



Annual Update
Approved 9/2/08 Governing Council

This Annual update is due on March 25th of each year that your three year Program review and planning document is not due. Please email a copy of this to your Division dean, the VP of Instruction and the Academic Senate President.

1. What is the name of your Department and/or Division?

Fire Technology a division of Business/Technology

2. List the names of everyone who participated in developing this annual update.

Michelle Schneider and Keith Marshall

3. Based on the elements in your Annual Update Data Sheet (Provided by IRP to your dean) and goals stated in your most recent Program Review, please identify any key successes and challenges.

The Fire Technology Division has typically met or exceeded the goals of the college as well as our own expectations. The course content is dictated by the State Board of Fire Services. The popularity has always been high but has particularly been high since the event of 9/11/2001. Only recently has there been a time when we have not turned students away because we could only accommodate the 40 that we allow and the State limits us to. Even this semester we have several sections that started with more than 40 students.

4. Are you on track for meeting the goals/targets that your program identified in its most recent Program Review? If not, please explain possible reasons why. If needed, update your goal/targets based on these reason.

Fire Technology has met and or exceeded the goals and expectations set in the previous Program Review. We have expanded the offerings to present FIRE 715 each semester as opposed to once per year. This was done to allow for more students to meet the prerequisite now required for enrollment to the Fire Fighter 1 Academy. We currently have a course approval request in for a new class required by the State of California to achieve an associate degree. Fire Fighter Safety and Survival was developed and set as a core course for certificate and/or degree program by the State Board of Fire services. The first offering of this class will be in fall of 2009.

5. Have you identified any new goals or projects for the program to focus on during this next year? Please explain (grants, stipends, initiatives, etc.)

Given the current economic crisis our vision of looking for grant monies will be stepped up as well as can be expected. The coordinators position is only part-time and those hours are currently being filled with the requirements of the program. This makes it difficult to research and examine the possibilities of grants for our program.

6. Are there any critical issues you expect to face in the coming year? How will you address those challenges?

The critical issues that we foresee are making certain that the planning of the space in B12 and B34 meet the needs of our current programs as well as the future of them. Our current spaces are scheduled to be torn down and we have equipment storage needs that are unique to the FT sections. As an example we received last semester a donation of a fire apparatus from the Belmont/San Carlos Fire Department. This was accomplished because we have advised the San Mateo County Fire Departments that we have a need for the equipment and now have the ability to store that equipment inside and protect it.

7. Student Learning Outcome and Assessment focus for this year:

- a. Academic areas: Identify at least one course SLO in on which to focus. Describe the assessment strategies you will use and your method of reflection and documentation for this cycle.

In FIRE 715 – Fire Protection Organization, we have a total of six SLOs to be evaluated. The one that we will focus on for this semester involves identifying the steps of the fire fighter entrance process for hiring. The students shall identify and explain the steps that need to be taken to secure a position in the fire service. This will be measured through both oral examination in the classroom as well as a written exam given as the final examination. The results will be evaluated as to how well the students perform. Given that information we will adjust the lesson to accompany the need by moving on to a new SLO or adjust the learning to make certain that the students understand.

- b. Student services areas: TBD

8. SUMMARY OF RESOURCES NEEDED TO REACH PROGRAM ACTION STEPS (Data resources: Educational Master Plan, GE-SLOs, SLOs; department records; Core Program and Student Success Indicators; previous Program Review and Planning reports)

- a. In the matrices below, itemize the resources needed to reach program action steps and describe the expected outcomes for program improvement.* Specifically, describe the potential outcomes of receiving these resources and the programmatic impact if the requested resources cannot be granted.
 *Note: Whenever possible, requests should stem from assessment of SLOs and the resulting program changes or plans. Ideally, SLOs are assessed, the assessments lead to planning, and the resources requested link directly to those plans.

Full-Time Faculty Positions Requested	Expected Outcomes if Granted and Expected Impact if Not Granted	If applicable, <u>briefly</u> indicate how the requested resources will link to achieving department action steps based on SLO assessment.
A Full-Time Fire Technology Coordinator.	If granted: This would allow the program to be expanded to include the working fire service personnel in our training and classroom programs. If not granted: This would more than likely create a stagnation of the program where it currently is. There is not adequate time at the current ratio to evaluate and see all of the classes given presently and continue with the important issues facing the fire service and the program.	N/A

Classified Positions Requested	Expected Outcomes if Granted and Expected Impact if Not Granted	If applicable, <u>briefly</u> indicate how the requested resources will link to achieving department action steps based on SLO assessment.
None at this time	N/A	N/A

- b. For instructional resources including equipment and materials, please list the exact items you want to acquire and the total costs, including tax, shipping, and handling. Include items used for instruction (such as computers, furniture for labs and centers) and all materials designed for use by students and instructors as a learning resource (such as lab equipment, books, CDs, technology-based materials, educational software, tests, non-printed materials). Add rows to the tables as necessary. If you have questions as to the specificity required, please consult with your division dean. Please list by priority.

Resources Requested	Expected Outcomes if Granted and Expected Impact if Not Granted	If applicable, <u>briefly</u> indicate how the requested resources will link to achieving department action steps based on SLO assessment.
Item: Essentials of Firefighting	Students in the Firefighter I	N/A

<p>DVD Set Number: 36834 Vendor: IFSTA Unit price: 4245.00 Total Cost: 4700.00 Status*: Replacement/Upgrade.</p>	<p>Academy will receive updated training through these DVDs. We are currently using the VHS tapes obtained with the 3rd Edition curriculum; we are now on the 5th Edition.</p> <p>Not upgrading to the new training videos will degrade the delivery of curriculum to the students.</p>	
<p>Item: Repair of EMT Manikin Number: n/a Vendor: Laerdal Unit price: n/a Total Cost: 1200.00 Status*: Repair</p>	<p>We are currently down one manikin for the EMT training program. Repair of this unit will allow us to set up an extra skills station, facilitating better skills training and testing for the students.</p>	N/A
<p>Item: Replacement small tools Number: varies Vendor: varies Unit price: 2500.00 Total Cost: 2500.00 Status*: Replacement and maintenance of hand tools, hose and nozzles which have deteriorated to the point of being unsafe.</p>	<p>The fire technology programs supports the Fire Fighter 1 Academy program. These tools are needed to demonstrate, show, and evaluate the student in a manipulative skills test for the FF1 Academy.</p> <p>If not granted it will not allow the instructors and evaluators the ability to continue our current practice.</p>	<p>The students are required to pass a manipulative skills test in addition to the written final. During the manipulative skills it is necessary to simulate several skills with different props. This request would upgrade our ability to simulate and assess the student as currently required.</p>
<p>Item: EMT Equipment Number: Varies Vendor: Bound Tree Medical Unit price: Varies Total Cost: 5200.00 Status*: New and Replacement</p>	<p>If granted will allow students to continue to practice with accuracy as required by the Standards set forth by the National Registry EMT Program.</p> <p>If not granted: It will put the EMT program in jeopardy of losing its accreditation with the National Registry</p>	<p>The students are required to pass a manipulative skills test in addition to the written final. During the manipulative skills it is necessary to simulate several skills with different props. This request would upgrade our ability to simulate and assess the student as currently required.</p>
<p>Item: Classroom Laptop Number: n/a Vendor: Dell Unit price: n/a Total Cost: 1700.00 Status*: Replacement</p>	<p>The instructors are moving more towards PowerPoint presentations for classroom instruction. The EMT curriculum is all PowerPoint based. Additionally, with the advent of facilitated learning styles, the instructional staff is assigning the students with group presentations. In order to keep up with technology, the classroom laptop should be replaced.</p> <p>If it is not replaced, we will no longer be able to use PowerPoint for presentation, and we would not be able to give instruction for the EMT course at all.</p>	N/A

* Status = New, Upgrade, Replacement, Maintenance or Repair.

Primary faculty contact *Date*

Additional faculty *Date*

Additional faculty *Date*