Program Review and Planning 2019-2020

OVERVIEW OF PROGRAM REVIEW AND PLANNING FOR INSTRUCTIONAL PROGRAMS

Program Review is about documenting the plans you have for improving student success in your program and sharing that information with the community. Through the review of and reflection on key program elements, program review and planning identifies program strengths as well as strategies necessary to improve the academic discipline, program, or service to support student success. With our new Guided Pathways plan, this review becomes even more crucial for the success of our students and college.

We are using the Strengths, Opportunities, Aspirations, Results (SOAR) strategic planning technique to help us focus on our current strengths and opportunities, create a vision of future aspirations, and consider the results of this approach.

BASIC PROGRAM INFORMATION

Academic Year
2019-2020

Are you completing a comprehensive or annual PRP?
Annual

Department Name
Public Safety

Discipline Name
Fire Technology (FIRE)

Department Chair Name
Wayne Hooper

Division Name
Career, Technical and Extended Education

Website address for your discipline
https://www2.palomar.edu/pages/fire/fire-technology/

Discipline Mission statement
The mission of the Fire Technology program is to provide exceptional instruction and support to students seeking careers as fire service professionals and to offer employed fire service personnel opportunities for personal growth and career advancement. Learning will take place in an environment that values cultural diversity and is free of harassment and any form of discrimination. Courses are structured to challenge students' critical thinking skills by using situational studies and case histories, in addition to basic skills and knowledge necessary to perform in emergency situations. Students who obtain one or both of the AS degrees or certificates will have the required skills to engage in ethical and moral decision making and will be well rounded individuals that are sought after by industry leaders.

(click here for information on how to create a mission statement)

Does your discipline have at least one degree or certificate associated with it?
Yes

Are any of your programs vocational (CTE/CE)?
Yes

List all degrees and certificates offered within this discipline.

Fire Technology-General, AS, CA; Fire Technology-Emergency Management, AS, CA

Please list the names and positions of everyone who helped to complete this document.
Wayne Hooper, Department Chair; Faculty
Ed Sprague, Faculty
Dave Miller, Faculty

Full-time faculty (FTEF)   **Part-time faculty (FTEF)**
3   22

Classified & other staff positions that support this discipline
1 100% position (1 FTE)

Additional hourly staff that support this discipline and/or department

PROGRAM INFORMATION
PROGRAM OUTCOMES

Begin this section by reviewing the Program Review reports for courses and programs in TracDat. All active course and program outcomes should be systematically assessed over a 3-year cycle.

- **Program** = Leads to a degree or certificate

- **Discipline** = A group of courses within a discipline

*Programs will be able to complete program completion and outcome questions.

How well do your program's learning outcomes communicate the scope and depth of the degree/certificate offered and align with employer and transfer expectations?
1) Students will understand the firefighter role in the community, including knowledge of; firefighter safety, fire prevention, building construction, fire protection systems, fire behavior, wildland fires, hazardous materials, ethics and morality.

2) Students will be able to understand and demonstrate the fire department structure and command.

Learning outcomes are based on National Standards set by the National Fire Academy. Completion of a degree or CA, along with a fire academy CA will fully prepare students for employment in fire service jobs.

Describe your program's plan for assessing program learning outcomes.
We currently assess the students Final exam, with 70% of the students passing with a 70% or higher.

Summarize the major findings of your program outcomes assessments.
Our program outcome is highly encouraging in that 90% of the students meet our learning outcome goal.

Depending on the degree or transfer goals of our students, they have the choice of three different GE pathways:

- [Associate Degree GE Requirements](#)
- [CSU GE Requirements](#)

- [IGETC Requirements](#)

Palomar College has identified a set of General Education/Institutional Learning Outcomes, which represent the overall set of abilities and qualities a student graduating from Palomar should possess.[Click here for a link to Palomar's GE/ILOs.](#)

PROGRAM COMPLETIONS

Student success is at the core of what we do in assisting students in achieving their goals.

The Chancellor's Office Vision for Success stresses the importance of Program Completion as a major goal for our students. In addition, transfer and career readiness are key components of Palomar College's mission statement. This year, our funding formula has also changed reflecting this emphasis, providing additional funding as a function of the number of completions.

In this section we will identify a program standard and a stretch goal (what you would like to move toward) for program completions.

The standards represent the lowest number of program completions deemed acceptable by the College. In other words, if you were to notice a drop below the set standard, you would seek further information to examine why this occurred and strategies to increase completions.

In this section we will identify a program standard and a stretch goal (what you would like to move toward) for programs.

List the number of completions for each degree/certificate for the previous year.
The enrollment was 1,906 for 18/19, with a fill rate of 110%.
-46 AA/AS degrees were earned.
-136 CA were earned
Total Program completions were 182.

Have your program completions Increased, decreased, or stayed the same over the last 5 years?
Increased

What factors have influenced your completion trends?
There is a high demand currently for firefighters, especially in southern California. This is due to a large number of retirements and a pent-up need for firefighters after several years of not hiring for vacancies. Many students are hired prior to completing the coursework required for a certificate or degree. Many larger fire department's don't currently require any fire certificates or fire academy due to the need to fill immediate vacancies. The decrease of AA/AS degrees is that students are getting jobs prior to completing all the AA/AS requirements and not returning to complete their degree. The increase in CA's are a result of educating our students on the importance of getting their CA.

The Chancellor's Office Vision for Success stresses the importance of reducing equity gaps through faster improvements of underrepresented groups.

ACCJC also requires that colleges establish institutional and program level standards in the area of success rates. These standards represent the lowest success rate deemed acceptable by the College. In other words, if you were to notice a drop below the rate, you would seek further information to examine why the drop occurred and strategies to address the rate.

[**Click on this link to review the course success rates (A, B, C, or Credit) for your discipline.**](#)

In this section we will identify a course success rate standards and a stretch goal (what you would like to move toward) for programs.

Course Success Rates by gender, age, ethnicity, special population, location, and modality (You can access the Student Equity Plan on the SSEC website https://www2.palomar.edu/pages/ssec/)

COURSE INFORMATION

COURSE SUCCESS AND RETENTION

What is your program's standard for Discipline COURSE Success Rate?
70.0%

Why did you choose this standard?
To stay aligned with the College's institutional standard.

What is your Stretch goal for COURSE success rates?
95.0%

How did you decide upon the goal?
Our program has now achieved the 90% stretch goal as of the Fall 2019 semester. We are now shooting for 95%.

COURSE OUTCOMES

How have you improved course-level assessment methods since the last PRP?
We added a second SLO for each class and are currently developing a new assessment using a pre-test at the beginning of the class and a post-test towards the end of class. The type of test(s) will be up to each individual instructor. While most, if not all, of the Fire Program classes incorporate group activities, including presentations, we have not used these for Learning Outcomes. One of our plans is to meet with all full and part-time faculty to discuss ways to incorporate these activities into Learning Outcomes.

Summarize the major findings of your course outcomes assessments.
We use 70% as the minimum standard for success which matches the College's standard. While the course outcomes reach this standard 90% of the time, we are pleased to see the actual percentage of success for students in most of our classes is closer to 100%.

This section is intentionally blank for annual PRPs. Please click "Next" to continue.

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Program Goals

In the previous sections, you identified opportunities for improvement. Using these opportunities, develop 3-year SMART goals for your department. Goals should be Specific, Measurable, Attainable, Relevant, Time-Specific. Ensure your goals align with the mission of your department and/or the College's strategic plan.

Please list all discipline goals for this three-year planning cycle. Click here for previous PRPs and goal information.

Goals

Goal 1

Brief Description
Complete curriculum updates of 6 elective classes to match new state Fire Marshal standards

Is this a new or existing goal?
Existing

Goal Status
Completed
No longer a goal

How will you complete this goal?
All changes have been made and approved by the Curriculum Committee. These classes are now being offered this fall for the first time in several years.

Outcome(s) expected (qualitative/quantitative)
We are now offering these classes, as required by the California State Fire Marshal. These classes are part of our accreditation for the fire academy.

How does this goal align with your department mission statement, the college strategic plan, and /or Guided Pathways?
These classes are required to be offered in order to maintain our accreditation with the State Fire Marshal's office. These classes are for currently employed fire service employees wishing to advance their career in the fire service.

Expected Goal Completion Date
8/21/2019

Goal 2

Brief Description
Update SLO's

Is this a new or existing goal?
Existing

Goal Status
Ongoing

How will you complete this goal?
Add a second SLO for all classes.

Outcome(s) expected (qualitative/quantitative)
Incorporated FESHE standards into our SLO assessments (National Fire Academy's Fire and Emergency Services Higher Education).

How does this goal align with your department mission statement, the college strategic plan, and /or Guided Pathways?
Classes are taught to the accepted National Industry Standard to prepare students for jobs in the fire service.

Expected Goal Completion Date
5/25/2020

Goal 3

Brief Description
Add an EOC (Emergency Operations Center) at the Escondido campus

Is this a new or existing goal?
Existing

Goal Status
Completed
No longer a goal

How will you complete this goal?
Build a mock EOC in Room 810, simulating a real EOC found in most city governments. Completed this summer.

Outcome(s) expected (qualitative/quantitative)
Provide a realistic learning environment in Emergency Management. The classroom has been designated and all AV equipment has been installed and is currently in use.

How does this goal align with your department mission statement, the college strategic plan, and /or Guided Pathways?
Provides a learning environment in which basic skills and knowledge are obtained in order to handle emergency situations.

Expected Goal Completion Date
8/14/2019

Goal 4

Brief Description
Offer State Fire Officer classes

Is this a new or existing goal?
Existing

Goal Status
Ongoing

How will you complete this goal?
All curriculum for State Fire Officer classes has been updated and approved through the curriculum process.

Outcome(s) expected (qualitative/quantitative)
These classes are being offered this fall. Palomar and Miramar will both be offering these classes to employed firefighters to assist them in career advancement. Palomar will offer classes in the fall semester and Miramar will offer different classes in the spring semester.

How does this goal align with your department mission statement, the college strategic plan, and /or Guided Pathways?
Provides personal opportunities for personal growth and career advancement.

Expected Goal Completion Date
1/31/2020

Goal 5

Brief Description
Increase Veteran enrollment

Is this a new or existing goal?

Goal Status

Existing   Ongoing

How will you complete this goal?
Outreach

Outcome(s) expected (qualitative/quantitative)
Increase number of veterans enrolled in Fire classes, including the Fire Academy.

How does this goal align with your department mission statement, the college strategic plan, and /or Guided Pathways?
Provide a career opportunity in the fire service for veterans.

Expected Goal Completion Date
12/31/2019

Goal 6

Brief Description
Add more online classes.

Is this a new or existing goal?
New

How will you complete this goal?
We will go through the curriculum process to add the Emergency Management classes online, in addition to adding Legal Issues in the Fire Service as an elective.

Outcome(s) expected (qualitative/quantitative)
Offer students more choices for taking classes and increase enrollment numbers by expanding our student base

How does this goal align with your department mission statement, the college strategic plan, and /or Guided Pathways?
Opens up opportunities for full time firefighters to take online courses and complete, or obtain a degree/CA in the Fire Technology Program.

Expected Goal Completion Date
8/21/2020

STAFFING AND RESOURCE NEEDS

Instructions

1. Refer to [Strategic Plan](#).
2. See [Data](#).
3. See career info (In PRP)

Are you requesting additional full-time faculty?
No

Are you requesting additional Staff, CAST or AA?
No

RESOURCE REQUESTS AND BUDGET ALLOCATION REVIEW

Budget Analysis: This section should be completed by department chairs by the end of September.

Are there areas in your budget where there has been a historical surplus (See three year trend)?
No

Are there processes that need to be examined to ensure we are being the most efficient with funding?
No

Are there ongoing needs in your department budget that you currently do not have the resources for?
No

Do you have non-general fund sources of funding?
No

One Time Needs

For more information about funding sources available, see IELM BLOCK GRANT, LOTTERY PERKINS AND STRONG WORKFORCE GUIDELINES (on the left menu of the web page.)

Please check with your department chair on the availability for this cycle.

Do you have one-time funding requests?
No

Review

Chair Review

Chair Comments
We had a very positive year in many areas. We are pleased to see our enrollment up, along with a significant number of Fire Academy Certificates (this was simply the result of providing the application paperwork to the students and education them on how to obtain the certificate). We met and exceeded our stretch goal, so we stretched it higher. We completed 2 goals from last year and are completing the other goals.

Chair Name   **Chair Sign Date**
Wayne Hooper   10/30/2019

Dean Review

Strengths and successes of the discipline as evidenced by the data and analysis:
the FT faculty in the program bring a wealth of knowledge and experience into the student experience. They work exceptionally well as a team which is so beneficial to everyone. Their industry partnerships are very strong as evidenced by the participation rate of adjuncts teaching in the academy.

Areas of Concern, if any:

Recommendations for improvement:

Dean Name   **Dean Sign Date**
Margie Fritch   11/6/2019

IPC Review

Strengths and successes of the discipline as evidenced by the data and analysis:

Areas of Concern, if any:

Recommendations for improvement:

IPC Reviewer(s)   **IPC Review Date**

Vice President Review

Strengths and successes of the discipline as evidenced by the data and analysis:
Great mission statement. That's terrific we are seeing an increase (and actual awarding of degrees!).
Goals make sense as well- thank you for this summary.

Areas of Concern, if any:

Recommendations for improvement:

Vice President Name   **Vice President Sign Date**
Jack S. Kahn, Ph.D.   1/15/2020