**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 Technology (Except Fire Academy)** | **2/24/11** |
| **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** | | 914 | 714 | 984 | 1,117 | *Self Explanatory* | |
| **Census Enrollment Load %** | | 89.26% | 100.42% | 100.31% | 113.29% | Enrollment at Census Divided By Sum of Caps (aka "Seats") | |
| **WSCH** | | 3,329 | 2,291 | 3,762 | 4,284 | Weekly Student Contact Hours | |
| **FTES** | | 110.96 | 76.38 | 125.39 | 142.79 | One Full-Time Equivalent Student = 30 WSCH | |
| **Total FTEF** | | 4.49 | 4.66 | 4.17 | 4.43 | Total Full-Time Equivalent Faculty | |
| **WSCH/FTEF** | | 741 | 492 | 902 | 968 | WSCH Generated per Full-Time Equivalent Faculty Member | |
| **Full-time FTEF** | | 1.00 | 1.00 | 1.00 | 1.00 | FTEF from Contract Faculty | |
| **Hourly FTEF** | | 3.49 | 3.66 | 3.17 | 3.43 | FTEF from Hourly Faculty | |
| **Overload FTEF** | | - | - | - | - | FTEF from Contract Faculty Overload | |
| **Part-Time FTEF** | | 3.49 | 3.66 | 3.17 | 3.43 | Hourly FTEF + Overload FTEF | |
| **Part-Time/(Total FTEF) %** | | 77.74% | 78.52% | 76.01% | 77.41% | 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** | | 98.03% | 97.02% | 97.52% | 98.57% | Non-W Eligible Grades (see next line) Divided by All Eligible Grades | |
| **● Success Rate** | | 86.49% | 82.81% | 87.05% | 92.32% | 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** | | 85.51% | 89.42% | 98.46% | 93.67% | Non-W Eligible Grades (see next line) Divided by All Eligible Grades | |
| **● Success Rate** | | 63.77% | 62.50% | 67.69% | 67.09% | A,B,C,CR/P Grades Divided By A,B,C,CR/P,D,F,FW,NC/NP,W Grades | |
| **Degrees Awarded** | | 21 | 24 | 23 | N/A\* | Degree Counts Are for the Full Academic Year (thus, \*N/A for 2010-11) | |
| **Certificates Awarded:** | | 20 | 29 | 33 | 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** | | 20 | 29 | 33 | 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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| **It is clear from the Enrollment Load % that the Fire Technology discipline at full capacity. We have increased from 89.26% to113.29% over the last 4 years. The enrollment average is 100.82%, which is indicative of the magnitude of enrollment pressure felt by this student group. The addition of a full-time instructor will allow more students to fulfill required fire technology courses and complete their Associate degrees in a timely manner as stated by the Chancellor. Adjunct instructors carry a large FTEF load of 77.41%-78.52%. The desired full-time/adjunct ratio is 75/25. As you can see, this is currently just the opposite of the optimum FTEF. We are currently 25% full-time and 75% adjunct. The hourly FTEF is currently 3.43% in Fall of 2010 with only one full-time instructor. Also, the analysis shows the WSCH/FTEF is currently at 986, ideal is 525. Retention rates are above 97% which indicates the dedication of our students. Their success rate average is 87.4% for the last 3 years, again reflecting the Fire Technology student commitment to their career choice. A second degree program for Emergency Management was added 4 years ago. Because of the popularity and demand for the fire technology/emergency management program, having only one full-time faculty instructor has not allowed for timely student completion of the degree/certificates in fire technology/emergency management.** |

| **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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| **Assessment method in Fire Technology 133, Disaster Mitigation, was the Task Force (TF) Presentations at the end of semester. Each Emergency Management class has 4 specific disaster research studies during the semester. TF1 - earthquakes; TF2 - wildfires; TF3 - floods/tsunamis and TF4 - terrorism/pandemics. Each TF is responsible for a final semester presentation integrating the 4 phases of emergency management which are preparedness, mitigation, response, and recovery. Public education is also an integral part of each one of these phases. This 30-minute presentation for each TF must include all of the above while describing how to make disaster resistant communities. Faculty reviewed and evaluated each TF and each student's contribution for accuracy and content of their presentations. Some students had difficulty defining the difference between preparedness and mitigation and how to apply that knowledge to creating disaster resistant communities.** |

| **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 on faculty's findings of the presentations, it was determined that more classroom instruction will be spent on better clarification and intent of preparededness and mitigation practices.** |

| **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.** |
| --- |
| **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 Califorinia 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 nearing capacity for the current facility and will look to adding more online classes and new classes at the satellite campuses.** |

| **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 a large FTEF load of 77.41%-78.52%. The desired full-time/adjunct ratio is 75/25. As you can see, this is currently just the opposite of the optimum FTEF. We are currently 25% full-time and 75% adjunct. The hourly FTEF is currently 3.43% in Fall of 2010 with only one full-time instructor. Also, the analysis shows the WSCH/FTEF is currently at 986, ideal is 525. Retention rates are above 97% which indicates the dedication of our students. Their success rate average is 87.4% for the last 3 years, again reflecting the Fire Technology student commitment to their career choice. A second degree program for Emergency Management was added 4 years ago. Because of the popularity and demand for the fire technology/emergency management program having only one full-time faculty instructor has not allowed for timely student completion of the degree/certificates in fire technology/emergency management.** |

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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.*** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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.** |  |  |  |  |  |  |  |
| **a2.** |  |  |  |  |  |  |  |
| **a3.** |  |  |  |  |  |  |  |
| **a4.** |  |  |  |  |  |  |  |
| **a5.** |  |  |  |  |  |  |  |

| **b. Technology (computers, data projectors, document readers, 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?** |
| **b1.** | **Laptop for classrooms with no projections system** | **1** | **2** | **Improve instruction by expanding and updating the technology in the classroom.** | **$10,000** | **One-time** | **No** |
| **b2.** |  |  |  |  |  |  |  |
| **b3.** |  |  |  |  |  |  |  |
| **b4.** |  |  |  |  |  |  |  |
| **b5.** |  |  |  |  |  |  |  |

| **c. Budget for 4000s (per unit cost is <$500 supplies) *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?** |
| **c1.** |  |  | |  | |  | |  | |  | |  | |
| **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.** | **Printing/Advertising/Mailing for Emergency Management degree/certificate program** | **1** | |  | | **Palomar's Emergency Management program is only one of a few programs in the western United States. Because of the need and its uniqueness, we would like to advertise this course work to professional businesses and corporations** | | **$2,000** | | **One-time** | |  | |
| **d2.** |  |  | |  | |  | |  | |  | |  | |
| **d3.** |  |  | |  | |  | |  | |  | |  | |
| **d4.** |  |  | |  | |  | |  | |  | |  | |
| **d5.** |  |  | |  | |  | |  | |  | |  | |

| **e. Classified staff position (permanent/contract position requests unique to this discipline) *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?** |
| **e1.** | **Fire Technology Clerical Assistant** | **1** | | **4.2** | | **This position is necessary to fulfill the needs of the students in our Department due to speciality 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.*** | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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.** |
| **With only 1 full-time faculty instructor, we were able to add the additional Emergency Management degree/certificate program and students have graduated from this program. This is a growing field and Palomar College is one of only a few programs in the Nation that offers this program. According to U.S. Department of Labor, Emergency Management is one of the fastest growing careers for the future. We have also continued to grow the Fire Technology general degree program while continually increasing student enrollment (113.29%) to fulfill industry needs. New classes were developed (FT 142 Fire Ethics, in response to new requirements for the State Fire Marshal course work for Chief Officers in ethics and leadership. The full-time faculty instructor, in conjunction with an Administration of Justice (AJ) Professor, wrote a new text book, "Ethics for Public Safety" that is being taught in the AJ classes and the new Fire Ethics class. FT 101 Fire Safety was also developed and added as a core class because firefighter deaths have increased nationally. Additionally, the National Fire Academy is requiring the Firefighter Safety as a core class.** |

| **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 visit was in 2001 and the recommendations were to make sure we follow program changes by the Califorinia State Fire Marshal and National Fire Academy as an accredited fire training program. Clerical support was also a recommendation, which has gone unfilled. We are due to have another visit from State Fire Training. Unfortunately with State cut backs, they have not scheduled the visit.** |

| **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 a 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.** |

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

|  |  |  |
| --- | --- | --- |
| **Carl Lofthouse *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**](mailto:jdecker@palomar.edu) **by March 18**