

Dear Colleagues;

GREAT NEWS! Except for Investigation 1A and NWCG I-300, which were not included in the Beta Test, the California State Board of Fire Services has approved the on-line and hybrid delivery of the CFSTES Fire Officer classes.

Two additional steps must be made before these classes are released for delivery in an on-line and hybrid fashion. 1. A State Fire Marshal policy (regulation), with changes/additions to the Course Information Required Materials Manual and SFT Procedures Manual, on how these classes will be managed must be developed and adopted, and 2. Approval must be granted by the California State Fire Marshal, Chief Kate Dargan.

Pardon the short notice, but we want to put the policy on the fast track to, hopefully, allow these classes to be offered in the Fall 2009 Semester. The STEAC Ad-Hoc Committee tasked with conducting the Beta Test and State Fire Training Staff will meet on Friday, March 13, 2009 to develop a State Fire Marshal policy (regulation) on an implementation strategy and how these classes will be overseen by State Fire Training. While numerous ideas have already been forwarded by your STEAC Representatives, David Senior and myself, and others, your input is welcome and would be appreciated. These ideas are listed below.

Additionally, we are seeking to determine the Internet capabilities and policies for delivery of on-line\hybrid classes of each of the community colleges that deliver Fire Officer classes throughout the state. A series of questions is listed below, **PLEASE** provide answers to these questions ASAP. I expect a written policy on these issues will be required in the future if you intend to offer CFSTES classes on-line or in a hybrid fashion in the future.

Issues for Consideration Submitted by Christy Owen & Mike Richwine of State Fire Training:

- Written implementation strategy needed to present to STEAC that addresses course request format changes, instructor application/requirements, business processes of

State Fire Training. Package presented to STEAC should include draft changes/additions to the Course Information Required Materials Manual and SFT Procedures Manual in appropriate format.

- Considerations for the Course Information and Required Materials Manual should include:
 - Number of hours in the classroom vs. Online for each course
 - Student-instructor ratio
 - Acceptable platforms
 - Student maximums
 - Materials to be taught
 - Course outlines, etc.
- Considerations for the Procedures Manual should include specific requirements for instructors, if any (specialized training, and/or the need to have taught the class in traditional format before being approved to teach on-line).
- Timeframes must be established in order to present proposal for implementation to STEAC in April for a target delivery of hybrid course format in Fall 2009

Issues Submitted by David Senior for your STEAC Representatives, David Senior and Myself:

- The more I think about the policy for teaching these classes the more I think it should be fairly simple. I think the instructors must be trained in online instruction...the college needs to keep these records...SFT should have access to the classes at any time....evaluations of each class should include the online portion of the class (colleges that teach online have this already and should keep copies for SFT if requested).
- There needs to be some way to identify the class as an online class in the request for the class.
- Only ARTP may use the online/hybrid format of instruction.

- The ARTP must apply and be approved by SFM for online/hybrid delivery(application attached). This is really just a formality that lets them demonstrate to SFT that they are prepared to teach online.
- The ARTP must keep records of their online instructors and the training they have attended that qualifies them to teach online.
- Each class will participate in an evaluation that includes the online portion of the class and that evaluation sent to SFT upon request.
- SFT has the ability to stop in and visit any class at any time and will also be given access to the online portion of the class upon request.
- The attached application just has some basic information I thought you might want. See what you think.

Proposed Online Instruction Application.

PLEASE Answer these Questions

The California State Fire Marshal's Office has approved teaching online/hybrid classes at Accredited Regional Training Program (ARTP). Each ARTP must apply for and be approved before they can teach any of the SFM online/hybrid classes.

Accredited Regional Training Program

Name:

Address:

Online Platform Used:

Please describe the requirements that must be met to for a course to be taught on-line or in a hybrid fashion:

Please describe the training required before your instructors may teach an online class:

Please describe your evaluation process for online instructors:

Please send me your comments and answers to the questions above ASAP, and if possible by Wednesday 3\11. Also, should you have any questions or need to contact me please do so at dancoffman@aol.com

Thanks;

Dan Coffman, President
California Fire Technology
Director's Association

P.S. I have also attached a copy of a proposed SFT Quality Improvement Policy. Please read this over and send your comments to me by April 1st.