

LMC Program Review Year 3 Update 2019-2020

Instructional Unit Name: EMERGENCY MEDICAL SERVICES

Introduction

In 2017-2018, all departments/programs completed a Comprehensive Program Review (CPR), in which goals were set for the 2017-2022 program years. Los Medanos College (College) is now in year three of a five-year review cycle. New to this program review cycle is the passage of the State's [Vision for Success](#) plan which establishes system-wide goals that can only be attained by each department contributing to college-level goals aligned with the state plan. Toward that end, the [Contra Costa Community College District Strategic Plan \(CCCD Strategic Plan\)](#) adopted by the Governing Board at its June 2019, meeting, aligns with the *Vision for Success* and plans are underway to ensure that the *Los Medanos College Educational Master Plan (LMC EMP)* also supports college and state goals. The intent is to direct College efforts toward a singular and coordinated set of goals.

The *Vision for Success* directs each college to increase degree and certificate completion and increase student transfers, improve time to completion, increase job placement in field of study, narrow achievement gaps and establishes targeted goals in five primary areas as follows:

Goal #1 Increase by 20 percent the number of CCC students annually who acquire associates degrees, credentials, certificates, or specific skill sets that prepare them for an in-demand job.

Goal #2 Increase by 35 percent the number of CCC students' system-wide transferring annually to a UC or CSU.

GOAL #3 Decrease the average number of units accumulated by CCC students earning associate's degrees, from approximately 87 total units (the most recent system-wide average) to 79 total units—the average among the quintile of colleges showing the strongest performance on this measure

GOAL #4 Increase the percent of exiting CTE students who report being employed in their field of study, from the most recent statewide average of 69 percent to an improved rate of 76 percent—the average among the quintile of colleges showing the strongest performance on this measure in the most recent administration of the CTE Outcomes Survey.

Goal #5 Reduce equity gaps across all of the above measure through faster improvements among traditionally underrepresented groups as identified by the college.

The College can only meet its local and state goals with the contribution of each department's efforts. As noted, the intent is to direct College efforts towards a singular and coordinated set of goals to garner greater efficiencies and avoid duplication of effort.

The *Program Review Year 3 Update* includes five components with specified timeframes (not in chronological order) for draft and completion:

Item 1. Program Update (October 1 – October 31)

Provide an update to the department’s 2017-18 CPR

Item 2. Setting the Vision for Success Goals 2021-22 (November 1 – November 27)

Department/program alignment of goals, action steps, timeline, responsible party and next steps – all tied to the *Vision for Success* indicators. For ease of reference, the *Vision for Success* indicators are included in this section.

Item 3. Assessment Date and Effectiveness (August 26 – September 30)

Status report on the review and assessment of courses and next steps

Item 4. Course Outline Updates (August 26 – September 30)

Status report on the review and assessment of Course Outline of Records and next steps

Item 5. Resource Needs (February 1 – February 28)

Resource needs to meet goals, if any.

The table below shows a list of the above components in chronological order. The intent is to complete sections of Program Review by these dates to better assess and inform the process.

| Date | Program Review Update Component |
|--------------------------|--|
| August 26 – September 30 | Item 3. Assessment Date and Effectiveness Status report on the review and assessment of courses and next steps. |
| August 26 – September 30 | Item 4. Status report on the review and assessment of Course Outline of Records and next steps. |
| October 1 – October 31 | Item 1. Provide an update to the department’s 2017-18 CPR |
| November 1 – November 27 | Item 2. Department/program alignment of goals, action steps, timeline, responsible party and next steps – aligned with the <i>Vision for Success</i> indicators. |
| February 1 – February 8 | Item 5. Resource Needs |

1. Program Update (Oct 1 – Oct 31)

1a. Provide any important changes or updates within your program since your last CPR. (New degrees, new curriculum, staffing changes, etc.)

- Since 2017-2018, the previous full-time faculty member left the college and in Spring 2019, Paul Cutino was hired as the Program Director, Clinical Coordinator and Lead Instructor for the EMS Program.
- The EMS Program successfully gained program approval with the following agencies: EMT training program accreditation through Contra Costa County EMS Agency, National Registry EMT accreditation through the National Registry of EMT's and accreditation with the American Heart Association.
- Recruited and hired a new staff member to teach EMS 13 - Medical Terminology for Healthcare.

1b. Please address the following enrollment data provided for your program.

1.b.1. What are the enrollment trends over the past 3 years, beginning with Fall 2017? (Please address census enrollment, census fill rate, and productivity (Ftes/Ftef))

- Enrollment went up (positive trends, except Fall 2018)
- Census fill rates are healthy, higher than college average 74%.
- FTES/FTEF (productivity) is good, higher than 16.

| Level 1 | Level 2 | Census Enrollment | Census Fill Rate | Ftes/Ftef | Sec. Count | Wsch/Ftef |
|---------|---------|-------------------|------------------|-----------|------------|-----------|
| EMS | 2017FA | 183 | 63.50% | 18.7 | 11 | 563.6 |
| EMS | 2018FA | 124 | 70.50% | 21.0 | 8 | 1,394.90 |
| EMS | 2019FA | 220 | 88.70% | 22.1 | 9 | 968.1 |

1.b.2. What does the data suggest in terms of future needs/directions?

- Hire (1) one additional full-time faculty member
- Hire (1) one Admin Assistant

1c. Provide a brief update of your program's goals as listed in your **(CPR)** 2017- 2018. Given these goals, please provide a brief update on: (a) Goals completed since their submission in 2018, and the impact of that completion on program effectiveness; (b) Goals abandoned with an explanation of why they were abandoned and (c) Goals still in progress or modified to be achieved by 2021-2022. Please include action steps, timeline, and responsible parties.

| Goals | Completed/ Abandoned/ In Progress/ Modified | Impact/ Explain/ Action Steps | Timeline/ Responsible Parties |
|---|--|--|-------------------------------------|
| Goal 1: Offer LMC Healthcare Career Pathway Academy to all at least one high school in our service area | IP | Increase exposure of health care and LMC programs to high school students. Work with Kelly Green on implementation and recruitment. | Fall 2020 |
| Goal 2: Offer a COA for EMS that includes a combination of the following courses: EMS 10, EMS 13 and BIOSC 30 | AP | Paul Cutino will work with Advisory for approval and implement. | Fall 2020 |
| Goal 3: Recruit new adjunct faculty | IP | Recruiting staff to teach EMS 007 Introduction to Healthcare during the 2020/21 semesters. Continue to assess staffing needs for the EMS Department. | In-progress On-going |
| Goal 4: Recruit new staff and reclassify our aides and assistants into programs specialists. | A | Add professional experts to the EMT Academy Program. | On-going |

For CTE programs only:

1c. Community and Labor Market Needs (Link Ed Code [78016](#), Title 5, [51022](#))

| Description | 2019 Jobs | 2024 Jobs | 2019 - 2024 % Change | Annual Openings | Median Hourly Earnings | Typical Entry Level Education | Regional Completions (2018) |
|---|-----------|-----------|----------------------|-----------------|------------------------|-----------------------------------|-----------------------------|
| Lifeguards, Ski Patrol, and Other Recreational Protective Service Workers | 312 | 342 | 10% | 85 | \$13.40 | No formal educational credential | 0 |
| Emergency Medical Technicians and Paramedics | 703 | 830 | 18% | 76 | \$18.36 | Postsecondary non-degree award | 189 |
| Police, Fire, and Ambulance Dispatchers | 141 | 149 | 6% | 15 | \$38.44 | High school diploma or equivalent | 0 |
| Ambulance Drivers and Attendants, Except Emergency Medical Technicians | <10 | 14 | Insf. Data | 3 | Insf. Data | High school diploma or equivalent | 132 |
| | 1,166 | 1,336 | 15% | 179 | | | |

1d. Advisory Board Update and Analysis (CTE related only) Include dates of Advisory Board meetings in 2018-2019, and those completed or planned in 2019-2020.

- No Advisory Board during 2018/2019 due to staff and program changes.
- Currently formulating a Regional Advisory Board made of local EMS agencies, Contra Costa County EMS, Fire Agencies, past students and internal faculty.

2. Setting Vision for Success Goals for 2021-22 (Nov 1—Nov 27)

The *Vision for Success* directs each college to increase degree and certificate completion and increase student transfers, improve time to completion, increase job placement in field of study, narrow achievement gaps and establishes targeted goals in five primary areas. The College can only meet its local and state goals with the contribution of each department’s efforts. As noted, the intent is to direct College efforts towards a singular and coordinated set of goals to garner greater efficiencies and avoid duplication of effort.

2a. The following table lists the *Vision for Success* indicators that we must align to as a college and as a district. Please look at your program data (Tableau) for each of the following *Vision for Success* indicators. Please address all indicators that are relevant to your program, set your program goal, indicate the action steps, timeline and responsible parties to achieve program goals.

| Vision for Success Indicators and ACCJC Indicator | Program Set Goals for 2021-2022 | Action Steps | Timeline | Responsible Parties | Notes |
|---|---------------------------------|---------------------------------------|-------------|---------------------|-------|
| Course Success | 82.7% | Improve course success | Spring 2021 | Paul Cutino | |
| Degrees (AA, AS, ADT) | N/A | | | | |
| Certificates of Achievement | N/A | Add an EMS certificate of achievement | Spring 2021 | Paul Cutino | |
| Unit Reduction | N/A | | | | |
| CTE Jobs | | | | | |

2b. The Vision for Success Goal 5—Equity. The College has identified three disproportionately impacted (DI) populations: African-American, economically disadvantage students (low income), and foster youth students. The College’s goal is to reduce the equity achievement gap on course success for disproportionately impacted (DI) student populations. Please look at your program data (Tableau) for each of the following DI population. Please pick one or more DI populations that are relevant to

your program, set your program goal, indicate the action steps, timeline and responsible parties to achieve program goals.

| Course Success by DI Population | Program Set Goals for 2021-2022 | Action Steps | Timeline | Responsible Parties | Notes |
|------------------------------------|---------------------------------------|--------------|----------|------------------------|-------|
| African American | 60% | | | | |
| Low Income | 77% | | | | |
| Foster Youth | 65% | | | | |

3. Assessment Update and Effectiveness (August 26-Sept 30)

- a. Please review the data provided on assessment status of courses in your discipline in Cycle 2 (2017/18-2020/21), if there were any courses that were not assessed in Cohorts 1 and 2, please (a) list them, (b) explain why they were not assessed, (b) when are you going to assess them, and (c) who is going to assess them.

| Course | Reason course was not assessed | When course will be assessed | Faculty Responsible for Course Assessment |
|---------|---|------------------------------|---|
| EMS-004 | Not taught in the past (3) years. | N/A | N/A |
| EMS-011 | Taught in Spring 2019 by new instructor | Spring 2020 | Paul Cutino |
| EMS-014 | Course due for assessment in Fall 2019 | Fall 2019 | Gretchen Medel |
| EMS-017 | Not taught in the past (3) years | N/A | N/A |

- b. Discuss the results of any outcomes assessments (e.g. CSLO) performed this year. What changes, if any, are planned to improve student success?
New Instructor, becoming familiar with the curriculum process.

4. Course Outline of Record Updates (August 26 – Sept 30)

Please review the data provided on the status of COORs in your discipline. (Note: These data do not reflect courses submitted after May 2019. For each COOR that has *not* been updated since May 2019, please indicate the faculty member responsible for submitting the updated COOR to the Curriculum Committee by **November 1, 2019**.)

| Course | Faculty Responsible for COOR Update |
|---------|-------------------------------------|
| EMS-004 | Gretchen Medel |
| EMS-011 | Paul Cutino |
| EMS-014 | Gretchen Medel |

| | |
|---------|-------------|
| EMS-017 | Paul Cutino |
|---------|-------------|

Impact of Resource Allocation

If you have received funding via the Resource Allocation Process, you will be asked by the Office of Business Services how the resource helped you in achieving your program goals.

5. Resource Needs (Feb 1 – Feb 28)

Resource needs to meet goals, if any. If there are no requests, this section may be skipped.

| <u>Faculty/Staff Resource Request</u> | | | |
|--|--|---|------------------------|
| Department/Unit Goal - Reference # | | Strategic Goal and/or Objective - Reference # | |
| EMS – Goal #1 | | Add additional Full Time & Part-Time Faculty | |
| Department/Unit Name | | Position Name/Classification | FTE |
| Emergency Medical Services Department | | EMT Instructor | 1 |
| Position Type | Funding Duration | Funding Source | Est. Salary & Benefits |
| <input checked="" type="checkbox"/> Faculty R/T <input type="checkbox"/> Classified <input type="checkbox"/> Manager <input type="checkbox"/> Student | <input type="checkbox"/> On-going/Permanent <input type="checkbox"/> One-time | <input type="checkbox"/> Operations (Fund 11) <input type="checkbox"/> Other <input type="text"/> | |
| Justification: | | | |
| <p>To meet the goal of offering an a second EMT Academy each semester, the EMS Department will need to hire an additional full-time faculty position.</p> <p>In order to meet the increased demands of offering articulation courses, the EMS Department will need to hire one-two additional part-time faculty positions.</p> | | | |

| <u>Operating Resource Request</u> | |
|--|---|
| Department/Unit Goal - Reference # | Strategic Goal and/or Objective - Reference # |
| EMS - Goal #2 | Purchase Software for Certification/Training Tracking |
| Department/Unit Name | Resource Type |
| Emergency Medical Services Department | <input type="checkbox"/> Equipment <input type="checkbox"/> Supplies <input type="checkbox"/> Service/Contract <input checked="" type="checkbox"/> IT Hardware/Software <input type="checkbox"/> Facility Improvement <input type="checkbox"/> Other |
| General Description | Est. Expense |
| | |

| | |
|---|-----------------|
| <p>The EMS Department needs to have the ability to track training and the expiration of certifications for staff critical to meeting the State mandated clinical need of instructors.</p> | <p>\$500.00</p> |
| <p>Justification:</p> | |
| <p> </p> | |

| Professional Development Resource Request | |
|--|--|
| Department/Unit Goal - Reference # | Strategic Goal and/or Objective - Reference # |
| EMS – Goal #3 | Purchase Continuing Education Memberships |
| Department/Unit Name | Resource Type |
| Emergency Medical Services Department | <input type="checkbox"/> Conference/Meeting <input type="checkbox"/> Materials/Supplies <input checked="" type="checkbox"/> Online Learning <input type="checkbox"/> IT Hardware/Software <input type="checkbox"/> Other |
| General Description | Est. Expense |
| The EMS Department has a need to purchase Continuing Education memberships for current skills aides, assistance and professional experts so state mandated certification required for being a skills proctor for the EMT program is met. | |
| Justification: | |
| | |