

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"/> Discussed SPC Hiring Freeze, no outside candidates are being interviewed. Currently can only hire from within the college <input type="checkbox"/> New Acting Full Time Faculty Positions have been filled: -Kaylie Vukota & Kristin Shuler (previously adjunct instructors) <input type="checkbox"/> New Acting PSAV Coordinator II -Jerome Ruffing (previously adjunct instructor) <input type="checkbox"/> Requesting OPS position to assist in the Program Support Coordinator position that has been vacant for 18 months. 	No	R. Sibbio	
10.	Other identified strengths	<ul style="list-style-type: none"> <input type="checkbox"/> EMT classes continue to be at full capacity <input type="checkbox"/> Re-established footprint on Tarpon Springs Campus 	No	R. Sibbio	
11.	Other identified weaknesses	<ul style="list-style-type: none"> <input type="checkbox"/> Discussed 10% budget cut by college <input type="checkbox"/> Credit Paramedic Evening cohort enrollment is below expectations <input type="checkbox"/> Reduced amount of field preceptors to accommodate number of EMT/Paramedic students. It has been difficult for students to meet minimal standards of Appendix G. <input type="checkbox"/> It has been a challenge keeping Adjunct Faculty as we have to compete with mandatory overtime & higher hourly pay rates 	No	R. Sibbio	
12.	Identify action plans for improvement	Program adaptations to Covid-19	No	R. Sibbio	
13.	Other comments/recommendations	Marilyn Browne shared Advisory Committee Annual Evaluation Survey. All members were requested to complete survey: https://web.spcollege.edu/survey/31662	Yes	D. Holler/ M. Browne	
14.	Staff/professional education	Faculty have attended meetings/webinars from NAEMSE, CoAEMSP, FAEMSE and simulation product vendors	No	R. Sibbio	
15.	CoAEMSP/CAAHEP updates	Dates have been amended, see agenda item 16	No	R. Sibbio	

Agenda Item		Discussion	Action Required	Lead	Goal Date
16.	Next accreditation process (i.e., self-study report, site visit, progress report)	CAAHEP/CoAEMSP - 2019 Annual Report due May 18, 2021; Self Study Due October 1, 2021; Site Visit due 2022. State DOH/BEMO due for renewal November 2021.	No	R. Sibbio	
17.	Other business	None at this time	No	D. Holler	
18.	Next meeting(s)	Our next meeting will be Fall 2021 –Date TBD approximately Aug/Sept 2021. Email invitations will be sent to all members.	No	D. Holler	
19.	Adjourn	No other agenda items to be discussed, no actions required. No oppositions. Motion to adjourn meeting (1 st - R. Graham, 2 nd - D. Dooley)	Yes	D. Holler	

Minutes prepared by Michelle Farren

Date 04/09/2021

Minutes approved by Ralph Sibbio

Date 04/09/2021

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.