Enrollment - Census/FTES

Percent Change

<table>
<thead>
<tr>
<th>Measure</th>
<th>Fall 2004</th>
<th>Fall 2005</th>
<th>Fall 2006</th>
<th>Fall 2007</th>
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<tbody>
<tr>
<td>Total Enrollment</td>
<td>Strong Growth [24.56 %]</td>
<td>Decline [ -4.23 %]</td>
<td>Stable [ -1.47 %]</td>
<td>Strong Decline [ -19.40 %]</td>
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<tr>
<td>FTEs</td>
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<td>Stable [0.00 %]</td>
<td>Strong Decline [ -33.33 %]</td>
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</tbody>
</table>

Enrollment Summary

Given the trends in enrollment, what are the implications for your program?

Respondent: charles O. Stapleton, Chair

Response:
The Fire Tek program is basically an online program that is directly related to CSULA and CSULB as a transfer Career and Technical Education (Voc ed) program. Our enrollment is based in part, upon the programs at CSULA for interest in internships job placement with the Department of Forrestry and local fire agencies.

Enrollment Growth Initiatives

Did you have any enrollment growth initiatives that occurred this year?  Yes

If yes, please list any enrollment growth initiatives that occurred this year and comments on these:
Our program showed a strong increase in enrollment. This was due to the fact we hired a .6 instructor to oversee the program. Dr. Ray shackelford, retired LA County Assistant Fire Chief and full-time instructor at CSULA spent the past year building the program.

Validation Review

Was a trend analysis done?  No
Was a comparative analysis done?  No
Was a detailed analysis done?  No
Data Evaluation:  Accepted
Comments:  

Program Review has been completed for this Unit.
No Objectives Submitted.
Enrollment - Instructional Delivery Modes

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<tr>
<th>Measure</th>
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<th>Fall 2005</th>
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<th>Fall 2007</th>
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Instructional Modes Summary

Please comment on the enrollment pattern in these instructional delivery models: Online/on ground, Day and Evening.

Respondent: Charles O. Stapleton, Chair

Response: We have an increase in enrollment when we have devoted resources to a .6 instructor to assist with the course development. This year Dr. Shackelford pushed to restore the A.A. Degree and Certificate that was dropped in 1997. The transfer element to CSIULA was also promoted heavily starting in Fall 2004, but cutbacks in course offerings contributed to the decline.

Program Participation

Did you offer any courses this year in any of the following programs: Online/on ground, hybrid classes, High School Outreach, ACT program, Weekend College? Yes

If yes, please list the programs and summarize the nature of your involvement:
Our program is a combination of both on campus and online courses. We do not offer a hybrid course. There are some courses that must be taught on campus, a very few, but nonetheless they have to be on campus for demonstration of a certain skill set to continue in the program.

Validation Review

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<thead>
<tr>
<th>Question</th>
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<td>Was a detailed analysis done?</td>
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<td>Data Evaluation:</td>
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Comments: Accepted

Enrollment - Demographics
Percent Change

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<th>Fall 2006</th>
<th>Fall 2007</th>
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<td>Strong Decline [-100.00 %]</td>
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Demographics Summary

Based on these demographic trends in enrollment, are there any implications for the discipline? Please describe:

Respondent: Charles O. Stapleton, Chair

Response:

Again our increase started with the return of the Fire Tek program after more than a 10-year absence. We see an increase in the female growth due to an interest shown by hiring agencies to increase their female strength so this is reflected in our enrollment. Also, a contributing factor we hired an Asian assistant to add promotion materials within the Korean population that our college serves in addition to other traditional means.

Validation Review

Was a trend analysis done? [ ]
Was a comparative analysis done? [ ]
Was a detailed analysis done? [ ]
Student Success - Success/Retention

Success, Retention & Awards Summary

Given the data, please describe the trend in Student Success. What are the implications for your program?

Response: Student success is difficult to measure. Many of our students stay in the program because of the constant follow-up from Chief Shackelford and the campus club. We offer tutorial assistance, field trips, discounts on text books, and a request for instructors to monitor the progress of students and when we don’t hear from them, to send a personal e-mail or make a telephone call. thus our retention rates stay above normal.

Validation Review

<table>
<thead>
<tr>
<th>Question</th>
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</thead>
<tbody>
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<td>Comments:</td>
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OBJECTIVES:

No Objectives Submitted.

Curriculum - Course Updates
Validation Review

Data Evaluation: Accepted

Comments:

OBJECTIVES:

No Objectives Submitted.

---

Curriculum - SLOs

Resources

Curriculum Committee webpage with Institutional and Program SLOs listed
42 single course assessments by West faculty
SLO Tutorial on Janet Fulks’ Bakersfield CC website

Student Learning Outcomes

Have program SLOs been developed for this discipline? Yes

Does the discipline have assessment plans for program SLOs? Yes

Please describe your assessment plans for SLOs:

The SLO’s were incorporated after a discussion with the vocational education Fire Tek advisory committee. Once it was determined what the SLO’s are and what the student should know by the end of the class, assessment tools were determined. We are just now in the process of reviewing the assessments.

Have any courses assessed college or program SLOs? Yes

Please describe your assessment of SLOs:

We are in the process of doing this now. Assessment will be reported at the conclusion of this semester.

Respondent: Charles O. Stapleton, Chair

Validation Review

Data Evaluation: Accepted

Comments:

OBJECTIVES:

No Objectives Submitted.

---

Vocational - Advisory Requirements

Advisory Board Actions

Do you have an Advisory Board? Yes

Do you have minutes of your Advisory Board meetings? Yes
Please provide copies of your minutes (electronic or paper) and list the meeting dates in the last year:

FIRE TEC VTEA ADVISORY COMMITTEE MEETING Jan 14, 2008 1:00 pm – 2:30 pm Committee Members: Buck Stapleton, WLAC. Dr. Ray Shackelford, CSULA. Dr. Tom O’Neil, Dean of Extended Ed. CSULA. Terry DeJournett, Battalion Chief, LA County Fire. Captain Jeff Eastman, CERT Coordinator, Culver City Fire Department. Captain Antoine McKnight, Los Angeles City Fire Department. Dr. Lloyd Thomas, WLAC Staff Development. Minutes from the Meeting: A. Discussion of job availability of Emergency Services. Recommended that WLAC reinstate the 18 unit Fire Technology Certificate and additional classes online. 1. Firefighters as a group cannot attend on campus classes due to their job. It is recommended that a full-time transfer program be instituted by WLAC that would transfer to CSULA. 2. Fire Technology is the title of the program, which operates under the Administration of Justice Department as an elective program. 3. In correspondence with the Chancellor’s Office, WLAC does have to go through the Regional Deans for approval of the reinstatement. However, a shortcut version is available. It is recommended that Dr. Shackelford, with the assistance of an IDG, immediately begin the preparation for the reinstatement of this vital program. 4. An effort should be made for outreach into the area high schools since Fire Fighters can be hired at age 18. Programs such as life guard and first aid training are available. 5. Articulation efforts for the transfer of WLAC courses to CSULA should continue. B. Request a full-time position in the Fire Technology discipline for West Los Angeles College. Fire Technology is both an academic and a vocational program. It is academic in that it is part of the transfer program to California State University Los Angeles for both a BA and an MA Degree. C. CERT training. Community Emergency Response Training is recommended for WLAC faculty and staff as part of staff training. 1. Funding will be initially provided by Los Angeles County Fire. WLAC will purchase the equipment package for all participants. 2. Training will consist of 4 days. 3. L.A. County Fire will issue Certificates of Completion. Next meeting to be determined. Submitted by: Charles “Buck” Stapleton, Professor-chair Behavioral Social Sciences division

Has the Advisory Board provided any recommendations and or outcomes? Yes

Of those recommendations and/or outcomes, which have been acted upon, and what is your plan of action with regard to other recommendations and/or outcomes:

1. Committee recommended a full-time instructor should be hired to oversee and develop the program. A position was established but the college president cut the funding for this position and hired instead from other disciplines. 2. A.A. Degree, Certificate have been re-instated.

Respondent:

Validation Review

Data Evaluation: Accepted

Comments:

OBJECTIVES:

No Objectives Submitted.

Resources - Personnel

Percent Change

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<thead>
<tr>
<th>Measure</th>
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<th>Fall 2005</th>
<th>Fall 2006</th>
<th>Fall 2007</th>
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<td>Strong Growth [50.00 %]</td>
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</tr>
</tbody>
</table>

FTEF

Please comment on the trends in FTEF. What are the implications for your program?

Respondent: Charles O. Stapleton, Chair

Response

With the lack of a full-time instructor to oversee the program, it will naturally decline. A vocational education program needs someone to assist with student job placement, internships, and activities to assist students finding jobs. Without this expertise in fire we have little chance of maintaining this program.

Faculty Hiring
We submitted a position and twice the college president, Dr. Rocha, bypassed the appointment in favor of other programs.
**Validation Review**

**Data Evaluation:** Accepted

**Comments:**

**OBJECTIVES:**

No Objectives Submitted.

**Resources - Facilities**

**Facilities**

Were you satisfied with the discipline's facilities?

- **Yes:** 
- **No:**

Please describe:

we are in a bungalow, poor lighting, high school lab chairs, nothing fit for college students.

How have the current facilities impacted the discipline?

Yes, the campus discipline. We hope to have a new facility in the Spring 2010.

Have there been any changes in the discipline's facilities in the past year?

- **Yes:**
- **No:**

If yes, please describe:

**Respondent:** Charles Stapleton, Professor

**Supplies & Equipment**

Were you satisfied with your instructional supplies and equipment?

- **Yes:**
- **No:**

Please describe:

We have both equipment funds and access to limited VTEA funds.

**Validation Review**

**Data Evaluation:** Accepted

**Comments:**

**OBJECTIVES:**

No Objectives Submitted.

**Resources - Resource Request**

No Resources Submitted.

**Accreditation - Progress Report**

**WASC Accreditation Planning Agendas**

Have the faculty in the discipline initiated the alignment of student learning outcomes and course assessment?

- **Yes:**
- **No:**

If yes, please describe:

We invited the faculty to attend SLO meetings. SLO's were reviewed, revised, and implemented.

Have full-time faculty representatives from the Division attended monthly meetings of the Curriculum Committee?

- **Yes:**
- **No:**

If yes, please list the representatives and describe:

Dr. Shackelford has attended several meetings of the curriculum committee along with AJ instructor Professor George Yan and our permanent rep, Norma Barragan.
### Comprehensive Program Review

Do you have any comprehensive program review agenda items that should have been addressed?

- **Yes**
- **No**

If yes, please describe:

- **No**

### Program Accreditation / Certification

Do you have any outside agency accreditations standards that should have been addressed?

- **Yes**
- **No**

If yes, please describe:

- **No**

### Validation Review

**Data Evaluation:**

- **Accepted**

**Comments:**

- **No Objectives Submitted.**

### Supplemental Material

**Supplemental Materials:**

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### Final Summary

#### Measure Summary

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<td>Strong Decline [-19.40 %]</td>
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### Enrollment Growth Initiatives

Did you have any enrollment growth initiatives that occurred this year?

Yes

### Program Participation

Did you offer any courses this year in any of the following programs: Online/on ground, hybrid classes, High School Outreach, ACT program, Weekend College?

Yes

### Faculty Hiring

Do you see a need to increase full-time, tenure-track faculty?

Yes

Do you plan to submit a FPP application?

Yes

### Faculty Evaluations

Have all evaluations for faculty and staff that are due been completed?

Yes

### Professional Development

Have all of the faculty fulfilled their Flex requirements?

Yes

Have you had any professional development for faculty?

Yes

Do you have any mentoring of part-time faculty to ensure integrity of course outline?

Yes

### Facilities

Were you satisfied with your facilities?

No

### Supplies & Equipment

Were you satisfied with your instructional supplies and equipment?

Yes

### Grants or Additional Funding Sources

Did you receive any donated equipment and/or grants?

No

Were you ever, under or on your budget?

On

### Course Updates, Syllabi & New Programs

Of the number of courses that need to be updated, how many have been completed?

15

Are instructors’ class syllabi collected?

Yes

Have you developed any new courses and/or programs in the last year?

Yes

### Student Learning Outcomes

Have you developed SLOs for your discipline?

Yes

Do you have assessment plans for program SLOs?

Yes

Have any courses assessed college or program SLOs?

Yes

### Advisory Board

Do you have an Advisory Board?

Yes

Do you have minutes of your Advisory Board meetings?

Yes

Has the Advisory Board provided any recommendations and or outcomes?

Yes

### Past Unit Plan Objectives

What is the status of the objectives in the 2007 unit plan. Areas will evaluate the objectives included in the unit plan for 2007 in a grid with following measures: completed, in progress, deleted. Please explain outcome.

Based on your evaluation, what objectives or initiatives would you develop to improve this measure?

---

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<tr>
<th>EthnicityBlackEnrollment</th>
<th>Growth [5.00 %]</th>
<th>Strong Decline [-19.05 %]</th>
<th>Strong Growth [64.71 %]</th>
<th>Strong Decline [-10.71 %]</th>
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<td>Strong Decline [-9.09 %]</td>
<td>Strong Decline [30.00 %]</td>
<td>Strong Decline [-35.71 %]</td>
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<td>Strong Growth [91.67 %]</td>
<td>Strong Decline [-47.83 %]</td>
<td>Strong Growth [16.67 %]</td>
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<td>EthnicityOtherEnrollment</td>
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<td>Strong Decline [-40.00 %]</td>
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<td>Strong Growth [50.00 %]</td>
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### Validation Review

<table>
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<th>Final Evaluation:</th>
<th>Accepted</th>
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**Comments:**

### Submit Program Review

Program Review has been completed for this Unit.