**Palomar College – Program Review and Planning**

**Instructional Programs**

**YEAR 1**

**Academic Year** **2010-11**

**Purpose of Program Review and Planning:** The institution assesses progress toward achieving stated goals and makes decisions regarding the improvement of institutional effectiveness in an on-going and systematic cycle of evaluation, integrated planning, resource allocation, implementation, and re-evaluation. Evaluation is based on analyses of both quantitative and qualitative data (ACCJC/WASC, Standard I, B.3.)

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| **Discipline: Fire Academy** | **02/24/2011** |
| **Instructional Discipline Reviewed (Each discipline is required to complete a Program Review)** | **Please Add Date (00/00/2011)** |

**STEP I. ANALYSIS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|   |   |  |  |  | **<<Prelim>>** | ◄▬ Preliminary Fall 2010 data are as of 1/30/2011 |   |
|   |   | **Fall 2007** | **Fall 2008** | **Fall 2009** | **Fall 2010** | **Definitions** |
| **Enrollment at Census** | 34 | 38 | 41 | 38 | *Self Explanatory* |
| **Census Enrollment Load %** | 97.14% | 108.57% | 117.14% | 108.57% | Enrollment at Census Divided By Sum of Caps (aka "Seats") |
| **WSCH** | 1,119 | 1,251 | 1,349 | 1,251 | Weekly Student Contact Hours |
| **FTES** | 37.30 | 41.69 | 44.98 | 41.69 | One Full-Time Equivalent Student = 30 WSCH |
| **Total FTEF** | 1.79 | 1.80 | 1.80 | 1.80 | Total Full-Time Equivalent Faculty |
| **WSCH/FTEF** | 624 | 695 | 750 | 697 | WSCH Generated per Full-Time Equivalent Faculty Member |
| **Full-time FTEF** | - | - | - | - | FTEF from Contract Faculty |
| **Hourly FTEF** | 1.79 | 1.80 | 1.80 | 1.80 | FTEF from Hourly Faculty |
| **Overload FTEF** | - | - | - | - | FTEF from Contract Faculty Overload |
| **Part-Time FTEF** | 1.79 | 1.80 | 1.80 | 1.80 | Hourly FTEF + Overload FTEF |
| **Part-Time/(Total FTEF) %** | 100.00% | 100.00% | 100.00% | 100.00% | Percent of Total FTEF Taught By Part-Time Faculty |
| Student Achievement: **Non Distance Education Courses** |   |   | Those NOT taught via Distance Ed (see below) methods of instruction |
|  **● Retention Rate** | 100.00% | 100.00% | 100.00% | 100.00% | Non-W Eligible Grades (see next line) Divided by All Eligible Grades |
|  **● Success Rate** | 94.12% | 100.00% | 100.00% | 100.00% | A,B,C,CR/P Grades Divided By A,B,C,CR/P,D,F,FW,NC/NP,W Grades |
| Student Achievement: **Distance Education Courses** |   |   | Those taught via Internet, TV or non line-of-sight interactive methods |
|  **● Retention Rate** | - | - | - | - | Non-W Eligible Grades (see next line) Divided by All Eligible Grades |
|  **● Success Rate** | - | - | - | - | A,B,C,CR/P Grades Divided By A,B,C,CR/P,D,F,FW,NC/NP,W Grades |
| **Degrees Awarded** | 10 | 4 | 6 | N/A\* | Degree Counts Are for the Full Academic Year (thus, \*N/A for 2010-11) |
| **Certificates Awarded:** | 9 | 8 | 5 | N/A\* | Certificate Counts Are for the Full Academic Year (\*N/A for 2010-11) |
| **- Under 18 Units** |  - |  - |  - | N/A\* | Certificate Counts Are for the Full Academic Year (\*N/A for 2010-11) |
| **- 18 or More Units** | 9 | 8 | 5 | N/A\* | Certificate Counts Are for the Full Academic Year (\*N/A for 2010-11) |

| **I. A. Reflect upon and provide an analysis of the four years of data above (for a sample analysis see** <http://www.palomar.edu/irp/11PRYear1/sampleforIA.pdf>) |
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| **The Weekly Student Contact Hours and FTES have remained steady over the past 4 years, with a slight increase with years 2007-2009. The job trend numbers display that this will continue into the forseeable future with projections for the need of Firefighters in the Region and State. The analysis clearly depicts that the Fire Academy within the Fire Technology Department has been at full capacity, if not above, for the years cited. Part-Time FTEF carry a 100% of the teaching and have remained consistent throughout the 4 years. The high enrollments, all years representing 97% or above, indicate the magnitude of the enrollment desire of this student group. Retention rates are at a 100% with Success rates representing an equal number, with the exception of year 2007-94.12%. These numbers indicate that with strong commitments from students and faculty that success has been consistent and the program is completed in it's entirety.**  |

| **I. B. Please summarize the findings of a Course or Program SLO assessment conducted by your discipline. (For examples, see** <http://www.palomar.edu/irp/11PRYear1/PRPsloExamples.pdf>) |
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| **Program Outcome: Student will be able to define and demonstrate knowledge of fire department organization and culture, and the expectations of entry-level fire department personnel.****This learning outcome was assessed through exams, written skills, manipulative skills, physical ability exams and physical fitness standards in order to properly demonstrate the student's ability to describe and provide a testament to their knowledge of all Fire Academy subjects. Although a rapid and condensed program, student success for this outcome was extremely positive. Student evaluations provided an assesment that the full-time program was extremely challenging but provided a clear indication that students understood and could demonstrate what was expectated of them as professional firefighters.**  |

| **I. C. Reflect upon the SLO assessment findings in Box B above. Discuss overall observations and any areas of concern or noteworthy trends.**  **(For examples of such analysis, see** <http://www.palomar.edu/irp/11PRYear1/PRPsloExamples.pdf>) |
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| **Based upon examination of student feedback and skill evaluations, instructors determined that the program is viable, that it meets the demands of the work force and is aligned with college level academic standards. We will continue annual reviews and adjust as needed.**  |

| **I. D. For Career Technical disciplines only, please provide a brief summary of the labor market outlook. This data can be found at** [**http://www.labormarketinfo.edd.ca.gov/**](http://www.labormarketinfo.edd.ca.gov/) **Please include job projections and trends that may influence major curriculum revisions.** |
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| **State of California****Occupations with Most Job Openings - Short-term # of projected job openings****2009-14,600****2011-15,300** **4.8% Increase****Education listed as 7 - Post-Secondary Vocational Education****14th on the list****Occupations with Most Job Openings - Long-term # of projected job openings****2008-14,300****2018-18,700** **30.8% Increase****Education listed as 7 - Post-Secondary Vocational Education****7th on the list** **2008-2018 Fastest Growing Occupations Los Angeles Fast Growing 29-2041** **Emergency Medical Technicians and Paramedics 2,580 3,400 31.8 $13.33 $27,724 7**  **2008-2018 Fastest Growing Occupations Riverside County 29-2041** **Emergency Medical Technicians and Paramedics 1,870 2,360 26.2 $15.45 $32,12 7**  |

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| **STEP II. PLANNING****Reflecting on the 4-year trend data, the SLO assessment results, and the college’s** [**Strategic Plan 2013**](http://www.palomar.edu/strategicplanning/STRATEGICPLAN2013.pdf)**, describe/discuss the discipline planning related to the following: (For sample reflections, see** <http://www.palomar.edu/irp/11PRYear1/samplesforII.pdf>) |

| **II. A. Curriculum, programs, certificates and degrees (consider changes due to Title 5 or other regulations, CSU/UC transfer language updates, articulation updates, student retention or success rates, workforce and labor market projections, certificate or degree completions, etc.)** |
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| **We continue to follow the curriculum requirements set for us by the California State Fire Marshal and National Fire Academy as an accredited fire training program.** |

| **II. B. Class scheduling (consider enrollment trends, growth, course rotation, sequencing, Center/Site offerings, comprehensiveness, etc.)** |
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| **We are at full capacity for the current facility and will look into adding more certifications to better prepare our students for the employment. We will also add certifications for as needed for the professional development of incumbent fire professionals. This will in-turn extend the academy length require additional instructors. Additionally, we will be establishing a separate Certification of Achievement for the Fire Academy with an expected implementation date of Fall 2012.** |

| **II. C. Faculty (Briefly discuss the faculty hiring needs for this discipline. This discussion does not replace the requirement to submit a Rationale Form for Faculty Hiring to IPC.)** |
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| **Adjunct Instructors carry the complete load of FTEF% (100%), which far exceeds the goal that the College has set at 25% for the Adjunct ratio. Due to the specialized skills and unique structure of the Academy, a large cadre of part-time professionals better meet this need. The high enrollments (above 100% for the last 4 years) indicate the magnitude of the enrollment pressure felt by this student group. Retention rates are all at 100%, which indicates the dedication of our students and the quality of our staff.** |

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| **STEP III. RESOURCE REQUESTS FOR DISCIPLINE:**  |
| **III. A. Describe the resources necessary to successfully implement the planning described above. Provide a detailed rationale for each request by referring to the analyses of data and SLO assessment results in Step I and/or to any other evidence not apparent in the data or SLO Assessment** results. NOTE: Do **NOT** include Resource Requests that duplicate requests from other disciplines In your department. Place requests common to two or more disciplines on the form: ACADEMIC DEPARTMENT RESOURCE REQUESTS. |

| **a. Equipment (per unit cost is >$500) *Enter requests on lines below.*** |
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| **Resource**  | **Describe Resource Requested** | **Prioritize these requests****1,2,3, etc.** | **Strategic Plan 2013 Goal/****Objective Addressed by This Resource****(**[**Link**](http://www.palomar.edu/strategicplanning/STRATEGICPLAN2013.pdf)**)**  | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s plan, analysis of data, SLO assessments, and/or the College’s Strategic Plan** | **Estimated Amount of Funding Requested** | **Will this be one-time or on-going funding?** | **Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?** |
| **a1.**  | **Turn Out gear for Fire Academy** | **1** | **2** | **Updated equipment is needed to provide safe practices and give the student experiences that they will encounter in the future.** | **$20,000** | **One-time** | **No. This equipment is continually in need of replacement and is vital to the operation of the Academy. Increase in demand and used equipment is outdated or destroyed.** |
| **a2.**  |  |  |  |  |  |  |  |
| **a3.**  |  |  |  |  |  |  |  |
| **a4.**  |  |  |  |  |  |  |  |
| **a5.**  |  |  |  |  |  |  |  |

| **b. Technology (computers, data projectors, document readers, etc.) *Enter requests on lines below.*** |
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| **Resource**  | **Describe Resource Requested** | **Prioritize these requests****1,2,3, etc.** | **Strategic Plan 2013 Goal/****Objective Addressed by This Resource****(**[**Link**](http://www.palomar.edu/strategicplanning/STRATEGICPLAN2013.pdf)**)**  | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s plan, analysis of data, SLO assessments, and/or the College’s Strategic Plan** | **Estimated Amount of Funding Requested** | **Will this be one-time or on-going funding?** | **Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?** |
| **b1.**  |  |  |  |  |  |  |  |
| **b2.**  |  |  |  |  |  |  |  |
| **b3.**  |  |  |  |  |  |  |  |
| **b4.**  |  |  |  |  |  |  |  |
| **b5.**  |  |  |  |  |  |  |  |

| **c. Budget for 4000s (per unit cost is <$500 supplies) *Enter requests on lines below.*** |
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| **Resource**  | **Describe Resource Requested** | **Prioritize these requests****1,2,3, etc.** | **Strategic Plan 2013 Goal/****Objective Addressed by This Resource****(**[**Link**](http://www.palomar.edu/strategicplanning/STRATEGICPLAN2013.pdf)**)**  | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s plan, analysis of data, SLO assessments, and/or the College’s Strategic Plan** | **Estimated Amount of Funding Requested** | **Will this be one-time or on-going funding?** | **Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?** |
| **c1.**  | **Printing/Advertising** | **1** | **2** | **The Fire Academy is a high demand program. Staff frequently attend events to distribute recruitment information. The goal is to obtain a wide pool of qualified applicants.**  | **$2,000** | **One-time** | **NA** |
| **c2.**  |  |  |  |  |  |  |  |
| **c3.**  |  |  |  |  |  |  |  |
| **c4** |  |  |  |  |  |  |  |
| **c5.**  |  |  |  |  |  |  |  |

|  **d. Budget for 5000s (printing, maintenance agreements, software license etc.) *Enter requests on lines below.*** |
| --- |
| **Resource**  | **Describe Resource Requested** | **Prioritize these requests****1,2,3, etc.** | **Strategic Plan 2013 Goal/****Objective Addressed by This Resource****(**[**Link**](http://www.palomar.edu/strategicplanning/STRATEGICPLAN2013.pdf)**)**  | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s plan, analysis of data, SLO assessments, and/or the College’s Strategic Plan** | **Estimated Amount of Funding Requested** | **Will this be one-time or on-going funding?** | **Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?** |
| **d1.**  |  |  |  |  |  |  |  |
| **d2.**  |  |  |  |  |  |  |  |
| **d3.**  |  |  |  |  |  |  |  |
| **d4.**  |  |  |  |  |  |  |  |
| **d5.**  |  |  |  |  |  |  |  |

|  **e. Classified staff position (permanent/contract position requests unique to this discipline) *Enter requests on lines below.*** |
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| **Resource**  | **Describe Resource Requested** | **Prioritize these requests****1,2,3, etc.** | **Strategic Plan 2013 Goal/****Objective Addressed by This Resource****(**[**Link**](http://www.palomar.edu/strategicplanning/STRATEGICPLAN2013.pdf)**)**  | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s plan, analysis of data, SLO assessments, and/or the College’s Strategic Plan** | **Estimated Amount of Funding Requested** | **Will this be one-time or on-going funding?** | **Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?** |
| **e1.**  | **Fire Technology Clerical Assistant** | **1** | **4.2** | **This position is necessary to fulfill the needs of the students in our Department due to specialty application and screening to enter the program.** | **$30,000** | **One-time** | **We have a small amount of money for student assistance that does not fill the need.** |
| **e2.**  |  |  |  |  |  |  |  |
| **e3.**  |  |  |  |  |  |  |  |
| **e4.**  |  |  |  |  |  |  |  |
| **e5.**  |  |  |  |  |  |  |  |

| **f. Classified staff position (temporary and student workers position requests unique to this discipline) *Enter requests on lines below.*** |
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| **Resource**  | **Describe Resource Requested** | **Prioritize these requests****1,2,3, etc.** | **Strategic Plan 2013 Goal/****Objective Addressed by This Resource****(**[**Link**](http://www.palomar.edu/strategicplanning/STRATEGICPLAN2013.pdf)**)**  | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s plan, analysis of data, SLO assessments, and/or the College’s Strategic Plan** | **Estimated Amount of Funding Requested** | **Will this be one-time or on-going funding?** | **Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?** |
| **f1.**  |  |  |  |  |  |  |  |
| **f2.**  |  |  |  |  |  |  |  |
| **f3.**  |  |  |  |  |  |  |  |
| **f4.**  |  |  |  |  |  |  |  |
| **f5.**  |  |  |  |  |  |  |  |

| **III. B. Are there other resources (including data) that you need to complete your discipline review and planning?** |
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| **STEP IV. SHARE YOUR ACCOMPLISHMENTS (AKA Brag, Toot your horn) Please include at least one discipline accomplishment that you’d like to share with the college community.** |
| **Overall, the number of our retention to success ratios (100%/100%)clearly depict a successful program with a high demand of student interests and dedication. Our program provides a spectacular foundation for students to succeed in the fire department career. The surrounding fire agencies heavily recruit from our program and expect a high degree of success. Those successes, students, have proven to be an ever growing asset to those agencies in the field.** |

| **STEP V. ACCREDITATION For programs with an external accreditation, indicate the date of the last accreditation visit and discuss recommendations and progress made on the recommendations.** |
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| **The last site visit from the State Fire Marshall was in 2001. It was noted that the program had inadequate clerical support for the number of training and administrative records we are required to maintain. This recommendation has not been acted upon at the District level because of local budgetary constraints. State budgetary constraints have reduced staffing in the Fire Marshalls Office and we have not had a follow-up site visit. Phone call follow-ups have indicated that we are still expected to comply with the recommendations made during our last site visit. When resources allow, a site visit will be scheduled.**  |

| **STEP VI. COMMENTS Other comments, recommendations: (Please use this space for additional comments or recommendations that don’t fit in any category above.)** |
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| **We are currently due to renew the lease agreement with the City of San Marcos for classroom and office space at 182 and 184 Santar Place. This is mandatory to continue our current program. City Staff and Palomar's staff are taking the steps needed to renew the lease.**  |

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| **Please identify faculty and staff who participated in the development of the plan for this department:** |
| **Brett Van Wey*Name*** | **Dan Barron*Name*** | ***Name*** |

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| --- | --- | --- |
| ***Name*** | ***Name*** | ***Name*** |

**Department Chair/Designee Signature Date**

**Division Dean Signature Date**

* **Provide a hard copy to the Division Dean no later than March 11**
* **Provide a hard copy with the Dean’s sign-off to Instructional Services by March 18**
* **Email an electronic copy to** **jdecker@palomar.edu** **by March 18**