

Advisory Committee Meeting Agenda and Minutes

See last page for the purpose of the program's Advisory Committee, including a description and list of responsibilities.

PROGRAM SPONSOR:	Kishwaukee College		
CoAEMSP PROGRAM NUMBER:	#600608	DATE, TIME, + LOCATION OF MEETING:	October 21, 2026, 1400, Kishwaukee Hospital EMS Office
PROGRAM LEVEL (e.g., AEMT, Paramedic, AEMT & Paramedic):	Paramedic		
CHAIR OF THE ADVISORY COMMITTEE: ¹	Anthony Woodson		
ATTENDANCE			
Community of Interest	Name(s) <i>List all members. Multiple members may be listed in the same category.</i>	Present – <i>Place an ‘x’ for each person present</i>	Agency/Organization
Physician(s) <i>(may be fulfilled by Medical Director)</i>	Dr. Gregory Conrad		Kishwaukee Hospital EMS System
Employer(s) of Graduates Representative(s)	Chief Luke Howieson		Dekalb Fire Department
	Asst Chief James Ward		Sycamore Fire Department
	Lt Crystl Lindgren		Genoa-Kingston Fire Protection Distrct
	Roger Scott		ATEC Ambulance
Public Member(s)	Leann Dunlap		
Clinical and Capstone Field Internship Representative(s)	EMS Lt Dan Franklin		Dekalb Fire Department
	William Reynolds		Sycamore Fire Department
	Mike Platt		Sandwich Fire Department
Faculty ²	Susan Lencioni		Lead Instructor

¹ The chair should not be employed by the sponsor of the program. The Advisory Committee is *advising* the program.

² Faculty and administration are ex-officio members.

Community of Interest	Name(s) <i>List all members. Multiple members may be listed in the same category.</i>	Present – Place an 'x' for each person present	Agency/Organization
	Jacob Moser		EMS Educator
	Ryan Lange		EMS Educator
Sponsor Administration ²	Angela Delmont		Kishwaukee College Dean
Student(s) (current)			
Graduate(s)	Austin Reidl		
	Matt Retuerto		
Program Director, <i>ex officio, non-voting member</i>	Anthony Woodson		
Medical Director, <i>ex officio, non-voting member</i>	Dr. Gregory Conrad		
Other	Ashton King		EMT Instructor
³			

Agenda Item <i>Do not leave columns blank, otherwise that topic will be considered not reviewed or discussed</i>		Completed/ Discussed (Yes/No)	Discussion <i>include key details of the discussion</i>	Action(s) Taken
1.	Call to order			
2.	Roll call			
3.	Review and approval of meeting minutes			
4.	Review the Program's minimum expectations [2023 CAAHEP Standard II.A. Minimum Expectations] • "To prepare Paramedics who are competent in the cognitive (knowledge), psychomotor (skills),			

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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	and affective (behavior) learning domains to enter the profession.” Establish / review additional program goals⁴			
5.	Support the Program's required minimum numbers of patient/skill contacts for each of the required patients and conditions [2023 CAAHEP Standard III.C. Curriculum] - Student Minimum Competency (SMC) Recommendations (<i>effective January 1, 2023</i>) - Review summary graduate tracking reports		Discuss Capstone Leads (ALS vs BLS) and required number.	
6.	Review the program's annual report and outcomes [2023 CAAHEP Standard IV.B. Outcomes] - Annual Report data - Thresholds/Outcome data results - Graduate Survey results - Employer Survey results - Resources Assessment Matrix (RAM) results - Other		2025 Annual Report – Attrition 30%, NREMT Pass Rate 100%, Job Placement 100%. Graduate Surveys – Positive responses about the program and the level of instruction. Employer Surveys – Continue to report that our students are well prepared to begin working as entry-level paramedics. RAM – showed no deficiencies in any area. The additions we've made to equipment and technology have been well received. Program Hours – 1535 minimum	
7.	Review the program's other assessment results [2023 CAAHEP Standard III.D. Resource Assessment] - Long-range planning - Student evaluations of instruction and program		Long Range Planning – need to work with Kishwaukee Hospital to get a clinical liaison in the Emergency Room and Sue has developed a clinical orientation manual for this person. 2026 Graduates Final Evaluation – They were very positive on the level of instruction, and they felt prepared to begin working as	

⁴ Additional program goals are not required by the CAAHEP *Standards*. Programs that adopt educational goals beyond the minimum expectations statement must provide evidence that all students have achieved those goals prior to the entry into the field.

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	- Faculty evaluations of program - Course/Program final evaluations - Other evaluation methods		entry-level paramedics. There were some complaints about the Capstone and how specific we were on the kind of calls required. We will discuss this with the Advisory Committee. The students complemented the Lead Instructor and thought she did a great job working with them throughout the year.	
8.	Review program changes <i>(possible changes)</i> - Course changes (schedule, organization, staffing, other) - Preceptor changes - Clinical and field affiliation changes - Curriculum changes - Content - Sequencing		No changes in didactic portion of course. Clinical liaison preceptor education to be completed.	
9.	Review substantive changes <i>(possible changes)</i> [2023 CAAHEP Standard V.E. Substantive Change] - Program status - Sponsorship - Location - Sponsor administrative personnel - Program personnel: PD, MD, other - Addition of distance education component - Addition of satellite program - Addition of alternate location(s)		CoAEMSP's Site Visit completed on July 13, 2026. We had 3 potential citations and we are working to address those and submit them to CoAEMSP's by December 1, 2026. We will have a change in Program Director as I retire on December 3 rd , 2026. Jacon Moser will become the new Paramedic Program Director and we will submit the appropriate forms to CoAEMSP's for that transition.	
10.	Other identified strengths			
11.	Other identified weaknesses			
12.	Identify action plans for improvement			
13.	Other comments/recommendations		Discuss comments in findings letter	

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14.	Staff/professional education			
15.	CoAEMSP/CAAHEP updates			
16.	Next accreditation process (i.e., self-study report, site visit, progress report)		Response to the Findings Letter is due by December 1, 2026. CoAEMSP's board will review our response during their February 4, 2027 board meeting and then make a recommendation to CAAHEP for accreditation.	
17.	Other business		College Update	
18.	Next meeting(s)			
19.	Adjourn			

Minutes prepared by _____Date _____

Minutes approved by _____Date _____

Medical Director's signature (for item #5 above) _____Date _____

Attach program’s required **Student Minimum Competency** numbers (Summary Tracking tab) to verify which required minimum numbers were reviewed and supported (*item #5 above*)

Purpose of the Advisory Committee (CAAHEP Standard II.B.)

The program advisory committee must include at least one representative of each community of interest and must meet annually. Communities of interest served by the program include, but are not limited to, students, graduates, faculty members, sponsor administrators, employers, physicians, clinical and capstone field internship representatives, and the public.

The program advisory committee advises the program regarding revisions to curriculum and program goals based on the changing needs and expectations of the program's communities of interest, and an assessment of program effectiveness, including the outcomes specified in these Standards.

It is recommended that the chair of the advisory committee be from one of the following groups: graduates, employers, physicians, clinical and field internship representatives, or public.

Program advisory committee meetings may be conducted using synchronous electronic means.

The program advisory committee minutes must document support of the program required minimum numbers of patient contacts.

Responsibilities of the Advisory Committee

- Review the minimum program goal.
- Review and support 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.