

**OREGON HIGHER EDUCATION COORDINATING COMMISSION
Office of Community Colleges and Work Force Development**

Emergency Medical Services Program Accreditation Report

Sponsoring Institution:

Name: Southwestern Oregon Community College
Location: 1988 Newmark Ave, Coos Bay, OR 97420
Office Phone: 541.888.1554
Web Address: www.socc.edu

Site Visit Date: Tuesday, July 9, 2019

Accreditation Team Members:

Team Coordinator : Suzann Schmidt, B.A., HECC Accreditor
HECC Member: KC Andrew, M.Ed., HECC Administrator
Team Member: Jonathan Cory Minor, MS Paramedic, Lane Community

B: General Information**B.1 College and Program Administration**

Name of College: Southwestern Oregon Community College
 Mailing Address: 1988 Newmark Ave
 City, State and zip code: Coos Bay, OR 97420
 Phone: 541.888.2525
 Web Address: www.socc.edu

Program Administrator

Name/ Credentials: **Ali Mageehon, PhD**
 Title: Vice President of Instruction
 Email Address: ali.mageehorn@socc.edu
 Phone number: 541.888.7417

Program Director

Name/ Credentials: Julie Ryan, BA, NRP
 Title: EMT/Paramedic Program Director
 Email Address: juli.ryan@socc.edu
 Phone number: 541.888.1554

Was the self-study prepared by the Program Director?

Yes	No
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x	
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(If not list the Name/ credentials / title of the person preparing the self study)

Cooperative with the College and Suzann Schmidt, BA, Paramedic, HECC Accreditor as part of a project to develop a new electronic Self Study Format

Email Address: suzann.schmidt1@gmail.com
 Phone number: 503.481.2971

B.2 College and Program General Information

	Yes	No
Is the Program a consortium with another institution?		x

Institutional Accreditation Status: X for all that apply
 Northwest Association of Schools and Colleges

x	
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Date of next review: Spring 2020

EMS Program Accreditation Status

Commission on Accreditation of Allied Health Programs

x	
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Date of next review: 2023

Other: *List Organization*

Yes	No
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Does this Program Articulate with secondary programs?

x	
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Is a description or copy of the articulation agreement provided?

x	
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A narrative of the historical development, goals, objectives and any unique characteristics of the program is provided in the self-study.

x	
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C. PROGRAM INFORMATION

C.1 Program Information

Program Titles/Level of Courses Offered:

X all that apply

- x Emergency Medical Responder (EMR)
- x Emergency Medical Technician (EMT)
- x OR Intermediate Emergency Medical Technician (EMT-I)
- x Advanced Emergency Medical Technician (AEMT)
- x Paramedic
- Ancillary EMS Course: List in comments
- Other: List in comments

Types of Degrees or Certificates Offered

X all that apply

- none
- EMS Certificate
- Associate of Applied Science in Paramedicine
- Bachelor of Science in EMS

Met Not Met Comments

Program Data: The number of Students Enrolled in the Program is provided:

- Number of classes at each level offered during the past two years x
- Number of students in each class are listed in the self-study x
- Number of students completing/dropping the classes listed above x
- The Pass/Fail rates on the NREMT and State certifying exams for x

The number of EMT Associate Degrees and Certificates conferred during the past two years are listed in the Self-Study.

x

The names and address of each location where courses are offered is listed in the self study

x

C.2 Advisory Committee

Met Not Met Comments

Is a description of the advisory committee make up, how members are selected, retained and replaced provided? Is a membership roster provided?

x

place an X next to the type of verification

- a. Provided in self study x
- b. During site visit interview x

Met Not Met Comments

Is a description of how often the committee meets, and a description of how they contribute to the program provided?

x

place an X next to the type of verification

- a. Provided in self study x
- b. During site visit interview x

Met Not Met Comments

Does the advisory committee meet a minimum of three times each year?

x

place an X next to the type of verification

- a. Provided in self study
- b. During site visit interview

Met Not Met Comments

Are minutes from the last two years available?

x

place an X next to the type of verification

- a. Provided in self study
- b. During site visit interview

Met Not Met Comments

Does the advisory committee consist of representatives from local employers of EMS personnel, students, graduates and other community members as appropriate?

x

place an X next to the type of verification

- a. Provided in self study
- b. During site visit interview

Met Not Met Comments

Is the medical director a member of the advisory committee and does he/she serve as a primary source of information?

x

place an X next to the type of verification

- a. Provided in self study x
- b. During site visit interview x

C.3 Program and Course Evaluation

	Met	Not Met	Comments
Is a description of the process for evaluating the ongoing effectiveness of the program provided?	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview	x		
Is the program evaluated on both an ongoing and periodic basis?	Met	Not Met	Comments
place an X next to the type of verification	x		
a. Provided in self study	x		
b. During site visit interview	x		
Is a description of how and what data is gathered from students, administrators, clinical supervisors, field preceptors and advisory committee members included?	Met	Not Met	Comments
place an X next to the type of verification	x		
a. Provided in self study			
b. During site visit interview			
Are copies of graduate and employer surveys included in the self study?	Met	Not Met	Comments
place an X next to the type of verification	x		
a. Provided in self study			
b. During site visit interview			
Are graduates and employers of graduates surveyed?	Met	Not Met	Comments
place an X next to the type of verification	x		
a. Provided in self study			
b. During site visit interview	x		

C.4 Student Records

	Met	Not Met	Comments
Does the institution maintain complete, accurate records in a safe secure place within the educational institution?	x		
place an X next to the type of verification			
a. Provided in self study			
b. During site visit interview	x		
Is a description of the institution or program record retention policy available?	Met	Not Met	Comments
place an X next to the type of verification	x		
a. Provided in self study			
b. During site visit interview	x		
Is a description of how records are stored for classes currently in session available?	Met	Not Met	Comments
place an X next to the type of verification	x		
a. Provided in self study			
b. During site visit interview	x		
Is a description of all records kept available?	Met	Not Met	Comments
place an X next to the type of verification	x		
a. Provided in self study			
b. During site visit interview	x		
Are the following items on file for each student?	Met	Not Met	Comments
application & admission record	x		
attendance record			
competencies attained			
exams and assessments			
completion records for didactic, clinical			

C.4 Student Records Continued

	Met	Not Met	Comments
Is documentation available indicating that students have successfully completed all required didactic, skills and internship requirements prior to certification exams?	x		
place an X next to the type of verification			
a. Provided in self study			
b. During site visit interview			
Are all grades and credits earned by each student kept permanently by the institution?	x		
place an X next to the type of verification			
a. Provided in self study			
b. During site visit interview			
Do all records appear to be confidentially maintained in accordance with the Family Education Rights and Privacy Act (FERPA)?	x		
place an X next to the type of verification			
a. Provided in self study			
b. During site visit interview			

D. INSTRUCTIONAL INFORMATION

D.1 Curriculum

A table showing the program(s) and/or courses by clock hours and academic credit awarded for each certificate or degrees is provided. place an X next to the type of verification a. Provided in self study x b. During site visit interview	Met	Not Met	Comments:
A document listing the course numbers, titles, credit hours and clock hours for the didactic, clinical and field components required for course completion is provided. place an X next to the type of verification a. Provided in self study x b. During site visit interview	Met	Not Met	Comments:
Copies of OHA EMS & Trauma Section course approvals for the courses offered in the past two years were available. place an X next to the type of verification a. Provided in self study b. During site visit interview	Met	Not Met	Comments:
Does the curriculum follow the OHA EMS & Trauma Section requirements or the National Education Standards at each level? place an X next to the type of verification a. Provided in self study x b. During site visit interview	Met	Not Met	Comments:
Is there a syllabus or course outline for each course that includes a course description, goals and objectives and competencies students are expected to achieve upon successful completions? place an X next to the type of verification a. Provided in self study x b. During site visit interview	Met	Not Met	Comments:
Are syllabi available for all courses? place an X next to the type of verification a. Provided in self study x b. During site visit interview	Met	Not Met	Comments:
Does each student receive a course syllabus at the beginning of each course? place an X next to the type of verification a. Provided in self study b. During site visit interview x	Met	Not Met	Comments:
Were all course outlines, a class/lab schedules, and clinical/internship schedule available? place an X next to the type of verification a. Provided in self study x b. During site visit interview	Met	Not Met	Comments:
Is a description of the number of written and practical examination or evaluations for each course provided? place an X next to the type of verification a. Provided in self study x b. During site visit interview	Met	Not Met	Comments:
Does each course culminate in a written and practical certification examinations prescribed by the OHA EMS & Trauma Section? place an X next to the type of verification a. Provided in self study x b. During site visit interview	Met	Not Met	Comments:
Is a description of how students are evaluated in cognitive, affective and psychomotor performances provided? place an X next to the type of verification a. Provided in self study b. During site visit interview	Met	Not Met	Comments:

D.1 Curriculum continued

<p>Is there a description of how the institution complies with the OHA EMS and Trauma Section and NREMT standards for conducting certifying examinations?</p> <p>place an X next to the type of verification</p> <p>a. Provided in self study</p> <p>b. During site visit interview x</p>	Met	Not Met	Comments
<p>Is the written certification examination administered by a proctor provided by the teaching institution? Has the proctor been approved by the OHA EMS and Trauma Section?</p> <p>place an X next to the type of verification</p> <p>a. Provided in self study</p> <p>b. During site visit interview x</p>	Met	Not Met	Comments
<p>Do the evaluators for the final practical examination appear to meet OHA EMS and Trauma Section requirements?</p> <p>place an X next to the type of verification</p> <p>a. Provided in self study</p> <p>b. During site visit interview x</p>	Met	Not Met	Comments
<p>Is a description of the number of written and practical examination or evaluations for each course provided?</p> <p>place an X next to the type of verification</p> <p>a. Provided in self study x</p> <p>b. During site visit interview</p>	Met	Not Met	Comments
<p>Does each course culminate in a written and practical certification examinations prescribed by the OHA EMS & Trauma Section?</p> <p>place an X next to the type of verification</p> <p>a. Provided in self study</p> <p>b. During site visit interview x</p>	Met	Not Met	Comments
<p>Is the written certification examination administered by a proctor provided by the teaching institution? Has the proctor been approved by the OHA EMS and Trauma Section?</p> <p>place an X next to the type of verification</p> <p>a. Provided in self study x</p> <p>b. During site visit interview x</p>	Met	Not Met	Comments
<p>Do the evaluators for the final practical examination appear to meet OHA EMS and Trauma Section requirements?</p> <p>place an X next to the type of verification</p> <p>a. Provided in self study</p> <p>b. During site visit interview x</p>	Met	Not Met	Comments
D.2 Clinical Experience			
<p>Is a list of all clinical sites provided? The list must include the primary site contact, title and phone number.</p> <p>place an X next to the type of verification</p> <p>a. Provided in self study x</p> <p>b. During site visit interview</p>	Met	Not Met	Comments:
<p>Is there a copy of the affiliation agreement between the school and clinical site for each clinical site? The agreement must be signed and dated by both parties.</p> <p>place an X next to the type of verification</p> <p>a. Provided in self study x</p> <p>b. During site visit interview</p>	Met	Not Met	Comments:

D.2 Clinical Experience continued

	Met	Not Met	Comments:
The written agreements clearly identifies each parities (schools and clinical site) responsibilities.	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview			
Clinical goals and objectives (learning outcomes) have been established.	Met	Not Met	Comments:
	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview	x		
Each student receives a copy of the clinical learning outcomes prior to their clinical experience.	Met	Not Met	Comments:
	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview			
Do the clinical resources provide student experiences sufficient to meet the program goals and objectives in an educationally sound and timely manner?	Met	Not Met	Comments:
	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview	x		
Is a description of the clinical supervision for each rotation available?	Met	Not Met	Comments:
	x		
place an X next to the type of verification			
a. Provided in self study			
b. During site visit interview	x		
Are students supervised by appropriate medical personnel or program instructor as outlined in the affiliation agreement?	Met	Not Met	Comments:
	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview	x		
Is the student to instructor ratio in the clinical site adequate to ensure effective learning?	Met	Not Met	Comments:
	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview	x		
Does evidence exist to suggest that students have adequate and appropriate access to patients in each clinical setting?	Met	Not Met	Comments:
	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview	x		
Are the overall clinical resources adequate to support the number of students enrolled?	Met	Not Met	Comments:
	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview	x		
Does evidence exist to suggest that clinical sites are adequate to meet the program goals?	Met	Not Met	Comments:
	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview	x		

D.3 **Field Internship**

	Met	Not Met	Comments:
<p>Is a list of all field sites provided? The list must include the primary site contact, title and phone number.</p> <p>place an X next to the type of verification</p> <p>a. Provided in self study x</p> <p>b. During site visit interview</p>	x		
	Met	Not Met	Comments:
<p>Is there a copy of the affiliation agreement between the school and field site for each field site? The agreement must be signed and dated by both parties.</p> <p>place an X next to the type of verification</p> <p>a. Provided in self study x</p> <p>b. During site visit interview</p>	x		
	Met	Not Met	Comments:
<p>Do the internships appear to meet the requirements listed in OAR 333-265-0010?</p> <p>place an X next to the type of verification</p> <p>a. Provided in self study x</p> <p>b. During site visit interview</p>	x		
	Met	Not Met	Comments:
<p>Do internship sites provide sufficient experience to permit every student to complete the program and state requirements within the timeframe of the approved course?</p> <p>place an X next to the type of verification</p> <p>a. Provided in self study x</p> <p>b. During site visit interview x</p>	x		
	Met	Not Met	Comments:
<p>Is there a tracking system to document the OAR requirements are met by each student?</p> <p>place an X next to the type of verification</p> <p>a. Provided in self study x</p> <p>b. During site visit interview x</p>	x		
	Met	Not Met	Comments:
<p>Is the process by which preceptors are assigned to students outlined?</p> <p>place an X next to the type of verification</p> <p>a. Provided in self study</p> <p>b. During site visit interview x</p>	x		
	Met	Not Met	Comments:
<p>Is each student assigned a preceptor?</p> <p>place an X next to the type of verification</p> <p>a. Provided in self study</p> <p>b. During site visit interview x</p>	x		
	Met	Not Met	Comments:
<p>Is there a description of the medical accountability in each internship site?</p> <p>place an X next to the type of verification</p> <p>a. Provided in self study</p> <p>b. During site visit interview x</p>	x		
	Met	Not Met	Comments:
<p>Are all students assigned to EMS sites within EMS systems that demonstrate medical accountability?</p> <p>place an X next to the type of verification</p> <p>a. Provided in self study x</p> <p>b. During site visit interview x</p>	x		
	Met	Not Met	Comments:
<p>Are there written goals and competencies to be attained by the student during the field internship?</p> <p>place an X next to the type of verification</p> <p>a. Provided in self study x</p> <p>b. During site visit interview x</p>	x		
	Met	Not Met	Comments:
<p>Are copies of the written goals and competencies provided to the students and the preceptors prior to the beginning of internships?</p> <p>place an X next to the type of verification</p> <p>a. Provided in self study x</p> <p>b. During site visit interview x</p>	x		
	Met	Not Met	Comments:
<p>Copies of the student's completed goals tracking verify that students are meeting 100% of the required goals prior to graduation.</p> <p>place an X next to the type of verification</p> <p>a. Provided in self study</p> <p>b. During site visit interview x</p>	x		

E. PROGRAM STAFFING**E.1 Program Faculty**

	Met	Not Met	Comments
Is there a job description for the program administrator and does it appear to meet the intent of OAR 581-049-0020(3)? Does the person in the position meet those qualifications?	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview			
Does the course director for each course meet the requirements of OAR 333-265-0020?	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview			
Do course directors have appropriate training and experience to fulfill the role, and do they hold the credentials required in the OARs?	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview			
Are all lab assistants and their level of certification listed?	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview			
Are guest lecturers and their respective topics listed? Is a list of names with credentials and topics provided?	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview			
Do all guest lecturers appear to possess the necessary expertise and teach in compliance with the established course standards?	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview			

E.2 Medical Director

	Met	Not Met	Comments
Has the Medical Director been identified? A resume, job description and Oregon license number should be provided.	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview	x		
Does the college or institution provide financial support for faculty to maintain current certification?	x		
place an X next to the type of verification			
a. Provided in self study			
b. During site visit interview	x		
Does the medical director meet the qualifications defined in OAR 847-035-0020?	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview	x		
Is the medical director approved by OHA EMS & Trauma Section?	x		
place an X next to the type of verification			
a. Provided in self study			
b. During site visit interview	x		
Does the medical director advise the program administrator and course director on medical aspects of the EMS courses and program? This should include course exams evaluation, student competency sign off and participation in curriculum decisions.	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview	x		

E.3 CLINICAL AND FIELD PRECEPTOR TRAINING

	Met	Not Met	Comments
Is there documentation of preceptor training that includes the training outline and a roster with the date and name of each attendee?	x		

F. PROGRAM RESOURCES

F.1 FINANCIAL

	Met	Not Met	Comments
Is an annual operating budget for the program provided in the self study?	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview	x		
Does the budget appear sufficient to maintain continuous operation of the program?	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview	x		
Is there evidence to suggest that the financial resources are assured for the continuous operation of the classes for the students enrolled?	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview	x		
Does the program administrator have direct control over budget expenditures and allocations?	x		
place an X next to the type of verification			
a. Provided in self study			
b. During site visit interview	x		
Does the budget provide adequate funds for instructional materials, supplies, equipment and repairs?	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview	x		
If additional resources were available, has the program identified needs?	x		
place an X next to the type of verification			
a. Provided in self study			
b. During site visit interview	x		
Is funding for new and replacement equipment addressed?	x		
place an X next to the type of verification			
a. Provided in self study			
b. During site visit interview	x		

F. 2. FACILITIES

	Met	Not Met	Comments
Classrooms, laboratories, administrative and faculty offices are provided with sufficient space to accommodate the faculty and number of students enrolled in the program.	x		
place an X next to the type of verification			
a. Provided in self study			
b. During site visit interview	x		
Are the specific locations of the classes listed? If classes are offered off campus, are the specific locations identified?	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview	x		
Do classrooms have adequate lighting, ventilation, and storage for instructional materials and equipment?	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview	x		
Is the furniture in good condition with comfortable and appropriate writing surfaces?	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview	x		

F. 2 Facilities Continued

	Met	Not Met	Comments
Are laboratory spaces covered with carpet or other appropriate protective surfaces?	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview	x		
Is running water available?	x		
place an X next to the type of verification			
a. Provided in self study			
b. During site visit interview	x		
In the judgment of the site visit team, do all the rooms appear to meet the intent of OSHA standards?	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview	x		
Do the students have access to sufficient toilet facilities within a reasonable distance from the classroom and able to reasonably accommodate the number of students enrolled?	x		
place an X next to the type of verification			
a. Provided in self study			
b. During site visit interview	x		
Are staff and faculty office locations listed?	x		
place an X next to the type of verification			
a. Provided in self study			
b. During site visit interview	x		
Are the administrative staff and faculty provided adequate office space to manage the program, keep adequate records and instructional materials, and prepare lesson plans?	x		
place an X next to the type of verification			
a. Provided in self study			
b. During site visit interview	x		
Is space provided for confidential faculty/student conferences?	x		
place an X next to the type of verification			
a. Provided in self study			
b. During site visit interview	x		

F. 3 TEACHING AIDS

	Met	Not Met	Comments
Is a list of the teaching aids and instructional materials readily available to the instructors? Provided?	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview	x		
Are teaching aids and instructional materials up-to-date and appropriate for the numbers and types of students?	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview	x		
Is a list of available AV material and equipment provided?	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview	x		
Is the AV material and equipment available for instructor and student use?	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview	x		

F.3 Teaching Aids Continued

	Met	Not Met	Comments
Are independent study areas identified and are TV monitors, audio outlets available?	x		
place an X next to the type of verification			
a. Provided in self study			
b. During site visit interview	x		
Does the budget provide for adequate supplies and annual updating of instructional materials?	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview	x		

F.4. EMS EQUIPMENT

	Met	Not Met	Comments
Is a list of equipment available at each site, including quantities and adequacy provided?	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview	x		
Is each EMT course supported by prescribed quantity of equipment necessary to support the level of EMT education and training being provided?	x		
place an X next to the type of verification			
a. Provided in self study			
b. During site visit interview	x		
Is there written plan in place to repair, replace and up-grade equipment?	x		
place an X next to the type of verification			
a. Provided in self study			
b. During site visit interview	x		
Is equipment technologically up to date and readily accessible to faculty and students?	x		
place an X next to the type of verification			
a. Provided in self study			
b. During site visit interview	x		
Is the equipment kept in good repair?	x		
place an X next to the type of verification			
a. Provided in self study			
b. During site visit interview	x		
Is there an annual and long-term budget for capital equipment to maintain and provide for replacement of equipment?	x		
place an X next to the type of verification			
a. Provided in self study			
b. During site visit interview	x		

F.5 CLINICAL AND FIELD RESOURCES

	Met	Not Met	Comments
The clinical resources are adequate for each student to meet the required goals of patient ages, complaints and procedures.	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview	x		
The field resources are adequate for each student to meet the required goals of patient ages, complaints and procedures.	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview	x		

G. SUPPORT SERVICES**G.1 Library Services**

	Met	Not Met	Comments
Is a list of the periodicals and books available for student use provided? place an X next to the type of verification	x		
a. Provided in self study			
b. During site visit interview	x		
Have the operating hours of the library been identified? place an X next to the type of verification	x		
a. Provided in self study			
b. During site visit interview	x		
Is the library stocked with appropriate up to date periodicals and books? place an X next to the type of verification	x		
a. Provided in self study			
b. During site visit interview	x		
Are the hours sufficient to provide maximum accessibility to students? place an X next to the type of verification	x		
a. Provided in self study			
b. During site visit interview	x		

G.2 Advising, Recruitment & Tutoring

	Met	Not Met	Comments
Is a description of the academic counseling staff available for academic and career planning provided? place an X next to the type of verification	x		
a. Provided in self study			
b. During site visit interview	x		
Are counseling staff available for academic and career planning? place an X next to the type of verification	x		
a. Provided in self study			
b. During site visit interview	x		
Is a description of the tutoring assistance available provided? place an X next to the type of verification	x		
a. Provided in self study			
b. During site visit interview	x		
Is tutoring assistance available on an "is needed" basis? place an X next to the type of verification	x		
a. Provided in self study			
b. During site visit interview	x		
Is a description of the student recruitment efforts provided? place an X next to the type of verification	x		
a. Provided in self study			
b. During site visit interview	x		
Is funding and staff time available to facilitate student recruitment, selection and placement? place an X next to the type of verification	x		
a. Provided in self study			
b. During site visit interview	x		
Is a description of the process for placement tests provided and is there discussion of how the results are used? place an X next to the type of verification	x		
a. Provided in self study			
b. During site visit interview	x		
Are students required to pass reading and math placement tests at appropriate levels for each course prior to acceptance into the program? place an X next to the type of verification	x		
a. Provided in self study			
b. During site visit interview	x		

G.3 Student Health and Safety

	Met	Not Met	Comments
A safe working and learning environment is provided to all students and staff so students can learn to be safety conscious in the classroom and carry that consciousness into practice in the clinical and internship experiences, and ultimately into the profession.	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview		x	
Is a copy of the safety police available for review?	Met	Not Met	Comments
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview		x	
Is a copy of the most recent safety inspection available for review?	Met	Not Met	Comments
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview		x	
Has the administrator responsible for monitoring the safety been identified?	Met	Not Met	Comments
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview			
Is a description of how the institution verifies that it complies with the Oregon Safe Employment ACT, OR OSHA and ORS 656.046 provided?	Met	Not Met	Comments
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview			
Does occupation safety appear to be an integral part of the curriculum?	Met	Not Met	Comments
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview			
Are copies of applicable insurance policies available to review? A minimum of \$1, 000,000 professional liability per incident is required.	Met	Not Met	Comments
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview			

G.4 JOB SEARCH AND PLACEMENT

	Met	Not Met	Comments
Is a description of the job search and placement program provided?		x	
place an X next to the type of verification			
a. Provided in self study			
b. During site visit interview			
Do students who successfully complete the program have access to job search and placement services?	Met	Not Met	Comments
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview			
Is a description of how students learn about the career center and placement services provided?	Met	Not Met	Comments
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview		x	

H. Policies and Procedures

Has the Program provided verification of policies and procedures in clearly defined and published practices of the institution. These may be provided in web access or in copies of the documents placed in Folder H.

H.1 Published Institutional Policies & Procedures

	Met	Not Met	Comments
The Institution's accreditation status is published and includes the name, and address of the accrediting body.	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview			
Admission of students is in accordance with clearly defined and published practices of the institution. Specific academic and technical requirements for program and course admission are clearly defined and published. The standards and prerequisites are made known to all potential program applicants.	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview	x		
The institution's policy on Confidentiality and Non Disclosure is clearly stated in accordance with the FERPA laws.	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview	x		
The program appears to comply with ORS 659.850 and not discriminate with respect to race, religion, sex, marital status, age, disabling conditions, or national origin?	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview			
The Policies and Procedures for students with disabilities are clearly stated and includes a listing of resources available to students?	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview			
There is a clearly defined policy for Academic Progress.	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview			
The institution's policies on transfer credits is clearly defined.	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview			
The institution's policy on Credit for Experiential Learning is clearly	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview			
The institution's policy on drugs and alcohol on campus is stated.	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview			
Is accurate information regarding program requires, tuition and fees, institutional and programmatic policies, procedures and supportive services available upon request to all prospective students, and is it provided to all enrolled students?	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview			
How grades are assigned and course credits awarded is clearly stated.	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview			
The policy for student grievance procedures is clearly stated.	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview			

H.1 Published Institutional Policies & Procedures continued

	Met	Not Met	Comments
The policy, timelines and process for withdrawal and refunds is clearly stated.	x		
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview			
There is a policy stating the requirements for student liability insurance.	Met	Not Met	Comments
place an X next to the type of verification	x		
a. Provided in self study	x		
b. During site visit interview			
The policy for faculty grievance procedures is clearly stated.	Met	Not Met	Comments
place an X next to the type of verification	x		
a. Provided in self study	x		
b. During site visit interview	x		
Is there a policy regarding campus rules and safety?	Met	Not Met	Comments
place an X next to the type of verification	x		
a. Provided in self study	x		
b. During site visit interview			

H.2 EMS Program Policies and Procedures

	Met	Not Met	Comments
The EMS Programs accreditation status is published and includes the name and address of the accrediting body.	x		
place an X next to the type of verification			
a. Provided in self study			
b. During site visit interview			
The EMS Programs annually assesses and publishes program outcomes.	Met	Not Met	Comments
place an X next to the type of verification	x		
a. Provided in self study			
b. During site visit interview			
A description of where students receive information about class or program entrance procedures is provided?	Met	Not Met	Comments
place an X next to the type of verification	x		
a. Provided in self study			
b. During site visit interview	x		
Is a description of the student selection process provided? If so, is there description of the methods or criteria used?	Met	Not Met	Comments
place an X next to the type of verification	x		
a. Provided in self study	x		
b. During site visit interview			
If applicable, have the number of students turned away from the program each offering been disclosed?	Met	Not Met	Comments
place an X next to the type of verification	x		
a. Provided in self study			
b. During site visit interview			
EMS courses, certificates and degree program requirements for graduation are published and/or made available prior to program admission.	Met	Not Met	Comments
place an X next to the type of verification	x		
a. Provided in self study	x		
b. During site visit interview	x		
A copy of the institution's catalog and EMT student handbook is provided to students?	Met	Not Met	Comments
place an X next to the type of verification	x		
a. Provided in self study	x		
b. During site visit interview	x		
The EMS Technical Standards are made available to prior to program admission.	Met	Not Met	Comments
place an X next to the type of verification	x		
a. Provided in self study	x		
b. During site visit interview	x		

H.2 EMS Program Policies and Procedures Continued

	Met	Not Met	Comments
There is a written policy on Safety in EMS Educational Activities made available to all EMS students.			
place an X next to the type of verification	x		
a. Provided in self study	x		
b. During site visit interview	x		
There is a written policy on students performing invasive procedures made available to all students.			
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview	x		
Health and immunizations requirements, policies and procedures are made available prior to program admission.			
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview	x		
Policies and requirements for background checks is made available prior to program admission.			
place an X next to the type of verification			
a. Provided in self study	x		
b. During site visit interview	x		

**OREGON HIGHER EDUCATION COORDINATING COMMISSION
Associate of Applied Science Paramedic Degree
Accreditation Review**

I. Paramedic Review

College Southwestern Community College
Address 1988 Newmark Ave, Coos Bay, OR 97420

Program Director Julie Ryan, BA, NRP
Email Address julie.ryan@socc.edu
Office Phone 541.888.1554

Items Reviewed

Initial to the left of items reviewed

- S Most Recent CoAEMSP Self Study
- s COAEMSP Self Study Appendices A to O
- s CoAEMSP Findings Letter
- s Standards Violations
 - None found
 - x Violations Found
- s Response to the Findings Letter
- s The current CAAHEP Certificate

List the COAEMSP Standards Cited and Status - (C) corrected or (IP) in-progress)

Standard	Title	Status
II.B	Appropriate Program Goals and Outcomes	C
III.B.1.a	Program Director Responsibilities	C
III.B.2a	Medical Director Responsibilities	C
III.D	Resource Assessment	C
IV.A.1	Student Evaluation-Frequency and Purpose	C
IV.A.2.b	Student Evaluation - Tracking	C

CAAHEP Accreditation Status

Full Accreditation Awarded **date:** 3/16/18
 Probationary Accreditation
 In-Progress with CoAEMSP

A copy of the CAAHEP Certificate is found in Self Study, Folder I.

The accreditation review was completed by:

Suzann Schmidt, HECC Accrditor **date** 7/6/19

SUMMARY OF FINDINGS

The following commendations, comments or recommendations and deficiencies are the findings of the site visit team. This report will be forwarded to the Higher Education Coordinating Commission, Office of Community Colleges and Work Force Development who will follow up with the institution. A copy of this report and a formal letter indicating accreditation status will be sent to the chief administrator of the institution. The institution will have 90 days from the date the report was received to correct any deficiencies, or to request a hearing to dispute any reported deficiencies.

Commendations:

- 1 The Program Director's work and dedication is over and above what is usual for the position. She has done an excellent job of organizing, teaching and performing the administrative duties.
- 2 The Medical Director's knowledge, dedication and experience with EMS is an asset to the program.
- 3 The students and employers feel the students are well-prepared with good communication and patient care skills.
- 4 The high school program is a good introduction for students interested in a career in EMS. It is recommended that the school look for more opportunities to bring students to EMS.
- 5 The courses have frequent testing to evaluate student learning. This is a very good educational practice. Southwestern Oregon Community College is the first school to work with the electronic draft of a new self study that is in the development phase. They volunteered to use the format and work with us to complete
- 6 their self study. Their work was well-organized and complete. We appreciate their assistance with this new format.

Deficiencies: No deficiencies were found, however the team saw three very distinct messages from the groups interviewed. Those messages are: 1) The student cohorts are very happy and well-prepared with the education they are receiving. They are troubled by the knowledge that the Program Director is leaving. They also had concerns with equipment and equipment maintenance, as well as the training space. 2) The instructors are a well-qualified and dedicated team, but to some extent see themselves as victims or underdogs within the college. There is a feeling among them that as positions are cut they may end up doing the work as volunteers and that the college is not supportive with actions to assist the program. The third group, the employers and advisory committee members, are committed to supporting the college. They feel the graduates are exceptional and share in the concerns over the loss of the program director.

Comments or Recommendations:

- 1 The testing center should consider more evening hours and announce the open/closed dates and hours well in advance so that instructors and students can plan around those hours.
- 2 Assure that the advisory committee meets three times per year and that minutes are kept.
- 3 Provide a greater emphasis on active learning combined with the lecture to help reinforce the lecture learning with skills practice.
- 4 Consider using a student worker or part-time instructor to manage equipment, assuring that equipment is clean and in good working order before each use.
- 5 Look for opportunities to share resources between health care programs that may be doing the same administrative work as the EMS programs. An example of this would be to look as the health screenings, immunizations and background checks done for all healthcare students. Perhaps it would be a more efficient use of personnel to have one person managing this for all healthcare programs.
- 6 Review the administrative workload for the program director position. It is generally considered that an paramedic program director needs at least 0.5 FTE release time to adequately administer a program. If the duties include administration of the EMT or EMT-A/I, additional release time should be considered or delegated to other faculty.

This report reflects the findings of the site visit completed on July 9, 2019

Site visit team: Suzann Schmidt, B.A., HECC Accreditor
KC Andrew, M.ED., HECC Administrator
Jonathan Cory Miner, MS, Paramedic, Lane