

## Academic Program Review Committee

**Program:** Fire and Emergency Technology

**Date Reviewed:** 10/31/19 APRC meeting cancelled; Submitted November 11, 2019

**Re-submission Due Date:** By March 6, 2020

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"> <li>In addition to highlighting program strengths (e.g., preparation for licensure; industry-level standard of curriculum), specify any program needs in this section.</li> <li>Quantify a bit more – highlight positive numbers of students, degrees/certificates granted.</li> </ul>
b) Describe the degrees and/or certificates offered by the program.	<ul style="list-style-type: none"> <li>P. 4 – Perhaps more clearly differentiate between the Certificate of Achievement and the certificates for course completion (e.g., difference in terms of transcription and state approval)</li> </ul>
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"> <li>Good work! Very strong discussion of how your program works with the strategic initiatives.</li> <li>Section E might say more about SLO results, perhaps 2-3 highlights that either show a strength or need in the program.</li> </ul>
d) Discuss the status of recommendations from your previous program review.	<ul style="list-style-type: none"> <li>With only 2 recommendations, more should be said. RE: Clerical Assistant, state if you are still seeking this or explain why it was not started.</li> </ul>
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	
b) Course grade distribution	<ul style="list-style-type: none"> <li>Good data. Provide some context, even if brief. Do you consider these good, acceptable, or poor success rates? Why? What can/should/is being done?</li> </ul>

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"> <li>• Include breakdown of success and retention rates by various demographics, as provided in program review data set (contact Carolyn P. for any assistance regarding Program Review data dashboard)</li> </ul>
d) Retention rates	<ul style="list-style-type: none"> <li>• Add narrative based on analysis of disaggregated data; be mindful to note explicitly if any sample sizes were too small for meaningful analysis of disaggregated data</li> <li>• Discuss any identified performance gaps and/or equity issues based on data analysis, as well as how the program does or will address such gaps/issues</li> </ul>
e) A comparison of success and retention rates in face-to-face classes with distance education classes	
f) Enrollment statistics with section and seat counts and fill rates	
g) Scheduling of courses (day vs. night, days offered, and sequence)	
h) Improvement rates (if applicable)	
i) Additional data compiled by faculty	
j) List any related recommendations.	<ul style="list-style-type: none"> <li>• Enumerate the recommendations or present in bullet format for ease of reference</li> </ul>
<b>3. Curriculum Review</b>	<b>Comments</b>
a) Provide the curriculum course review timeline to ensure all courses are reviewed at least once every 6 years.	
b) Explain any course additions to current course offerings.	Overall, good work! These are good explanations of developments in your curriculum.
c) Explain any course deletions and inactivations from current course offerings.	
d) Describe the courses and number of sections offered in distance education. (Distance education includes hybrid courses.)	

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?	
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.	<ul style="list-style-type: none"> <li>• Provide brief narrative to provide context for notable increases in awards in particular years</li> </ul>
f) List any related recommendations.	
<b>4. Assessment and Student and Program Learning Outcomes (SLOs &amp; PLOs)</b>	<b>Comments</b>
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.	<ul style="list-style-type: none"> <li>• Provide examples of areas in which students have demonstrated improvement in student learning.</li> </ul>
d) Summarize SLO and PLO assessment results over the past four years and describe how results led to improved student learning. Analyze and describe changes. Provide specific examples.	<ul style="list-style-type: none"> <li>• Is the success in particular areas of courses? Overall? Identify and explain to highlight your strengths.</li> </ul>
e) Describe how you have improved your SLO process and engaged in dialogue about assessment results.	
f) Discuss any findings from SLO/PLO assessments that help to justify recommendations.	

g) List any related recommendations.	
<b>5. Analysis of Student Feedback</b>	<b>Comments</b>
a) Describe the results of relevant surveys in each of the following areas:	
i. Student Support	
ii. Curriculum	
iii. Facilities, Equipment, and Technology	
iv. Program Objectives	
b) Discuss the implications of the survey results for the program.	
c) Discuss the results of other relevant surveys.	
d) List any related recommendations.	<ul style="list-style-type: none"> <li>Repeat the recommendation to tell students about various pathways using FTEC courses. Consider how/if this could be part of a Guided Pathways venture.</li> </ul>
<b>6. Facilities and Equipment</b>	<b>Comments</b>
a) Describe and assess the existing program facilities and equipment.	<ul style="list-style-type: none"> <li>Explain why these needs are so important to the program. The reader may or may not immediately understand – phrasing in terms of student success and safety could help.</li> </ul>
b) 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.	
c) 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.	
d) List any related recommendations.	

7. Technology and Software	Comments
a) Describe and assess the adequacy and currency of technology and software used by program.	<ul style="list-style-type: none"> <li>Explain why these needs are so important to the program. The reader may or may not immediately understand – phrasing in terms of student success and safety could help.</li> </ul>
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.	<ul style="list-style-type: none"> <li>Add recommendation related to creating a cycle for maintenance, repair, and replacement of technology and software (including renewal of licenses).</li> </ul>
8. Staffing	Comments
a) Describe the program’s current staffing, including faculty, administration, and classified staff.	
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 position/s will help program better meet its goals.	
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.	
c) List any related recommendations.	<ul style="list-style-type: none"> <li>Perhaps one last statement about how the development of the Public Safety Training Center is</li> </ul>

	essential to the program’s ability to realize its mission/vision and meet the needs of program stakeholders
<b>10. Prioritized Recommendations</b>	<b>Comments</b>
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.	<ul style="list-style-type: none"> <li>• Ensure that <b><i>all</i></b> recommendations enumerated in previous sections are included in this single prioritized list</li> </ul>
b) Explain why the list is prioritized in this way.	