



PRINCETON RESCUE SQUAD EDUCATION DEPARTMENT

701 Stafford Drive Princeton, WV 24740

POLICY: Advisory Board Evaluation of Avocational Courses

Effective Date: September 1, 2019

TITLE: Evaluation of Avocational Course

RATIONALE: To continuously monitor and improve curriculum through solicitation of feedback from relevant constituents.

POLICY/PROCEDURE:

To ensure that the quality of the education meets the expectations of stakeholders, the Advisory Board will be required to review the efficacy of courses offered at Princeton Rescue Squad through an analysis of data collected from student surveys and/or completion results.

The Advisory Board will perform an annual review of data collected from avocational courses provided by the Education Director and Administrative Assistant.

This data will include significant areas of strengths or weaknesses and the total number of individuals trained in the course.

Any areas that total less than 80% will be closely examined for methods to elicit improvement. The instructional faculty and management may provide suggestion for corrective action. Once the plan of action has been approved by the board, it will be implemented by the Education Director who will either meet with or send official notice via email to the faculty involved.

If a course is determined to have a low enrollment number, the course will be placed into a probationary status to seek improvement. If, after one year of pursuit to improve enrollment, the Advisory Board may move to suspend the course or provide one additional year to document improvement.

RESPONSIBLE PERSONNEL:

Advisory Board, Education Director, and Administrative Assistant