

**Advisory Committee Fall 2017 Annual Meeting Minutes
Basic Firefighter Academy
Vernon College – Century City Center, Joe Chat Sumner Board Room (115)
Monday, November 13, 2017, at 2:30 p.m.**

CHAIRPERSON: Kent Smead		
MEETING DATE: November 13, 2017	MEETING TIME: 2:30 p.m.	MEETING PLACE: Vernon College – Century City Center Joe Chat Sumner Board Room (115)
RECORDER: Jeremy Jennings	VICE CHAIRPERSON: Rodney Ryalls	PREVIOUS MEETING: First Meeting Fall 2017

MEMBERS PRESENT:

MEMBER'S ABSENT:

OTHERS PRESENT:

Name, Title, Company	Name, Title, Company	Name, Title, Company
Francisco Meza, FEO WFFD	Noelle Garcia, Firefighter WFFD	Jon Reese – CFE Fire Chief TIFMAS NW Branch Coordinator - WFA IMT Coordinator Wichita Falls Fire Department, Coordinator Basic Firefighter Academy, Vernon College
Jeremy Jennings, Chief Jacksboro Fire Department	Jay Schweiger, Student, Vernon Firefighter Academy	Christina Feldman, Director of Continuing Education, Vernon College
Rodney Ryalls, Chief Burkburnett Fire Department	David Mounsey, Chief Sheppard Fire Department	Shana Drury, Associate Dean of Instructional Services, Vernon College
Kent Smead, Retired Chief Vernon Fire Department		Jean M. Castle-Wade, Administrative Assistant to the Associate Dean of Instructional Services, Vernon College
Donald Hughes, Assistant Chief WFFD		Cory Nava, Coordinator of Emergency Medical Services Vernon College
J.J. Oznick, Chief Vernon Fire Department		Holly Scheller, Coordinator of Marketing and Community Relations, Vernon College
Kenny Hoffman, Paramedic,		

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AGENDA

Agenda Item	Action, Discussion, or Information	Responsibility
Welcome & Introductions	Information	Jon Reese
Purpose of Advisory Committee	Information	Shana Drury
Election of Chair and Recorder	Action	Jon Reese
Approval of Minutes	Information	Chair
Old Business/ Continuing Business	Information	Jon Reese
New Business:		
Review program outcomes, assessment methods/results, and workplace competency	Information	Chair
Approve program outcomes	Action	Chair/Members Present
Approve assessment methods and results	Action	Chair/Members Present
Approval of course/exam of workplace competencies	Action	Chair/Members Present
Review program curriculum/courses/degree plans	Information/Discussion	Chair
Proposed program revisions 2018 – 2019	Information/Discussion	Chair/Members present
Approval of program 2017 – 2018	Action	Members present
Approve program courses, curriculum, and degree plan	Action	Members present
Review SCANS, General Education and Program Outcomes matrices	Information/Discussion	Chair
Approve SCANS, Gen Ed, and outcomes matrices	Action	Members Present
Program statistics: Graduates, majors, enrollment	Information/Discussion	Chair
Local demand	Information/Discussion	Chair/Members Present
Evaluation of facilities, equipment, and technology	Action	Members Present
Recommendations of selection and acquisition of new equipment and technology	Information/Discussion/Action	Members Present

External Learning experiences, employment and placement opportunities	Information	Chair
Professional development of faculty and recommendations	Information/Discussion/Action	Chair/Members Present
Promotion and publicity (recruiting) about the program to the community and to business and industry (gender equity)	Discussion/ Information	Chair
Serving students from special needs	Information	Chair
Adjourn	Action	Chair/Members Present

MINUTES

Key Discussion Points	Action, Discussion, or Information
Welcome & Introductions	Jon Reese welcomed and thanked the advisory members for their willingness to serve. Everyone introduced themselves, stating their positions and the agency they represented. Note: Each committee member received a packet via email which included all documents that would be reviewed and discussed.
Purpose of Advisory Committee	Shana Drury explained the purpose and importance of the advisory committee and how their input guarantees the college is maintaining the most current practices, direction and equipment. The committee ensures the skills, knowledge, and abilities taught are pertinent to the field to produce the graduates that employers would like to hire in the field of Basic Firefighter Academy.
Election of Chair and Recorder	Shana Drury explained the positions and asked for nominations for Chair. Kent Smead was nominated as Chair by Kenny Hoffman and the seconded by Donald Hughes. Rodney Ryalls was nominated as Vice Chair by Kenny Hoffman and accepted the appointment. Jeremy Jennings accepted the appointment of Recorder. The committee agreed unanimously.
Approval of today's meeting minutes	Shana Drury informed the committee there are no previous minutes. Shana stated the current minutes will be provided to the committee electronically for approval. The committee agreed unanimously.
Old Business/Continuing Business	Kent Smead, Chair, stated there is no old business. The committee had no further discussion.
New Business:	

Review program outcomes, assessment methods, and results	Kent Smead asked the committee members to review the program outcomes, assessment methods/results and workplace competencies. Kent Smead asked the committee to make any recommendations at this time. Mr. Smead noted the program outcomes are generalized and overarching. The detailed outcomes are in each course, but they all lead back to the Program Outcomes. Mr. Smead asked Christina Feldman to expound on the outcomes. Ms. Feldman stated she and Jon Reese developed the current program outcomes. Ms. Feldman requested the committee look over the current outcomes and recommend any additions as the program is in the process of developing the new curriculum. Jon Reese stated the Fire Commission was the template for the development of the current outcomes. The current outcomes follow WECM and SCANS. Jon stated the assessment methods were developed with the assistance of Cory Nava, EMS Coordinator. Jon Reese stated EMT Basic consists of 6 exams, 1 final exam, and 12 skills labs. Jon stated the workplace competency is the Texas Commission on Fire Protection (TCFP) certification for Basic Fire Suppression. 2016-2017 had a 100% pass rate and the Department of State Health Services Basic EMT certification in 2016-2017 had a 100% pass rate. The committee has no further recommendations.
Approve program outcomes	Kent Smead, the Chair, asked members to approve program outcomes as presented. Rodney Ryalls made a motion to approve the program outcomes as discussed. Donald Hughes seconded the motion. The committee agreed unanimously.
Approve assessment methods and results	The Chair, Kent Smead, asked members to approve the assessment methods/results as presented. Donald Hughes made a motion to approve the assessment methods/results as presented. Jeremy Jennings seconded. The committee agreed unanimously.
Approval of course/exam of workplace competencies	Kent Smead, Chair, asked members to approve workplace competencies as presented. Rodney Ryalls made a motion to approve the workplace competencies as presented. Donald Hughes seconded the motion. The committee agreed unanimously.
Review program curriculum/courses/degree plans	The Chair, Kent Smead, asked the committee to review the program curriculum, course, and degree plans. Christina Feldman stated the following information is in the college catalog. Ms. Feldman stated this is a combined effort showing what is required by EMT and the Firefighter Academy. Chief Reese stated the course outline is shown as required by WECM not TCFP. Shana Drury stated this is taught in a block form and upon completion of the entire program there is a certificate issued to the student. Shana Drury stated all schools adhere to

	<p>this style of program. Jon Reese stated the courses are lined up to correspond with a program outcome. Shana Drury stated the course outcomes are mandated by the State. She stated the committee can expand and add to the outcomes of the program but they cannot reduce the required outcomes. Shana stated the current curriculum is for 2017-2018. Ms. Drury stated there will be a vote by the committee to approve the 2017-2018 curriculum and a separate vote to approve a curriculum for 2018-2019.</p>
<p>Approve program 2017-2018</p>	<p>Kent Smead, Chair, asked members to approve program curriculum, courses and degree plans with updates discussed. Jeremy Jennings made a motion to approve the program as discussed. Francisco Meza seconded the motion. The committee agreed unanimously.</p>
<p>Proposed program revisions 2018-2019</p>	<p>The Chair, Kent Smead, asked the committee to review the proposed program revision for 2018-2019. Mr. Smead asked Ms. Feldman to explain the proposed curriculum, course, and degree plans revisions. Ms. Feldman stated the EMT-B and Fire Academy will be split into two different programs. Mr. Reese stated the previous program administrators had combined the two programs. Jon Reese stated the two programs require separation and now have the opportunity to do so placing the EMT-B under the EMS program and Cory Nava, director of EMS. Mr. Reese stated there will be a prerequisite to enter the Firefighter Academy of EMT-B. Kenny Hoffman stated he was under the impression EMT-B was already a requirement for entry into the academy. Shana Drury stated the student takes the EMT-B then rolls into the Fire Academy, however the proposal is the student would need to be EMT-B certified before applying to the academy. Jon stated the student needs to be certifiable (have the training) to apply to the academy. Jon stated Texas does not require a person to be a certified as an EMT to be a firefighter you must have the medical training. Mr. Reese said municipalities do not hire subjects unless they have the EMT-B. Cory stated the students will finish classes in the EMS program and start the Fire Academy one month later. Cory stated the student is certifiable but not certified at the time the Fire Academy begins. The student receives a national registry number for testing at the end of the EMS program and has up to a year to complete the process. Jon Reese stated waiting to test for certification is a factor in failure. Cory stated when the student receives the national registry number for testing the number is activated immediately and the student signs a contract stating they have 90 days to complete the first test. Cory noted if the student fails the test they must wait 30 days before retesting. This puts the student past the start date for</p>

	<p>entry into the Firefighter Academy. Shana Drury stated there are three EMT basic courses per year. Jon stated there is one fire academy per year. Mr. Reese stated the fire academy could delay the start date and time. Shana Drury stated the academy could push the start date to February. Shana stated the EMT program finishes in December which will give the student time to test/retest prior to the fire academy in February. Shana confirmed the student would be required to be EMT-B certified prior to entering or conditional acceptance to the Firefighter Academy. Cory stated the wording should say the student needs to have successfully passed the national registry prior to entry/acceptance into the fire academy. Shana stated the Firefighter Academy has now removed the two EMT courses and will be only 480 for 2018-2019.</p>
<p>Approve program courses, curriculum, and degree plan revisions 2018-2019</p>	<p>The Chair, Kent Smead, asked members to approve 2018-2019 proposed revision as discussed. Rodney Ryalls made a motion to approve the revisions as discussed. Jeremy Jennings seconded the motion. The committee agreed unanimously.</p>
<p>Review SCANS and Gen Ed outcomes matrices</p>	<p>Kent Smead asked members to review and discuss the SCANS, the Gen Ed, and the outcomes matrices. Christina Feldman explained the eight federal requirements that must be taught throughout the program shown in the SCANS. The Gen Ed has six requirements and also show how the educational requirements are mapped back into the courses. The Outcomes matrix details the student learning outcomes. The committee had no additional recommendations.</p>
<p>Approve SCANS and Gen Ed outcomes matrices</p>	<p>The Chair, Kent Smead, asked members to approve the three matrices as presented with corrections. Donald Hughes made a motion to approve the three matrices as discussed. Francisco Meza seconded the motion. The committee agreed unanimously.</p>
<p>Program statistics: Graduates, majors, enrollment</p>	<p>Kent Smead, Chair, covered the program statistics. Mr. Smead stated there were 10 completers and the Fall 2017-2018 had 16 students enrolled in the program. Ms. Feldman stated the number of enrolled has dropped to 12. Jon stated the enrollment is actually 13 which Ms. Feldman confirmed. Mr. Reese stated both EMT and Fire have lost students. Mr. Reese stated all of the losses are Vernon College students. The committee had no further discussion.</p>
<p>Local demand</p>	<p>Kent Smead asked the committee members to talk about the local demand for the program. Shana Drury stated this is a federal reporting requirement. Is this program viable and are you, in the industries hiring? From the employers in the room, is this program still needed? Will you see retirements in the next two years and will you be hiring graduates from this program? J.J. Oznick stated his department is always hiring. Donald</p>

	Hughes stated he also has a demand. Jeremy Jennings stated he will need one and he will need more in the future. Jon Reese stated this schedule is working for the committee and new cadets. Rodney Ryalls stated he looks for graduates for his department. The committee agreed there is a need for the program.
Evaluation of facilities, equipment, and technology	The Chair, Kent Smead, asked all members if they have toured the facility. Shana Drury stated this program is unlike any other program as it partners with Wichita Falls joint training facilities. The committee had no further discussion.
Recommendations of selection and acquisition of new equipment and technology	Kent Smead, Chair, asked if there are any recommendations for new equipment or technology from the committee members. Mr. Reese stated the curriculum will be adjusted to incorporate more hands on. Rodney Ryalls stated there could be more forcible entry props and ventilation props. Jon stated the city does allow the use of demo houses. Rodney Ryalls stated he and Chief Mounsey would be willing to work jointly with SAFB and Vernon College. The committee had no recommendations.
External Learning experiences, employment and placement opportunities	Kent Smead asked the committee to review the external learning experience opportunities available to graduates. Jon stated the program has openings at Wichita Falls Fire Department, Vernon Fire Department, United Regional Health Care System, and American Medical Response (AMR). Mr. Reese stated in 2016-2017 10 out of 11 graduates were placed in careers. Jon stated the one exemption changed careers and moved away. Shana Drury stated the federal requirements dictate tracking of graduates in what/where their continued education/career have gone. Mr. Reese stated he is also working to reach high school students with an early entry program. Mr. Reese stated the minimum age for entry into the program is 18. Shana Drury stated Fire is not a part of the WFISD program but the EMT program has been put in place with that agency. The committee had no additional discussion.
Professional development of faculty and recommendations (if applicable)	The Chair, Kent Smead, asked the committee to review the professional development of the faculty. Jon stated the instructors are continuing professional development with Vernon College online opportunities for instructors, continuing education hours through TCFP approved courses, and hands-on instructional opportunities outside of Vernon College. The committee made no recommendations.
Promotion and publicity (recruiting) about the program to the community and to business and industry (gender equity)	Kent Smead asked Jon Reese to inform the committee on promotion and publicity of the program. Jon asked Holly Scheller to expand on some of the promotions. Shana Drury stated it is a continuing effort on the part of every member of the college staff to promote the program. Shana stated she and Jon recently participated in the Sophomore Roundup. Holly

	<p>stated there are Facebook ads to promote the academy. There are commercials and other advertisements. Shana Drury participated in Preview Day where she spoke about the Firefighter Academy. The members of the staff participate in the following program recruitment and promotion.</p> <ul style="list-style-type: none"> • Individual tours • 2016 City Lights Parade • 2016 Walk for Warriors • 2016 Coffee with Cops • Sophomore Roundup • Facebook • Preview Day in Vernon • Program spotlight open house • Vernon College's Marque • Marketing video • Springfest <p>Rodney Ryalls invited the staff to come to any of the promotions hosted by the local fire departments. Jon stated he would like to see a general video which can be used by all of the 12 county service such as a recruiting video. The committee had no further discussion.</p>
Serving students from special populations	<p>Kent Smead, Chair, asked Christina Feldman to read the information on special populations to the committee members. The definition of "special populations" as outlined by Perkins:</p> <ul style="list-style-type: none"> • In referencing "special populations" in the Local Plan and in any other applicable sections of the Application, the Applicant shall use the term to mean: • individuals with disabilities; • individuals from economically disadvantaged families, including foster children; • individuals preparing for non-traditional fields; • single parents, including single pregnant women; • displaced homemakers; and • individuals with limited English proficiency. <p>Jon Reese stated there are eight males in the program in 2016-2017, and 16 males in the program in 2017-2018. Jon stated he is attempting to reach females and other nontraditional students.</p>
Adjourn	<p>The Chair, Kent Smead, made a motion to adjourn. The committee agreed unanimously. The meeting ended at 4:00 P.M.</p>

<p>RECORDER SIGNATURE:</p> 	<p>DATE: 2-12-18</p>	<p>NEXT MEETING: Fall 2018</p>
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