

**Advisory Committee Fall 2024 Minutes  
Fire Fighter Academy  
Century City Center, Joe Chat Sumner Conference Room  
Wednesday, November 21, 2024**

**4:00 pm**

**Members Present**

Keith Tressler  
Donald Hughes  
Nick Long (on behalf of Kenny Hoffman)  
Michael Huskisson  
Shane Wright

**Vernon College Faculty/Staff**

Bettye Hutchins  
Rusty Downs  
Andrea Sanchez  
Zachary Nguyen-Moore

**Members Not Present**

Jeremy Jennings  
Dan King  
David Mounsey  
Dewayne Birkenfeld  
Michael Albert

Welcome and Introductions ..... Andrea Sanchez  
*Andrea Sanchez welcomed the committee and invited those present to introduce themselves.*

Purpose of Advisory Committee ..... Bettye Hutchins  
*Bettye Hutchins explained the purpose and importance of advisory committees and the role they play at Vernon College.*

Election of Chair, Vice-Chair, and Recorder ..... Bettye Hutchins  
*Bettye Hutchins asked for volunteers or nominations for the roles of Vice-Chair and Recorder.  
Chair – Michael Huskisson  
Volunteer for Vice Chair – Donald Hughes  
Volunteer for Recorder – Shane Wright*

Old Business/Continuing Business ..... Michael Huskisson  
*Michael Huskisson asked if there was any old business to discuss. With no old business to review, Michael moved on to new business.*

**A. Review program outcomes, assessment methods/results, and workplace competency**

*Michael Huskisson asked the faculty to review the following program outcomes and the following matrix.*

**Program outcomes**

1. Identify and understand the safety and orientation of the fire service.
2. Utilization, care, and maintenance of self-contained breathing apparatus.
3. Donning, doffing, and use of personal protective equipment.
4. Proficiency in fire behavior recognition.
5. Proficiency in the use of water supplies.
6. Proficiency in the use of ropes, knots, and hitches.
7. Proficiency in the use of ladders and hoses.

8. Proficiency in the use of portable extinguishers.
9. Application of proper rescue technique.
10. Demonstrate efficiency in and identify the use of Fire Streams.
11. Demonstrate knowledge and use of Fire Protection Systems.
12. Recognize and demonstrate Hazardous Materials mitigation skills.

**Program Outcomes mapped to courses**

Program: Fire Science/Firefighting												Credential: Certificate of Completion	
Award: Basic Fire Suppression Certification													
CIP: 43.0203													
LIST OF ALL COURSES REQUIRED AND OUTCOMES													
OUTCOMES												Course Title	
1	2	3	4	5	6	7	8	9	10	11	12		
X	X	X										FIRS 1001	Firefighter Certification I
	X	X	X	X							X	FIRS 1007	Firefighter Certification II
	X	X	X	X		X		X				FIRS 1013	Firefighter Certification III
	X	X	X	X	X	X	X	X				FIRS 1019	Firefighter Certification IV
	X	X	X	X	X	X	X	X	X	X		FIRS 1023	Firefighter Certification V
	X	X	X	X	X	X	X	X	X	X	X	FIRS 1029	Firefighter Certification VI
	X	X	X	X	X	X	X	X	X	X	X	FIRS 1033	Firefighter Certification VII
												LEAD 1100	Workforce Development with Critical Thinking
												12. Recognize and demonstrate Hazardous Materials mitigation skills.	
												11. Demonstrate knowledge and use of Fire Protection Systems.	
												10. Demonstrate efficiency in and identify the use of Fire Streams.	
												9. Application of proper rescue technique.	
												8. Proficiency in the use of portable extinguishers.	
												7. Proficiency in the use of ladders and hoses.	
												6. Proficiency in the use of ropes, knots, and hitches.	
												5. Proficiency in the use of water supplies.	

4. Proficiency in fire behavior recognition.
3. Donning, doffing, and use of personal protective equipment.
2. Utilization, care, and maintenance of self-contained breathing apparatus.
1. Identify and understand the safety and orientation of the fire service.

**1. Approve program outcomes**

*After review, Michael asked for any suggestions. With no discussion, Michael asked for a motion to approve the program outcomes as presented.*

*Donald Hughes made a motion to approve.*

*Shane Wright seconded the motion.*

*The motion passed and the committee approved the program outcomes as presented.*

*Michael then moved on to assessment methods and results.*

**B. Assessment methods and results**

*Michael Huskisson asked the faculty to review the assessment methods and results.*

Vernon College's academic year runs from September 1<sup>st</sup> through August 31<sup>st</sup>. There was one academy held during the 2022 – 2023 academic year. The academy began on May 13, 2024 and ended August 26, 2024. During the academy students took:

- 24 Exams
- 1 midterm
- 1 Final Exam
- 12 Skills Labs
- Texas Commission on Fire Protection Basic Fire Suppression state exam (broken into 4 exams: Firefighter I, Firefighter II, Hazmat Awareness, & Hazmat Operations)

**1. Approve assessment methods and results**

*After review, Michael asked for any suggestions. With no discussion, Michael asked for a motion to approve the assessment methods as presented.*

*Donald Hughes made a motion to approve.*

*Shane Wright seconded the motion.*

*The motion passed and the committee approved the assessment methods as presented.*

*Michael then moved on to workplace competency.*

**C. Workplace competency (course or exam)**

*Michael Huskisson asked the faculty to review the workplace competency.*

In 2022 – 2023, there was a 100% pass rate for first time takers (13 out of the 13 students passed).

**Verification of workplace competency:**

Texas Commission on Fire Protection Certification Licensure Exam

FF1

Program Outcome	Number of students who took the course or licensure exam	Results per student	Use of results
1 through 12	10	100 % Passed	State licensure reporting. Required certification to work in the field.

FF2

Program Outcome	Number of students who took the course or licensure exam	Results per student	Use of results
1 through 12	10	100% Passed	State licensure reporting. Required certification to work in the field.

HM Awareness

Program Outcome	Number of students who took the course or licensure exam	Results per student	Use of results
1 through 12	10	100% Passed	State licensure reporting. Required certification to work in the field.

HM Ops

Program Outcome	Number of students who took the course or licensure exam	Results per student	Use of results
1 through 12	10	100 % Passed	State licensure reporting. Required certification to work in the field.

## 1. Approval of workplace competency

*After review, Michael asked for any suggestions. With no discussion, Michael asked for a motion to approve the workplace competency as presented.*

*Nick Long (on behalf of Kenny Hoffman) made a motion to approve.*

*Donald Hughes seconded the motion.*

*The motion passed and the committee approved the workplace competency as presented.*

*Michael then moved on to program specific accreditation.*

### **D. Program Specific Accreditation Information and Requirements (if applicable)**

*Michael Huskisson asked the faculty to review program specific accreditation*

Program Accredited through Southern Association of Colleges and Schools Commission on Colleges and Texas Commission on Fire Protection.

*After review, Michael asked for any additional discussion and with none to be had, moved on to program curriculum, courses, and degree plans.*

### **E. Review program curriculum/courses/degree plans**

*Michael Huskisson asked the faculty to review the following updates to curriculum/courses/degree plans.*

*Mike Hopper reviewed the following curriculum.*

#### **Basic Firefighter Academy, Certificate of Achievement**

##### **Continuing Education**

**CIP 43.0203**

Instructional Location - Century City Center

Probable Completion Time - 5 months

##### **Requirements**

FIRS 1001	Firefighter Certification I	64 Class Hours
FIRS 1007	Firefighter Certification II	64 Class Hours
FIRS 1013	Firefighter Certification III	64 Class Hours
FIRS 1019	Firefighter Certification IV	64 Class Hours
FIRS 1023	Firefighter Certification V	96 Class Hours
FIRS 1029	Firefighter Certification VI	64 Class Hours
FIRS 1033	Firefighter Certification VII	64 Class Hours
LEAD 1100	Workforce Development with Critical Thinking	32 Class Hours

Course descriptions and learning outcomes provided as a separate document.

**1. Approve program revisions (if applicable, if no revisions skip)**

*After review, Michael Huskisson asked for any suggestions. With no changes, no vote was necessary.*

*William then moved on to the following statistics.*

**F. Statistics: Graduates (from previous year/semester), current majors, current enrollment**

*William Rutledge asked the faculty to review program statistics.*

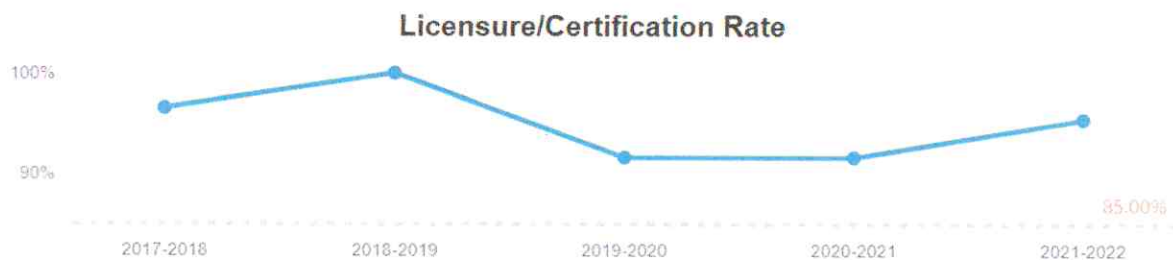
■ Program Statistics:

- Graduates 2023-2024: 10
- Enrollment Summer 2024: Included in number above
- Majors Fall 2024-2025: 0
- Enrollment Fall 2024: 0

**Program Completer Placement Rate** - % of program completers who are employed or pursuing additional education within one year of graduation.



**Licensure/Certification Rate** - % of students who successfully passed a licensure/certification examination in a given academic year.



### **G. Local Demand/Labor Market Outlook**

*Michael Huskisson invited Bettye Hutchins to review the accuracy of the following information with the committee. Bettye then went on to administer the Comprehensive Local Needs Assessment survey for use in reporting.*

Occupation	National Median Wage	State Median Wage	Local Median Wage	Current /Projected Job openings (annual)	Projected Growth (annual)
Firefighter	\$27.07/hr \$51,974/annual	\$25.79/hr \$49,516/annual	N/A	2,294 (state)	1.35% (state)

\*Labor Market Outlook ( O\*NET )

*After review, Michael moved on to the evaluation of equipment, facilities, and technology.*

### **H. Evaluation of facilities, equipment, and technology.**

*Michael Huskisson asked the faculty to review the facilities, equipment, and technology.*

No new equipment was purchased during the 2023 – 2024 academic year. Plans to purchase a training door to work on forcible entry during the 2023 – 2024 did not happen. This plan has been moved to the 2024 – 2025 academic year.

*After review, Michael asked for any suggestions and with no further discussion to be had, moved on to professional development.*

### **I. Professional development of faculty and recommendations**

*Michael Huskisson asked the faculty to review the following professional development opportunities.*

Rusty Downs attended the TAFE Conference in Corpus Christi.

*Michael asked the committee for any suggestions. With no further discussion had, Michael moved on to promotion and publicity.*

**J. Promotion and publicity (recruiting) for the program**

*Michael Huskisson asked the faculty to review the following promotion and publicity opportunities.*

Currently, the Fire Academy is promoted through social media platforms and by word of mouth. Vernon College now has a brand new digital sign that will be used to promote when applications are open.

*After review, Michael asked if there were any suggestions. With no further discussion had, Michael moved on to special populations.*

**K. Serving students from special populations:**

*Michael Huskisson asked the faculty to review updated definitions of special populations and the services available to those who apply.*

Vernon College is an open-enrollment college. The Proactive Assistance for Student Services (PASS) department offers many services for documented disabilities such as but not limited to quiet testing, longer testing times, interpreters, and special equipment.

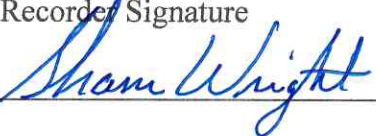
Vernon College has a program titled “New Beginnings” for students who qualify to receive transportation, childcare, and/or textbook loans. Perkins funding is also offering assistance to break down barriers such as uniform, supply, and equipment costs.

Peer to Peer mentoring, tutoring (online and in-person), resume building, student success series, and counseling are just a few of the other options/services available to students.

1. Special populations’ new definitions:
  - a. Individuals with disabilities;
  - b. Individuals from economically disadvantaged families, including low-income youth and adults;
  - c. For 2023-2024, we had 10 Male students enrolled. 0 Female students enrolled. All 10 students completed and passed the state test on their first attempt giving the Academy a 100 % pass rate.
  - d. Single parents, including single pregnant women;
  - e. Out-of-workforce individuals;
  - f. English learners;
  - g. Homeless individuals described in section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);
  - h. Youth who are in, or have aged out of, the foster care system; and
  - i. Youth with a parent who—
    - i. is a member of the armed forces (as such term is defined in section 101(a)(4) of title 10, United States Code);
    - ii. is on active duty (as such term is defined in section 101(d)(1) of such title).



*Michael asked if there was any additional discussion or suggestions to be had.  
With no further discussion, the meeting was adjourned at 4:31 pm.*

Recorder Signature 	Date 5.20.25	Next Meeting: Fall 2025
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