**YEAR 2**

**ACADEMIC YEAR 2013-14**

Program Review and Planning Year 2 form is an evaluation of the progress on last year’s goals (Year 1 PRP) and is also planning of goals and activities for the current year (2013-2014).

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| **Discipline: Fire Academy** | **Date 02/10/14** |
| **Instructional Discipline Reviewed (Each discipline is required to complete a Program Review.)** | **Add Date (00/00/2014)** |

**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.).

**DEFINITION**

Program Review and Planning is the means by which faculty, staff, and/or administrators complete a self-evaluation of an academic discipline, program, or service.  The self-evaluation includes an analysis of both quantitative and qualitative data on how the academic discipline, program, or service is supporting the mission and strategic planning of Palomar College in meeting the educational and career interests of students.  Through the review of and reflection on key program elements, such as program data and student learning outcomes, Program Review and Planning defines the curriculum changes, staffing levels, activities, and/or strategies necessary to continue to improve the academic discipline, program, or service in support of student success.  The Program Review and Planning process also ensures short-term and long-term planning and identification of the resources necessary to implement identified goals and priorities.

[**Palomar College Mission**](http://www.palomar.edu/about/goals.aspx)

Our mission is to provide an engaging teaching and learning environment for students of diverse origins, experiences, needs, abilities, and goals. As a comprehensive community college, we support and encourage students who are pursuing transfer-readiness, general education, basic skills, career and technical training, aesthetic and cultural enrichment, and lifelong education. We are committed to helping our students achieve the learning outcomes necessary to contribute as individuals and global citizens living responsibly, effectively, and creatively in an interdependent and ever-changing world.

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| **Program/Discipline Mission** |
| **List everyone who participated in completing this Year 2 Program Review and Planning Document.**  **Brett Van Wey**  **Dan Barron** |
| **State your program’s or discipline’s mission statement. If you don’t have one, create one.**  **The mission of the Palomar College Fire Academy is to provide exceptional and realistic training for potential fire service personnel. As fire service professionals, our graduates will have the knowledge and skills necessary to successfully compete for employment, the critical thinking skills needed to make positive contributions to their organizations, and the spirit of comradeship needed to protect their fellow firefighters and their communities.** |
| **Explain how your program’s or discipline’s mission is aligned with the Palomar College Mission Statement.**  **The Academy’s mission statement is aligned with the college’s mission statement because we provide an engaging learning environment, unique and realistic experiences and support for our students as they pursue their individual goals.** |

**STEP I. Review and Evaluation of Year 1  
In this section, evaluate the program plans you described in last year’s Program Review and Planning Document.   
Refer to “STEP II: PLANNING” in your 2012-13 YEAR 1 PRP document at:** <http://www.palomar.edu/irp/PRPCollection.htm>.

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| 1. **Progress on Current Plans. For each planning area below, summarize your program plans as documented in the Year 1 form (last year’s form) and evaluate your progress on completing them.**   **Curriculum (Step II.A. of Year 1 PRP)**   1. **Summarize the plans you made regarding curriculum? (Consider how SLO assessment results influenced curriculum planning.)**   **Curriculum for the Fire Academy is established by the California State Fire Marshall's Office. We continually review the requirements and update the instructional modules for certification.**   1. **How did you implement and evaluate those curriculum changes?**   **Last year, we were required to add hours, this required extending the length of the Academy by approximately eight days. We have not graduated a class since this extension so we have not had an opportunity to evaluate the impact of this change.**  **Class Scheduling (Step II.B. of Year 1 PRP)**   1. **Summarize the plans you made regarding class scheduling?**   **With the additional hours, we had to reevaluate facility requirements. This is a shared space and these changes impacted the Police Academy, the schedule for the Fire Certificate program and the City. The District's Administrative Services personnel worked with the City of San Marcos to renegotiated the lease of our facility and make modifications to the space. These modifications enabled us to better use the space and to make the needed changes to the schedules.**   1. **How did you implement and evaluate those class scheduling changes?**   **We have implemented the plans for space utilization and have improved the instructional environment.**  **Faculty Hiring (Step II.C. of Year 1 PRP)**   1. **What faculty needs did you articulate for this discipline?**   **None. All of the faculty who teach in the Academy are adjunct. We continually recruit from local agencies.**   1. **What is the current status of the plan you articulated?**   **NA** |
| 1. **Analysis and Impact of Resources Received (Step III – Year 1 – Resource Requests for Discipline)** 2. **What is the dollar amount you received from IPC last year (2012-2013)? You can access the 2012-13 IPC PRP allocations by clicking on this link:** <http://www.palomar.edu/irp/201213resourceallocations.pdf>   **We received $10,000.**   1. **How were those funds spent?**   **We purchased instructional equipment for the classrooms. This space is shared by Fire Technology and the Police Academy.**   1. **Identify permanent employees requested and prioritized by IPC, i.e., classified/CAST/administrative. You can access this information by clicking on this link:** <http://www.palomar.edu/irp/staffingplan.pdf>   **None**   1. **Describe the impact of these funds received from IPC on:** 2. **Curriculum (courses, SLOs)**   **Instructors were able to improve presentation of instruction.**   1. **Number of students affected**   **1,000 (This includes Fire Technology, Police Academy, Fire Academy and other classes).**   1. **Other**      1. **Describe unmet funding requests as they apply to your planning and priorities.**   **None** |

**STEP II. Evaluation of Program & SLOAC Data**

**In this section, review and analyze updated program data, the results of SLOACs, and other factors that could influence your program plans for this upcoming year.**

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| 1. **Program Data. Provide an analysis of the past six years (2007-08 through 2012-13) of your discipline’s data. Consider trends in the data and what may be causing them. (For enrollment, WSCH, & FTEF data, use Fall term data only). The links below will take you to the three sets of data to analyze.**     * Enrollment, Enrollment Load, WSCH, and FTEF (<http://www.palomar.edu/irp/PRP_WSCH_FTEF_Load.xlsx>) **(Use Fall term data only).**    * Course Success and Retention rates (<http://www.palomar.edu/irp/PRP_Success_Retention.xlsx>**). Note, this file is very large and there will be a delay both when you open the file and again when you initiate the first search.**    * Degrees and Certificates (<http://www.palomar.edu/irp/PRP_Degrees_Certs.xlsx>).   **Describe your analysis and observations.**  **Entry into the Fire Academy is competetive. Applicants must pass a rigorous physical exam, submit a written application and pass an oral interview. Those selected have demonstrated their ability to meet the demands of the academy and the fire service. The data shows that this process is working. The pass and retention rates average 98% over the past four years. The WSCH/FTE rate is 649 - well above the efficient rate of 525. In the past, we have anticipated attrician so we always enroll above capacity; our Census load is at 114% so even our "extras" are successful.**  **Does this data reflect your planning, goals, and activities? If not, why?**  **Yes, we are very selective in our application process. The data shows that this strategy works.** |
| 1. **SLOACs. Using the comprehensive SLOAC reports and faculty discussions as a guide, provide a summary and analysis of Student Learning Outcome assessments at the course and program level. Link to SLOAC resources:** <http://www2.palomar.edu/pages/sloresources/programreview/> 2. **Summarize your SLOAC activities during the 2012-2013 academic year.**   **Our outcomes are prescribed by the State Fire Marshal. We expect each student to demonstrate specific skills and knowledge embedded within the modules. Instructors and Tac Officers continually assess manipulative and cognative skills embedded within the instructional modules.**   1. **Course SLOACs: What did you learn from your course SLO assessments? What will you maintain and/or change because of the assessment results?**   **We learned that students master manipulative skills much easier than cognative skills. We spend much more time going over theory.**   1. **Program SLOACs: What did you learn from your program SLO assessments? What will you maintain and/or change because of the assessment results?**   **The specific requirements for the stand-alone Fire Academy certificate was developed and approved this year. We have just developed the program SLOs and have not had the time to assess them.** |
| 1. **Other Relevant Data and Information.** 2. **Describe other data and/or information that you have considered as part of the assessment of your program. (Examples of other data and factors include, but are not limited to: external accreditation requirements, State and Federal legislation, four-year institution directions, technology, equipment, budget, professional development opportunities).**   **The State Fire Marshall has recently established a site for students to access instructional materials at no cost.**   1. **Given this information, how are your current and future students impacted by your program and planning activities? Note: Analysis of data is based on both quantitative (e.g., numbers, rates, estimates, results from classroom surveys) and qualitative (e.g., advisory group minutes, observations, changes in legislation, focus groups, expert opinion) information.**   **This will significantly decrease the material fees for our program. Currently, this is over $1,000 excluding registration fees.** |
| 1. **Labor Market Data. For Career/Technical disciplines only, provide a summary of the current labor market outlook. This data can be found on the CA Employment Development website at** [**http://www.labormarketinfo.edd.ca.gov/**](http://www.labormarketinfo.edd.ca.gov/) **. Go here and search on Labor Market Information for Educators and Trainers (http://www.labormarketinfo.edd.ca.gov/Content.asp?pageid=112). Click on summary data profile on right side of page to search by occupation. (Check other reliable industry or government sources on Labor Market Data websites that support findings and are relevant to Region Ten – San Diego/Imperial Counties. Include job projections and trends that may influence major curriculum revisions.)**   **In San Diego County, the number of Fire Fighters is expected to grow slower than average growth rate for all occupations but we still expect jobs to increase by 10.7 percent, or 290 jobs between 2010 and 2020. The median wage in 2013 for Fire Fighters in California was $71,863 annually, or $34.55 hourly. The median wage for Fire Fighters in San Diego County was $68,460 annually, or $32.91 hourly.** |
| 1. **Discipline/Program Assessment:** **Based on Steps I and II above, describe your discipline’s or program’s:** 2. **Strengths**   **All of the instructors in the Academy are active in the profession. This brings the current workplace requirements into our classroom. This allows agencies to use our Academy as the premire recruitment site.**   1. **Weaknesses**   **There are more qualified applicants than there are jobs. This however, can also be viewed as a positive. It forces us to make sure our graduates are better prepared than competing students.**   1. **Opportunities**   **Continue to outreach to highschools and collaborate with our interdisciplinary programs to promote the Fire Academy and it's successes to achieve employment in the fire service. Continue to seek out diverse groups and demonstrate the need for those groups to be involved in the fire service. We especially need to recruit more females.**   1. **Challenges**   **Continued support of bolstering classified positions for the Fire Academy staff. With the addition of the classified position of the Fire Academy Cooridinator the workload has been well dispersed. With the expansion of curriculum and length of the Fire Academy it will be imperative to support and prioritize the positions in order to be the premeire leader in the preparation for the fire Service.** |

**STEP III. Updated Goals & Plans**

**Taking the analyses you completed in Steps I and II, describe your program’s goals and plans.**

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| 1. **Goals and Plans: What are your goals for 2013-14? When establishing goals, consider changes you are making to curriculum, schedule, and staffing as a result of the assessments you completed in STEPS I and II above. Goals should reflect your program/discipline’s top priorities for the coming academic year.**   **For EACH goal provide the following:** | |
| **GOAL #1** | |
| **Program or discipline goal** | **Transition into the 6th Edition Text of IFSTA Fire Department Operations** |
| **Plans/Strategies for implementation** | **Implement updates with Instructor input and delivery to students. Update of testing banks to insure related material is congruent with text and review testing results in comparison to past performance.** |
| **Outcome(s) expected (qualitative/quantitative)** | **Increase in current information and related topics. This will keep instruction at the forefront of related content and current events that fire departments face in the ever growing expansion of operating procedures.** |
| **GOAL #2** | |
| **Program or discipline goal** | **Actively participate and monitor the expected changes with the blending of the California State Fire Marshal curriculum and the International Fire Service Accreditation Congress (IFSAC).** |
| **Plans/Strategies for implementation** | **Obtain updates and attend available meetings that will effect curriculum updates.** |
| **Outcome(s) expected (qualitative/quantitative)** | **This will provide for international accreditation for fire certifications instead of the present California based accreditations. This would allow for students to achieve out of state compliance without having to endure the reciprocity process and vice versa.** |
| **GOAL #3** | |
| **Program or discipline goal** | **Increase the amount of Certificates of Achievements awarded to recruits of the Academy.** |
| **Plans/Strategies for implementation** | **Provide appropiate instructions to the students to apply for the Certificate of Achievement through the proper channels.** |
| **Outcome(s) expected (qualitative/quantitative)** | **Additional certificate for the student to add to his/her educational portfolio for employment.** |
| **ADDITIONAL GOAL (*if needed*)** | |
| **Program or discipline goal** | **Assess and revise SLOs will as needed.** |
| **Plans/Strategies for implementation** | **Faculty and Staff will review SLOs for classes offered.** |
| **Outcome(s) expected (qualitative/quantitative)** | **SLOs for the Fire Academy will be reviewed and updated to meet Palomar College 2016 goals.** |

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| 1. **Alignment with College Mission and Strategic Plan Goals.** 2. **How do your goals align with the Palomar College Mission?**   **Goals 1-3 align directly with the Palomar College Mission statement by providing an environment that supports students of all diversities and social-economical backgrounds by offering the latest and current educational enrichment, technical training, and career development. Palomar College has the responsibility of training the area's future (and current) fire professionals, and these goals ensure the students who successfully graduate from the Fire Academy are of the highest caliber and are highly skilled individuals who will continue to contribute back to society in many ways.**   1. **How do your goals align with the College’s Strategic Plan Goals? See the College’s Strategic Plan 2016 Goals at:** <http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf>   **Goals 1-3 align with Objective 1.1 "Implement a coordinated outreach plan that employs internal and external outreach strategies." Objective 1.3 " Increase student awareness and use of appropriate support services by expanding the First Year Experience program so that it is available to all incoming students." Objective 1.4 "Develop and implement online supplements to orientation, transfer credit evaluation, educational planning, and degree audit." Objective 1.6 "Define career pathways for all disciplines and programs." Objective 3.3 "Increase professional development opportunities to strengthen the technological knowledge and skills of faculty and staff."**  **Goal 4 aligns directly with Objective 1.9 "Improve the understanding of the role and value of Institutional Learning Outcomes among faculty, staff, administration, and students.**   1. **Based on your program review and planning, describe any issues/concerns that have emerged that require interdisciplinary or College-wide dialogue and/or planning.**   **A major concern is the implementation of a future site that could accommodate the needs of the Fire Academy. There is a large concern that logistically we would lose resources that contribute to the success of the program due to the distance of the future site. With that being stated, a new facility would provide applicable space and a relationship with the other Public Safety Programs that would benefit all safety disciplines.** |

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| **STEP IV. Resources Requested for Academic Year 2013-2014:** |
| **Now that you have completed Steps I – III, Step IV requires you to identify all additional resources you will need to achieve your Goals and Plans/ Strategies (Step III).  First, identify all resource needs in each budget category.  You may have up to five (5) requests per budget category.  Provide a meaningful rationale for each request and how it links to your Goals, Plans, and Strategies.   \*Second, ALL your resource requests must be prioritized as one group; not prioritized within each budget category.  This means, you could have your #1 priority in Technology, your #2 priority in Short-term Hourly, and your #3 priority in Equipment, etc.  If you actually have five (5) requests in each of the five (5) budget categories, you would end up with 25 prioritized requests. IPC will not consider any requests that are not prioritized. Resource requests to simply replace budget cuts from previous years will not be considered.   PLEASE NOTE THAT ALL FUNDING ALLOCATED BY IPC IS ONE-TIME AND MUST BE SPENT WITHIN THE DEFINED TIMELINE. RESOURCE REQUESTS THAT SUPPORT MORE THAN ONE DISCIPLINE SHOULD BE INCLUDED ON THE ‘ACADEMIC DEPARTMENT RESOURCE REQUESTS” PRP FORM ONLY.** |

**Budget category a. Equipment (600010) (per unit cost is >$500). *Enter requests on lines below. Click here for examples of equipment:*** [***http://www.palomar.edu/irp/2013CategoriesforPRPResourceRequests.pdf***](http://www.palomar.edu/irp/2013CategoriesforPRPResourceRequests.pdf)

| **Resource Category** | **Describe**  **Resource**  **Requested** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Goal Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf) | **\* Priority Number for all Resource Request categories** | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s goals, plans, analysis of data, SLOACs, and the College’s Strategic Plan.**  **(If this resource is already funded in part or full, name the source and describe why the source is not sufficient for future funding.** | **Amount of Funding Requested (include tax, shipping, etc.)** |
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| **a1.** | **Portable Breathing Apparatus Compressor. Fills SCBA bottles for recruits to breath off bottles** | **2** | **4.1** | **1** | **The Academy relies heavily on FD logistics. One of the major components is filling of the breathing apparatus that the recruits use to build upon a critical experience. The compressor would allow for an onsite filling station that could be portable (trailer) and could be moved easily from site to site. Academy spends a lot of time travelling to San Marcos and Escondido filling bottles at the Fire Stations to meet goal. This would cut down time spent on travel and less impact on personnel at the Fire Stations.** | **$20,000** |
| **a2.** |  |  |  |  |  |  |
| **a3.** |  |  |  |  |  |  |
| **a4.** |  |  |  |  |  |  |
| **a5.** |  |  |  |  |  |  |

| **Budget category b. Technology (600010) (computers, data projectors, document readers, etc.). Enter requests on lines below. *Click here for examples of technology:*** [***http://www.palomar.edu/irp/2013CategoriesforPRPResourceRequests.pdf***](http://www.palomar.edu/irp/2013CategoriesforPRPResourceRequests.pdf) | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Resource Category** | **Describe**  **Resource**  **Requested** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Goal Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf) | **\* Priority Number for all Resource Request categories** | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s goals, plans, analysis of data, SLOACs, and the College’s Strategic Plan.**  **(If this resource is already funded in part or full, name the source and describe why the source is not sufficient for future funding.** | **Amount of Funding Requested (include tax, shipping, etc.)** |
| **b1.** |  |  |  |  |  |  |
| **b2.** |  |  |  |  |  |  |
| **b3.** |  |  |  |  |  |  |
| **b4.** |  |  |  |  |  |  |
| **b5.** |  |  |  |  |  |  |

| **Budget Category c. Funds for Supplies (400010) (per unit cost is <$500 supplies) *Enter requests on lines below. Click here for examples of Supplies:***  [***http://www.palomar.edu/irp/2013CategoriesforPRPResourceRequests.pdf***](%20http://www.palomar.edu/irp/2013CategoriesforPRPResourceRequests.pdf) | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Resource Category** | **Describe**  **Resource**  **Requested** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Goal Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf) | **\* Priority Number for all Resource Request categories** | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s goals, plans, analysis of data, SLOACs, and the College’s Strategic Plan.**  **(If this resource is already funded in part or full, name the source and describe why the source is not sufficient for future funding.** | **Amount of Funding Requested (include tax, shipping, etc.)** |
| **c1.** |  |  |  |  |  |  |
| **c2.** |  |  |  |  |  |  |
| **c3.** |  |  |  |  |  |  |
| **c4.** |  |  |  |  |  |  |
| **c5.** |  |  |  |  |  |  |

| **Budget Category d. Funds for Operating Expenses (500010) (printing, travel, maintenance agreements, software license, etc.). *Enter requests on lines below. Click here for examples of Operating Expenses:*** [***http://www.palomar.edu/irp/2013CategoriesforPRPResourceRequests.pdf***](http://www.palomar.edu/irp/2013CategoriesforPRPResourceRequests.pdf) | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Resource Category** | **Describe**  **Resource**  **Requested** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Goal Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf) | **\* Priority Number for all Resource Request categories** | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s goals, plans, analysis of data, SLOACs, and the College’s Strategic Plan.**  **(If this resource is already funded in part or full, name the source and describe why the source is not sufficient for future funding.** | **Amount of Funding Requested (include tax, shipping, etc.)** |
| **d1.** |  |  |  |  |  |  |
| **d2.** |  |  |  |  |  |  |
| **d3.** |  |  |  |  |  |  |
| **d4.** |  |  |  |  |  |  |
| **d5.** |  |  |  |  |  |  |

| **Budget Category e. Funds for temporary or student workers (230010/240010) Enter requests on lines below** | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Resource Category** | **Describe**  **Resource**  **Requested** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Goal Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf) | **\* Priority Number for all Resource Request categories** | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s goals, plans, analysis of data, SLOACs, and the College’s Strategic Plan.**  **(If this resource is already funded in part or full, name the source and describe why the source is not sufficient for future funding.** | **Amount of Funding Requested (include benefits)** |
| **e1.** |  |  |  |  |  |  |
| **e2.** |  |  |  |  |  |  |
| **e3.** |  |  |  |  |  |  |
| **e4.** |  |  |  |  |  |  |
| **e5.** |  |  |  |  |  |  |

**STEP V. Classified and administrative (contract) positions requests for academic year 2014-2015**

**Classified, CAST, or Administrator positions:  Enter each position request on the lines below.  You may request up to five (5) positions and they must be prioritized to be considered by IPC.  Contract position requests may include vacancies due to retirements, resignations, lateral transfers, etc., as well as any new positions to be considered.  Please note that only these position requests will be prioritized by IPC when developing the annual Staffing Plan for Instruction.**

| **Resource Category** | **Describe**  **Resource**  **Requested** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Goal Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf) | **Priority Number for Position Requests in Step V Only** | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s goals, plans, analysis of data, SLOACs, and the College’s Strategic Plan.**  **(If this resource is already funded in part or full, name the source and describe why the source is not sufficient for future funding.** | **Amount of Funding Requested (include benefits)** |
| --- | --- | --- | --- | --- | --- | --- |
| **1.** |  |  |  |  |  |  |
| **2.** |  |  |  |  |  |  |
| **3.** |  |  |  |  |  |  |
| **4.** |  |  |  |  |  |  |
| **5.** |  |  |  |  |  |  |

**Department Chair/Designee Signature Date**

**Division Dean Signature Date**