

**Advisory Committee Fall 2023 Minutes
Fire Fighter Academy
Century City Center, Joe Chat Sumner Conference Room
Wednesday, November 15, 2023 - 4:07 pm**

Members Present

Keith Tressler
David Mounsey
Donald Hughes
Shawn (sub. Michael Huskisson)
Shane Wright
Michael Albert

Vernon College Faculty/Staff

Rusty Downs
Bettye Hutchins
Zachary Nguyen-Moore
Andrea Sanchez

Members Not Present

Jeremy Jennings
Dan King
Kenny Hoffman
Dewayne Birkenfeld
Jocelyn Ott

Welcome and Introductions

Andrea Sanchez

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

Purpose of Advisory Committee

Bettye Hutchins

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

Election of Vice-Chair, and Recorder

Bettye Hutchins

Bettye Hutchins explained the roles of vice chair and recorder and invited the committee to volunteer or nominate others for these roles.

Nominee for Vice Chair – Michael Huskisson

Volunteer for Recorder – Donald Hughes

Chair..... Shane Wright

Old Business/Continuing Business

Shane Wright

Shane Wright asked if there was any old business to discuss. With no old business, she moved on to discuss new business.

New Business

Shane Wright

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

Program outcomes

Shane Wright asked Rusty Downs to review the program outcomes.

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

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

❖ **Approve program outcomes**

After review, Shane asked if there were any suggestions. With no discussion, Shane asked for a motion to approve the program outcomes as presented.

Donald Hughes made a motion to approve.

Keith Tressler seconded the motion.

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

Shane then moved on to assessment methods.

❖ **Approve assessment methods and results**

Shane Wright asked Rusty Downs to review the assessment methods and results

Vernon College's academic year runs from September 1st through August 31st. The data that will be seen for the 2022 – 2023 academic year is for the Adult Fire Academy. There were two academies held during the 2022 – 2023 academic year. Dates were October 2022 through January 2023 and May 2023 through July 2023. During the 2022 – 2023 academic year students took:

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

Vernon College's Fire Academy partnering with Burkburnett High School completed their first cohort in May 2023. The program started with 14 students in Fall 2021 and ended the first cohort with 5 students. Their overall grade average was 85%. These students took their TCFP state exam in May 2023.

The second cohort for Fire Academy with Burkburnett High School began with 1 student and that student dropped the program by December 2022. Burkburnett ISD has decided not to continue the high school program.

Shane Wright asked for a motion to approve the assessment methods as presented.

David Mounsey made a motion to approve.

Michael Albert seconded the motion.

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

Shane moved on to workplace competency.

❖ Approval of workplace competency (course or exam)

Shane Wright asked Rusty Downs to review the workplace competency.

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

Chair: The workplace competencies map back to the program outcomes and how the students can demonstrate all program outcomes. Will the faculty member please tell us about the competency and how the students have performed on the competency?

FF1

Program Outcome	Number of students who took the course or licensure exam	Results per student	Use of results
1 through 12	13	100 % Passed	State licensure reporting. Required certification to work in the field.

FF2

Program Outcome	Number of students who took the course or licensure exam	Results per student	Use of results
1 through 12	13	100% Passed	State licensure reporting. Required certification to work in the field.

HM Awareness

Program Outcome	Number of students who took the course or licensure exam	Results per student	Use of results
1 through 12	13	100% Passed	State licensure reporting. Required certification to work in the field.

HM Ops

Program Outcome	Number of students who took the course or licensure exam	Results per student	Use of results
1 through 12	13	100 % Passed	State licensure reporting. Required certification to work in the field.

Verification of workplace competency:

Texas Commission on Fire Protection Certification Licensure Exam

After review, Shane Wright asked if there were any suggestions. With no additional discussion to be had, Shane asked for a motion to approve the workplace competency as presented.

Donald Hughes made a motion to approve.

David Mounsey seconded the motion.

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

Shane moved on to program specific accreditation.

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

Shane Wright asked Rusty Downs to review the program specific accreditation.

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

After review, Shane moved on to curriculum.

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

Shane Wright asked Rusty Downs to review the program curriculum.

No changes to curriculum

Basic Firefighter Academy, Certificate of Achievement

Continuing Education

CIP 43.0203

Instructional Location - Century City Center

Probable Completion Time - 5 months

Requirements

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

Total Credit Hours:

512

Course descriptions and learning outcomes provided as a separate document.

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

After review, Shane Wright asked if there were any suggestions. With no further discussion Shane asked for a motion to approve the curriculum as presented.

Donald Hughes made a motion to approve.

Michael Albert seconded the motion.

The motion passed and the committee approved the curriculum as presented.

❖ **Approve 2023-2024 SCANS, General Education, Program Outcomes, and Institutional Outcome Matrices.**

Shane Wright asked Rusty Downs to review the following matrices.

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

Program: Fire Science/Firefighting									Credential: Certificate of Completion	
Award: Fire Science/Firefighting										
CIP: 43.0203										
LIST OF ALL COURSES REQUIRED AND IDENTIFIED COMPETENCIES										
SCANS COMPETENCIES								Course Number	Course Title	
1	2	3	4	5	6	7	8			
x	x		x	x	x	x	x	FIRS1001	Firefighter Certification I	
x	x	x	x	x	x	x	x	FIRS 1007	Firefighter Certification II	
x	x	x	x	x	x	x	x	FIRS 1013	Firefighter Certification III	
x	x	x	x	x	x	x	x	FIRS 1019	Firefighter Certification IV	
x	x	x	x	x	x	x	x	FIRS 1023	Firefighter Certification V	
x	x	x	x	x	x	x	x	FIRS 1029	Firefighter Certification VI	
x	x	x	x	x	x	x	x	FIRS 1033	Firefighter Certification VII	
								LEAD 1100	Workforce Development with Critical Thinking	
								8. BASIC USE OF COMPUTERS		
								7. WORKPLACE COMPETENCIES		
								6. PERSONAL QUALITIES		
								5. THINKING SKILLS		
								4. SPEAKING AND LISTENING		
								3. ARITHMETIC OR MATHEMATICS		
								2. WRITING		
								1. READING		

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

Program: Fire Science/Firefighting						Credential: Certificate of Completion	
Award: Fire Science/Firefighting							
CIP: 42.0203							
LIST OF ALL COURSES REQUIRED AND IDENTIFIED CORE OBJECTIVES							
GENERAL EDUCATION CORE OBJECTIVES						Course Number	Course Title
1	2	3	4	5	6		
X	X		X	X	X	FIRS 1001	Firefighter Certification I
X	X		X	X	X	FIRS 1007	Firefighter Certification II
X	X	X	X	X	X	FIRS 1013	Firefighter Certification III
X	X	X	X	X	X	FIRS 1019	Firefighter Certification IV
X	X	X	X	X	X	FIRS 1023	Firefighter Certification V
X	X	X	X	X	X	FIRS 1029	Firefighter Certification VI
X	X	X	X	X	X	FIRS 1033	Firefighter Certification VII
						LEAD 1100	Workforce Development with Critical Thinking
						6. Personal Responsibility	
						5. Social Responsibility	
						4. Teamwork	
						3. Empirical and Quantitative Skills	
						2. Communication Skills	
						1. Critical Thinking Skills	

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

Program: Fire Science/Firefighting	Credential: Certificate of Completion
---	--

Award: Basic Fire Suppression Certification
 CIP: 43.0203

LIST OF ALL COURSES REQUIRED AND OUTCOMES

OUTCOMES													Course Title	
1	2	3	4	5	6	7	8	9	10	11	12			
X	X	X											FIRS 1001	Firefighter Certification I
	X	X	X	X								X	FIRS 1007	Firefighter Certification II
	X	X	X	X		X		X					FIRS 1013	Firefighter Certification III
	X	X	X	X	X	X	X	X					FIRS 1019	Firefighter Certification IV
	X	X	X	X	X	X	X	X	X	X			FIRS 1023	Firefighter Certification V
	X	X	X	X	X	X	X	X	X	X	X		FIRS 1029	Firefighter Certification VI
	X	X	X	X	X	X	X	X	X	X	X		FIRS 1033	Firefighter Certification VII
													LEAD 1100	Workforce Development with Critical Thinking
														12. Recognize and demonstrate Hazardous Materials mitigation skills.
														11. Demonstrate knowledge and use of Fire Protection Systems.
														10. Demonstrate efficiency in and identify the use of Fire Streams.
														9. Application of proper rescue technique.
														8. Proficiency in the use of portable extinguishers.
														7. Proficiency in the use of ladders and hoses.
														6. Proficiency in the use of ropes, knots, and hitches.
														5. Proficiency in the use of water supplies.
														4. Proficiency in fire behavior recognition.
														3. Donning, doffing, and use of personal protective equipment.
														2. Utilization, care, and maintenance of self-contained breathing apparatus.
														1. Identify and understand the safety and orientation of the fire service.

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

Program: Fire Science/Firefighting												Credential: Certificate of Completion
Award: Basic Fire Suppression Certification/Basic EMT Certification												
CIP: 43.0203												
LIST OF ALL COURSES REQUIRED AND OUTCOMES												
OUTCOMES											General Education Outcomes	
1	2	3	4	5	6	7	8	9	10	11	12	
X	X		X	X	X	X	X	X	X	X	X	1. Critical Thinking Skills
X	X	X	X	X	X	X	X	X	X	X	X	2. Communication Skills
X	X	X	X	X	X	X	X	X	X	X	X	3. Empirical and Quantitative Skills
X	X	X	X	X	X	X	X	X	X	X	X	4. Teamwork
X	X	X	X	X	X	X	X	X	X	X	X	5. Social Responsibility
X	X	X	X	X	X	X	X	X	X	X	X	6. Personal Responsibility
												12. Recognize and demonstrate Hazardous Materials mitigation skills.
												11. Demonstrate knowledge and use of Fire Protection Systems.
												10. Demonstrate efficiency in and identify the use of Fire Streams.
												9. Application of proper rescue technique.
												8. Proficiency in the use of portable extinguishers.
												7. Proficiency in the use of ladders and hoses.
												6. Proficiency in the use of ropes, knots, and hitches.
												5. Proficiency in the use of water supplies.
												4. Proficiency in fire behavior recognition.
												3. Donning, doffing, and use of personal protective equipment.
												2. Utilization, care, and maintenance of self-contained breathing apparatus.
												1. Identify and understand the safety and orientation of the fire service.

After review, Shane Wright asked if there were any suggestions. With no further discussion Shane asked for a motion to approve the matrices as presented. Donald Hughes made a motion to approve.

David Mounsey seconded the motion.

The motion passed and the committee approved the matrices as presented.

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

Shane Wright asked Rusty Downs to review the program statistics.

- Program Statistics:
 - Graduates 2022-2023: 13
 - Enrollment Summer 2023: Included in number above
 - Majors Fall 2023-2024: 0
 - Enrollment Fall 2023: 0

After review, Shane Wright asked if there were any comments and with no further discussion, Shane moved on to local demand/CLNA.

❖ **Local Demand/CLNA**

Shane Wright invited Bettye Hutchins to review the accuracy of the chart below provided by O*NET, then review questions from the Comprehensive Local Needs Assessment for use in compulsory state reporting.

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

*Labor Market Outlook (O*NET)

-Labor Market Outlook

Occupation	TWC Target Occupation	Share of local jobs (%)	Quality Index (-5 to 5)	Demand Index (-5 to 5)	Quality and demand quadrant	National Median Wage (\$)	Local Median Wage (\$)	Projected national growth 2019-2029 (%)	Projected state-level growth 2018-2028 (%)
Firefighters	Yes	0.216 4066 21	- 0.8739156 56	- 0.222843325	Low quality - Low demand	24.45	19.92	6.0979273 05	6.0979273 05

-Living Wage

Occupational Code	Occupation	Prevailing Hourly Wage	Prevailing Annual Wage
33-2011.00	Firefighters	\$ 17.61	\$ 3 6,620.00

After review, Shane moved on to evaluation of facilities, equipment, and technology.

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

Shane Wright asked Rusty Downs to review evaluation of facilities, equipment, and technology.

No new equipment was purchased during the 2022 – 2023 academic year. Plans to purchase a training door to work on forcible entry during the 2022 – 2023 did not happen. This plan has been moved to the 2023 – 2024 academic year.

After review, Shane asked if there were any suggestions, and with no further discussion, moved on to external learning experiences, employment, and placement.

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

Shane Wright asked Rusty Downs to review external learning experiences, employment, and technology.

Faculty: “Vernon College offers a job board on the website. Businesses can contact Career Services 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 Dean Bettye Hutchins at bhutchins@vernoncollege.edu.”

Placement Rate of Program Completers by Reporting Year												
Program	2020-2021			2021-2022			2022-2023			3-Year Average		
	Plc	Cmp	%	Plc	Cmp	%	Plc	Cmp	%	Plc	Cmp	%
43020000-Fire Protection	6	6	100%	4	4	100%	13	13	100%	23	23	100%

Adult Fire Academy: For 2022 – 2023, all students are currently working.

Burkburnett High School Fire Academy: One student completed the required state exam and has moved out of state. We were unable to report if he is working or going to college.

After review, Shane asked if there were any suggestions and with no further discussion, moved on to professional development.

❖ **Professional development of faculty and recommendations**

Shane Wright asked Rusty Downs to review professional development opportunities.

Rusty Downs attended the TAFE Conference in Corpus Christi.

After review, Shane asked if there were any suggestions, and with no further discussion, moved on to promotion and publicity/recruiting.

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

Shane Wright asked Rusty Downs to review promotion and publicity/recruiting.

Currently, the Fire Academy is promoted through social media platforms and by word of mouth.

After review, Shane asked for any suggestions, and with no further discussion, moved on to special populations.

❖ **Serving students from special populations:**

Shane Wright asked Rusty Downs to review the updated definitions of special populations and the services the college offers those who apply.

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

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

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

1. Special populations’ new definitions:
 - a. Individuals with disabilities;
 - b. Individuals from economically disadvantaged families, including low-income youth and adults;
 - c. For 2021-2022, we had 16 Male students enrolled. 0 Female students enrolled. All 16 students completed and 14 passed the state test on their first attempt. The other two student passed the state test on their second attempt giving the Academy a 100 % pass rate.
 - d. Single parents, including single pregnant women;
 - e. Out-of-workforce individuals;
 - f. English learners;
 - g. Homeless individuals described in section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);
 - h. Youth who are in, or have aged out of, the foster care system; and
 - i. Youth with a parent who—
 - i. is a member of the armed forces (as such term is defined in section 101(a)(4) of title 10, United States Code);

ii. is on active duty (as such term is defined in section 101(d)(1) of such title).

Shane Wright asked if there was anything further to discuss.

With no further discussion, the meeting was adjourned at 5:23PM

Recorder Signature <i>Donald W. Hughes</i>	Date <i>12-18-2023</i>	Next Meeting: Fall 2024
---	---------------------------	-------------------------