DEPARTMENT FACULTY/STAFF INPUT

An important part of the Program Review process is the consultation and input of all members of the department. Please have each member of the department both full-time and part-time sign below to acknowledge that they were consulted with during the process and were able to provide input.

**NOTE:** This signature does not indicate necessary approval of the data or the analysis or evaluation of the information contained inside this document. It is an indication that you had an opportunity to provide input in the process.

<table>
<thead>
<tr>
<th>Name of Faculty or Staff Member</th>
<th>Signature</th>
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<tbody>
<tr>
<td>Tom Turner</td>
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PART I. ABSTRACT (EXECUTIVE SUMMARY).
In one page or less, summarize the major findings of the Program Review Report. List the key measurements of quality for your department and the results of the data. Provide a brief analysis/explanation of the data and the major future goals supported by the data.

The Fire Technology Program is a solid example of a successful Career and Technical program that serves the community – students, residents, and city and county agencies. Fire Tech enrollments stay steady and success and retention rates are high. One may notice a drop in enrollments after the 2003 academic year. This loss of students in headcount and FTES is the direct result of losing the contract with the California Department of Forestry. The Fire Tech Program has been trying for over 2 and ½ years to re-establish this contract allowing the college to partner with the CDF in teaching classes for county fire employees. The contract was approved at the May 2007 Board meeting. We will continue to track enrollments to see if there is a significant change next year.

PART II. KEY MEASUREMENTS OF QUALITY (KQMs)
Key quality measurements (KQMs) are a combination of college-wide data elements (provided to you in a separate report) plus elements that are of particular importance to each department. Please describe below department specific data you consider in preparing this report.

34 of the classes currently offered in the Fire Technology Program are tied to certification outside the community college system. Outside agencies awarding certificates to students are:

The California State Fire Marshall
The National Wildland Coordinating Group
California Specialized Training Institute

VVC Fire is an authorized State Fire Marshall agent able to award certificates to students upon completion of the classes.

Fire Academy (seven separate certificates are awarded to each student)

PART III: ANALYSIS OF KEY QUALITY MEASUREMENTS (KQMs)
Referring to the report of key quality measurements provided by the Office of Institutional Research, please provide your analysis of each indicator included in the report.

KQM 1 – Enrollment trend for the past 5 years:

There was a sharp drop in 2004 because of the loss of the CDF contract

KQM2 – Enrollment projection for the next 3 years:
Steady growth. The community supports this program. The Foundation helped to raise funds to purchase two used fire engines from Barstow Fire, and the Victorville Fire Department donated another engine this past year. There is a high level of interest in this career field in the High Desert. There is also tremendous community support.

KQM 3 – Retention rate:
Retention rates have been consistently in the 90 percentile for Fire classes. Firefighters need additional course work for promotions. This provides motivation for successful completion of the classes.

KQM 4 – Persistence rate: NOT INCLUDED THIS YEAR

KQM 5 – Success rate:

Success rates have been averaging in the mid 80% range.

KQM 6 – Job Market: NOT INCLUDED THIS YEAR

KQM 7 – Course Transferability:

N/A

KQM 8 – WSCH/FTEF: NOT INCLUDED THIS YEAR

KQM 9 – Cost Effectiveness: NOT INCLUDED FOR 2007-2008

KQM 10 – Availability of resources: This was NOT provided in a separate report by the Office of Institutional Research. Please provide your own report of the adequacy of resources for department to meet its goals.

The Fire Tech program needs college support for professional experts and also needs to add an administrative support. Most all programs (AGNR, AUTO, ELCT, RGMT, BET, CIS, NURS, ALDH, RT, CIDG) each have 1 or 2 classified members to assist the department with organization, purchasing supplies and equipment, maintaining records, and issuing State Fire Marshall Certificates. The Fire Tech program is seeking national accreditation, but cannot compile the reports without adequate support. The program cannot grow without sufficient support staff. We are requesting a Classified Fire Specialist be added to the program.
PART IV: CONCLUSIONS

Fire Tech is a strong program in need of additional college support and resources. The program needs approximately $38,000 for professional Experts and a Classified Specialist to assist managing the accreditation process and other administrative responsibilities.

PART V: EXPLANATIONS

PART VI: GOALS
For each department goal requiring additional resources, please respond to all the questions below. (Cut and paste questions as needed for each additional priority).

Priority 1

What is your goal for 2007-2008?

The Fire Tech Program needs a Fire Tech Specialist added to the Fire Tech program.

To which College-wide strategic goals (see last page of this document) is this related?

Keep programs strong and efficient for the community we serve.

How will you know if the goal was successful (measurement)?

Additional help is critical to the success of the program. One department chair/faculty member cannot efficiently manage the numerous activities in coordinating this program. With the program trying to receive national accreditation through IFSAC (International Fire Safety Accreditation Congress) administrative support is not only crucial, but mandatory.

How will the goal be accomplished (key activities)?
Assist the Department Chair by:
Coordinating Accreditation reports.
Ordering supplies and equipment.
Overseeing coordination of activities with local Fire Departments.
Working with contract partners the US Forest Service and California Department of Forestry to ensure accurate recordkeeping, scheduling of classes, collection of fees, and payments, etc. Working with State Fire Marshall office for awarding certificates and tracking success.

What additional resources are you requesting?

$50,000 Salaries and benefits

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<th>Additional Comments –</th>
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Priority 2

What is your goal for 2007-2008?

Update 25% of Fire Curriculum.

To which College-wide strategic goals (see last page of this document) is this related?

Strategic Goal #2 Institutional Commitment to Student Learning and Student Success through Educational Excellence

How will you know if the goal was successful (measurement)? Success is measured by calculating 25% of all Fire classes and updating that amount.

How will the goal be accomplished (key activities)? It is unlikely this goal can be accomplished without additional administrative assistance.

What additional resources are you requesting? If Priority number 1 is funded, there will be no additional cost for updating Fire curriculum.

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Priority 3

What is your goal for 2007-2008?

**National IFSAC accreditation**

To which College-wide strategic goals (see last page of this document) is this related?

2. Institutional Commitment to Student Learning and Student Success through Educational Excellence

How will you know if the goal was successful (measurement)?

To receive Certification, will be the measure of success for this goal.

How will the goal be accomplished (key activities)?  (From the IFSAC Accreditation manual).

1. Completed applications must be submitted by the entity to IFSAC Administration. Enclosed, the entity must provide appropriate documentation which will include:
   
   a. Evidence of empowerment
   
   b. Documentation showing financial support (source(s) of funding) for the continuous operation of the certification process

   c. Documentation that indicates staffing levels adequate to implement and sustain the certification process described

   d. A completed self-study document including completed:
      
      1) application for accreditation

      2) completed Site Visit Worksheets for the Criteria for Certificate Accreditation

      3) test item correlation sheets 4) certification policies and procedures manual

   e. An application fee of $500 (US) for accreditation or reaccreditation

2. Administration will review the documents to ensure compliance with the Criteria for Certificate Accreditation. Administration will ensure that all documents are complete, that there is evidence of empowerment and the entity is in good standing with the organization. Administration will notify the entity of its findings. Upon successful review, the entity authorizes the scheduling of a site-visit.

   3. Administration notifies the Committee on Site Teams who schedules and facilitates all site-visits. This will be done in consultation with Administration, the site team leader, and the entity host. Copies of all supplied materials will be forwarded from Administration to the site.
team members. The site team leader will develop and supply team members with a site visit agenda. The entity will supply the travel agenda, directions to the facility, and program information.

4. The site team examines aspects of the applicant’s certification system to ensure compliance with the *Criteria for Certificate Accreditation*. Any items on the *Site Visit Worksheets for the Criteria for Certificate Accreditation* that can be answered in advance should be completed prior to arrival at the entity. A pre-visit list of questions should be started prior to the site team’s pre-visit meeting.

When the team arrives at the entity site, there should be a pre-visit team meeting prior to starting the formal process. This will allow the team to work out the details concerning the visit while allowing for discussion on issues already discovered. The team leader is responsible for ensuring that all aspects of the site visit are carried out during the visit. Should difficulties arise, the team leader should contact the Chairperson of the Certificate Assembly Board of Governors or other designated person for more direction.

Once the review is completed the site team must hold an exit conference during which the visit is discussed with the entity. When the team ends the visit and departs from the entity, there should be no surprises concerning the visit brought out in the report or in discussion from the team that the entity is not already aware.

5. Within thirty days of the site-visit, the site-team leader prepares and submits to Administration, a consensus report that includes at least:
   a. evaluation documentation as provided for in the *Criteria for Certificate Accreditation*;
   b. a narrative report of the findings;
   c. a recommendation to:
      1) accredit certification levels applied for; or
      2) accredit only certain levels; or
      3) accredit levels conditionally upon further action by the applicant; or
      4) deny accreditation; or
      5) any combination of these actions deemed appropriate by the site-team*
   d. any voluntary recommendations that are in order for the applicant, but not required for accreditation.

*Note:* Conditional accreditation shall include specific details as to what the condition(s) must be prior to the granting of accreditation, and how completion of the conditions will be measured. Documentation submitted by the applicant to meet the condition(s) shall be reviewed by the site-team within thirty days of submission. Upon review of the documentation, the site-team leader has thirty days to submit a final report through Administration to the Chairperson of the Certificate Assembly Board of Governors containing a recommendation either to grant or deny accreditation.

6. Upon receipt of a site visit report, Administration will distribute to all members of the Certificate Assembly Board of Governors. Administration shall place consideration of the report on the agenda of the next Board of Governors meeting.
7. Additional levels of accreditation for voting members with at least one accredited level may be sought by submitting an application and appropriate documentation that complies with the Criteria for Certificate Accreditation. Entities submitting additional levels for accreditation should review the Administrative Review Procedure and the document titled Submitting Additional Levels for Accreditation Through Administrative Review: A Guide for Entities (See IFSAC Certificate Assembly Handbook).

Administration will forward the materials to the appointed member for review, who will in turn notify Administration approving the additional levels if compliance is achieved or reporting deficiencies. Administration will notify the entity as to the results of the review.

What additional resources are you requesting?

None, if we can get the administrative support to assist with the process.

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College-Wide Strategic Goals

The following revised set of strategic goals for the College were adopted by the Board of Trustees in 2005. These goals will provide the general direction for development of strategies the College will adopt and implement in the coming years:

1. Organizational Excellence - The College's governance roles and processes are structured to maximize institutional effectiveness.

2. Institutional Commitment to Student Learning and Student Success through Educational Excellence - Student learning will be the central focus in the development, implementation, evaluation, and improvement for all courses, programs, and services.

3. Economic and Community Development - The College will effectively meet changing community needs for education leading to employment, cultural enrichment, civic, political and social responsibilities.

4. Diverse Populations - The College will increase access opportunities by improving programs and services to better serve an increasingly diverse campus population.

5. Effective Technology Integration - The College will integrate and utilize technology and provide quality technological training for the creation and delivery of instruction, support of programs and services, and the improvement of institutional effectiveness to enhance student learning.
6. **Learning Centered Resource Management** - Through utilization of prudent fiscal policies and the proactive entrepreneurial pursuit of increased revenue, the College will work diligently to secure solid financial resources to meet current and future enrollment growth, community learning needs and learning outcomes.