**Palomar College – Program Review and Planning**

**Instructional Programs**

**YEAR 1**

**Academic Year** **2012-13**

**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** | **9/18/12** |
| **Instructional Discipline Reviewed (Each discipline is required to complete a Program Review)** | **Please Add Date (00/00/2012)** |

**STEP I. ANALYSIS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|   |   |  |  |  | **<<Prelim>>** | ◄▬ Preliminary Fall 2011 data are as of 1/31/2012 |   |
|   |   | **Fall 2008** | **Fall 2009** | **Fall 2010** | **Fall 2011** | **Definitions** |
| **Enrollment at Census** | 38 | 41 | 38 | 80 | *Self Explanatory* |
| **Census Enrollment Load %** | 108.57% | 117.14% | 108.57% | 114.29% | Enrollment at Census Divided By Sum of Caps (aka "Seats") |
| **WSCH** | 1,251 | 1,349 | 1,251 | 1,317 | Weekly Student Contact Hours |
| **FTES** | 41.69 | 44.98 | 41.69 | 43.89 | One Full-Time Equivalent Student = 30 WSCH |
| **Total FTEF** | 1.80 | 1.80 | 1.80 | 2.00 | Total Full-Time Equivalent Faculty |
| **WSCH/FTEF** | 695 | 750 | 697 | 660 | WSCH Generated per Full-Time Equivalent Faculty Member |
| **Full-time FTEF** | - | - | - | - | FTEF from Contract Faculty |
| **Hourly FTEF** | 1.80 | 1.80 | 1.80 | 2.00 | FTEF from Hourly Faculty |
| **Overload FTEF** | - | - | - | - | FTEF from Contract Faculty Overload |
| **Part-Time FTEF** | 1.80 | 1.80 | 1.80 | 2.00 | 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** | 100.00% | 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** | 4 | 6 | 4 | N/A\* | Degree Counts Are for the Full Academic Year (thus, \*N/A for 2011-12) |
| **Certificates Awarded:** | 8 | 5 | 1 | N/A\* | Certificate Counts Are for the Full Academic Year (\*N/A for 2011-12) |
| **- Under 18 Units** |  - |  - |  - | N/A\* | Certificate Counts Are for the Full Academic Year (\*N/A for 2011-12) |
| **- 18 or More Units** | 8 | 5 | 1 | N/A\* | Certificate Counts Are for the Full Academic Year (\*N/A for 2011-12) |

| **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 enroolment at capacity. 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 a 100% also. 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 Course AND Program SLO assessments conducted by your discipline. (For examples, see** <http://www.palomar.edu/irp/11PRYear1/PRPsloExamples.pdf>) |
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| **I.B.1 Summarize Course SLO assessment results beginning on the next line.****The Fire Academy is one course which represents the program total.****I.B.2 Summarize Program SLO assessment results beginning on the next line.****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 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 a 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 of fire department expectations.** |

| **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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| **I.C.1 Please reflect upon the Course SLO findings in Box B (above) beginning on the next line.****Based on the change in units we will issue a course certificate upon completion.** **I.C.2 And, please reflect upon the Program SLO findings in Box B beginning on the next line.** **Based upon examination of student feedback and skill evaluations, instructors determined that a continuation of the program outcomes remain consistent and adjust to the everchanging needs of the fire departments and updates to curriculum and trends.** |

| **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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| **Occupational Projections of Employment (also called "Outlook" or "Demand") Paramedic/EMT** **Area Estimated Year-Projected Year Employment Employment Change Annual Avg Openings** **Estimated Projected Number Percent** **California 2010 - 2020 15,900 22,600 6,700 42.1 990****Occupational Projections of Employment (also called "Outlook" or "Demand") Firefighter (SOC Code : 33-2011)** **Area Estimated Year-Projected Year Employment Employment Change Annual Avg Openings** **Estimated Projected Number Percent** **California 2010 - 2020 33,100 35,400 2,300 7.0 1,140** |

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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 which will provide a better prepared and marketable student for fire departments. This will in-turn extend the academy length and 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. 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.** |

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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.**  | **Turn Out gear for Fire Academy** | **1** | **6.1** | **Updated equipment is needed to provide safe practices and give the student experiences that they will encounter in the future.** | **$20,000** | **One-time** | **Funded. 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.*** |
| --- |
| **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.*** |
| --- |
| **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** |  | **The Fire Academy is a high demand program and frequently attends and distributes information to obtain quality students.** | **$2,000** | **One-time** | **No** |
| **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.**  |  |  |  |  |  |  |  |
| **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 the student 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. We continue to try and find ways to keep in tougch with the graduates to track career success.** |

| **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 California State Fire Marshal and National Fire Academy as an accredited fire training program. Clerical support was also a recommended and filled last fiscal year.. 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*** |

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| --- | --- | --- |
| **Dan Barron*Name*** | **/*Name*** | **/*Name*** |

**Department Chair/Designee Signature Date**

**Division Dean Signature Date**

* **Provide a hard copy to the Division Dean no later than September 14, 2012**
* **Provide a hard copy with the Dean’s sign-off to Instructional Services by September 28, 2012**
* **Email an electronic copy to** **jdecker@palomar.edu** **by September 28, 2012**