

**Advisory Committee Fall 2020 Minutes**  
**Fire Fighter Academy**  
2:30pm – November 17, 2020 – Virtual via Microsoft Teams

**Members present:**

Jason Baber  
Steven Birkenfeld  
Noelle Garcia  
Kenny Hoffman  
Donald Hughes  
David Mounsey  
Rodney Ryalls

**Vernon College staff/faculty:**

Michelle Downes  
Rusty Downs  
Shana Drury  
Chelsey Henry  
Amanda Jasso  
Holly Scheller

**Members not present:**

JJ Oznick  
Jeremy Jennings

*Shana Drury began the meeting by reviewing the purpose of the meeting and asking for volunteers or nominations for chair, vice-chair, or recorder.*

Chair: Noelle Garcia  
Vice-Chair: Jason Baber  
Reorder: Rodney Ryalls

Old Business/Continuing Business .....Noelle Garcia

*Since there is no old business, Noelle Garcia will begin the meeting with new business.*

New Business .....Noelle Garcia

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

*Noelle Garcia asked the committee to please briefly review the program outcomes.*

**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 use of water supplies.
6. Proficiency in use of ropes, knots, and hitches.
7. Proficiency in use of ladders and hoses.
8. Proficiency in 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.

❖ **Approve program outcomes**

*Noelle Garica 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.  
Jason Baber seconded the motion.*

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

❖ **Approve assessment methods and results**

*Noelle Garcia asked the faculty member to explain in more detail the assessment methods and results.*

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

*Noelle Garcia asked the committee for a motion to approve the assessment methods and results as presented.  
Rodney Ryalls made a motion to approve the assessment methods and results as presented.  
Donald Hughes seconded*

*The motion passed and the committee will approve the assessment methods and results as presented.*

❖ **Approval of workplace competency (course or exam)**

*Noelle Garcia asked the faculty member to please tell the committee about the competency and how the students have performed on the competency.  
Rusty Downs reviewed the information below.*

**2019-2020 = 83% pass rate for first time takers. All but one student has retaken portions of the test that they failed and have passed for 92% pass rate for retakes.**

FF1

Program Outcome	Number of students who took course or licensure exam	Results per student	Use of results
1 through 12	12	3 students ~ 90% 9 students ~ 80%	State licensure reporting. Required certification to work in the field.

FF2

Program Outcome	Number of students who took course or licensure exam	Results per student	Use of results
1 through 12	12	6 students ~ 80% 4 students ~ 70% 2 students below 70%	State licensure reporting. Required certification to work in the field.

HM Awareness

Program Outcome	Number of students who took course or licensure exam	Results per student	Use of results
1 through 12	12	1 students ~ 90% 10 students ~ 80% 1 student ~ 70%	State licensure reporting. Required certification to work in the field.

HM Ops

Program Outcome	Number of students who took course or licensure exam	Results per student	Use of results
1 through 12	12	7 students ~ 90% 4 students ~ 80% 1 student ~ 70%	State licensure reporting. Required certification to work in the field.

**Verification of workplace competency:**

Texas Commission on Fire Protection Certification Licensure Exam

*Noelle asked the committee for a motion to approve the workplace competency as presented.*

*Jason Baber made a motion to approve the workplace competency as presented.*

*Donald Hughes seconded the motion.*

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

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

*Noelle Garcia asked the faculty to please discuss with the committee on the program's curriculum and degree plans for 2021-2022.*

*Shana Drury reviewed the addition of the LEAD 1000 course. After a comprehensive local needs assessment employers (100%) and faculty agreed that the addition of this course, Workforce Development with Critical Thinking, would be beneficial to students in the program and*

employees in the workforce. Once a student completes the course they can test for a certification in work ethics from the Center for Work Ethics. This course will be added to the fall semester of 2021.

# 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
<b>LEAD 1000</b>	<b>Workforce Development with Critical Thinking</b>	<b>32 Class Hours</b>
	<b>Total Credit Hours:</b>	<b>512</b>

Course descriptions and learning outcomes provided as a separate document.

❖ **Approve program revisions (if applicable)**

*Noelle Garcia asked the committee for a motion to approve the program revisions as presented.*

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

*Jason Baber seconded the motion.*

*The motion passed and the committee will approve the program revisions as presented.*

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

*Noelle Garcia asked the faculty member to please discuss the matrices with the committee.*

*Rusty Downs reviewed the information in the matrices below with the committee.*

**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.**

<b>Program: Fire Science/Firefighting</b>									<b>Credential: Certificate of Completion</b>	
Award: Fire Science/Firefighting										
CIP: 43.0203										
<b>LIST OF ALL COURSES REQUIRED AND IDENTIFIED COMPETENCIES</b>										
<b>SCANS COMPETENCIES</b>								<b>Course Number</b>	<b>Course Title</b>	
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>			
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	
								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.**

<b>Program: Fire Science/Firefighting</b>						<b>Credential: Certificate of Completion</b>	
Award: Fire Science/Firefighting							
CIP: 42.0203							
<b>LIST OF ALL COURSES REQUIRED AND IDENTIFIED CORE OBJECTIVES</b>							
<b>GENERAL EDUCATION CORE OBJECTIVES</b>						<b>Course Number</b>	<b>Course Title</b>
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
						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.**

<b>Program: Fire Science/Firefighting</b>												<b>Credential: Certificate of Completion</b>	
<b>Award: Basic Fire Suppression Certification</b>													
CIP: 43.0203													
<b>LIST OF ALL COURSES REQUIRED AND OUTCOMES</b>													
<b>OUTCOMES</b>												<b>Course Title</b>	
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>		
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
												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 use of portable extinguishers.	
												7. Proficiency in use of ladders and hoses.	
												6. Proficiency in use of ropes, knots, and hitches.	
												5. Proficiency in 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.**

<b>Program: Fire Science/Firefighting</b>												<b>Credential: Certificate of Completion</b>
<b>Award: Basic Fire Suppression Certification/Basic EMT Certification</b>												
CIP: 43.0203												
<b>LIST OF ALL COURSES REQUIRED AND OUTCOMES</b>												
<b>OUTCOMES</b>												<b>General Education Outcomes</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	
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 use of portable extinguishers.
												7. Proficiency in use of ladders and hoses.
												6. Proficiency in use of ropes, knots, and hitches.
												5. Proficiency in 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.

*Noelle Garcia opened the floor for discussion and recommendations, hearing none Noelle asked the committee for a motion to approve the matrices as presented.  
 Jason Baber made a motion to approve the matrices as presented.  
 Donald Hughes seconded the motion.*

*The motion passed and the committee will approve the matrices as presented.*

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

*Rusty Downs reviewed the information listed below with the committee.*



- Program Statistics:
  - Graduates 2019-2020: 12 Completers
  - Enrollment Summer 2020: N/A
  - Majors Fall 2020-2021: N/A
  - Enrollment Fall 2020: N/A January 2021 will be begin a new Academy. Enrollment will be available after January 2021.

❖ **Local Demand**

*Donald Hughes stated that they are nine firefighters short and seem to be short always. Once they are full staffed, they have retirements or just people that leave.*

*Nicholas Long asked about Vernon College possibly running an EMS and Fire Academy on a yearly basis that is set up on a 16-week program. Would you be willing to hire the graduates?*

*Donald Hughes stated that it depends on the instructors, if they could keep using the current instructors that might be something that they would hire. They would still have to go through the hiring process but they would have the certifications.*

*Shana Drury noted to discuss this after the meeting with Nicholas, Donald and Rusty.*

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

*Noelle Garcia reminded the committee that they are allowed to come check out the lab facilities.*

- Perkins has requested and approved a new Max Fire Training Box. This would be used for upcoming Fire Academies in partnership with WFFD starting January 2021.
- Perkins has requested and approved purchase of a new thermal imaging camera.

This equipment should be ordered and hopefully available for use by January for the new Fire Academy.

*Noelle Garcia asked if there was any discussion or recommendations for new equipment, hearing none Noelle moved on to External Learning.*

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

“Vernon College offers a job board on the website. Businesses can contact Chelsey Henry, Coordinator of Career Services, [chenry@vernoncollege.edu](mailto: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 Judy Ditmore, [jditmore@vernoncollege.edu](mailto:jditmore@vernoncollege.edu).”

1. Wichita Falls Fire Department ( 10 hired from 2019-2020 Academy)
2. 1 working at Texas Forestry Service (TFS)
3. 1 unable to connect with, but we know this student is not working in the field.

Placement Rate of Program Completers by Reporting Year [1]												
Program	2017-2018			2018-2019			2019-2020			3-Year Average		
	Plc	Cmp	%	Plc	Cmp	%	Plc	Cmp	%	Plc	Cmp	%
43020000-Fire Protection	16	26	62%	8	10	80%	11	12	92%	35	48	73%

In three years, and with transition of Coordinators, there are 9 unknown students at this time that we may be able to continue to reach out to in order to update this information.

*Noelle Garcia asked if there was any further discussion, hearing none Noelle moved on to professional development.*

❖ **Professional development of faculty and recommendations**

*Noelle Garcia asked the committee to please take time to review the professional development opportunities the faculty have taken.*

Rusty Downs attended the completed Instructor III certification on July 31, 2019.

*Noelle Garcia asked if there was any other discussion or recommendations, hearing none Noelle moved to promotion and publicity.*

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

*Noelle Garcia asked the committee to please take time to review the promotion and publicity.*

- Facebook
- Literature, brochures, fliers
- KFDX morning show
- Region IX senior send off
- Region IX GED classes
- Career Expo – Workforce
- Early College Start Coordinator Melissa Moore mentions in high school visits
- Amanda Jasso mentions during recruitment events
- Preview Day
- **New video shot in Spring 2020.**

*Noelle Garcia asked if there was any further discussion or recommendations, hearing none Noelle moved to serving students with special populations.*

❖ **Serving students from special populations:**

*Noelle Garcia asked the committee to please note the federal definition of special populations below,*

1. Special populations new definitions:
  - a. Individuals with disabilities;
  - b. Individuals from economically disadvantaged families, including low-income youth and adults;
  - c. Individuals preparing for non-traditional fields; **2019-2020 we had 11 Male students enrolled. 1 female student enrolled. 12 completed and 11 passed the state test.**
  - 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).

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.

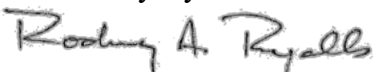
Vernon College has a program titled “New Beginnings” for students who qualify to receive transportation, childcare, and/or textbook loans. Perkins funding is also offering assistance to break down barriers such as uniform, supply, equipment costs.

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.

*Noelle Garcia asked if there is any further discussion.*

*Shana Drury thanked the committee for their attendance.*

*Noelle Garcia adjourned the meeting at 3:13 pm*

Recorder Signature – Rodney Ryalls 	Date 14 Dec 2020	Next Meeting: Fall 2021
---	---------------------	----------------------------