



Advisory Committee Meeting Minutes

SPONSOR INSTITUTION NAME:		Northwest Community Healthcare		
CoAEMSP PROGRAM NUMBER:		600790	DATE, TIME, + LOCATION OF MEETING:	Sept 14, 2017 0900-1044 LC 1&2
CHAIR OF THE ADVISORY COMMITTEE:		Nathan Gac		
ATTENDANCE				
Community of Interest	Name(s) – List all members. Multiple members may be listed in a single category.	Present	Agency/Organization	
Physician(s) (may be fulfilled by Medical Director)	Dr. Matt Jordan	X	NWC EMSS	
Employer(s) of Graduates Representative	John Figliuolo Michael Sharp Cf. Alan Wax	X X X	Advantage Ambulance Elk Grove Village FD Des Plaines FD	
Key Governmental Official(s)	Jack Fleeharty		IDPH	
Police and Fire Services	Nathan Gac Jeff Hall Kristine Provenzano Markus Rill Ed Rogers Douglas Schuberth Ron Swidler	X X X X X X X	Elk Grove Village Fire Department Lake Zurich Fire Rescue Department Schaumburg Police Department Prospect Heights FPD Des Plaines Fire Dept. Schaumburg Fire Dept. Lincolnshire Riverwoods FPD	
Public Member(s)	Larry Lincoln			
Hospital / Clinical Representative(s)	Georgene Fabsits Melissa Housam Julie Sloncen	X X X	Alexian Brothers Medical Center Alexian Brothers Medical Center Alexian Brothers Medical Center	
Other				
Faculty	Susan Wood	X	NCH	
Medical Director	Dr. John Ortinau		NCH Paramedic Program	
Program Director	Connie Mattera	X	NCH	
Sponsor Administration	Kim Nagy		NCH	
Current Student	5 Squad leaders	X	NCH Paramedic Program	
Graduate	Aharon Losoff	X	Mount Prospect FD	
PBPI Chair	Jason Brizzell	X	Schaumburg Fire Department	

	Agenda Item	Acted	Discussion	Action Required	Lead	Goal Date
1.	Call to Order		Approval of minutes 3/9/17			
2.	Program Goals & Learning Objectives Reviewed the verbatim language required in the CAAHEP Standard II.C. Program Goals – Minimum Expectations ¹ Established or reviewed additional goals ²	X	Approved as written in the updated student handbook			
3.	Annual Report and Outcomes Graduate Surveys Employer Surveys Resources Assessment Matrix Thresholds See slide deck report	X	1. A review of leadership and staff roles: distinction between Dr. Jordan as NWC EMSS MD and Dr. O retaining medical leadership of PM program. 2. Review of the Student Handbook Updated core values Announced CoA site visit 3. Discussion on the content and sequence of learning for the program 4. Discussion on the availability of an AAS via Harper College in conjunction with the program 5. Review of outcome points for EMS Education 6. Review of the program education calendar 7. Review of the Paramedic program survey results 8. Review of the Student learning contract 10. Paramedic students were made available for a question and answer session with the Board	1. Approved 2. Approved 3. Approved. 4. Accepted for information 5. Approved 6. Approved 7. Accepted for information. 8. Approved		

¹ CAAHEP Standard II.C. Program Goals - Minimum Expectations states:

The program must have the following goal defining minimum expectations:

Paramedic: "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."

² 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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4.	Other Assessment Results <input type="checkbox"/> Student <input type="checkbox"/> Faculty <input type="checkbox"/> Program <input type="checkbox"/> Other	X	Reviewed NREMT and state testing results			
5.	Program Changes (<i>possible changes</i>) <input type="checkbox"/> Course changes <input type="checkbox"/> Preceptor changes <input type="checkbox"/> Clinical and field <ul style="list-style-type: none"> Reviewed & endorsed minimum patient encounters <input type="checkbox"/> Curriculum <ul style="list-style-type: none"> Content Sequencing 	X	1. Discussion on new text book 2. Instructional design: Course number changes: EMS 214 split into EMS 217 (fall) and 218 (spring) to better align with Harper semesters and preserve eligibility for financial aid. No new hours added. 3. Reviewed suggested changes and rationale for minimum patient encounters	1. Approved 2. Approved 3. Approved		
6.	Substantive Change (<i>possible changes</i>) <input type="checkbox"/> Program Status <input type="checkbox"/> Sponsorship <input type="checkbox"/> Sponsor Administrator Personnel <input type="checkbox"/> Program Personnel <input type="checkbox"/> Addition of Distance Education <input type="checkbox"/> Addition of Satellite Program		None			
7.	Other Identified Strengths		Quality of program materials and faculty to achieve excellent outcomes Educational resources expanded for labs			
8.	Other Identified Weaknesses		None identified			
9.	Action Plan for Improvement					
10.	Other Business					
11.	Next Meeting(s)		November 9, 2017			