

**New Credit Program Application
Long Form (CCC-501) and Short-Form (CCC-510)
Santa Rosa Junior College**

Date proposal created or last revised: 11/7/2019 (AL)

Proposed Certificate/Major Title: Fire Science – Company Officer

Projected Program Start Date (semester and year): F2020

Contact Person and Title: Randy Collins

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Check one or more of the following (to check box, double click on the box and click “checked” option):

- 0.5 - 17.5 unit certificate, **not** seeking Chancellor’s Office approval (local approval required)
- 12 – 17.5 unit certificate, seeking Chancellor’s Office approval (recommended)
- 18 unit or more certificate (requires Chancellor’s Office approval)
- 18 unit or more CTE major, non-transferable (no articulation required, but still requires Chancellor’s Office approval)
- Transfer major (18 units or more) either CTE or Liberal Arts (articulation required, but still requires Chancellor’s Office approval)
- AA-T or AS-T transfer major following Transfer Model Curriculum (TMC) template (requires Chancellor’s Office approval)

For instructions, see page 2.

Preliminary Approval Signatures:

The signatures below indicate that **preliminary** approval has been given to submit the application and start curriculum development, as needed. The signatures below indicate that the proposed certificate or major is appropriate to mission, meets the needs of the community, meets SRJC standards for high quality, is feasible within existing resources or resource needs can be supported, and complies with all relevant Title 5 or Ed Code requirements.

Department Chair Signature: _____ **Date:** _____

Supervising Administrator: _____ **Date:** _____

Dean III Signature (if any): _____ **Date:** _____

VPAA Signature: _____ **Date:** _____

VPAA verification (initial): _____ EPCC Review Completed _____ AAC Review Completed

Application Date:



California Community Colleges

NEW CREDIT PROGRAM APPLICATION FORM

Fire Science – Company Officer

PROPOSED PROGRAM TITLE

Santa Rosa Junior College

COLLEGE

Sonoma County Junior College

DISTRICT

F2020

PROJECTED PROGRAM START DATE

Josh Adams

CONTACT PERSON

Dean, Bus. & Prof. Studies

TITLE

(707) 524-1508

PHONE NUMBER

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E-MAIL ADDRESS

GOAL(S) OF PROGRAM:
 CAREER TECHNICAL EDUCATION (CTE)
 TRANSFER
 OTHER
TYPE OF PROGRAM (SELECT ONLY ONE):
 A.A. DEGREE
 A.S. DEGREE
 AA-T DEGREE (for transfer)*
 AS-T DEGREE (for transfer)*
CERTIFICATE OF ACHIEVEMENT:
 18+ semester (or 27+ quarter) units
 12-18 semester (or 18-27 quarter) units

* The AA-T and AS-T degrees fulfill the requirements of California Education Code sections 66745-66749, also known as the Student Transfer Achievement Reform Act. See special instructions provided [here](#).

Type of change requested: Check all that apply.

Replace Existing Degree
 Replace Existing Certificate of Achievement
 Add New Degree
 Add New Certificate of Achievement
 Delete Existing Degree from an approved credit program
 Delete Existing Certificate of Achievement from an approved credit program

Note: to check a box double click on the box and select the "checked" option.

PLANNING SUMMARY

Recommended T.O.P. Code	213300	Estimated FTE Faculty Workload	1
Units for Degree Major or Area of Emphasis	18.5	Number of New Faculty Positions	0
Total Units for Degree	60	Est. Cost, New Equipment	\$0
Required Units-Certificate	18.5	Cost of New/Remodeled Facility	\$0
Projected Annual Completers	20	Est. Cost, Library Acquisitions	\$0
Projected Net Annual Labor Demand (CTE)	43	When will this program undergo review as part of college's Program Evaluation Plan?	Month __May__ Year __2021__

Attachments required for this form:

- State Chancellor's Office signature page (generated by the curriculum office)
- Development Criteria Narrative & Documentation (with all attachments):
 - Labor/Job Market DATA (CTE only)
 - Employer Survey (CTE only)
 - Minutes of Key Meetings
 - Outlines of Record for all Required Courses
 - Transfer Documentation (if applicable)

New Credit Program Application Narrative

1. Statement of Program Goals and Objectives:

A) The Company Officer degree/certificate are being created in response to the evolving field of Fire Technology. This A.S. will be part of the existing Fire Technology program and will be offered in addition to the established Fire Technology A.A. degrees. The goal of this program of study is to enable students and in-service professionals to gain and acquire the skills, knowledge and abilities to work in the fire service as a first-line supervisor.

B) Upon successful completion of this program, the student will be able to:

1. Gain strong interpersonal and communication skills;
2. Apply necessary skills to be a successful Company Officer;
3. Understand and apply foundational knowledge as a Company Officer supervisor

2. Catalog Description:

The Fire Science – Company Officer [certificate of achievement/degree] prepares the student with the knowledge, skills and abilities necessary to promote and be a successful first-line supervisor. The program includes California State recognized course work that directly benefit students who may wish to promote within the fire service to a supervisory position. Some variation in degree requirements may exist for a particular program; therefore, it is essential that students refer to the catalog of their intended institution and contact a counselor to ensure that all required coursework is completed.

3. Program Requirements:

Key	Course and Title	Units	Units That Double Count for GE
R	FIRE 50 – Ethical Leadership	.5	0
R	FIRE 69 – Intermediate Fire Behavior	2.0	0
R	FIRE 80 – Human Resource Management for Company Officers	2.0	0
R	FIRE 81 – General Administrative Functions for Company Officers	1.0	0
R	FIRE 82 – Fire Inspections and Investigations for Company Officers	2.0	0
R	FIRE 83 – All Risk Command for Company Officers	2.0	0
R	FIRE 84 – Wildland Incident Operations for Company Officers	2.0	0
R	FIRE 85 – Hazardous Materials Incident Commander	1.0	0
R	FIRE 86A – Instructional Methodology	2.0	0
R	FIRE 90 – Firefighting Strategies & Tactics	3.0	0
R	FIRE 91 – Introduction to the Incident Command System	1.0	0
Total	Minimum number of units to meet major requirements	18.5	0

Unit Summary

-Total units to complete the certificate or major requirements: 18.5

- For associate degree majors, total units that double count as GE courses: 0
- For associate degree majors, total units minus the units that double count: 18.5
- For associate degree majors, additional units of “free” electives to bring the total to 60: 2.5-18.5
- General Education Pattern: 23-39 units

4. Background and Rationale:

The main rationale for the development of the Company Officer program is to separate the basic Fire Technology program, which is predominantly entry-level course work, with specific education for those seeking to promote within the fire service and/or gain knowledge as a Company Officer or supervisor. Currently, there are very few colleges in California that offer this type of program and industry recognizes the need for giving in-service professionals an alternative pathway toward a degree.

Also, as the college moves toward better defined educational pathways, the addition of a Fire Officer/Company Officer program will help distinguish among the other Fire programs and careers. These degrees are supported by the SRJC Fire Advisory Board, California Fire Technology Directors Association in an effort to standardize training and education in the fire service for Fire Officers/Company Officers. Recently, all required core courses for this degree have been approved by the Chancellor’s office with C-IDs.

5. Enrollment and Completer Projections:

- number of sections of core courses to be offered annually: 12
- headcount of student annual enrollment in core courses: 264
- estimated completers at the end of the second year: 24
- estimated completers at the end of the fifth year: 60

6. Place of Program in Curriculum / Similar Programs:

This program shares coursework with the existing Fire Technology program.

7. Similar Programs at Other Colleges in the Service Area:

Napa Valley College, over 40 miles away, does not offer a similar program.
College of Marin, over 40 miles away, does not offer a similar program.

8. Labor Market Information & Analysis:

Centers of Excellence projects 43 annual job openings in Sonoma County.

9. Employer Survey:

Employer survey not required

10. Explanation of Employer Relationship:

No employer relationship exists.

11. List of Members of Advisory Committee Relationship:

Attached

12. Recommendations of the Advisory Committee:

Attached

Criteria C. Curriculum Standards

13. Sequence of Courses:

Please Specify: Recommended Sequence, OR Required Sequence

Semester	Course and Title	Units
1	FIRE 69 Intermediate Fire Behavior	2
	FIRE 80 Human Resource Management	2
	FIRE 91 Basic ICS	1
2	FIRE 81 General Administration for Company Officers	1
	FIRE 82 Inspections and Investigations for Company Officers	2
	FIRE 83 All Risk Command Operations	2
3	FIRE 50 Ethical Leadership in the Classroom	.5
	FIRE 84 Wildland Incident Operations	2
	FIRE 86A Instructional Methodology	2
4	FIRE 85 Haz-Mat Incident Commander	1
	FIRE 90 Strategy and Tactics	3

14. Transfer Applicability:

Not for transfer

Criteria D. Adequate Resources

15. Library and/or Learning Resources Plan:

Existing resources are adequate.

16. Facilities and Equipment Plan:

Existing facilities are adequate.

17. Financial Support Plan:

Existing resources are adequate.

18. Faculty Support Plan:

Existing resources are adequate.

Criteria E. Compliance

19. Model Curriculum:

Yes, it is based on the Fire Science – Company Officer CTE model curriculum which has been approved by the Chancellor’s Office

20. Licensing or Accreditation Standards:

No licensing or accreditation standards apply

21. Student Selection and Fees:

No additional student selection or fees are required.

Appendix A

Not required for a TMC when a similar major already exists

A.1. Enrollment: Provide data and discussion about the efficiency over the past **three** years of current courses to be used in this program (efficiency is the percentage of seats filled at first census compared to the class limit). This information can be pulled from the data mine, Facilities Mod data base. Ask you supervising administrator for assistance, if needed.

A.2. Finances: Estimate department expenses to create and implement the proposed program:

Category	New and additional* start up costs, such as coordinate application; write courses; research; meetings; staff work; new faculty or staff; new equipment or facilities; etc.	New or additional* continuing operational expenses per semester, such as cost of instruction; department support; faculty program coordination; supplies; maintenance; fees; etc.
1000 – Instructional personnel	None	None
2000 – Other personnel	None	None
3000 – Benefits	None	None
4000 – Supplies	None	None
5000 – Operations - Travel, services, telephone, etc.	None	None
6000 – Equipment	None	None
<ul style="list-style-type: none"> Additional expenses might include District resources such as facilities; equipment; supplies; library resources. If applicable, include possible sources of new or additional revenue, not including FTES 		

A.3 Department/Cluster Changes: Outline department or cluster programs and expenses, if any, that would have to be reduced or eliminated or changed to offer the program.

Appendix B: Evaluation Matrix
Transfer Majors Only

Use the rubric below and add up the points in the far right column.

Planning Factor	3 Points	2 Points	1 Point	0 Points	Points
SRJC Initiatives	Addresses 2 or more initiatives and 2 or more goals from each initiative	Addresses 2 or more initiatives and 1 goal from each initiative	Addresses 1 initiative and 1 goal from each initiative	Addresses no initiatives	2
Transfer Articulation	Strong articulation with 3 or more CSU or UC campuses, including Sonoma State University, if applicable.	Articulation with 3 CSU or UC campuses	Articulation with 3 transfer institutions, including public and private	Articulation with fewer than 3 public or private California universities	2
SRJC PRPP	Included in PRPP and ranked 1 st or 2 nd in cluster priorities	Included in PRPP and 3 rd in cluster priorities	Included in PRPP but lower than 3 rd in cluster priorities	Not in PRPP	2
Financial Analysis: Cost Increases	Program has negligible financial impact (cost increases): Uses existing resources, including equipment, staff, or facilities. Library materials may be required.	Program requires some new resources or cuts to existing programs. Funding available in department or cluster	Program requires significant new resources or cuts to other programs and/or significant financial investment. District commitment is needed to fund	Program requires resources that may be beyond ability of the District to fund	3
Enrollment Analysis	Requires no new courses. Current courses enroll strongly (85% efficiency based on class limit). No cuts to other programs	Current courses enroll strongly but new courses required. New courses expected to enroll strongly and will not require new FTEF	Some current courses not enrolling strongly and new courses may enroll below 85% efficiency	Current courses not at 85% efficiency and uncertain if new courses will enroll at 85% efficiency	2
Partnership**	Includes 3 or more partners	Includes 2 partners	Includes 1 partner	Does not include partners	0
Total points based on Rubric					11

***Partner may be internal or external (e.g. other SRJC departments; business; industry; professional organization; non-profit organization; etc.)*

Appendix C: Evaluation Matrix
CTE Certificates and CTE Majors Only

Use the rubric below and add up the points in the far right column.

Planning Factor	3 Points	2 Points	1 Point	0 Points	Points
SRJC Initiatives	Addresses 2 or more initiatives and 2 or more goals from each initiative	Addresses 2 or more initiatives and 1 goal from each initiative	Addresses 1 initiative and 1 goal from each initiative	Addresses no initiatives	2
CTE Regional Need	High regional need evidenced by labor market data, advisory committee ranking (1 or 2) and additional data/information.	Moderate regional need evidenced by labor market data, advisory committee ranking (3 or lower) and other data/information	Low regional need evidenced by labor market data, no advisory committee recommendation and no other data/information	No regional need	2
Similar programs	No similar regional programs	One similar regional program	Two similar regional programs	Multiple similar regional programs	3
SRJC PRPP	Included in PRPP and ranked 1 st or 2 nd in cluster priorities	Included in PRPP and 3 rd in cluster priorities	Included in PRPP but lower than 3 rd in cluster priorities	Not in PRPP	2
Financial Analysis: Cost Increases	Program has negligible cost increase: Uses existing resources, including equipment, staff, or facilities. Library materials may be required.	Program requires some new resources or cuts to existing programs. Funding available in department or cluster	Program requires significant new resources or cuts to other programs and/or significant financial investment. District commitment is needed to fund	Program requires resources that may be beyond ability of the District to fund	3
Partnership**	Includes 3 or more partners	Includes 2 partners	Includes 1 partner	Does not include partners	0
Total Points based on Rubric					12

***Partner may be internal or external (e.g. other SRJC departments; business; industry; professional organization; non-profit organization; etc.)*