Date: April 21, 2017

To: Ronny J. Coleman, Chairman
Statewide Training and Education Advisory Committee
c/o State Fire Training

From: Andrew Henning, Acting Chief, State Fire Training

Subject/Agenda Action Item: Interim Procedures for ARTP/ALA On-Line and Hybrid Training

Recommended Actions: Information/Discussion

Background Information:

Online and Hybrid courses are currently being offered by several ARTP’s throughout the state, and additional clarification was needed regarding the approval process. State Fire Training (SFT) has recently collaborated with the California Fire Technology Directors’ Association (CDFTA) on revising the procedures for on-line and hybrid courses.

In 2007 STEAC stared discussing the potential to offer SFT courses in an on-line and Hybrid format. A Beta Test Committee was formed, pilot Fire Officer courses were conducted, and a report was formulated based on the results from the pilot course. The draft report was brought to the August 2007 STEAC meeting, and the report was approved at the October 2008 meeting. During the discussions at the October meeting it was determined that SFT would need to determine procedures to approve courses offered in the on-line or hybrid format. Throughout 2009, procedures were discussed that outlined the requirements for an instructor to teach using the on-line or hybrid format. In 2013, STEAC formed an on-line/hybrid committee to determine if new courses can be adopted and approved for hybrid delivery. The on-line/hybrid committee would look at the new courses and provide recommendations to STEAC on what portions could be taught in the on-line/hybrid format. Updated procedures, Electronic Course Delivery Agreement form, and the Course Outline for Content Delivered Electronically form was generated by the subcommittee and presented to STEAC in January 2015.

The Community College system provides rigorous training for adjunct and contract faculty to become qualified to teach online and hybrid course as directed by the Online Education Initiative (OEI). In order for a course to be offered as a part of the Online Education Initiative (OEI) course exchange, it must meet established standards relating to course design, instruction, and accessibility that are intended to promote a quality learning environment that conforms to existing regulations. Courses considered for online and hybrid delivery must include meet four standards of the OEI rubric. These four standards include course design, interaction and collaboration, appropriate assessment activities and learner support. In order for a course to be approved within the Community College system for online delivery the curriculum must clearly meet these four standards.

The updated procedures to Section 3.4 of the 2015 edition of the State Fire Training Procedures Manual, were based off the original SFT procedures set in place roughly ten years ago. The previous procedures required an instructor to teach in the classroom setting, before being able to teach an on-line or hybrid
course. The new procedures would allow an ARTP to teach in the classroom setting, and then teach in an on-line or hybrid course (not requiring the same instructor). Another change added was adding a quality control mechanism for new SFT courses or courses that have been significantly revised. For new courses and revised courses, the course must first be taught in the classroom setting by at least three different Registered Instructors throughout the state. As part of the quality control program, SFT will contact students and instructors of the three courses to ensure that the curriculum is meeting the expectations of the Curriculum Development Cadres. After the quality control review is complete, and if no substantial changes are needed the course it would be eligible for delivery in an on-line or hybrid format. If after the quality control review, substantial changes are needed another three course deliveries will need to be evaluated before the course will become eligible for on-line or hybrid delivery.

Overall, these revised procedures meet the needs of both State Fire Training for quality control and CDFTA for being able to offer more on-line and hybrid courses. State Fire Training would like to continue to work with CDFTA to further develop and streamline the on-line and hybrid course delivery process. Eventually we would like to see a CDFTA ARTP offer a classroom course, develop a shell on-line or hybrid class, pilot the shell class, and then offer it to the other CDFTA ARTPs to be used statewide.
ARPT/ALA On-Line and Hybrid Training


Add new section 3.4 to outline the requirements for an ARPT/ALA to offer on-line and/or hybrid SFT course delivery.

3.4: ARPT/ALA ON-LINE HYBRID ON-LINE TRAINING

3.4.1: General Requirements

A. Only ARPT/ALA’s are authorized to deliver portions of a State Fire Training course, electronically, after a signed Electronic Course Delivery Agreement has been approved by State Fire Training.

B. Courses delivered electronically include:
   1. On-line classes are those in which the entire content of the course can be communicated between the instructor and the student electronically.
   2. Hybrid classes, require both classroom attendance and use of electronic communication.

3.4.2: Responsibilities

A. Maintaining records of staff development for instructors to teach electronically.

B. Registered Instructors must complete formalized training in the platform in which the class will be delivered (i.e. Canvas, Blackboard, Moodle, Etudes, social media, etc.).

C. The accredited academy shall provide SFT access to monitor electronically delivered portions of a class.

D. The electronic platform used must be able to track and provide information regarding student participation in accordance with each academy’s or institution’s established policy.

E. All course requirements listed in the Course Information and Required Materials Manual (CIRM) must be met, regardless of delivery format.

3.4.3: Approval Process

A. An ARPT/ALA must offer the specific class in traditional classroom format prior to applying to teach in an on-line or hybrid format.
B. Consideration for SFT class approval shall be based on an outline of the course clearly identifying the content of each section, the teaching methodology (traditional classroom or on-line), activities, and time frame for instruction.

C. Course segments requiring manipulative skills training, activities and skills testing cannot be delivered electronically.

D. Each new or significantly revised SFT course proposed to be taught in an on-line or hybrid format must have successfully passed the SFT quality control review process.

Justification: This procedure institutionalizes the business process of reviewing and accepting on-line and hybrid course formats.

Effective Date: April 21, 2017

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Approved By:

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