



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:	Moorpark College EMS Programs Advisory Committee		
CoAEMSP PROGRAM NUMBER:		DATE, TIME, + LOCATION OF MEETING:	March 3, 2022; 1500-1600 hours; ONLINE
CHAIR OF THE ADVISORY COMMITTEE:¹	John Everlove, Allied Health Coordinator		

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>			
Employer(s) of Graduates Representative	Jeremey Shumaker, Regional Director Mike Sanders, Director of Operations Joey Williams, Clinical Manager	X X X	AMR/Gold Coast AMR/Gold Coast AMR/Gold Coast
Key Governmental Official(s)-EMS Agency	Steve Carroll, EMS Administrator Chris Rosa, Deputy Administrator	X X	Ventura County EMS Agency Ventura County EMS Agency
Police and Fire Services	Robert Miner, Captain Joe Dullam, Battalion Chief	X	VCFD VCFD
Public Member(s)			
Hospital / Clinical Representative(s)	Kristen Shorts, PCC Meghan Shaner, ED Director	X X	Adventist Health Simi Valley Los Robles Hospital and Medical Center
College Representatives and Executive Staff	Mary Rees, VP Academic Affairs Carol Higashida, Dean of Student Services-Health Sciences Robert Cabral, Dean of Career Technical Education	X X X	Moorpark College Moorpark College Moorpark College
Faculty ²	Adriane Gil-Stefansen	X	Moorpark College
Sponsor Administration ²			

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
Student (current)			
Graduate			
Program Director, <i>ex officio</i> , non-voting member	John Everlove, EMT Program Director	X	Moorpark College
Medical Director, <i>ex officio</i> , non-voting member			
³			

Agenda Item		Discussion	Action Required	Lead	Goal Date
1.	Call to order		No		
2.	Roll call		No		
3.	Review and approval of meeting minutes	N/A	No		
4.	Moorpark College Spring 2022 Update	<ul style="list-style-type: none"> John Everlove gave an update of what has been happening at Moorpark College. Over the course of the past few years, there has been a lot of work in trying to develop EMS programs. An EMR course was introduced as a dual enrollment format in partnership with a few local high schools. This gives a modified version of the EMT program to high school students. The class provides students with college credits and a direct pathway into the EMT Program at Moorpark College. It is believed that with an outreach to high school students and fostering the interest in emergency medical care at a young age, we can create a good 	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.

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		<p>pathway into their careers. It has been very successful. This year alone 80 students have completed the EMR program, all of which are planning on continuing the EMT programs at either Moorpark, Ventura, or Oxnard colleges.</p> <ul style="list-style-type: none"> • Despite challenges that the last few years have brought, the EMT program is running strong. The program is still turning out approximately 75-80 students per year into the system. The program is eager to get back into an in-person format for clinical rotations this coming fall. • An EMT refresher course will be introduced in the near future. It has been modified to more closely meet the NREMT guidelines for recertification. It will be a 24-hour course and offered for credits for students. Ventura County Fire, Gold Coast, and other programs here in Ventura County will benefit from having more availability in refresher courses on a more regular basis. • With the pandemic forcing the program into a hybrid format (live Zoom/online lecture with in person skill), we have found the success rate of completion has risen. Completion rate was 89%-92% meeting in person pre-covid. Going into a hybrid format post-covid has raised the success rate to about 97%-98%. This format seems to benefit the students due to many factors. We would like to embrace this hybrid model moving forward. 			
5.	Future EMS Program Development	<ul style="list-style-type: none"> • We are looking to expand our EMS program offerings here at Moorpark College. For over a year and a half we have been in discussions with our strategic partners regarding the possibility of offering a paramedic program on the east end of Ventura County here at the college. We have filed a Notice of Intent to begin the process. The process is in its very beginning stages. Part of this meeting's purpose is to hear from committee members as to how we can meet agencies needs and get opinions on what can help with that. • There have been open discussions with Ventura College. John Everlove has approached VC in several different meetings and 			

Agenda Item	Discussion	Action Required	Lead	Goal Date
	<p>conversations regarding Moorpark College’s interest of moving forward with a paramedic program. It is our goal to supplement VC’s existing course offerings, not to replace them. Therefore, we are looking at schedules that will not overlap VC’s clinical placements and maintain an open dialogue to ensure everyone’s needs are being met in a helpful way. We are going to continue that effort at the dean level, as Dean Carol Higashida is in talks with her counterparts at Ventura College. Additionally, our executive team along with Dean Robert Cabral are actively having conversations with VC to help make sure we are all on the same page.</p> <ul style="list-style-type: none"> • Part of these beginning stages is assessing and evaluating the needs of these programs here in the Southern CA region, specifically in the Eastern Ventura and Western LA counties. It is necessary for us to find out what current and projected needs there are for the local agencies in the field, such as number of employees needed at the EMT and paramedic levels. <ul style="list-style-type: none"> - Chris Rosa shared things are locally pretty tough right now and are not projected to get better any time soon. It is being predicted that there will be long term shortages for paramedics. Gold Coast and AMR are hurting regionally. The current outflow of paramedics from the county’s single paramedic program as well as the programs in the Southern CA region are not enough to supplement that shortage. It would be a huge benefit to add a paramedic program so that there can be more paramedics entering into the field. In addition, it is known that fire agencies in the region are going to be or are already facing large scale retirements which will create an additional need. As for our neighboring counties, Santa Barbara is doing ok as far as staffing, however LA county is not only facing a shortage but starting to feel the effects of the large-scale retirement as well. Furthermore, Chris shared this is a nation-wide crisis. Overall, there are dramatically fewer paramedics and EMTs in agencies around the country. This seems to be due to attrition, a slow training process, and people being burned out and changing careers after the pandemic. It will take years to get into a better place. 			

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	<ul style="list-style-type: none"> - Mike Sanders stated a shortage of staffing has been a huge problem and AMR and Gold Coast welcomes a new paramedic program in our county, especially one on the east side. He is finding that when VC and some of the other adjacent schools such as UCLA graduates paramedics, agencies tend to compete with each other for the new graduate. It has become an issue internally as well as with paramedic agencies outside of AMR. From a national level, Mike confirms there is a national shortage of paramedics. - Jeremy Shumaker agreed that this is a national issue that has been exacerbated if not created by the pandemic. A lot of programs were shut down or downsized at the beginning of covid and as a result there are far fewer people coming out of paramedic programs looking for jobs. Because of this, all of the agencies are in competition to recruit the same people. Gold Coast and AMR fully support any new programs that will put more paramedics into the workforce. Jeremy is working with the state to create a paramedic apprenticeship program. It would be worth to have some conversations on how to leverage that program with Moorpark College and the other colleges to get some benefits for the EMT students that are out there. Jeremy believes that if Moorpark could put out 50 students a year above the current number of paramedic students coming from other programs, they would all have jobs with just AMR and Gold Coast in Ventura and Santa Barbara counties. - Joe Dullam is concerned whether or not the system could support precepting 50 students in addition to Ventura College's students. He feels it would be beneficial to have a year-round program since VC finishes their program in June. - Meghan Shaner is excited for a new program. Paramedics are tired and burnt out. There is definitely a need to help the community out. She spoke to people at Los Robles who are excited as well. Meghan reached out to the education department at Los Robles to see what it would look like to have the paramedic students come in. Everyone is on board to help support the program. 			

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		<ul style="list-style-type: none"> - Kristen Shorts reported that Adventist Health Simi Valley had no VC students this semester due to covid protocol and the students were still able to successfully complete the program using West County facilities. She believes Simi Hospital can accommodate MC paramedic classes without issue. She recommends East County/West County split for EMS programs. - Robert Miner also feels there may be a problem with clinical placement and preceptors. Paramedics and firefighters tend to burn out after precepting for an extended amount of time while also balancing their huge work load. He suggested exploring the possibility of having clinical placement outside of Ventura County. John stated he is already looking into that option. 			
6.	Prerequisites and Admission Requirements	<ul style="list-style-type: none"> • In regards to prerequisites and admission requirements, Chris does not want to sacrifice quality. Students should be well prepared and successful when they come into the program. He feels strongly that they need scene awareness, the sense of timing, and to be able to recognize what is and is not emergent. This comes with time being an EMT in the 911 system. The program requirements are outlined in the CA Code of Regulations in terms of program requirements and what is needed of a student in order to start a paramedic program. There needs to be a balance of requirements and wants. He feels that 6 months as an EMT should be a minimum qualification to get into the paramedic program. He also would love to see the program be two years long and students coming out with an associates degree but knows that is not realistic and will not immediately help the crisis. • Rob stated that LA County Fire sends their students to UCLA versus VC due to prerequisites and class schedules. There is also a benefit of sending the students outside of the county to do their internships, as they do not want to intern them in house. Speaking for himself, when he went to paramedic school, he did not have to complete anatomy or physiology and does not feel it hindered him at all. As an agency, there are some requirements that are put on an individual based off of their preferences as a 			

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		fire department and what is pushed from a union stand point as well. They are now requiring that their firefighters whom want to go to paramedic school must have two years out in the field prior to starting.			
7.	Paramedic Program Format	<ul style="list-style-type: none"> John asked the committee what their thoughts were on a part-time program versus a full-time one. Mike Sanders believes it really comes down to the individual student and what their preference is. Both have their advantages and disadvantages. While it is understood that there are hardships for students such as possibly having to continue working through the duration of the program, cost of living, etc., it is the preference of the committee members to have a full-time program. AMR is offering a cash incentive to help support students throughout the program. John feels that offering an online educational format for the program versus sitting in a classroom for 40 hours a week could take off some of the pressure for a full-time student. A hybrid format can offer a balance that can meet the needs of the student while in a full-time program. 			
8.	Collective Agency Participation in MC EMS Programs	John stated he appreciated the opportunity to collaborate with all individuals on the committee. The college would like to be able incorporate some of the personnel in to the educational program from all agencies represented at the meeting as well as some of their locations and training centers for the program. John will be reaching out to everyone to see how much participation members would like to contribute to the process.			
9.	<p>Endorse the Program’s minimum expectation [CAAHEP Standard II.C. Minimum Expectation]</p> <ul style="list-style-type: none"> “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 		Yes / No		

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	<p>Technician, and/or Emergency Medical Responder levels.”</p> <ul style="list-style-type: none"> Establish / review additional program goals⁴ 				
10.	<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"> Student Minimum Competency (formerly known as the Appendix G) Review summary graduate tracking reports 		Yes / No		
11.	<p>Review the program’s annual report and outcomes [CAAHEP Standard IV.B. Outcomes]</p> <ul style="list-style-type: none"> Annual Report data Thresholds/Outcome data results Graduate Survey results Employer Survey results Resources Assessment Matrix results Other 		Yes / No		
12.	<p>Review the program’s other assessment results [CAAHEP Standard III.D. Resource Assessment]</p> <ul style="list-style-type: none"> Long-range planning Student evaluations of instruction and program Faculty evaluations of program Course/Program final evaluations Other evaluation methods 		Yes / No		
13.	<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 		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.

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	<ul style="list-style-type: none"> <input type="checkbox"/> Clinical and field affiliation changes <input type="checkbox"/> Curriculum changes <ul style="list-style-type: none"> o Content o Sequencing 				
14.	<p>Review substantive changes (<i>possible changes</i>) [CAAHEP Standard V.E. Substantive Change]</p> <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 		Yes / No		
15.	Other identified strengths		Yes / No		
16.	Other identified weaknesses		Yes / No		
17.	Identify action plans for improvement		Yes / No		
18.	Other comments/recommendations	<p>Robert Cabral spoke about next steps in the process. He confirmed that the college has already launched an official notice that we are exploring a paramedic program. He will be helping support John Everlove and Carol Higashida and make sure we are meeting all the check marks for regional approval along the way. A parallel process needs to happen with creating, developing, and writing a curriculum for the program in addition to getting it approved through our own academic process. Carol stated there will be a lot of work ahead and the process tends to take about a year long.</p>	No		
19.	Staff/professional education		Yes / No		
20.	CoAEMSP/CAAHEP updates		Yes / No		
21.	Next accreditation process (i.e., self-study report, site visit, progress report)		Yes / No		

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22.	Other business		Yes / No		
23.	Next meeting(s)		Yes / No		
24.	Adjourn		Yes / No		

Minutes prepared by _____

Date _____

Minutes approved by _____

Date _____

If item #5 above was acted on, then:

Medical Director's signature _____

Date _____

- Attach Student Minimum Competency (formerly known as the 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.