Internal Program Review
Self-Study Report

Program Name
Fire and Rescue

Credentials Offered
Fire and Rescue, AAS 72 Credits

Self-Study Completed by:
Michael W. Wiederhold

Date Completed:
AY 2014

A. Introduction

Students in the Fire and Rescue program will graduate with an Associate of Applied Science Degree in Fire and Rescue. The program provides applied entry-level career training for fire fighters and will enhance on-going training for current protective services professionals in Montana and the western states.

Fire and Rescue courses concentrate on training in fire behavior, extinguishing agents, apparatus, tactics, rescue, and safety. Students will experience live fire situations in training mock-ups and will be able to enter careers in community-based fire departments, industrial fire brigades, airport fire brigades, and wildland fire agencies.

Students enrolled in the satellite program in Missoula and enrolled in math, writing, and career development on the UM-Missoula College of Technology campus will take the equivalent courses of PSYX161 Fundamentals of Organizational Psychology (3 credits) *or* PSYX100 Introduction to Psychology (3 credits); WRIT121 Introduction to Technical Writing (3 credits); and M111T Technical Mathematics (3 credits).

Students are required to pass a physical exam performed by the student's physician (the physical form is available through Admissions and Records) and the physical agility test. Students must successfully complete the following physical agility test, within a one and one-half hours' time frame, before being allowed to register for Fire and Rescue classes. The required physical agility test will be offered at fall orientation programs. Fire and Rescue applicants will be notified of specific testing and orientation dates.

The physical agility test includes:
- One-mile-run under 10 minutes
- Fifty sit-ups under two minutes
- Twenty-five push-ups under two minutes
- Lift and drag a 175-pound mannequin 50 feet
- Climb a 24-foot ladder

These meet minimum standards as set forth under the guidelines of the National Fire Protection Association Standards 1500, 1582, and 1901.

Additional Costs:
- Student Uniform - Approximately $150
- Personal Protective Equipment - Approximately $250
- Turnout Rental - $210 per academic year; includes bunker pants, coat, and helmet
- Criminal Background Check - Approximately $50
- Gym Membership - Approximately $200 annually

Requirements for ECP130 Emergency Medical Technician:
- Students are required to have a blood pressure cuff and stethoscope.
- Students are required to have the Hepatitis B vaccine and current (within six months) test for tuberculosis.

B. Alignment with Mission, Strategic Goals and Core Themes

Helena College Mission Statement

Helena College University of Montana, a comprehensive two-year college, provides access to and support of lifelong educational opportunities to our diverse community.

Fire and Rescue Program Mission Statement

Provide high quality educational and training opportunities in the field of Fire and Rescue and Emergency Services to those desiring employment, continuing education, and personal growth.

Helena College Core Themes

Through an inclusive campus and community-wide discussion of Helena College's purpose and goals, three core themes have been identified as key aspects defining the College's mission:

- Provide access and support; high quality educational activities and programs important to achieving student success.
- Demonstrate academic excellence; a high degree of integrity, quality and reliability in all academic and non-academic programming.
- Strengthen the community; meeting regional workforce needs, strengthening employee knowledge and skills, providing a bridge to additional educational attainment through advanced degrees, and serving as a facilitator for cultural enrichment.

Helena College Strategic Goals

1. Partner for student success
2. Integrate planning and assessment
3. Attain excellence
4. Support the community
5. Advance the institution
6. Develop resources

Program Goals providing alignment with Helena College Strategic goals

1. Collaborate with business, industry, and the community as partners to provide a quality learning experience that gives graduates the best opportunity to gain employment

2. Solicit input from our constituents including, students, graduates, advisory board members, business, industry, faculty, staff, and administration concerning the operation and improvement of the program and career tracks

3. Assess student and program performance through the use of outcomes assessment, Program Review and Evaluation Process, job placement rates, employer and graduate surveys

4. Increase enrollment through recruiting efforts including; business, industry, government, professional organizations, and high schools

5. Obtain program accreditation through the International Fire Service Accreditation Congress Degree Assembly.

6. Expand offerings in the Emergency Medical Services field to provide for additional employment opportunities and continuing education accessibility.

C. Alignment with Community Needs

The Helena College University of Montana Fire and Rescue Program is dedicated to providing skill development and personal growth that will enable students to make a positive contribution to the workplace and the community. The highest priority is to present the best quality of educational programs possible within the availability of space, personnel, and financial resources. In order to fulfill this education philosophy, curricula have been designed to meet individual student needs as they relate to preparation for a successful career. Programs are offered on the basis of currently available employment opportunities, and instruction focuses on developing skills, knowledge, and attitudes required in each occupational area. To ensure relevant and comprehensive programing, specific courses of instruction are developed, maintained, and reviewed in cooperation with an advisory council composed of representatives from related industries.

The projected outlook for Firefighters (excluding Emergency Medical Technicians) extracted from the US Department of Labor and Statistics and The Montana Department of Labor and Industry in September 2014.

	Current MT	Projected MT	Current US	Projected US				Source
Total number of projected job openings from related occupations for Montana and the U.S.	740 (2010)	830 (2020)	310,400 (2010)	336,900 (2020)				CareerOneStop/US Dept of Labor
Percent change in job openings for related occupations for Montana and the U.S.		12%		9%				CareerOneStop/US Dept of Labor
Median hourly wage or annual salary for related occupations	$22.34 (Hourly)		$21.25 (Hourly)					CareerOneStop/US Dept of Labor
	Year 1 2009	Year 2 2010	Year 3 2011	Year 4 2012	Year 5 2013	5 Year Ave	*HC Graduate Surveys 09-10 25% Average Response Rate	Helena College Graduate Survey and/or OCHE Perkins Data
Five years of in-field job placement rates for all program graduates	*0% ** 90%	*0% ** 31%	*N/A ** 77%	*N/A ** N/A	*N/A ** N/A	*0% ** 66%	**Perkins 4P1 Reports 09-11	Program Employer Contacts

D. Student Participation and Success

Information gathered during the internal review process indicates the AAS Fire and Rescue has maintained a steady enrollment and aligns with community needs by preparing students for employment in the Fire Service and related professions such as Emergency Management, Emergency Medical Services, and those in private industry such as hazardous materials mitigation companies. The retention rate of full-time students in the AAS Fire and Rescue (68% for the five year average 2009-2013) is above the College average percentage. Students complete program courses at the rate of 89% (again for the five year average). Through research conducted by phone interviews of alumni with a

known location, students matriculate and obtain positions in the Fire Service, or transfer to additional education in related fields or to 4-year degree programs.

Helena College enrolls 1,627 students with a full time equivalent of 1,066 of which 789 students are full time, (48%) and 277 students are part time (52%). The ratio of General Education to CTE and non-degree seeking is:

General Education Students: 623 (38% of headcount)

Technical Students: 453 (28% of headcount)

Trades Students: 181 (11% of headcount)

Non-Degree Seeking Students: 89 (5% of headcount)

Student enrollment from Lewis & Clark County is 75%. Enrolment from adjacent counties is 12% (Broadwater, Jefferson, Cascade, Powell, and Meagher). The remaining enrollment is a representation of Montana (11%) and out of State/Western Undergraduate (2%).

The following table represents the enrollment, retention, and completion data for the Fire and Rescue program for academic years 09 -13

	Year 1 08/09	Year 2 08/10	Year 3 08/11	Year 4 08/12	Year 5 08/13	5 Year Ave	Program Notes	Source
Program capacity (headcount)	80	80	80	80	80	80	1st & 2nd Year	Institutional Research
Five years of enrollment (unduplicated headcount)	50	57	63	48	42	52		Institutional Research
Five years of enrollment (FTE)	45	60	60	37	36	48	Total fall FIRE course credits/15	Institutional Research
Annual percentage of program capacity	62%	71%	79%	60%	52%	65%	Enrollment/ Program Capacity	Institutional Research
Five years of retention rates for full-time students	60%	74%	50%	83%	75%	68%	Entering students returning following semester	Institutional Research
Five years of retention rates for part-time students	25%	0%	N/A	100%	33%	39%		Institutional Research
Five years of successful program course completion rates.	85%/ 88%	89%/ 94%	84%/ 71%	90%/ 95%	92%/ 96%	88%/ 89%	Pass or C- or better each term	
Five years of graduation rates for full-time students rate of students graduating within 150% of completion time	59% Fall 06	52% Fall 07	45% Fall 08	49% Fall 09	27% Fall 10	46%	% entering students graduating with 3 years	Institutional Research

Five years of graduation rates for part-time students rate of students graduating within 150% of completion time	0% Fall 06	0% Fall 07	25% Fall 08	0% Fall 09	0% Fall 10	5%	% entering students graduating with 3 years	Institutional Research
Five years of annual degree & certificate completions	16	13	14	8	16	13		Institutional Research
Five years of degree production rates – proportion of degrees/certificates granted per 100 FTE enrollment	35	22	23	22	44	29	# of completers per 100 FTE enrollment	Institutional Research
Five years of pass rates on occupation/industry specific licensing or certification exams (as applicable)	_	_	_	_	_	_		Program Records

E. Student Learning Outcomes

The Fire and Rescue program level student learning outcomes are overarching of the student learning outcomes described in the course statements. These outcomes are a culmination of input of the various entities who play a role in the continuing advancement of emergency services in Montana, the country, and globally. Couse level outcomes utilized in assessment and review of students provided specific direction in the development of these generalized student outcomes at the programmatic level.

- Apply the principles of professional conduct by displaying a positive work ethic, flexibility, team work, physical fitness, safety consciousness, and sensitivity to diversity.
- Demonstrate required understanding, knowledge, and skills in each disciplinary area of emergency services operations related to the Fire and Rescue service.
- Operate safely and effectively during emergency response simulations and while performing duties during collaboration with or under general supervision of participating external agencies.
- Communicate effectively and coherently, both in written and verbal formats, while participating in non-emergent and emergent situations.
- Demonstrate quantitative literacy related to fire and rescue operations.

Students are evaluated utilizing a comprehensive rubric developed from the Master Course Documents, Program Outcomes, and National Fire Protection Association Standards as appropriate. Student assessments for each topic area will include one or a combination of methods including written exams, oral presentations, skill sheets, multimedia presentations, essays and/or research papers. The course syllabus will reflect the assessment(s) required for course completion.

HELENA COLLEGE
University of Montana

Annual Program Assessment Plan 2014-15

General Information

Program Name:	Fire & Rescue
Plan Developer Name:	Michael Wiederhold
Date Plan Created:	9/17/2014

Plan Developer Email: mike.wiederhold@umhelena.edu

Program Mission

Helena College Mission Statement & Core Themes:

Helena College University of Montana, a comprehensive two-year college, provides access to and support of lifelong learning opportunities to our diverse community.

-Provide Access and Support: High quality educational activities and programs important to achieving student success
-Demonstrate Academic Excellence: Integrity, quality and reliability in all academic and non-academic programming
-Strengthen the Community: Meeting regional workforce needs, strengthening employee knowledge/skills, providing a bridge to additional educational attainment, and serving as a facilitator for cultural enrichment

Program Mission Statement: Provide high quality educational and training opportunities in the field of Fire and Rescue and Emergency Services to those desiring employment, continuing education, and personal growth

Program Outcomes

Program Outcome: Demonstrate required understanding, knowledge, and skills in each disciplinary area of emergency services operations related to the Fire and Rescue service.

Core Theme Alignment:
(Choose all that apply)
☑ 2. Demonstrate Academic Excellence
☑ 3. Strengthen the Community

Strategic Goal Support:
(Choose relevant goal)
☑ 1. Partner for Student Success
☑ 3. Attain Excellence

Strategy to Accomplish Outcome International Fire Service Accreditation Congress Degree Program Accreditation. State of Montana Board of Medical Examineers Basic Life Support Program Approval

Indicator(s) of Achievement: Succesfully accreditation by IFSAC and program approval from the Board of Medical Examiners.

Required Resources: Perkings funding for $8,800.00; $250.00 for BLS program application fee

Timeframe for Completion: May 6, 2015

Responsible Party: Michael Wiederhold

Result(s):	Enter the result(s) for this outcome at the conclusion of the plan year

Program Outcome:	Communicate effectively and coherently, both in written and verbal formats, while participating in non-emergent and emergent situations.
Core Theme Alignment: (Choose all that apply)	☑ 2. Demonstrate Academic Excellence
Strategic Goal Support: (Choose relevant goal)	☑ 1. Partner for Student Success ☑ 3. Attain Excellence
Strategy to Accomplish Outcome	Communication and collaboration with writing instructors and integration/assessment of communication across Fire and Rescue curriculum. Advise students into Writing 101 when appropriate
Indicator(s) of Achievement:	Increased first time pass rates of students enrolled in Technical Writting. 10% of students completing Writting 101
Required Resources:	Time committed to coordination by Writing Faculty and Fire and Rescue Program Coordinator.
Timeframe for Completion:	May 6, 2014
Responsible Party:	Michael Wiederhold, Division Chairs, Writing faculty
Result(s):	Enter the result(s) for this outcome at the conclusion of the plan year

Program Outcome:	Demonstrate quantitative literacy related to fire and rescue operations
Core Theme Alignment: (Choose all that apply)	☑ 2. Demonstrate Academic Excellence
Strategic Goal Support: (Choose relevant goal)	☑ 1. Partner for Student Success ☑ 3. Attain Excellence
Strategy to Accomplish Outcome	Communication and collaboration with Amy Kong in the development of industry specific math curriculum and integrate quantitative literacy across Fire and Rescue curriculum. Advise students into higher level math courses as appropriate. Advise students into Physics of Our Natural World as appropriate as elective course.
Indicator(s) of Achievement:	Increased first time completion rates of students enrolled in Technical Math. Increased completion rates in Fire Streams
Required Resources:	Available time through out the academic year for Amy Kong and Mike Wiederhold for collaboration
Timeframe for Completion:	May 6, 2014

Responsible Party:	
	Michael Wiederhold; Amy Kong; Division Chairs
Result(s):	Enter the result(s) for this outcome at the conclusion of the plan year

Mid-Year Progress Report

Progress Report:	**Successful accreditation by IFSAC and program approval from the Board of Medical Examiners:** The IFSAC Self Stu8dy is nearing competition. Waiting on input from stakeholders. Est. 01/22/15. BOME document is complete with the exception of Medical Director input. Est 01/20/15.
	Increased first time pass rates of students enrolled in Technical Writing. 10% of students completing Writing 101: No Data at this time. Est. End of AY.
	Increased first time completion rates of students enrolled in Technical Math. Increased completion rates in Fire Streams: No Data at this time. Est. End of AY.
Mid-Year Report Date:	1/16/2015

FY15 Program Budget Report

CUR Budget Index Code:　H08510 - Fire & Rescue

Line Item	Account Code	Program Outcome Alignment	Approved Amount	Mid-Year Expenditure	Final Expenditure
Contracted Services	62186		$800		$251.35
Minor Supplies	62225		$250	$169.75	$242.5
Minor Supplies	62229		$250		$1,058.54
Minor Supplies	62233		$25		
Travel	62401		$400	$496.72	$496.72
Travel	62407		$50	$6	$6
Travel	62408		$250		
Facility and Equipment Ren	62505		$2,400		
Facility and Equipment Ren	62508		$5,000		
Facility and Equipment Ren	62512		$3,180	$1,890	$3,780
Facility and Equipment Ren	62515		$200		
Facility and Equipment Ren	62517		$1,000		
Repair and Maintenance	62745		$1,850		
Other	62801		$50		
Other	62822		$100		$361.5
Minor Supplies	62250			$179.27	
Travel	62405			$43.48	$104.43
Other	62809			$118.76	$118.76
Contracted Services	62107				$371.5
Contracted Services	62102				$30
Minor Supplies	62204				$1,903.33
Minor Supplies	62241				$260
Travel	62412				$1,072.2
Travel	62417				$205
Travel	62418				$806.8
Facility and Equipment Ren	62529				$400
Repair and Maintenance	62707				$719.15
		Totals:	$15,805	$2,903.98	$12,187.78

Allocated Fee Support:

Fee Type	Index Code:	Allocated Amount	Mid-Year Expenditure	Final Expenditure
Materials Fee	H60050, H60420, H60380	$26,950	$4,169.08	$29,681.37
	Totals:	$26,950	$4,169.08	$29,681.37

Report any budget modifications and explain any variances (+/-) between approved amounts and final expenditures

Final Budget Narrative:

F. Curriculum and Instruction (Academic Programs Only)

Fire and Rescue Program Context

The purpose of the Helena College Fire and Rescue program is to educate students for personal and professional growth for employment, to provide quality Firefighters and Emergency Medical Technicians (EMTs), and to offer educational mobility as they enter the workforce. Students in this program will graduate with an Associate of Applied Science Degree in Fire and Rescue. The program will provide applied entry level career training for firefighters and will enhance ongoing training for current protective services professionals in Montana and throughout the country.

All coursework required in the Fire and Rescue program is offered at the Helena and Missoula campuses.

The curriculum is reviewed annually by the Advisory Committee to ensure community needs are being identified and program components are updated to meet community needs. The course statements will be reviewed internally annually and updated to align with Advisory Council recommendations, National Fire Protections Association Standards, the Fire and Emergency Services Higher Education Initiative model, American Heart Association, Association of Emergency Medical Technicians, and the various other agencies, organizations, and associations that provide global direction to the Fire and Emergency Services community. The entire curriculum will begin revision this academic year to update and align with the aforementioned entries, Helena College's Strategic Plan and intermediate documents, and MUS Core Curriculum. One third will be updated in each of three consecutive academic years.

The Fire and Rescue faculty, as an integral part of the Helena College University of Montana, assumes responsibility for maintaining program philosophy and outcomes and supports the Helena College University of Montana philosophies. These include the belief that the educational process is a dynamic interactive factor in the growth, development, welfare, and economy of the individual and local, state, regional, and national communities.

Fire and Rescue program faculty believe that Helena College Fire and Rescue graduates will become employees who are able to adapt to changing employment requirements. Fire and Rescue faculty are supportive of the concept of lifelong teaching and learning opportunities, educational articulation for residents of the State of Montana, and responsive to national and global trends.

The Helena College Fire and Rescue program enhances human dignity by responding to individual differences and to varying levels of ability and skills required in the workforce, thereby promoting personal and professional growth. Students in pursuit of security, comfort, and self-actualization may fulfill these needs through their fire and rescue education.

- The educational process is a partnership that involves both the teaching and learning experience within an environment of respect and responsibility.
- Learning is a lifelong process that is enabled by curiosity and experiential learning which enables students to reach their individual potential.

- Students, as self-directed learners, must actively participate in their learning process.
- The teaching/learning process provides the environment which prepares students to utilize information technologies found in protective services.
- Faculty and student interactions are imperative for the development of skilled and knowledgeable leaders.
- Teaching is enhanced by faculty experience, continuing education, professional development, and mentoring.
- Students bring diverse, experiential knowledge of acquired beliefs, values, and behaviors, along with a willingness to change and grow personally and professionally.
- Academic excellence is produced through commitment of students and faculty.

G. Faculty/Staff Profile

The Fire and Rescue program staff consist of one full time faculty member who functions as the program coordinator. This position receives release time from teaching duties to complete coordination duties. The second staff position is contracted to an individual who performs site coordination duties for the satellite program in Missoula.

The faculty consist of industry professionals representing the disciplines that make up the program curriculum. These individuals are adjunct instructors.

H. Fiscal and Physical Resources

The Fire and Rescue program funding profile consists of current unrestricted funding from the Montana University System and individualized fee collections for specific course related expenditures to replace consumables and items with mandated retirement standards. The allocated budget amount varies each biennium based on the calculations for funding and institutional priorities. Current fee budgets are being expended to mitigate shortfalls in current unrestricted funding. The current budget level are adequate to maintain the program in the "status quo" in the short term as many items have been updated or replaced in the previous three fiscal years. Current year budget is $42,755.00

FY 10	FY 11	FY 12	FY 13	FY 14
$55,793	$46,250	$63,500	$105,125	$63,465

I. Recommendations and Preliminary Implementation Plan

Information gathered during the internal review process indicates the AAS Fire and Rescue has maintained a steady enrollment and aligns with community needs, preparing students for employment in the Fire Service and related professions such as Emergency Management, Emergency Medical Services, and hazardous materials mitigation companies. The retention rate of full-time students in the AAS Fire and Rescue (68%) is above the College average percentage. Our students complete and succeed in program courses at the rate of 89%. Our students matriculate and obtain positions in the Fire Service, or transfer to additional training in related fields or to 4-year degree programs.

Areas of concern:

Lack of graduate employment data
Lack of employer satisfaction data
Lack of placement data for years 4 and 5

Response: Internal processes to capture graduate contact information to conduct a graduate employment survey are being developed to capture and record graduate employment data. Internal process to capture graduate employer satisfaction surveys are being developed to capture and record employer satisfaction. Internal processes to create alumni network to assist with data capture.

Program Goals FY2015

1. Collaborate with business, industry, and the community as partners to provide a quality learning experience that gives graduates the best opportunity to gain employment

2. Solicit input from our constituents including, students, graduates, advisory board members, business, industry, faculty, staff, and administration concerning the operation and improvement of the program and career tracks

3. Assess student and program performance through the use of outcomes assessment, Program Review and Evaluation Process, job placement rates, employer and graduate surveys

4. Increase enrollment through recruiting efforts including; business, industry, government, professional organizations, and high schools

5. Obtain program accreditation through the International Fire Service Accreditation Congress Degree Assembly.

6. Expand offerings in the Emergency Medical Services field to provide for additional employment opportunities and continuing education accessibility.

J. Program Review Data Summary
See Section K, Exhibit A

K. Appendix (Additional data or exhibits)

Program Review Data Summary

Alignment with Community Needs (AAS/CAS Only)

Data Definition:	Current MT	Projected MT	Current U.S.	Projected U.S.			Program Notes	Source
A. Provide the total number of projected job openings from related occupations for Montana and the U.S.	740 (2010)	830 (2020)	310,400 (2010)	336,900 (2020)			Firefighters	CareerOneStop/US Dept of Labor
B. Provide percent change in job openings for related occupations for Montana and the U.S.		+12%		+9%			See links for specific employ/wage data	CareerOneStop/US Dept of Labor
C. Provide the median hourly wage or annual salary for related occupations	$22.34 hourly		$21.75 hourly				Wage information as of 2012	CareerOneStop/US Dept of Labor

Data Definition:	Year 1 2009	Year 2 2010	Year 3 2011	Year 4 2012	Year 5 2013	5 Year Ave	Program Notes	Source
D. Provide 5 years of in-field job placement rates for all program graduates	*0% **90%	*0% **31%	*N/A **77%	*N/A **N/A	*N/A **N/A	*0% **66%	*HC Graduate Surveys 09-10 25% Average Response Rate **Perkins 4P1 Reports 09-11	Helena College Graduate Survey and/or OCHE Perkins Data Program Employer Contacts
E. Provide 5 years of transfer rates to 4-year colleges (AA/AS)								Institutional Research

Student Participation and Success

Data Definition:	Year 1 08/09	Year 2 09/10	Year 3 10/11	Year 4 11/12	Year 5 12/13	5 Year Ave	Program Notes	Source
A. Provide program capacity (headcount)	80	80	80	80	80	**80**	1st and 2nd Year	Institutional Research
B. Provide 5 years of enrollment (unduplicated headcount)	50	57	63	48	42	**52**		Institutional Research
C. Provide 5 years of enrollment (FTE)	45	60	60	37	36	**48**	Total fall FIRE course credits/15	Institutional Research
D. Annual percentage of program capacity	62%	71%	79%	60%	52%	**65%**	Enrollment/Program Capacity	Institutional Research
E. Provide 5 years of retention rates for full-time students	60%	74%	50%	83%	75%	**68%**	Entering students returning	Institutional Research
F. Provide 5 years of retention rates for part-time students	25%	0%	N/A	100%	33%	**39%**	the following fall semester	Institutional Research
G. Provide 5 years of successful program course completion rates.	85%/88%	89%/94%	84%/71%	90%/95%	92%/96%	**88%/89%**	Pass or C- or better each term	
H. Provide 5 years of graduation rates for full-time students *rate of students graduating within 150% of completion time*	59% Fall 06	52% Fall 07	45% Fall 08	49% Fall 09	27% Fall 10	**46%**	% entering students graduating with 3 years	Institutional Research
I. Provide 5 years of graduation rates for part-time students *rate of students graduating within 150% of completion time*	0% Fall 06	0% Fall 07	25% Fall 08	0% Fall 09	0% Fall 10	**5%**	% entering students graduating with 3 years	Institutional Research
J. Provide 5 years of annual degree & certificate completions	16	13	14	8	16	**13**		Institutional Research
K. Provide 5 years of degree production rates – *proportion of degrees/certificates granted per 100 FTE enrollment*	35	22	23	22	44	**29**	# of completers per 100 FTE enrollment	Institutional Research
L. Provide 5 years of pass rates on occupation/industry specific licensing or certification exams (as applicable)	--	--	--	--	--	**--**		Program Records
M. For applied programs with program admission provide five years of student application totals	N/A	N/A	N/A	N/A	N/A	N/A		Program Records
N. For applied programs with program admission provide five years of students accepted totals	N/A	N/A	N/A	N/A	N/A	N/A		Program Records

Fiscal and Physical Resources

Data Definition: Instructional costs include salaries, operations, grant funding, and gifts/donations from partners	Year 1 08/09	Year 2 09/10	Year 3 10/11	Year 4 11/12	Year 5 12/13	5 Year Ave	Program Notes	Source

A. Provide 5 years of instructional cost/student (FTE)	$4,753	$2,906	$3,176	$6,128	$6,040	**$4,601**	HR + Operating/FTE	Institutional Research/Finance
B. Provide 5 years institutional expenditure/student (FTE)	$7,367	$6,872	$6,024	$6,328	$7,473	**$6,813**	Total Budget/FTE	MUS-OCHE
C. Provide 5 years of instructional cost/completion	$13,349	$13,412	$13,613	$28,343	$13,591	**$16,462**	HR+Operating/Pr Compl	Institutional Research
D. Provide 5 years institutional expenditure/completion	$34,392	$34,209	$33,220	$29,193	$34,780	**$33,159**	Total Budget/Inst Compl	MUS-OCHE
E. Provide 5 years of student program fees-fund balance(s)	$9,581	$12,360	$16,243	$9,446	$8,835	**$11,293**	Fees(H60380, H60420, H60430)	Finance/Program Records
F. Provide 5 years of student program fees-student costs	$7,294	$5,618	$7,200	$2,900	$976	**$4,798**	Fees(H60380, H60420, H60430)	Finance/Program Records
G. Provide five years of tuition revenue (Annual FTE x Res Tuition)	N/A	N/A	$176,820	$104,118	$97,452	**$126,130**	Budgeted resident tuition revenue X FTE FY11=$2,947 FY12=$2,814 FY13=$2,707	MUS-OCHE

DEGREE PROGRAM

INSTITUTION SELF-STUDY CHECKLIST

AND

EVALUATOR CHECKLIST

Third Edition
(Revised)
April 2011

ARTICLE 23
CRITERIA
FOR THE ACCREDITATION OF
FIRE RELATED DEGREE GRANTING PROGRAMS
OF THE
INTERNATIONAL FIRE SERVICE
ACCREDITATION CONGRESS
DEGREE ASSEMBLY

University of Helena, Montana

SECTION G23.1

The institution shall have clear and publicly stated purposes consistent with the program's mission and appropriate to an institution granting post-secondary degrees in a fire-related field of study.

G23.1.1   The institution shall have a written, publicly stated purpose.

Yes   ☒   No   ☐   If no, explain your answer:

Verified by site team through documentation from program coordinator

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G23.1.2   The institution shall have a written, publicly stated purpose for the Fire Related Program.

Yes   ☒   No   ☐   If no, explain your answer:

Verified by site team through documentation from program coordinator

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G23.1.3   The institution shall have a written, publicly stated description of the degree or degrees offered.

Yes   ☒   No   ☐   If no, explain your answer:

Verified by site team through documentation from program coordinator

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G23.1.4   The institution shall be accredited by a regional or institutional accrediting organization, or state sanction. (Cross Reference – See Bylaw Article 22.5.3 and G23.1.4(a) and G23.1.4(b) of the Criteria for the Accreditation of Fire Related Degree Granting Programs)

Yes   ☒   No   ☐   If no, explain your answer:

Verified by site team through documentation from program coordinator and the University of Helena's website

G23.1.5 When required by the regional accrediting organization, the institution shall be specifically accredited to grant college degrees via the distance learning method by the regional accrediting organization.

Yes ☐   No ☒   If no, explain your answer:

N/A- program does not grant degrees via distance learning yet

SECTION G23.2

The institution shall have the human, physical, and learning resources necessary to accomplish its stated purposes.

G23.2.1   HUMAN RESOURCES

G23.2.1.1 Faculty

(a) The program shall have a sufficient number of faculty to implement program objectives.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through documentation given by program coordinator

(b) Faculty duties shall be defined.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through documentation given by program coordinator

(c) Faculty responsibilities shall be defined.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through documentation given by program coordinator

(d) Faculty workload shall be defined including program administration duties, online instructional load, and other duties as assigned.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through documentation given by program coordinator

(e) Faculty training, education, and expertise shall be appropriate to assure high quality learning experiences in all phases of the program.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through documentation provided by program coordinator

G23.2.1.2 Staff

(a) The program shall have a sufficient number of staff to implement program objectives.

Yes ☐   No ☒   If no, explain your answer:

Verified by site team through observation of program staff, confirmed by interviews with advisory committee and students.

Recommendation #1- employ part time/full time program support assistant dedicated to assist program coordinator with both clerical and logistical needs

(b) Staff duties shall be defined.

Yes ☐   No ☒   If no, explain your answer:

N/A- currently does not have dedicated staff to the program

(c) Staff responsibilities shall be defined.

Yes ☐   No ☒   If no, explain your answer:

N/A- currently does not have dedicated staff to the program

G23.2.1.3 Hiring and Selection

(a) The program shall have a documented formal system for selecting faculty.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through program documentation provided by program coordinator

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G23.2.1.4 Professional Development and Continuing Education

(a) A formal system of faculty training and orientation should be documented.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through documentation given by program coordinator

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(b) In-service programs for faculty should be held regularly to promote individual and professional development and program improvement.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through documentation given by program coordinator

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(c) A system for professional and personal development should be available for faculty.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through documentation given by program coordinator

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(d) All faculty should receive ongoing professional opportunities to increase knowledge and skill in technical and educational areas.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through documentation given by program coordinator

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(e) Faculty providing instruction via distance learning shall be provided the opportunity for appropriate additional training in instructional methodology and course delivery related to the area of delivery. For example, faculty providing web based instruction via Blackboard, WebCT, or other platform should be specially trained in course design and/or delivery (as applicable) via said program.

Yes ☐   No ☒   If no, explain your answer:

N/A, program is not currently utilizing online courses

G23.2.1.5 Evaluation of Faculty

(a) There shall be a documented system for performance evaluation.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through documentation given by program coordinator

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(b) There shall be a documented system for instructional evaluation.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through documentation given by program coordinator

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G23.2.2   PHYSICAL RESOURCES

G23.2.2.1 On-Campus Instructional Space

(a) The institution shall demonstrate that adequate classroom instructional space is available to achieve stated objectives for each program.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through tour of facilities and discussions with faculty and staff.

(b) Instructional spaces shall be designed and appropriately equipped for effective instruction.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through tour of facilities and discussions with faculty and staff.

(c) Adequate laboratory facilities shall be available to achieve the goals of the program.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through tour of facilities and discussions with faculty and staff.

(d) The location of a facility for teaching psychomotor skills should allow for flexibility in course scheduling so that each student acquires enough practice to become competent.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through tour of facilities and discussions with faculty and staff.

(e) Laboratory spaces shall be large enough for use in demonstrations and supervised practice of techniques.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through provided documentation from program coordinator

(f) Laboratory spaces shall be adequately equipped.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through tour of facilities and discussions with faculty and staff.

(g) The program administrator should periodically assess the classroom and laboratory spaces.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through tour of facilities and discussions with faculty and staff.

(h) The program administrator should make appropriate recommendations for modification to facilities.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through tour of facilities and discussions with faculty and staff.

(i) The program advisory committee or equivalent should be involved in the evaluation of facilities.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through tour of facilities and discussions with faculty and staff.

(j) Facilities should meet applicable fire and building code provisions.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through tour of facilities and discussions with faculty and staff.

(k) A process for reporting dangerous conditions to those responsible shall be documented.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through tour of facilities and discussions with faculty and staff.

G23.2.2.2 Off-Campus Instructional Space

    (a) Off-campus facilities shall be adequate to achieve course objectives.

        Yes ☒   No ☐   If no, explain your answer:

        Verified by site team through tour of facilities and discussions with faculty and staff.

    (b) There shall be a working arrangement between the educational institution and the facility.

        Yes ☒   No ☐   If no, explain your answer:

        Verified by site team through tour of facilities and discussions with faculty and staff.

    (c) A contingency plan shall be developed by the institution should the arrangement be terminated.

        Yes ☒   No ☐   If no, explain your answer:

        The program maintains agreements with multiple facilities that allow for contingency re-location of program activities

    (d) The locations and times available for use of the facility shall be compatible with the instructional needs of the program.

        Yes ☒   No ☐   If no, explain your answer:

        Verified by site team through tour of facilities and discussions with faculty and staff.

    (e) The program administrator shall retain authority and responsibility for instruction.

        Yes ☒   No ☐   If no, explain your answer:

        Verified by site team through tour of facilities and discussions with faculty and staff.

(f) Instruction shall be provided and evaluated by program faculty.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through tour of facilities and discussions with faculty
and staff.

(g) The program administrator shall periodically assess the facilities.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through tour of facilities and discussions with faculty
and staff.

(h) The program administrator should make appropriate recommendations for
modification to facilities.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through tour of facilities and discussions with faculty
and staff.

(i) The program advisory committee or equivalent should be involved in the evaluation
of off-campus facilities.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through tour of facilities and discussions with faculty
and staff.

(j) Facilities should meet applicable fire and building code provisions.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through tour of facilities and discussions with faculty
and staff.

(k) A process for reporting dangerous conditions to those responsible shall be
documented.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through tour of facilities and discussions with faculty and staff.

G23.2.2.3 Office Space

(a) Adequate office space shall be provided for the program administrator.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through tour of facilities and discussions with faculty and staff.

(b) Adequate office space shall be provided for the faculty.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through tour of facilities and discussions with faculty and staff.

(c) An area for conducting private or confidential business shall be provided.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through tour of facilities and discussions with faculty and staff.

G23.2.2.4 Instructional Equipment, Supplies, and Materials

(a) Adequate equipment and supplies shall be available in classrooms to effectively achieve educational goals.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through tour of facilities and discussions with faculty and staff.

(b) Adequate equipment and supplies shall be available in laboratories to effectively achieve educational goals.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through tour of facilities and discussions with faculty and staff.

(c) There should be adequate space available for storage of equipment, supplies, and materials.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through tour of facilities and discussions with faculty and staff.

Observation: space is maxed out currently and if the program continues to grow and adapt with new equipment, new or larger space will be needed

(d) The program administrator should periodically assess the instructional equipment, supplies, and materials.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through tour of facilities and discussions with faculty and staff.

(e) The program administrator should make appropriate recommendations for modification or replacement of instructional equipment, supplies, and materials.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through tour of facilities and discussions with faculty and staff.

(f) The program advisory committee or equivalent should be involved in the evaluation of instructional equipment, supplies, and materials.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team during meeting with advisory committee

(g) There should be adequate provision for updating equipment in response to changing practices in technology.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through tour of facilities and discussions with faculty and staff.

(h) Sufficient expendable materials should be available to accomplish learning outcomes defined in program documents.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through tour of facilities and discussions with faculty and staff.

G23.2.2.5 Maintenance of Instructional Resources

(a) Evidence that adequate resources are provided to maintain facilities.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through tour of facilities and discussions with faculty and staff.

(b) Evidence that adequate resources are provided to maintain equipment.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through tour of facilities and discussions with faculty and staff.

(c) Resources subject to regulatory or specific industry standards shall be maintained in accordance with said standards.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through tour of facilities and discussions with faculty and staff.

G23.2.3   LEARNING RESOURCES

G23.2.3.1 Library Resources

(a) The library shall include a wide range of research materials available for utilization by students and faculty.

   Yes ☒   No ☐   If no, explain your answer:

   Verified by site team with meeting with librarian

(b) The library shall include a wide range of resources available for utilization by students and faculty.

   Yes ☒   No ☐   If no, explain your answer:

   Verified by site team with meeting with librarian

(c) There should be a mechanism for faculty to periodically review and select current titles for acquisition.

   Yes ☒   No ☐   If no, explain your answer:

   Verified by site team with meeting with librarian

(d) Library hours and policies should be conducive to faculty and student use of the resources.

   Yes ☒   No ☐   If no, explain your answer:

   Verified by site team with meeting with librarian

(e) Students and faculty at off-campus sites shall have access to library resources.

   Yes ☒   No ☐   If no, explain your answer:

   Verified by site team with meeting with librarian

G23.2.3.2 Tutorial Resources

    (a) Tutorial services shall be available to support student learning needs.

        Yes ☒   No ☐   If no, explain your answer:

        Verified by site team with meeting with Assistant Dean of Student Services

    (b) Tutorial services shall be available to support students with special needs in accomplishing learning objectives.

        Yes ☒   No ☐   If no, explain your answer:

        Verified by site team with meeting with Assistant Dean of Student Services

SECTION G23.3

The institution shall be organized in such a manner that it is able to effectively accomplish its educational and other stated purposes.

G23.3.1   ORGANIZATION

    (a)   The institution's structure shall be such that the fire related degree program is recognized.

        Yes ☒   No ☐   If no, explain your answer:

        Verified by site team with viewing of organizational chart

    (b)   There shall be opportunities for program faculty to be represented on institutional committees, as well as those in the program.

        Yes ☒   No ☐   If no, explain your answer:

        Verified by site team through advisory council meeting minutes

(c)   Faculty should be formally represented on all committees, groups, or organizations concerned with the development, implementation, evaluation, and revision of program curriculum.

Yes   ☒   No   ☐   If no, explain your answer:

Verified by site team through advisory council meeting minutes

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G23.3.2   PROGRAM ADMINISTRATION

(a)   The program administrator for the degree program shall have the authority, responsibility, and privileges necessary to manage the program to ensure the attainment of program goals.

Yes   ☒   No   ☐   If no, explain your answer:

Verified by site team with members of the institution, advisory council, and administration

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(b)   The institution shall have a detailed job description of the program administrator.

Yes   ☒   No   ☐   If no, explain your answer:

Verified by site team through documentation provided by program coordinator

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(c)   The program administrator should have at least a 0.5 full time equivalent (FTE) appointment, as defined by the institution, with responsibility for the fire related degree program.

Yes   ☐   No   ☒   If no, explain your answer:

Verified by site team by reviewing program coordinator's job contract

Recommendation: due to lack of staff support, min. .5 release time

---

(d)   The program administrator shall be provided with time for program operation, supervision, evaluation, and revision.

Yes   ☒   No   ☐   If no, explain your answer:

==Recommendation: due to lack of staff support, min. .5 release time==

G23.3.3   BUDGET

(a)   The program administrator shall have direct input in the development of the program budget.

Yes   ⊠   No   ☐   If no, explain your answer:

Verified by site team by evaluating budget and meeting with program coordinator

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(b)   The program should follow a formal budget process.

Yes   ⊠   No   ☐   If no, explain your answer:

Verified by site team by evaluating budget and meeting with program coordinator

---

G23.3.4   DEPARTMENTAL DOCUMENTATION AND RECORDS

(a)   The program administrator should establish and maintain record keeping systems to ensure adequate student and program information for faculty and staff.

Yes   ⊠   No   ☐   If no, explain your answer:

Verified by site team through documentation provided by program coordinator as well as viewing files

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G23.3.5   SUPPORT SERVICES

(a)   Institutional support services shall include secretarial and clerical staff to handle preparation and processing of materials, correspondence, and records.

Yes   ☐   No   ⊠   If no, explain your answer:

Verified by site team through multiple meetings, see recommendation #1

(b)   Institutional support services shall include student recruitment, admission activities, and career placement and guidance assistance.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team with meeting with Assistant Dean of Student Services

(c) Information Technology (IT) resources shall be sufficient to provide reliable delivery of courses

Yes ☒   No ☐   If no, explain your answer:

Verified by site team by meeting with program administrator

(d) For programs or courses delivered via Distance Learning appropriate Help Desk or similar support services shall be provided.

Yes ☐   No ☒   If no, explain your answer:

N/A- distance learning is not being utilized currently

G23.3.6   ADVISORY COMMITTEE

(a)   Program advisory committees shall be established to provide an active mechanism for liaison with the community served by the degree program.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team by meeting with advisory committee members

(b)   The advisory committee shall be representative of the population served.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team by meeting with advisory committee members

(c)   The advisory committee should be involved in the process of creating program outcomes.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team by meeting with advisory committee members

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(d)   There should be written documentation that details the membership, role, function, terms of the Advisory Board, Committees, and meetings.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team by meeting with advisory committee members

Recommendation #2: election of chair and/or vice-chair of advisory board committee to assist with workload of program coordinator

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(e)   Advisory committee minutes should be kept and available for five years.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team by meeting with advisory committee members

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SECTION G23.4

The institution shall be accomplishing its educational and other stated purposes.

G23.4.1   PROGRAM DOCUMENTATION

(a) The curriculum shall include written master course document.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team by reviewing master course document with program coordinator

(b) Each master course document shall have a list of specific instructional objectives.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team by reviewing master course document with program coordinator

(c) Each master course document shall include an outline for instruction to achieve the goals and objectives.

Yes ☐   No ☒   If no, explain your answer:

Verified by site team by reviewing master course documentation; course outlines of instruction are on course syllabus, but not on master course documents

Requirement: Add outlines of instruction to master course document

(d) Evaluation procedures designed to assess students should be identified on each master course document.

Yes ☐   No ☒   If no, explain your answer:

Verified by site team by reviewing master course documentation; course evaluation procedures are on course syllabus, but not on master course documents

Recommendation: Add evaluation procedures to assess students on master course documents

(e) The program shall have written program outcomes that successful students will possess upon completion of the degree or program of study.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through program website and institutional research webpage

(f) A current course syllabus shall be on file for each course during the semester it is being taught.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through documentation provided by program coordinator as well as viewing files

(g) The program level shall be documented.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through website, advisory committee minutes, and provided program documents

(h) The program length shall be documented

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through website, advisory committee minutes, and provided program documents

G23.4.2 COURSE AND PROGRAM CONTENT

G23.4.2.1 Program Content

(a) Content areas shall include those generally accepted, or required by law or recognized standards of good practice.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team by examining degree program documentation

(b) Program content should include areas such as fire science, legal issues, fire prevention, fire suppression, emergency management, hazardous materials, fire service administration, fire investigation, technical rescue, fire protection systems and other fields or sub-fields as deemed appropriate by the institution, with input of the program advisory committee.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team by examining degree program catalog

(c) The principles of lifelong learning should be integrated throughout the curriculum.

Yes ☒　　　　No ☐　　　　If no, explain your answer:

Verified by site team through meeting with students, feedback from graduates, and advisory council

(d) The program content should provide an integrated educational experience directed toward development of students' ability to apply pertinent knowledge to the solution of practical problems in professional occupations.

Yes ☒　　　　No ☐　　　　If no, explain your answer:

Verified by site team through meeting with students, feedback from graduates, and advisory council

(e) Curriculum should follow a logical sequence.

Yes ☒　　　　No ☐　　　　If no, explain your answer:

[Click here to type your explanation]

G23.4.2.2 Course Content

(a) Theory courses should stress problem identification and solution, with emphasis on a quantitative, analytical approach.

Yes ☒　　　　No ☐　　　　If no, explain your answer:

Verified by site team through reviewing master course documents and course syllabus

(b) Simulations of real life encounters and 'hands-on' activities should accompany theory courses when appropriate.

Yes ☒　　　　No ☐　　　　If no, explain your answer:

Verified by site team through reviewing master course documents and course syllabus

(c) Where appropriate courses should include and advocate the evaluation of current literature to prepare students for lifelong learning.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through reviewing master course documents and course syllabus as well as meeting with advisory board committee

(d) When multi-delivery methods are used, the courses shall be similar in goals, objectives, and content, to the traditionally delivered program.

Yes ☐   No ☒   If no, explain your answer:

N/A- program is not currently offering multi-delivery courses

G23.4.3   AWARDING CREDIT FOR PRIOR LEARNING OR EXPERIENCE

(a) The quality and outcomes of experiential learning when considered for credit shall be verified.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team with documentation given by program coordinator

(b) Credit for prior learning or experience shall be related to the degree being sought.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team with documentation given by program coordinator

G23.4.4   COOPERATIVE EDUCATION/INTERNSHIP

(a) If the opportunity for experiential learning exists, the faculty shall implement a mechanism for planning, supervising, and evaluating cooperative education.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team with documentation given by program coordinator and in meeting with advisory council committee

G23.4.5   MANAGEMENT OF EMERGENCY SITUATIONS

(a) Policy and procedures, consistent with requirements of statute or regulation and recognized standards, shall exist to manage emergency situations.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through reviewing website and documentation in classroom

(b) Faculty shall be trained and prepared to manage emergency situations arising in the laboratory and at other training sites.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through discussions and documentation provided by program coordinator

(c) Emergency equipment shall be readily accessible and functional.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through seeing equipment and observing a safety drill

(d) Students shall be trained in emergency procedures arising in laboratory and other training sites.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through discussions with students

(e) Students shall be advised of dangers associated with psychomotor skill development activities and physical demands, which will be placed upon them.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through reviewing orientation packet and documentation of safety course

(f) All training for emergencies should be documented.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through discussions and documentation provided by program coordinator

G23.4.6   INSURANCE

(a) The institution shall provide faculty liability coverage for events occurring in the educational setting.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through documentation given by program coordinator

(b) The institution should provide opportunity for students to acquire insurance coverage for personal injury or property damage occurring as a result of training and educational experiences.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through documentation given by program coordinator

G23.4.7   INSTRUCTION

(a) All students shall receive comparable instruction in the program.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through learning outcomes documentation

(b) Program should make reasonable accommodations of student needs in scheduling of required courses.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through meeting with Assistant Dean of Student Affairs

(c) A course syllabus shall be provided to students at the beginning of each course.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through observation of instruction and documents provided by program coordinator.

(d) Information regarding system requirements, software, and other needed resources for computer based learning shall be provided to the student prior to the beginning of the term.

Yes ☐   No ☒   If no, explain your answer:

N/A

G23.4.8   STUDENT ASSESSMENT

(a) Student assessment criteria and procedures shall be developed to assess course objectives and learning outcomes.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through reviewing course syllabus

(b) Student assessment should be conducted formatively and summatively as feedback mechanism for the student.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through reviewing course syllabus

(c) Student assessment criteria shall be predetermined, consistent and communicated to students.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through reviewing course syllabus

(d) On the basis of designated criteria, both students and faculty should be able to periodically assess progress in relation to the stated objectives.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through meeting with Assistant Dean of Student Affairs

(e) If a student does not meet assessment criteria, provision should be made for remediation and reassessment or dismissal.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through meeting with Assistant Dean of Student Affairs

(f) Psychomotor assessment methods shall provide evidence of student progress toward attainment of competence in performing practical procedures.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through documentation provided by program coordinator as well as viewing files

(g) Where appropriate, third party evaluation should be provided, such as IFSAC Certificate Assembly or other accredited certifying agencies.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through documentation provided by program coordinator as well as viewing files

G23.4.9   COURSE EVALUATION

(a) On the basis of designated criteria, both students and faculty should periodically assess course material.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team by observing documentation provided by program coordinator.

(b) Course evaluation should include evaluation of the facilities.

Yes ☒   No ☐   If no, explain your answer:

(c) Course evaluation should include evaluation of instruction.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team by observing documentation provided by program coordinator.

G23.4.10 OUTCOMES ASSESSMENT

(a) The program must have an ongoing outcomes assessment process with measured and documented results.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team by reviewing the 5 year plan of the program

(b) The program must demonstrate that the outcomes assessments are being applied to the further development and improvement of the program.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team by reviewing the 5 year plan of the program

(c) The program shall provide reliable information to the public on their performance, including student achievement. This information shall be provided at least on a yearly basis.

Yes ☐   No ☒   If no, explain your answer:

Verified by site team through reviewing program website

Requirement: Program outcomes must published on website as well as measurements for the previous year in order to meet CHEA requirements

SECTION G23.5

The institution shall be able to continue to accomplish its stated purposes and strengthen its educational effectiveness.

G23.5.1   CONTINUATION OF THE STATED PURPOSE

G23.5.1.1 Planning

(a) Administrative provisions should be adequate to assure continuing quality in education and evidence of program stability.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through meetings with students, advisory committee, and program coordinator

(b) Short and long range planning shall include input from the faculty with the assistance of the program advisory committee.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through review of the internal review process

(c) There shall be mechanisms for ongoing curriculum evaluation, revision and implementation.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through review of the Fire and Rescue program review data summary

G23.5.1.2 Needs Assessment/Surveying

(a) Needs assessment should be a major component in changing curriculum.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team by reviewing annual assessment process and meeting with advisory council

(b) The program should maintain surveys of graduation rates.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through documentation from program coordinator

(c) The program should maintain surveys of employability of students.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through discussions and documentation, but understand the results are not remarkable

(d) Needs assessment should be a major component in establishing new programs or options.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through discussions and documentation, but understand the results are not remarkable

G23.5.2   CONTINUATION OF FORMAL EDUCATION

(a) The curriculum shall be designed to provide maximum opportunity for students to continue their formal education with a minimum loss of time and duplication of learning experiences.

Yes ☒   No ☐   If no, explain your answer:

Verified by the site team documentation provided by program coordinator

(b) institutions with degree programs at the 2-year level should establish articulation agreements with 4-year baccalaureate level degree programs to provide for maximum transfer of related course work.

Yes ☐   No ☒   If no, explain your answer:

N/A- due to the policy and procedures of the college

SECTION G.23.6

The institution shall demonstrate integrity in its practices and relationships.

G23.6.1   FACULTY AND STAFF RIGHTS

(a) There shall be published policies to protect the rights of faculty and staff in regard to academic freedom.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through provided documentation from program coordinator

(b) Institutions shall openly publish all limitations on freedom of inquiry or expression.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through provided documentation from program coordinator

(c) There shall be published policies to deal with theft of intellectual property.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through provided documentation from program coordinator

(d) The institution shall publish codes of conduct covering fair practices, non-discrimination and equal opportunity policies for faculty and staff.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through provided documentation from program coordinator

(e) Codes of conduct, ethics and standards of behavior shall reflect requirements of applicable law and regulation.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through provided documentation from program coordinator

(f) Codes of conduct, ethics and standards of behavior shall detail procedures which assure timely and just consideration and disposition of complaints.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through provided documentation from program coordinator

(g) There shall be published policies to protect faculty and staff.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through provided documentation from program coordinator

(h) These policies shall provide avenues for appeal and due process.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through provided documentation from program coordinator

G23.6.2   STUDENT RIGHTS

(a) There shall be published policies to protect the rights of students in regard to academic freedom.

Yes ☒   No ☐   If no, explain your answer:

Verified by site team through provided documentation from program coordinator- Student Handbook and planner

(b) Institutions shall openly publish all limitations on freedom of inquiry or expression.

Yes ☒　　　　No ☐　　　　If no, explain your answer:

Verified by site team through provided documentation from program coordinator- Student Handbook and planner

(c) There shall be published policies to deal with cheating, plagiarism and theft of intellectual property.

Yes ☒　　　　No ☐　　　　If no, explain your answer:

Verified by site team through provided documentation from program coordinator- Student Handbook and planner

(d) The institution shall publish Codes of Conduct, ethics and standards of behavior required of students during their time on-campus and in classes.

Yes ☒　　　　No ☐　　　　If no, explain your answer:

Verified by site team through provided documentation from program coordinator- Student Handbook and planner

(e) Codes of conduct, ethics and standards of behavior shall reflect requirements of applicable law and regulation.

Yes ☒　　　　No ☐　　　　If no, explain your answer:

Verified by site team through provided documentation from program coordinator- Student Handbook and planner

(f) Codes of conduct, ethics and standards of behavior shall detail procedures which assure timely and just consideration and disposition of complaints.

Yes ☒　　　　No ☐　　　　If no, explain your answer:

Verified by site team through provided documentation from program coordinator- Student Handbook and planner

(g) There shall be published policies to protect students.

Yes ☒　　　　No ☐　　　　If no, explain your answer:

Verified by site team through provided documentation from program coordinator- Student Handbook and planner

(h) These policies shall provide avenues for appeal and due process.

Yes ☒　　　　No ☐　　　　If no, explain your answer:

Verified by site team through provided documentation from program coordinator- Student Handbook and planner

G23.6.3　CONFLICT OF INTEREST

(a) There should be published policies that prohibit members of advisory committees from having financial or other interest that conflict with the proper discharge of their duties.

Yes ☒　　　　No ☐　　　　If no, explain your answer:

Verified by site team through discussion with program coordinator and staff and documentation provided

(b) There should be published policies that prohibit faculty or staff from having financial or other interest that conflict with the proper discharge of their duties.

Yes ☒　　　　No ☐　　　　If no, explain your answer:

Verified by site team through discussion with program coordinator and staff and documentation provided

G23.6.4   POLICIES AND PROCEDURES DOCUMENTATION

    (a) Each program shall have access to the institution's policy and procedures manual.

        Yes   ☒   No   ☐   If no, explain your answer:

        Verified by site team through discussion with program coordinator and staff and documentation provided

    (b) If policy and procedures manual is not used by the institution, an alternative method of providing this information shall be identified.

        Yes   ☐   No   ☒   If no, explain your answer:

        N/A

    (c) Each program shall have access to the faculty/staff handbook.

        Yes   ☒   No   ☐   If no, explain your answer:

        Verified by site team through discussion with program coordinator and staff and documentation provided

    (d) If faculty/staff handbook is not used by the institution, an alternative method of providing this information shall be identified.

        Yes   ☐   No   ☒   If no, explain your answer:

        N/A

    (e) The policies and procedures of the program should be compatible with the philosophy and goals of the institution.

        Yes   ☒   No   ☐   If no, explain your answer:

        Verified by site team through discussion with program coordinator and staff and documentation provided

G23.6.5   RECORD KEEPING

(a) Records shall be kept that accurately reflect the academic accomplishments of students in the program.

    Yes ☒   No ☐   If no, explain your answer:

Verified by site team through documentation provided by program coordinator as well as viewing files

(b) Student records shall be maintained in a manner to ensure confidentiality and security.

    Yes ☒   No ☐   If no, explain your answer:

Verified by site team through documentation provided by program coordinator as well as viewing files

(c) Access to records shall be in accordance with applicable laws or regulations.

    Yes ☒   No ☐   If no, explain your answer:

Verified by site team through documentation provided by program coordinator as well as viewing files

(d) Employment records for faculty and staff shall be maintained in a manner to ensure confidentiality and security.

    Yes ☒   No ☐   If no, explain your answer:

Verified by site team through documentation provided by program coordinator as well as viewing files

(e) Access to employment records for faculty and staff shall be in accordance with applicable laws or regulations.

    Yes ☒   No ☐   If no, explain your answer:

Verified by site team through documentation provided by program coordinator as well as viewing files

G23.7   READER AND SITE VISITOR COURSE ACCESS

(a) There shall be provisions for readers and site visitors to access distance learning courses. (See Basis for Judgment and Commentary for details)

Yes ☐   No ☒   If no, explain your answer:

N/A- program does not utilize online learning management systems.

Note: This checklist continues on the next page

To ensure IFSAC Administration and the site team have complied with IFSAC-DA requirements, policies, and procedures, the site team leader shall verify the items listed below.

All items must be affirmed (checked off) and this checklist page shall be part of the official final site visit document.

☐ The IFSAC Degree Assembly Procedures for Scheduling a Site Visit was followed.

☐ The Degree Program Evaluator Selection Procedure was followed.

☐ The evaluation tem examined all aspects of the applicant institution in relation to the criteria for degree accreditation.

☐ The site team has prepared and has submitted to the Administrative Office a consensus report that includes at least:

(a) Evaluation documentation as provided for in the criteria for degree accreditation
(b) A narrative report of findings.
(c) A recommendation to:

    (i)   Grant accreditation
    (ii)   Grant conditional reaccreditation
    (iii)   Deny accreditation
    (iv)   Grant provisional accreditation pursuant to circumstances based on the requirements of the authority having jurisdiction.

(d) If applicable: Final Action Report Form(s) that clearly specifies voluntary recommendations that are in order for the applicant, but not required for accreditation.
(e) If applicable: Final Action Report Forms(s) that clearly specifies any requirements for accreditation or reaccreditation.

☐ The written record of the accreditation site visit clearly demonstrates a comprehensive analysis of the materials used in reaching an accreditation decision.

☐ A comprehensive written record of the accreditation decision has been submitted by the site team and said record is to be maintained by IFSAC Administration.