



OXNARD COLLEGE
Fire Technology/Fire Academy/EMT
Advisory Committee
Member's Handbook



Ethics and Conflict of Interest

No member of the Advisory Committee shall have financial or other interest that would conflict with the discharge of their duties as members of the committee. This does not preclude instructors from serving on the Advisory Committee. If any item comes before the committee who are Oxnard College instructors would be expected to abstain from voting on said items.





What is expected of a committee member?

A successful advisory committee is one that accomplishes its annual goals and objectives. Therefore, it is essential individuals accepting committee appointments are willing to attend meeting and actively participate in committee activities.

Responsibilities usually include:

- Meetings helping to determine to goals, objectives, agendas, calendar and committee
- Attending and participating in meetings on a regular basis
- Serving in a leadership capacity (such as committee chair, vice chair, minute taker, etc)
- Suggesting agenda items and developing those items prior to committee meeting dates
- Becoming familiar with the Oxnard College, Ventura District, California system-organization
- Abstaining from participation when a conflict of interest is possible, whether political or personal
- Members include: business and industry partner, faculty, students, part-time faculty, and graduates



Thank you for agreeing to serve as a member of this program advisory committee. Industry, education, and community partners like you make all the difference in our ability to provide a well educated and technically competent workforce. Your membership helps us help our students of all ages and backgrounds achieve success.

As an advisory committee member, you help us ensure that our curriculum meets industry standards, our classrooms, labs, instructional equipment and materials are of high quality, and our faculty and students, our classrooms, labs, instructional equipment and materials are of high quality, and our faculty and students share the best in applied learning, hands-on skill development and workplace practices.

Your time and energy spent on this committee matters—to students, to the college, to employers, and to the community we serve.

Thank you,

Dr. Steve Hall, Interim Dean
Tamara Crudo, Fire Academy Coordinator
Dr. Matthew McElhenie, EMT Coordinator



The Fire Technology program At Oxnard College

A.S. Fire Technology

Provides students with the technical training needed to complete certificate programs and/or the general education and technical training required to complete a two-year degree. Certificate programs focus on the specific technical training related to the occupation. AS Degree programs focus on both the technical training and the general education course work required for a degree. Both programs will prepare graduates to enter gainful employment in the fire industry. Our two-year degree program also prepares students to transfer to a four-year institution if desired.

Fire Academy

Provide an academic, behavioral, physical, and manipulative skills base to enable a student upon graduation to successfully compete for a Firefighter position and to complete a department's probationary requirements. The Oxnard College Regional Fire Academy is an accredited California State Fire Marshal program that provides certificates from the California Specialized Training Institute, National Wildfire Coordinating Group, California Department of Forestry and Fire Protection as well as the California State Fire Marshal.

EMT

Prepares students with the skills necessary to provide emergency medical care with an ambulance service other specialized service at the Basic Life Support (BLS) level. This course is approved by the Ventura County Emergency Medical Services Agency and the California State Department of Emergency Services. Upon successful completion of the course and skills testing, the student will be eligible to sit for the written EMT-B certifying examination administered by the County of Ventura Emergency Medical Services. The student, upon successfully completing the skills examination (included in the course) and the certifying examination (not included in the course), will be eligible for EMT-B National Registry Certification.



How does the committee operate?

Frequency—Advisory committees meet a minimum of once each semester. Since the frequency of the meetings is determined largely by the scope of the committee's program of work, some committees may choose to meet more frequently.

Records—A designee should be appointed to take minutes of the meetings. Minutes should be maintained in the Fire Technology/Academy Office and should be distributed to committee members or other stakeholders within 30 days of a meeting, but no later than 30 days prior to the next meeting.

Agenda—The agenda should include minutes of the most recent committee meeting, standing or sub-committee reports as appropriate, and unfinished and new business.

Size—Generally, committees should include eight to fifteen members. Five is the minimum. The committee should not be too large. Program faculty should not be more than 20% of the total membership.

Quorum—a quorum shall be a simple majority of members

Attendance—Members not attending or participating via distance of the scheduled meetings should be replaced to maintain a viable committee



What are the basic functions of an advisory committee?

An advisory committee assists with many activities that improve academic programs. Each committee develops its own program of work based on the needs of the program served. In developing its goals and activities for the year, a committee may address some or many of the elements listed below:

Curriculum

- Reviewing curriculum materials for content that is current and relevant to workforce/community needs and industry standards.
- Recommending technical resource personnel
- Assisting in the evaluation of programs including “best practice” recommendations

Program Evaluation

- Reviewing goals/objectives of the Fire Technology program
- Participating on program evaluation/review committees
- Reviewing safety issues and policies as they relate to industry standards
- Identifying “Ideas for Action”

Recruitment and Student Support

- Assisting students in securing internships and/or eventual employment

Public Relations

- Promoting the Fire Technology program within the community
- Participating in award ceremonies and other program activities
- Recognizing outstanding students, educators and administrators

Leadership Activities

- Gathering contributions of equipment/supplies for events and awards
- Designing skill and testing events
- Sponsoring recognized student activities and leadership events
- Gathering information on new legislation
- Communicating with legislators and gathering support for community and technical education needs

Development

- Assisting with the identification and procurement of funding sources for program development and enhancement



What is An Advisory Committee?

An advisory committee is a group of individuals selected by a department or program to advise the program regarding education needs and activities. Members are partners in progress and help us achieve our strategic goals. Collectively, a committee studies issues, advises, advocates, communicates, and makes recommendation regarding:

- The expansion, reduction or deletion of programs
- Program development plans and actions
- Program marketing
- Current and forecast employment needs
- Curriculum review
- Program needs

Advisory committee members are chosen because of their interest in career and technical education, specialized knowledge and experience, and who represent business, industry, government and/or the military.

Our advisory committee maintains membership that reflects the following characteristics:

- Capability—have recent and successful experience in emergency response
- Availability—are willing to make a personal commitment to be available and actively involved in meetings and activities
- Character—are enthusiastic, responsible, civic-minded and able to work cooperatively with others
- Interest—care about the future of career, technical, and community education programs