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Program Review

Form for Completion of Self Study

Instructional

(Including BOTH Academic and Continuing Education)

The ID number for this form is 1000083. You will need this number to update or edit your submission in the future.

Name of Division: Industrial and Transportation Technologies

Name of Department: Fire Protection Technology

Name of Program: Fire Protection

This Program Review is being conducted during year: 2010-2011

I. Program's/Department's Purpose

A.) State the purpose of the program/department. How is this purpose within the mission of Amarillo College?

Train candidates to become certified/licensed firefighters.

Support the professional development and certification of licensed firefighters within the Amarillo College district.

Program's purpose statement supports the institutional mission statement by addressing instruction, and learning with a focus on public service. The training provided by the Fire Protection Technology Department is the basis for professional employment and development as a licensed firefighter.

B.) When was the last time the program's/department's purpose statement was reviewed/revised by faculty and staff in the program/department?

The purpose statement was last reviewed and updated in 2010 during the roll out of the Amarillo College 2010-2015 Strategic Plan.

C.) If the program/department offers continuing education credits, how are these courses consistent with the mission of Amarillo College?

The Fire Protection Program offers continuing education credits for active and volunteer fire departments throughout the region. All Texas firefighters must meet a minimum of 20 hours professional development training annually to maintain Texas Commission on Fire certifications. Additionally, all City of Amarillo firefighters must maintain 10 hours of Hazardous Materials (Hazmat) training annually.

D.) Does the program have admissions policies?

Yes

1. Where are the policies published?

Students must apply to enter the Fire Academy (Basic Firefighter Certificate of Completion). The Basic Firefighter Certificate is not an open enrollment program of study.

Admission requirements into the Fire Protection Certificate (Fire Academy) are published on the Fire Protection website.

<http://www.actx.edu/fire/>

2. Explain how these policies are consistent with the mission of Amarillo College.

Admission requirements for the Fire Protection Program are in accordance with Amarillo College admission policies.

E.) Is the program/department accredited?

Yes

1. Which agencies or organizations accredit the department/program?

Texas Commission on Fire Protection (TCFP).

Training Facility Certification Number – FDID: 5005

2. How many years are in the accreditation cycle?

3. When was the accreditation affirmed or granted?

Amarillo College's accreditation was renewed on 1 January 2012 (invoice number 1002376). The Texas Commission on Fire Protection requires annual renewal.

4. What is the current status of the accreditation?

Accredited

F.) Is this program/discipline required to receive approval from an external agency or organization (other than the Texas Higher Education Coordinating Board) in order to offer courses?

Yes

1. Identify the external approver(s) for the department/program.

The Texas Commission on Fire Protection (TCFP).

2. What approval schedule is required by the external approver(s)?

Annually

3. When did the program/department last receive approval?

Amarillo College's accreditation was renewed on 1 January 2012 (invoice number 1002376). The Texas Commission on Fire Protection requires annual renewal.

II. Program's/Department's Improvements based on Planning, Evaluation and Assessment

A.) Identify at least one example of an improvement/revision which resulted from the annual PET forms for the last five years.

A collective effort between Amarillo Fire Department, Amarillo College and Amarillo Independent School District was developed to recruit African American students into the fire service beginning the Spring 08 Semester. Coined the Cadet Fire Program, students from this population were selected to work as a part-time employees for AFD and attending classes to prepare them to enter into AC's Fire Academy. When all admission requirements were met, these students were sponsored by AFD, providing tuition assistance, books and equipment.

B.) Identify at least one example of improvements/revisions which resulted from the last Program Review.

We have nothing on record that indicates that Program Review process provides academic departments with the data or the tools to make improvements. Academic departments view this as an exercise in futility with no expectations or higher level review.

C.) Identify all the delivery approaches used for courses within this program/department: (Select all that apply).

traditional classroom

D.) Identify at least one example of an improvement/revision that is a response to accomplish a strategy or tactical objective within the Strategic Plan 2010-2015.

Tactically, the Fire Protection Program provides CE training opportunities for all active and volunteer fire fighters throughout the region. Over the past 5 years, AC's Fire Protection Program produced, on an average, 58,000 contact hours of instruction annually.

E.) Provide names and titles of those who determined the process used to assess outcomes of the program and/or courses in the department.

Mr. Ed Nolte, Chair, Fire Protection Department

Captain Dennis Eaves, Captain, Amarillo Fire Department

Lieutenant Mikal Orr, Lieutenant, Amarillo Fire Department

The Fire Protection Program has no full-time faculty assigned and The City of Amarillo, Amarillo Fire Department, allows Amarillo College to utilize the credentials of Captain Eaves and Lieutenant Orr to meet the requirements mandated by the TCFP to maintain the facility. Because of this relationship and the penalty of not following the statutes mandated by the state, they are part of the administrative team.

1. Explain the primary reasons behind the competencies that were selected.

Competency outcomes are based on Texas Commission on Fire Protection standards and employment requirements for civil and government fire agencies in the region.

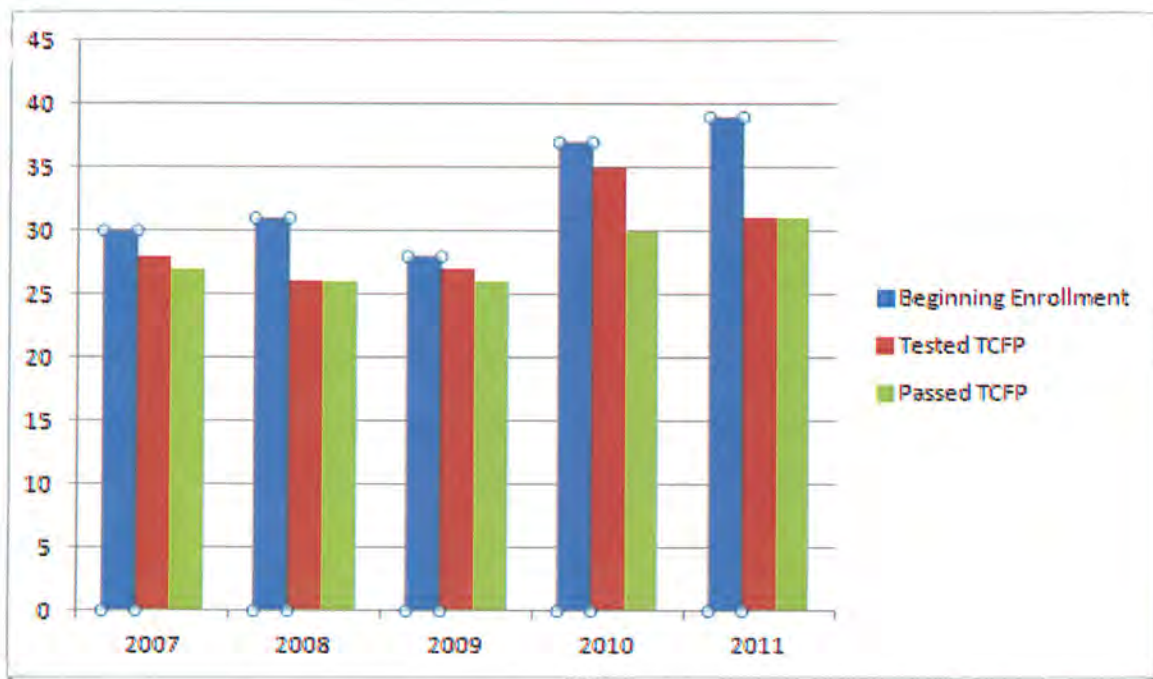
2. Identify the primary reasons for the assessment tool(s) selected.

Assessment tools are based upon the successful completion of Texas Commission on Fire Protection exams/certifications. The TCFP is specific on the tasks and objectives required for this program. Deviation may result in loss of accreditation/certification.

3. Evaluate the assessment approaches to date.

Students must complete a minimum of 468 hours of classroom and hands-on instruction to qualify for the Texas Commission on Fire Structural Exam (Firefighter I and II). Our program must document all written exams, skill exams and attendance for the TCFP. Additionally, TCFP requires the successful completion (100% achievement) of 'blind' skills test. These tasks are provided by the TCFP in sealed envelopes and must be administered at the end of subjected instruction. Students must successfully complete these tasks to continue in the program. Neither the instructors nor students know the questions/tasks in advance of these tests.

F.) For student or program/course outcome assessments, review the program's/department's five-year graph(s) of *quantitative* results or provide a brief narrative summary of *qualitative* results.



The data provided for this chart was drawn from census rosters and reports from the Texas Commission on Fire Protection. We believe this is the best and most accurate means to track the student success. This data is real time providing program administrators the tools to take corrective action or implement a continuous improvement program.

1. What changes have been made in the curricula of the program/department because of the analysis of these results?

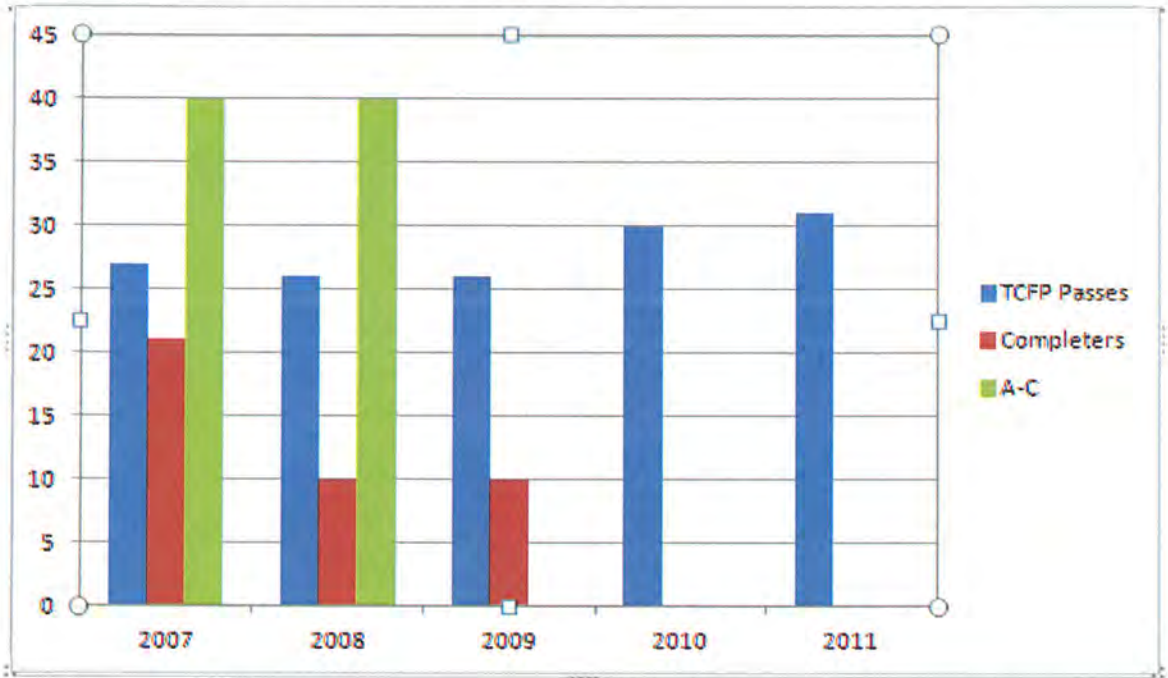
No curriculum changes or revision were made based on the data provided. However, the program faculty and managers decided to cap the class size to 16 candidates and

schedule classes to provide adequate time for study and retention of material.

All other curriculum changes/revisions are dictated by the Texas Commission on Fire Protection. Many of these changes are minor and are integrated into the coursework without changes to the program of study.

G.) Review the five-year graph(s) of course completions for the program/department.

1. Explain any increase or decrease that is more than a one-year anomaly.



This graph, along with the supporting charts (below), does not provide the necessary data to perform a proper analysis of program enrollment or success. In some cases the data is over 3 years old, incomplete, or nonexistent. In addition, the data collected, by the college, does not always represent the students' goals for enrolling in the program (i.e., students who pass the state exam receive a license as a state certified Firefighter but they do not see the necessity to apply for graduation. This indicates that the real success indicator is the license not the diploma).

Therefore, we believe the best indicator of success for the Fire Protection Program is number of students that receive their state certification/license. Proving success and assessment of quality can be performed by analyzing the number of students whom enter the Fire Protection Certificate (Fire Academy), comparing that data to the number of students who qualify to test for the state exam (TCFP Structural Exam) and those who successful pass the exam. (Referenced previously)

This is real time data that can be analyzed annually providing a tool for corrective action and/or implementation of a continuous improvement program.

DIVISION/Department	2000	2001	2002	2003	2004	2005	2006	2007
Basic Fire Academy	11		8	1		3	2	21
Fire Protection Technology			1	2	1		2	2

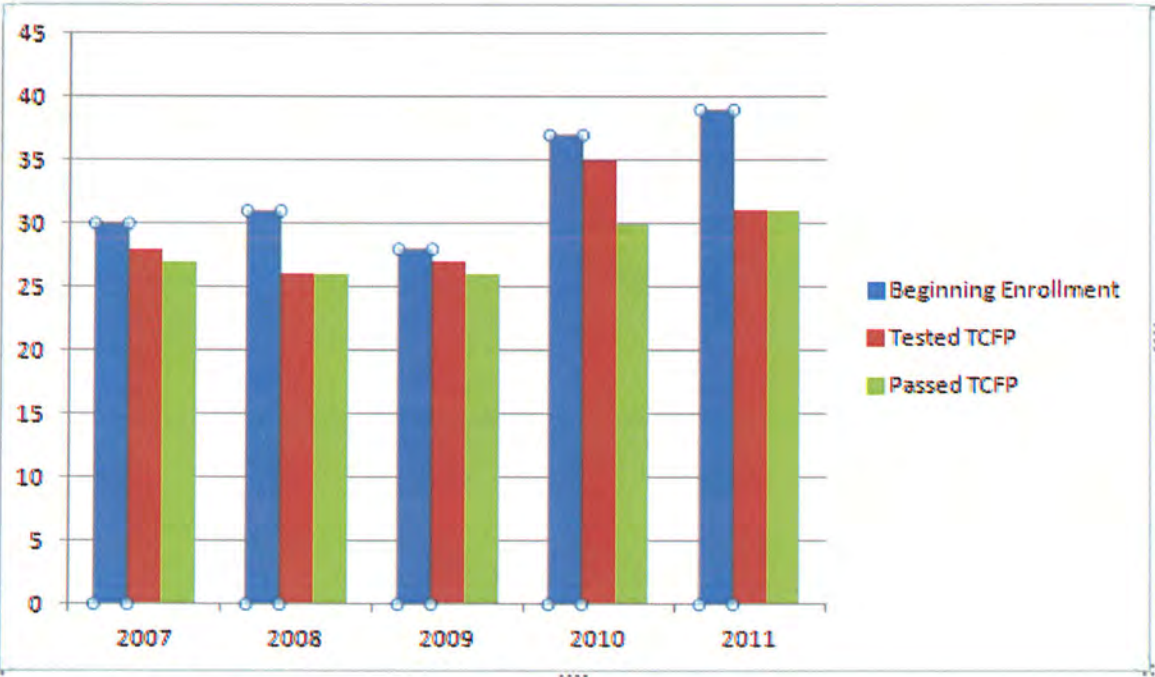
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A-C vs. D,F, W:

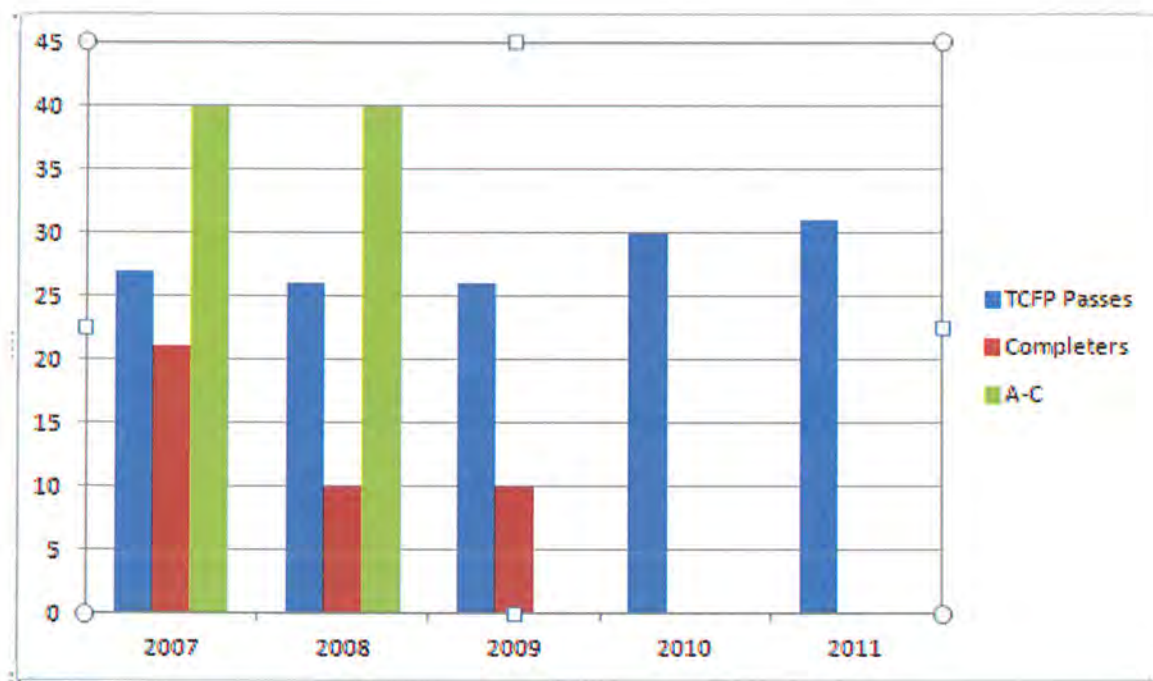
Percent of Hours Passed with A-C	Year of Record									
	2004		2005		2006		2007		2008	
DIVISION/Department	#	%	#	%	#	%	#	%	#	%
FIRS.CERT Fire Protection – Basic Firefighting Certificate	44	82%	40	81%	29	83%	40	90%	40	83%

Texas Commission on Fire Protection Structural Exam – Amarillo College														
2007			2008			2009			2010			2011		
Test	Pass	%	Test	Pass	%	Test	Pass	%	Test	Pass	%	Test	Pass	%
28	27	96	26	26	100	27	26	96	35	30	86	31	31	100

2. Provide the program's/department's plan of action for improving any identified problem or results from the implementation of the plan of action.



Any action will be based on the above data.



This graph (derived from data collected in the AC Data book) does not provide the necessary data to perform a proper analysis of program enrollment or success. In some cases the data is over 3 years old, incomplete, or nonexistent. In addition, the data collected, by the college, does not always represent the students' goals for enrolling in the program (i.e., students who pass the state exam receive a license as a state certified Firefighter but they do not see the necessity to apply for graduation. This indicates that the real success indicator is the license not the diploma).

Therefore, we believe the best indicator of success for the Fire Protection Program is number of students that receive their state certification/license. Proving success and assessment of quality can be performed by analyzing the number of students whom enter the Fire Protection Certificate (Fire Academy), comparing that data to the number of students who qualify to test for the state exam (TCFP Structural Exam) and those who successful pass the exam. (Referenced previously)

H.) Does the program/department provide for alternative methods of awarding credit? (Select all that apply).

Credit for Experience

1. What approaches are used to assure outcomes are comparable to those expected of students who enrolled and completed the course?

Credit by licensure is used for firefighters licensed in the State of Texas under the Texas Commission on Fire Protection for courses listed in the basic certificate and AAS Degree. Applicants must attach a copy of their license to get this credit.

I.) For general education and/or core curriculum required by this program/department, identify the relevant competencies approved by the Academic Affairs Committee (see Catalog section entitled Degrees and Certificates: General Education Competencies).

The Fire Protection Program adheres to the Amarillo College policy of a minimum of 15 hours of 'General Education Requirements' for an AAS Degree. (Refer to the Amarillo College Catalog.)

1. Explain how outcomes for the competencies have been assessed and achieved and provide links to the documentation.

Competencies are assessed through exams, quizzes, and hands-on scenario driven exercises. The mother of all assessments occurs when students sit for the TCFP Structural Exam (written and practical).

2. Outline a plan for correcting any weaknesses.

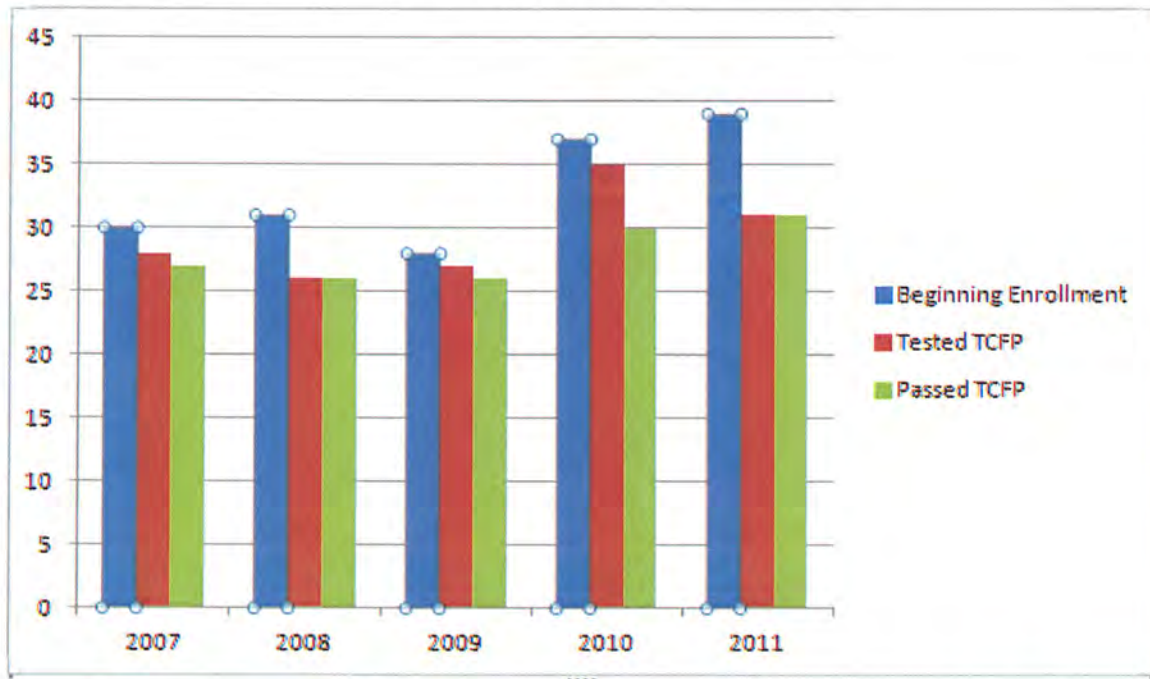
All students must meet the standards of achievement established by the TCFP before they are permitted to sit for any TCFP exam. Students are permitted a minimum of one retest for each skill assessment and must pass all written exams/quizzes with a score of 70% or greater.

J.) Do students/graduates in this program/department have to be certified or licensed?

Yes

1. Review the results for certification/licensure results of the program/department and/or job placement for the past five years.

2. Explain any increase or decrease that is more than one-year anomaly.



There are no apparent anomalies based on the data provided for this chart. Based upon this data, our process is stable, in control and capable.

In comparison, if we use standardized college data (student course completers & A-C vs. D,F,W reports from the AC databook) the apparent anomaly is the data itself.

DIVISION/Department	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009
Basic Fire Academy	11		8	1		3	2	21	10	10
Fire Protection Technology			1	2	1		2	2	3	2

InstRschDbTbl8.SPS: Includes All Semester & Quarter Credit Hour Completers

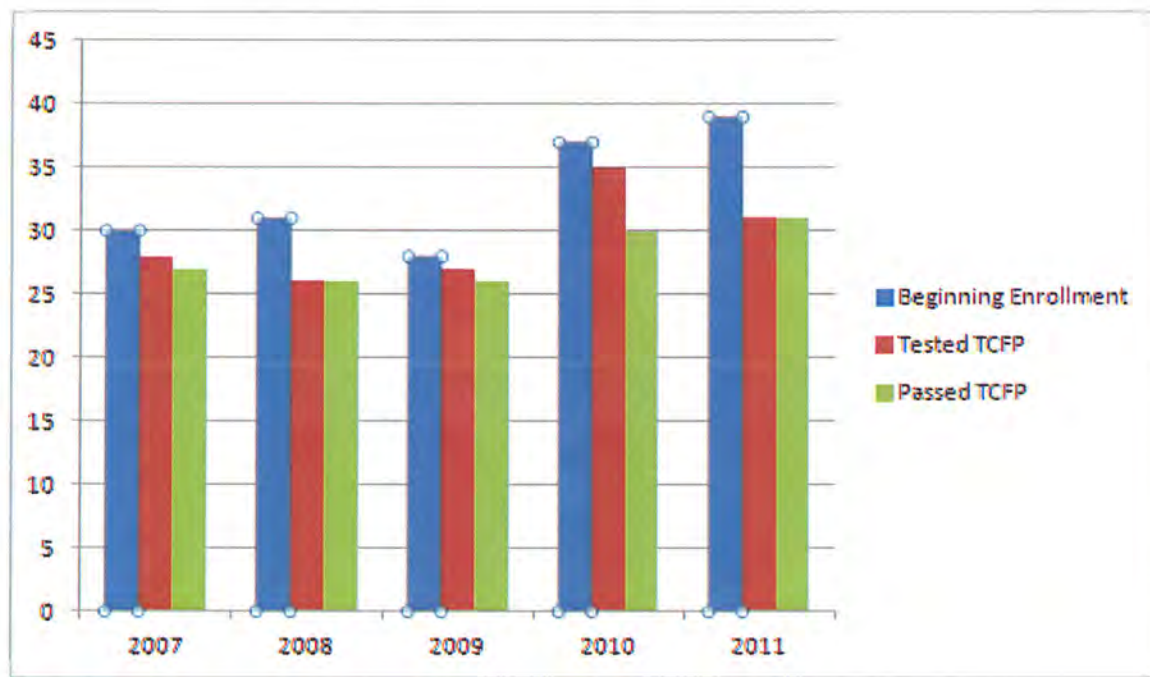
Percent of Hours Passed with A-C	Year of Record									
	2004		2005		2006		2007		2008	
DIVISION/Department	#	%	#	%	#	%	#	%	#	%
FIRS.CERT Fire Protection – Basic Firefighting Certificate	44	82%	40	81%	29	83%	40	90%	40	83%

3. Provide a plan of action for the identified problem.

Develop and provide consistency in all aspects of instruction and management of the Fire Protection program.

K.) For all technical programs/departments offering one or more technical programs (Associate in Applied Science or Certificates), review the program's/department's graphs of the results for job placement during the past five years.

1. Explain any increase or decrease that is more than a one-year anomaly.



2. Provide a plan of action for the identified problem.

Develop and provide consistency in all aspects of instruction and management of the Fire Protection program.

III. Curricula

A.) Does the program/department have affiliation(s)/agreement(s)/contract(s) with any other entity for the purpose of delivering instructional content?

Yes

1. Review the affiliation(s)/agreement(s)/contract(s), consider Amarillo College's mission, and then make a recommendation to:

Continue As Is

2. Provide an analysis of the review.

The Amarillo/Texas Panhandle community is unique in the establishment of a Fire Consortium of which Amarillo College is a member. The consortium is composed of municipal, Department of Energy, county, and volunteer fire departments located within the 26 counties of the Texas Panhandle. As a member of the consortium, these departments can utilize the fire tower/driving pad rent free as long as they register their personnel in a Continuing Education class set up by AC's Fire Protection program. By agreement (contract), these classes are tuition free with the only expense being the consumable supplies.

B.) How many curricula changes were approved by the Academic Affairs Committee during the past five years?

1

1. Which steps in the curricula change process had faculty involvement prior to submitting the curricula proposal(s) to the Academic Affairs Committee.

Curriculum changes were made under advisement of the Amarillo, Pantex, Potter County and Randall County Fire Departments. It was recommended that the AAS Degree focus on the professional development and promotion of active firefighters. This revision went into effect the Fall Semester of 2010.

By the end of 2013, Amarillo Fire Department will require all new hire firefighters to be certified as EMT Intermediates. This challenge requires a merged curriculum between the Fire Protection and Emergency Medical Technology programs. As of Spring 2012, no revisions to meet this requirement have been developed.

C.) Is any program within the department a technical program (e.g. AAS or certificate)?

Yes

1. When was the last advisory committee meeting.

The last advisory committee meeting for Fire Protection was in March 2011. A steering group consisting of Chief Bill Hogland, Captain Dennis Eaves, and Ed Nolte met monthly to discuss and assess the program since 2007. In May 2011, Lieutenant Mikal Orr replaced Chief Bill Hogland.

2. Provide a link to the minutes of the last advisory committee(s) minutes in the Electronic Archives.

<http://www.actx.edu/archives/index.php?module=article&id=90>

3. Provide a link to the appropriate committee membership of the advisory committee(s) in the Electronic Archives.

<http://www.actx.edu/archives/index.php?module=article&id=90>

IV. Enrollment Data

A.) After receiving the five-year graph(s) indicating the number of students enrolled in the program/department, by total students, number of full-time equivalents, and number of completers, determine if there is more than a one-year anomaly.

1. If so, provide the faculty and staff analysis of their assessment of the problem.

DIVISION/Department	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009
Basic Fire Academy	11		8	1		3	2	21	10	10
Fire Protection Technology			1	2	1		2	2	3	2

InstRschDbTbl8.SPS: Includes All Semester & Quarter Credit Hour Completors

DIVISION/Department	Year of Record									
	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
FIRS.AAS Fire Protection Technology	24	35	36	28	24	31	22	25	24	28
FIRS.CERT Fire Protection – Basic Firefighting Certificate	25	37	57	56	47	30	48	40	52	39

InstRschDbTbl1.SPS: (12 Hrs / FTE --- Total Hrs / 12) INCLUDES All Semester Credit Hour Students

	Part Time	Full Time
	Students	Students
	Year of Record	Year of Record

DIVISION/Department	2006	2007	2008	2009	2010	2006	2007	2008	2009	2010
FIRS.AAS Fire Protection Technology	21	18	6	8	13	13	10	13	12	21
FIRS.CERT Fire Protection – Basic Firefighting Certificate	11	14	19	16	21	18	26	21	31	27

InstRschDbTbl1.SPS: Includes All Semester Credit Hour Students – Excluding Dual Credit.

Texas Commission on Fire Protection Structural Exam – Amarillo College														
2007			2008			2009			2010			2011		
Test	Pass	%	Test	Pass	%	Test	Pass	%	Test	Pass	%	Test	Pass	%
30	28	93	29	29	100	33	30	91	36	32	89	31	31	100

The anomaly that stands out the most is the inconsistent data. Since this is not an open enrollment program, beginning Fall 2007, class sizes for the Basic Fire Protection Certificate have been limited to 16 students per Academy (exception: Fall 2010 when class maximum was raised to 18).

2. Create an action plan for needed improvement and commendation for any dramatic improvement.

We assess that future growth in the Fire Protection Program will occur under our CE program. A plan is being developed to offer training opportunities to those in-active firefighters needing 20 hours of CE training annually to maintain the Texas Commission certification/licensure.

B.) For programs/departments with majors, review the graphs of program majors and the number of new majors by year.

1. Provide an analysis of the program's/department's faculty and staff assessment of the problem and an action plan for needed improvement and commendation for any dramatic improvement.

Reducing the maximum class enrollment from 25 to 16 students in the Fire Academy impacted significantly on overall performance of individual students. This reduction in student enrollment produced a higher quality graduate with a 95% or greater pass rate of the TCFP Structural exam over the past 5 years. (The year we increased the class enrollment to 18 students per academy is when TCFP exam scores dropped below 90 %.) The reduction in student enrollment also reduced the number of instructors required for live-fire exercises, ergo reduced payroll.

V. Resources

A. Faculty

1.) Review the five-year graph(s) of the student to faculty ratio in the program/department.

a. Explain any increase or decrease that is more than a one-year anomaly.

The Fire Protection Program has no full-time faculty. We utilize over 30 part-time to teach the required curriculum.

b. Provide an action plan for improvement of any identified problem.

Recruit and hire a qualified full time instructor.

2.) In the database for Roster of Instructional Staff (also known as Roster of Faculty), review the credentials of each full-time and part-time faculty member within the program/department. If any faculty member does not meet the SACS and THECB requirements, evaluate whether additional documentation is significant to grant an exemption.

All part-time faculty must possess the Texas Commission on Fire Protection, Instructor I or Instructor II certification to meet/maintain accreditation standards. In addition we must have an Instructor III to administer the program. We are fortunate to have Captain Dennis Eaves on loan from AFD to cover our TCFP requirements.

3.) List the names and the last date for all full-time faculty evaluations based on the schedule indicated in the Faculty Performance Review (FPRP).

We have no full-time faculty on staff in the program.

4.) List the names of each part-time faculty and the last date of evaluation by students and supervisor for each course taught.

The part-time faculty in the Fire Protection Program instruct on an hourly basis. A team teaching approach is used to meet the schedules of our part-time faculty who are also active firefighters. Captain Dennis Eaves is the instructor of record for all fire protection classes.

5.) Amarillo College's Board Policy Manual defines each faculty member's academic freedom as 'full freedom in the classroom in discussing the subject being taught and to pursue research and publications. However, a faculty member must not attempt to force on students a personal viewpoint and must at all times allow for diversity of opinion.' Has anyone in the program/department filed a grievance for violation of the aforementioned academic freedom?

No

B. Library

1.) Which of the following library collections/resources/services have been used by faculty, staff and/or students within the past five years? (Select all that apply)

Credit for Experience

2.) Which two or three collection/resources/services should be improved to support Amarillo College's mission regarding teaching and service?

3.) Does your program/department have discipline accreditation?

No

C. Technology and Security/Privacy

1.) After assessing the strengths and weaknesses of the program's/department's access to technology, what improvements would ensure that the students have access and training in the use of technology?

The Fire Protection program is fortunate to have access to reasonable technology resources. Access is not the problem, adequate training time is.

2.) What improvements would ensure that students use technology?

Instructor proficiency will lead to greater student use.

3.) Review program/department operations. Does any operation present the possibility for violations of security, confidentiality, or integrity of student records?

No

D. Support Services for Students

1.) Which support services need to be strengthened to better serve students in this program/department?

All services are doing the best that can be expected.

a. Explain what aspects of the services need to be strengthened.

2.) Describe any indicators or problems that prevent a healthy, safe and secure environment for the students, faculty and staff of this program/department.

None

3.) Describe any indicators or problems that hamper adequate physical facilities, both on and off campus, to meet the needs of the program/department.

Amarillo College is fortunate to have access and use of the Amarillo Fire Department's training tower located adjacent to our East Campus. This facility provides state of the art training scenarios for the training of fire professionals. AC reimburses the city for personnel cost, gases, etc. expended during any training conducted as part of the fire training curriculum. Losing access or use to this facility would devastate the program.

VI. Budget

A.) Which program/department outcomes have resulted in budget requests to date?

Budgets have been flat for the past 3 years. At no time has PET outcomes been part of the budgetary process at Amarillo College.

B.) Project the program's/department's strategic initiatives for the next five years based on the program's/department's outcomes.

The Fire Protection Program is as lean as we can get. The program does not have any full-time faculty and shares the services of a Staff Assistant with the Safety and Environmental Technology Program.

In addition, Amarillo College is fortunate to have access and use of the Amarillo Fire Department's training tower located adjacent to our East Campus. This facility provides state of the art training scenarios for the training of fire professionals. AC reimburses the city for personnel cost, gases, etc., expended during any training conducted as part of the fire training curriculum. Losing access or use to this facility would devastate the program.0

VII. Publications

A.) If the program/department publishes any advertising or recruitment documents (electronic or paper), do the documents accurately represent Amarillo college and the program/department?

Yes

B.) Does the program/department publish any documents (electronic or paper) with references to SACS accreditation?

No

VIII. Other

A.) State any additional comments/concerns which may impact this program/department during the next five years.

The biggest threat to the Fire Protection Program is continued support from our fire service partners. As an institution we must actively meet the training needs of these organizations. This must include all CE and academic training opportunities. This is a no bull profession; they expect honesty, respect and honor in themselves and others. Trust and responsiveness is paramount and we must hold ourselves accountable to the same standards.