

**Advisory Committee Fall 2022 Agenda
Fire Fighter Academy
Century City Center, Joe Chat Sumner Conference Room
Thursday, October 20, 2022
2:00 pm**

Members Present

Stephen Dwayne Birkenfeld, Iowa Park
Shane Wright, Archer County
Dan King, Burkburnett Fire Department
Kenny Hoffman, AMR
Michael Albert, Wichita Co
Nicholas Long, Cameron Gardens VFD
Donald Hughes, WFFD
Chief David Mounsey, Sheppard Fire
Department
Keith Tressler, WFFD
Chief Shawn Huskisson, SAFB

Vernon College Faculty/Staff

Rusty Downs
Andrea Sanchez
Bettye Hutchins
Melissa Williams
Russell Sheppard

Members Not Present

Jeremy Jennings

Welcome and IntroductionsAndrea Sanchez

Bettye Hutchins welcomed the committee members to the meeting, thanking members for returning and new members for joining the committee.

Bettye Hutchins reviewed the purpose of the committee and asked for volunteers or nominations for vice-chair and recorder.

*Nick Long nominated Shane Wright for Vice-Chair, Shane accepted.
Donald Hughes volunteered for Recorder.*

Chair.....Steven Birkenfeld

Old Business/Continuing Business.....Steven Birkenfeld

New BusinessSteven Birkenfeld

After introductions, Keith Tressler started discussion on the Workforce Development course and what the benefit of the course was for the Fire Fighter Academy. The committee went into heavy discussion about the course. Some thought it was unnecessary others thought it was necessary. The committee decided to table this discussion for the next meeting

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

Steven asked Rusty Downs as the faculty member to review the program outcomes with the committee.

Rusty Downs reviewed the following program outcomes with the committee.

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.

After review of program outcomes, Stephen Birkenfeld asked the committee for a motion to approve the program outcomes as presented.

Donald Hughes made a motion to approve the program outcomes as presented.

Nick Long seconded the motion.

Committee voted to approve the program outcomes as presented.

Stephen Birkenfeld. asked Rusty Downs to discuss the assessment methods and results. Rusty Downs reviewed the following information.

Vernon College's academic year runs from September 1st through August 31st. The data that will be seen for the 2020 – 2021 academic year is for the Adult Fire Academy that began July 2021 and ended in October 2021. There was not an adult Fire Academy program offered during the 2021 – 2022 academic year. During the 2020 – 2021 academic year students took:

- 24 Exams
- 1 midterm
- 1 Final Exam
- 12 Skills Labs
- Texas Commission on Fire Protection Basic Fire Suppression state exam

Rusty Downs explained that the minimum grade to pass for Vernon College is 75%.

Vernon College's Fire Academy partnering with Burkburnett High School completed their first-year students in May 2022. The program started with 14 students and ended the school year with 6 students. Their overall grade average was 85%. These students will complete their full Fire Academy and do state testing in Spring 2023.

The second Fire Academy class with Burkburnett High School will do their state testing in 3 different settings. Their first exam will be completed in Spring 2023 and the other two will be done in the 2023 – 2024 academic year due to changes with TCFP.

Rusty Sheppard reviewed the current class in progress at the high school. Discussion ensued about starting the professional classes at the High School level and about growing pains at the beginning of the program at the high school level.

After review of program outcomes, Stephen Birkenfeld asked the committee for a motion to approve the assessment methods as presented.

Nick Long made a motion to approve the assessment methods as presented.

Michael Albert seconded the motion.

Committee voted to approve the assessment methods as presented.

Stephen Birkenfeld. asked Rusty Downs. to discuss the competency and student performance Rusty Downs. discussed the following, adding that the 11th student has now retested and has passed. 100% pass rate for the Adult Program for the 2020-2021 academic year.

There was not an adult Fire Academy program offered during the 2021 – 2022 academic year. During the 2020 – 2021 academic year students had a 91% pass rate for first-time takers. 10 of the 11 that tested passed.

FF1

Program Outcome	Number of students who took the course or licensure exam	Results per student	Use of results
1 through 12			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			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			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			State licensure reporting. Required certification to work in the field.
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Verification of workplace competency:

Texas Commission on Fire Protection Certification Licensure Exam

Stephen Biirkenfeld. asked for a motion to approve the workplace competency as presented.

Chief David Mounsey made a motion to approve the workplace competency as presented.

Michael Albert seconded the motion.

Committee voted to approve workplace competency as presented.

❖ **Program Specific Accreditation Information and Requirements (if applicable)**

The program is accredited through Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and Texas Commission on Fire Protection

❖ **Review program curriculum/courses/degree plans**

Stephen Birkenfeld. asked Rusty Downs. to elaborate on changes recommended for 2023-2024.

Rusty Downs stated there are no recommended changes at this time and below is the 2022-2023 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

Total Credit Hours:

512

With no changes to approve or discuss the committee moved on.

- ❖ **Approve 2022-2023 SCANS, General Education, Program Outcomes, and Institutional Outcome Matrices.**

Stephen Birkenfeld asked Rusty Downs to elaborate on the following matrices.

INSTRUCTOR: “The program has to work under three umbrellas: 1. Local or Vernon College, 2. State or THECB-Texas Higher Education Coordinating Board, and 3. Federal. To ensure the Program is following all rules and regulations, we use matrices to map the requirements back to the courses.”

SCANS Matrix: The SCANS (Secretary’s Commission on Achieving Necessary Skills) Matrix represents the 8 Federal requirements that must be taught. The matrix shows how we are mapping them back to each of the courses in the program.

Program: Fire Science/Firefighting									Credential: Certificate of Completion		
Award: Fire Science/Firefighting											
CIP: 43.0203											
LIST OF ALL COURSES REQUIRED AND IDENTIFIED COMPETENCIES											
SCANS COMPETENCIES								Course Number	Course Title		
1	2	3	4	5	6	7	8				
x	x		x	x	x	x	x	FIRS1001	Firefighter Certification I		
x	x	x	x	x	x	x	x	FIRS 1007	Firefighter Certification II		
x	x	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	FIRS 1023	Firefighter Certification V		
x	x	x	x	x	x	x	x	FIRS 1029	Firefighter Certification VI		
x	x	x	x	x	x	x	x	FIRS 1033	Firefighter Certification VII		
x	x		x	x	x	x	x	LEAD 1100	Workforce Development with Critical Thinking		
								8. BASIC USE OF COMPUTERS			
								7. WORKPLACE COMPETENCIES			
								6. PERSONAL QUALITIES			
								5. THINKING SKILLS			
								4. SPEAKING AND LISTENING			
								3. ARITHMETIC OR MATHEMATICS			
								2. WRITING			
								1. READING			

General Education Matrix: The General Education Matrix is state-mandated. You will see the 6 requirements that the college is tasked with teaching and how they map back to the courses.

Program: Fire Science/Firefighting							Credential: Certificate of Completion
Award: Fire Science/Firefighting							
CIP: 42.0203							
LIST OF ALL COURSES REQUIRED AND IDENTIFIED CORE OBJECTIVES							
GENERAL EDUCATION CORE OBJECTIVES						Course Number	Course Title
1	2	3	4	5	6		
X	X		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	FIRS 1019	Firefighter Certification IV
X	X	X	X	X	X	FIRS 1023	Firefighter Certification V
X	X	X	X	X	X	FIRS 1029	Firefighter Certification VI
X	X	X	X	X	X	FIRS 1033	Firefighter Certification VII
x	x		x		x	LEAD 1100	Workforce Development with Critical Thinking
						6. Personal Responsibility	
						5. Social Responsibility	
						4. Teamwork	
						3. Empirical and Quantitative Skills	
						2. Communication Skills	
						1. Critical Thinking Skills	

Program Outcomes Matrix: The Outcomes Matrix represents the Vernon College mandated requirements. They are the Program outcomes just approved and how they map back to the 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.

Institutional Outcomes Matrix: The Institutional Outcomes Matrix represents the Vernon College mandated requirements. This matrix represents how the program outcomes map back to the institutional outcomes/general education outcomes.

Program: Fire Science/Firefighting												Credential: Certificate of Completion
Award: Basic Fire Suppression Certification/Basic EMT Certification												
CIP: 43.0203												
LIST OF ALL COURSES REQUIRED AND OUTCOMES												
OUTCOMES												General Education Outcomes
1	2	3	4	5	6	7	8	9	10	11	12	
X	X		X	X	X	X	X	X	X	X	X	1. Critical Thinking Skills
X	X	X	X	X	X	X	X	X	X	X	X	2. Communication Skills
X	X	X	X	X	X	X	X	X	X	X	X	3. Empirical and Quantitative Skills
X	X	X	X	X	X	X	X	X	X	X	X	4. Teamwork
X	X	X	X	X	X	X	X	X	X	X	X	5. Social Responsibility
X	X	X	X	X	X	X	X	X	X	X	X	6. Personal Responsibility
												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.

After review of the matrices, Stephen Birkenfeld. asked for a motion to approve all matrices.

Donald Hughes made a motion to approve all matrices as presented.

Chief David Mounsey seconded the motion.

The Committee voted to approve all matrices as is presented.

❖ **Program statistics: Graduates (from previous year/semester), current majors, current enrollment**

- Program Statistics:
 - Graduates 2021-2022: 0

- Enrollment Summer 2022: 0
- Majors Fall 2022-2023: 7
- Enrollment Fall 2022: 7

❖ **Local Demand**

Stephen Birkenfeld asked the committee to comment on the following:

- What are the current job openings?
- What are future job openings within the next year?
- If you have hired a VC graduate, were they prepared for the industry?

Donald Hughes – WFFD is currently running 10 people short, which is a common theme. They have 2 current people who were hired from the Academy, and they were well trained and prepared. Currently in process of applying for a grant that would allow two people to be hired for each shift which would boost the numbers for the next Academy, which will be about a class size of 11.

Dan King – In April, Burkburnett hired six people and one was an Academy graduate. The VC graduate is a good hand and he has fit in well.

Rusty Downs mentioned that Vernon currently has 2 that went through the Academy that they are very happy with.

Stephen Birkenfeld mentioned that they have a few VC graduates in their department and they are happy with them.

Chief Huskisson – mentioned that while they are short handed, their hiring process is different. They do want to be able to hire locals with the correct certification so they can retain their staff.

❖ **Evaluation of facilities, equipment, and technology. Recommendation for the acquisition of new equipment and technology.**

No new equipment was purchased during the 2021 – 2022 academic year. Plans to purchase a training door to work on forcible entry during 2022 – 2023.

❖ **External learning experiences, employment, and placement opportunities**

Faculty: “Vernon College offers a job board on the website. Businesses can contact Chelsey Henry, Coordinator of Career Services, chenry@vernoncollege.edu, to add jobs or you can post yourself. VC also subscribes to a service called GradCast. Within this program, over 600,000 business and industry contacts are available to the graduates to send up to 100 free resumes within a set zip code. If you would like to have your business as part of that database, please contact Bettye Hutchins at, bhutchins@vernoncollege.edu.”

Program	2019-2020			2020-2021			2021-2022			3-Year Average		
	Plc	Cmp	%	Plc	Cmp	%	Plc	Cmp	%	Plc	Cmp	%
43020000-Fire Protection	11	12	92%	24	27	89%	0	0	0%	35	39	90%

Adult Fire Academy: For 2020 – 2021, one student not placed has applied at Amarillo FD. This leaves one student not working in the field for the 2021 – 2022 completers.
Burkburnett High School Fire Academy: This program is a two-year program and will not have placement and completion data until after May 2023.

Rusty Sheppard. brought up discussion on passing grades minimum of 75% vs 70% and why grades are set as they are. Discussion ensued about Vernon College expectations versus the state K-12 requirements. There was no support for lowering the Vernon College standards.

❖ **Professional development of faculty and recommendations**

Rusty Downs attended the TAFE Conference in Corpus Christi.
Rusty Sheppard has attended CEU trainings on 23 Topics beginning in April 2022 through August 2022.
There were no recommendations for other trainings.

❖ **Promotion and publicity (recruiting) about the program to the community and business and industry**

Rusty Sheppard constantly attends community events to promote the Burkburnett High School program.

Discussion ensued about benefits of using things other than word of mouth especially because interest is declining.

❖ **Serving students from special populations:**

Stephen Birkenfeld. asked Bettye Hutchins to explain the federal definition of special populations. Bettye reviewed the information below.

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 2020-2021, we had 16 Male students enrolled. 0 Female students enrolled. All 16 students completed and 14 passed the state test on their first attempt. The

other two student passed the state test on their second 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).

*Stephen Birkenfeld asked the committee if there was any further discussion.
Hearing none, he adjourned the meeting at 3:20 pm*

Recorder Signature – <i>Donald W. Houghton</i>	Date 1/23/2023	Next Meeting: Fall 2023
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