Instructions: Please use one form for each request/action. Clearly mark all changes using Track Change or strikethroughs for deletions and underlines for additions. Following the approval of the appropriate college curriculum committee, a single representative for the college will e-mail the completed form to the Office of the Provost and Executive Vice President, provost@uidaho.edu for approval and then submission to the Academic Publications Editor in the Registrar’s Office for review by the University Curriculum Committee (UCC).

Deadline: This form must be submitted to the Office of the Provost and Executive Vice President by December 15th for inclusion in the next available General Catalog and to be available for scheduling beginning with the next summer session. When applicable a Curriculum Change Form and Course Approval Forms must accompany the short form when submitted to provost@uidaho.edu

Rationale and Overview of Program Component Request or Name Change

Provide the rationale and overview of this request. Include an explanation of how the department will manage the added workload for a new program component; describe whether the program component curriculum and admissions requirements remain the same; describe the rational for a name change or degree designation change if applicable.

It is requested to add a new academic certificate named Fire Safety certificate. It is requested to assign FIRE prefix for the courses required for the Fire Safety certificate.

The certificate consists of six 3-credit courses. The courses will include study of fire science and engineering, which crosses over the fields of mechanical, physical and structural designs. These courses are:

- **FIRE 406** Fire Safety Hazards Analysis 3 cr
- **FIRE 407** Fire Suppression Design and Detection 3 cr
- **FIRE 408** Fire Loss Control 3 cr
- **FIRE 409** Facility Fire Hazard Management 3 cr
- **FIRE 410** Structural Designs for Fire and Life Safety 3 cr
- **FIRE 411** Community Planning and Design for Fire Protection and Management 3 cr

The certificate was requested by the Idaho National Laboratory and regional businesses. They identified an urgent need for employees with certification in Fire Safety. The certificate will provide the level needed to pass the certified fire protection specialist exam and will provide skill and knowledge for the students to qualify for a fire protection specialist job.

The certificate will be offered by the Industrial Technology undergraduate program at Idaho Falls.

The Department of Labor supported the certificate by awarding a grant for development of required courses and for support of the certificate instruction for the first two years.
Name or Degree Change Only Requests
Leave blank if not making a name and/or degree change only request

This section to be completed ONLY for changes to the name of: degree, major, minor, option, emphasis, certificate, teaching endorsement. If there are accompanying curriculum or course changes, complete the next section and attach the curriculum and/or course forms. **Note: a substantive change to a program degree, major, or program component may require a program proposal form.

<table>
<thead>
<tr>
<th>Current Name:</th>
<th>New Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Degree:</td>
<td>New Degree:</td>
</tr>
<tr>
<td>Other Details:</td>
<td>Effective Date:</td>
</tr>
</tbody>
</table>

Program Component Request
Leave blank if not adding, discontinuing, or modifying a program component. Program components consist of option, emphasis, minor, academic certificate less than 30 credits, or teaching endorsement

Clearly mark all changes to existing program components by using Track Change or strikethroughs for deletions and underlines for additions. A curriculum change form and/or course approval forms associated with this request are required to be submitted with this short form.

Create New: | x | Modify: | Discontinue: | Implementation Date: |
Graduate Level: | Undergraduate Level: | x | Law Level: | Credit Requirement: |
Are new courses being created: | No | Yes | x | If yes, how many courses will be created: | 6 |

If the request is for an option or emphasis enter the associated major and degree:

| Major: | Degree: |

Enter the name of the program component in the appropriate row:

| Option: | |
| Emphasis: | |
| Minor: | |
| Academic Certificate less than 30 credits: | 18 credit Fire Safety certificate |
| Teaching Endorsement (Major/Minor): | |

Learning Outcomes and Assessment Information
This section must be completed if program component request section is completed

1. List the intended learning outcomes for the program component, using learner centered statements that indicate what will students know, be able to do, and value or appreciate as a result of completing the program:

Component: Fire Safety Hazard Analysis
Learning outcomes: The student will be able to conduct a fire hazard analysis for a building or facility.

Component: Fire Suppression Design and Detection
Learning Outcomes: The student will be able to assess the adequacy of a fire suppression system and fire detection system and provide design input for improving them.
Component: Loss Control
Learning Outcomes: The student will be able to conduct a fire loss control assessment.

Component: Community Planning and Design for Fire Protection and Management
Learning Outcomes: The student will have the ability to work with local fire districts to develop plans for reducing the potential for fires or to mitigate the damage caused by a fire.

Component: Facility Fire Hazard Management
Learning Outcomes: The student will have the ability to management the fire hazards in a building or facility.

Component: Structural Designs for Fire and Life Safety
Learning Outcomes: The student will have the ability to assess a building or facility for fire and life safety issues and to provide design changes to meet code requirements.

2. Describe the assessment process that will be used to evaluate how well students are achieving the intended learning outcomes of the program component:

Learning outcomes: The student will be able to conduct a fire hazard analysis for a building or facility.
Assessment: The student will have assessments, projects and or tests on how to conduct a fire hazard analysis.

Learning Outcomes: The student will be able to assess the adequacy of a fire suppression system and fire detection system and provide design input for improving them.
Assessment: The student will have assessments, projects or tests on how to assess the adequacy of a fire suppression system and fire detection system.

Learning Outcomes: The student will have the ability to conduct a fire loss control assessment.
Assessment: The student will have assessments, projects or tests on how to conduct a fire loss control assessment.

Learning Outcomes: The student will have the ability to work with local fire districts to develop plans for reducing the potential for fires or to mitigate the damage caused by a fire.
Assessment: The student will have assessments, projects or tests on how to conduct community fire planning.

Learning Outcomes: The student will have the ability to management the fire hazards in a building or facility.
Assessment: The student will have assessments, projects or tests on how to manage fire hazards in a building or facility.

Learning Outcomes: The student will have the ability to assess a building or facility for fire and life safety issues and to provide design changes to meet code requirements.
Assessment: The student will have assessments, projects or tests on how to assess a building or facility for fire and life safety issues and to provide design changes to meet code requirements.

In general:

The six (6) courses will be comprised of eight (8) modules within each course. Within each of these modules the assessment will be comprised of quizzes, research papers, presentations, and where appropriate examinations. In addition, some courses will include practical projects. Each instructor is responsible for performing the assessments for the individual courses. The assessments will be aligned with the overall objectives of the certificate program. An overall assessment of the program will be the successful completion of a National Fire Protection Association (NFPA) related examination and/or the Certified Fire Protection Specialist (CFPS) certification. An ongoing review of the courses will occur every academic year semester to ensure the instructors are providing the appropriate content and assessments so that students can successfully complete an NFPA examination or certification. The Associate Dean in Idaho Falls and Director of Industrial Technology will review the results of the assessments on an ongoing basis and at least once a semester.

3. How will you ensure that the assessment findings will be used to improve the program?

The assessment findings will be evaluated each year and if the learning outcomes are not achieved as projected, the course syllabi will be revised.
4. What direct and indirect measures will be used to assess student learning?

As stated in #2 above, the assessment tools will be directly aligned with the learning objectives. Each of the eight (8) modules for each of the six (6) courses will have assessment tools that are aligned with the learning objectives. The instructors for this certificate program will be highly experienced for the fire protection/firefighting community. For example, the Fire Chief for Idaho Falls who also holds a MS degree is one of the instructors for the program. The instructors for the courses have volition to develop what they feel are the appropriate assessment tools, within the bounds of the overall learning objectives. Each of the modules within the courses will provide the steps needed to successfully complete NFPA examinations/certifications.

5. When will assessment activities occur and at what frequency?

The learning outcomes are assessed every semester and are aligned with changes in the National Fire Code and practice. The instructors for the certificate program, who are certified fire safety professionals, along with the Associate Dean in Idaho Falls and Director of Industrial Technology will meet, review, and update the learning outcomes as needed. The effectiveness of the program will be assessed by the successful completion of the NFPA examinations/certifications. There are a number of appropriate NFPA examinations the students have the option to take at the end of the certificate program, depending on the direction they wish to pursue or relevant to their current career. For example, the Certified Fire Inspector-1 examination or the CFPS certification.

Financial Impact

This section must be completed if program component request section is completed

<table>
<thead>
<tr>
<th>Greater than $250,000 per FY:</th>
<th>x</th>
<th>Less than $250,000 per FY:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brief Description of financial impact:</td>
<td>A $254,000 Idaho Department of Labor grant is supporting the creation of the Fire Safety certificate and is supporting its instruction for the first two years.</td>
<td></td>
</tr>
</tbody>
</table>

Distance Education Availability

This section must be completed if program component request section is completed

To comply with the requirements of the Idaho State Board of Education (SBOE) and the Northwest Commission on Colleges and Universities (NWCCU) the University of Idaho must declare whether 50% or more of the curricular requirements of a program may be completed via distance education. **If the program component is to be offered via distance education, additional or different formwork may be required.** Contact provost@uidaho.edu for assistance.

The U.S. Department of Education defines distance education as follows:

Distance education means education that uses one or more of the technologies listed below to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor, either synchronously or asynchronously. The technologies may include--

1. The internet;
2. One-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices;
3. Audio conferencing; or
4. Video cassettes, DVDs, and CD-ROMs, if the cassettes, DVDs, or CD-ROMs are used in a course in conjunction with any of the technologies listed in paragraphs (1) through (3).

Can 50% or more of the curricular requirements of this program component be completed via distance education? | Yes* | x | No |

*If Yes, can 100% of the curricular requirements of this program component be completed via distance education? | Yes | x | No |

Geographical Area Availability

This section must be completed if program component request section is completed

Identify the geographical area(s) this program component can be completed in:

Moscow | x |
Coeur d'Alene  x
Boise*  x
Idaho Falls*  x
Other**  Location(s):

*Note: Programs offered in regions 3, 4, and/or 5 may require additional formwork from the State Board of Education. Contact the Office of the Provost and Executive Vice President for additional information.

**Note: If Other is selected identify the specific area(s) this program component will be offered.

Office of the Registrar Information

| Implementation Effective Date: | |
| Date Received by the Office of the Provost and Executive Vice President: | |
| Date Received by Budget Office, if applicable: | |
| Date Received by Institutional Research and Assessment: | |
| Date Received by UCC Secretary: | 2-22-17 |
| UCC Item Number: | UCC-17-028b |
| UCC Approval Date: | Vote Record: |
| Faculty Senate Item Number: | |
| Faculty Senate Approval Date: | Vote Record: |
| General Policy Report Number or Faculty Meeting Date: | |
| Office of the President Approval Date: | |
| State Board of Education Approval/Acknowledgement Date: | |