

Academic Program Review Committee

Program: Fire and Emergency Technology

Date Reviewed: November 12, 2015

Resubmittal Date: December 1, 2015

Please use these notes along with the comments from APRC members and your dean when revising this document.

General Comments: Would like to see relevant recommendations at end of each section; use the Prioritized Recommendations on page 14. Great idea to have listed entire vision rather than piece by piece.

1. Overview of the Program	Comments
a) Provide a brief narrative description of the current program, including the program's mission statement and the students it serves.	<ul style="list-style-type: none">• Expand a little; format as an executive summary.• Be sure to showcase "wow" factors.• Point out what is needed to continue with student success.• Mention demand/pressure from advisory board.
b) Describe the degrees and/or certificates offered by the program.	<ul style="list-style-type: none">•
c) Explain how the program fulfills the college's mission and aligns with the strategic initiatives. (see Appendix A)	<ul style="list-style-type: none">• List each initiative and how it's connected.
d) Discuss the status of recommendations from your previous program review.	<ul style="list-style-type: none">•

2. Analysis of Research Data (include data provided by Institutional Research & Planning)	
Provide and <u>analyze</u> the following statistics/data	Comments
a) Head count of students in the program	<ul style="list-style-type: none">• Pg 27: Consider listing why sections were reduced, especially if out of your control.

	<ul style="list-style-type: none"> Do you expect enrollment growth with new building?
b) Course grade distribution	<ul style="list-style-type: none">
c) Success rates (Discuss your program's rates in light of the college's success rate standard. Set a standard for your program.)	<ul style="list-style-type: none">
d) Retention rates	<ul style="list-style-type: none">
e) A comparison of success and retention rates in face-to-face classes with distance education classes	<ul style="list-style-type: none"> Include the year distance ed was introduced.
f) Enrollment statistics with section and seat counts and fill rates	<ul style="list-style-type: none">
g) Scheduling of courses (day vs. night, days offered, and sequence)	<ul style="list-style-type: none">
h) Improvement rates (if applicable)	<ul style="list-style-type: none">
i) Additional data compiled by faculty	<ul style="list-style-type: none"> Highlight that program is consistently above institutional set standard.
j) List any related recommendations.	<ul style="list-style-type: none">

3. Curriculum Review	Comments
a) Provide the curriculum course review timeline to ensure all courses are reviewed at least once every 6 years.	<ul style="list-style-type: none">
b) Explain any course additions to current course offerings.	<ul style="list-style-type: none">
c) Explain any course deletions and inactivations from current course offerings.	<ul style="list-style-type: none"> Mention inactivations were due to accreditation "clean-up".
d) Describe the courses and number of sections offered in distance education. (Distance education includes hybrid courses.)	<ul style="list-style-type: none">

e) Discuss how well the courses, degrees, or certificates are meeting students' transfer or career training needs:	•
1. Have all courses that are required for your program's degrees and certificates been offered during the last two years? If not, has the program established a course offering cycle?	• Consider mentioning the pressure from advisory board to offer new and/or inactivated courses much sooner than the current 6 week turn-around time.
2. Are there any concerns regarding program courses and their articulation?	•
3. How many students earn degrees and/or certificates in your program? Do students take licensure exams? If so, what is the pass rate? If few students receive degrees or certificates or if few students pass the licensure exam, should the program's criteria or courses be re-examined? Set an attainable, measurable goal	•
f) List any related recommendations.	•

4. Assessment and Student and Program Learning Outcomes (SLOs & PLOs)	Comments
a) Provide a copy of your alignment grid, which shows how course, program, and institutional learning outcomes are aligned.	•
b) Provide a timeline for course and program level SLO assessments.	•
c) State the percent of course and program SLO statements that have been assessed.	•
d) Summarize the SLO and PLO assessment results over the past four years and describe how those results led to improved student learning. Analyze and describe those changes. Provide specific examples.	<ul style="list-style-type: none"> • Include some of the information from TracDat. • If student feedback is applicable, include here. • Recalculate Appendix J to include both semesters.

e) Determine and discuss the level your program has attained in the SLO rubric in Appendix B. (Awareness, Developmental, Proficiency, or Sustainable Continuous Quality Improvement)	•
f) Describe how you have improved your SLO process and engaged in dialogue about assessment results	•
g) List any related recommendations.	•

5. Analysis of Student Feedback	Comments
a) Describe the results of relevant surveys.	•
b) Discuss the implications of the survey results for the program.	•
c) List any related recommendations.	•

6. Facilities and Equipment	Comments
d) Describe and assess the existing program facilities and equipment.	• More description on current facilities and plans for future facilities.
e) Explain the immediate (1-2 years) needs related to facilities and equipment. Provide a cost estimate for each need and explain how it will help the program better meet its goals.	• If you have specific square footage and other measurements, include along with contractor proposals, if any.
f) Explain the long-range (2-4+ years) needs related to facilities and equipment. Provide a cost estimate for each need and explain how it will help the program better meet its goals.	•
g) List any related recommendations.	<ul style="list-style-type: none"> • Spelling: manikin- less than a full body; mannequin- full body. • Good time to mention land/facilities in progress is now and has always been in adequate.

7. Technology and Software	Comments
a) Describe and assess the adequacy and currency of the technology and software used by the program.	•
b) Explain the immediate (1-2 years) needs related to technology and software. Provide a cost estimate for each need and explain how it will help the program better meet its goals.	•
c) Explain the long-range (2-4+ years) needs related to technology and software. Provide a cost estimate for each need and explain how it will help the program better meet its goals	•
d) List any related recommendations.	•

8. Staffing	Comments
a) Describe the program's current staffing, including faculty, administration, and classified staff.	• Include the need for specialized training and external certifications for instructors.
b) Explain and justify the program's staffing needs in the immediate (1-2 years) and long-term (2-4+ years). Provide cost estimates and explain how the position/s will help the program better meet its goals.	• Discuss need for administrative assistant; program had one in 1999. Justify by discussing workload.
c) List any related recommendations.	•

9. Future Direction and Vision	Comments
a) Describe relevant changes within the academic field/industry. How will these changes impact the program in the next four years?	•
b) Explain the direction and vision of the program and how you plan to achieve it.	<ul style="list-style-type: none"> • Remove redundancy on pg 13: "The aging Fire Academy facilities and buildings are aging" • Discuss unique types of fire due to geographic area: refineries, harbor, etc.
c) List any related recommendations.	•

10. Prioritized Recommendations	Comments
<p>a) Provide a single, prioritized list of recommendations and needs for your program/department (drawn from your recommendations in sections 2-8). Include cost estimates and list the college strategic initiative that supports each recommendation (see Appendix A). Use the following chart format to organize your recommendations.</p>	<ul style="list-style-type: none"> •
<p>b) Explain why the list is prioritized in this way.</p>	<ul style="list-style-type: none"> • Be sure to mention ongoing funding will be required for maintenance.