


Homeland Security & Emergency Management Program Advisory Committee Meeting

CHAIRPERSON: Dr. Raymond Stephens		
MEETING DATE: 10/19/2022	MEETING TIME: 11:30 am	MEETING PLACE: Los Hermanos Restaurant, Terrell, TX
RECORDER:  Dr. Raymond Stephens		PREVIOUS MEETING: 11/13/2021

MEMBERS: (P=PRESENT) Add nonmembers present to bottom of table with heading "Others Present" (OP)

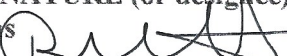
(P/OP?)	Name and Title (List all members) Email Address and Ph #	Business Affiliation	Name and Title
P	Dr. Raymond Stephens raymond.stephens@ctcd.edu	Central Texas College	Homeland Security & Emergency Management Program Coordinator
P	Steve Howie stevehowie@kaufmancounty.net 469-376-4190	Kaufman County Emergency Management Coordinator	Kaufman County Emergency Management Coordinator
P	John Abernathy jabernathy@forney.tx.net	City of Forney, TX	Deputy Police Chief, City of Forney, TX
P	Dustin Conner dconner@cityofterrell.org	City of Terrell, TX	Assistant Director of Emergency Services: Emergency Management Coordinator
OP	John Holcomb jholcomb@forney.tx.gov	City of Forney, TX	Deputy Fire Chief: Emergency Management Coordinator

AGENDA

Agenda Item	Action, Discussion, Information	Responsibility
Approve Minutes from Last Meeting	There was no old business to discuss.	NA
Old Business:	There was no old business to discuss.	NA
New Business:	1. Review HMSY 2337- Managing a Unified Incident Command course. 2. Identify Critical FEMA IS courses that all students should complete in the program.	Dr. Stephens Steve Howie Deputy Chief Abernathy Dustin Conner Deputy Chief Holcomb
Curriculum Decisions:	None needed. Any updates or additional recommend supplemental course material will be the responsibility of Dr. Stephens.	Dr. Raymond Stephens
Other:	NA	NA

MINUTES

Key Discussion Points	Discussion
Old Business:	There were no old business areas to discuss.
New Business:	Each member was asked to identify websites, training plans, and free training aids to improve HMSY 2337. The goal is to ensure the course meets or exceeds the educational needs of the field of study. The board members are current members working in emergency management and homeland security.
Curriculum Decisions:	The board recommended incorporating FEMA IS-800.D National Framework, An Introduction, into the HMSY 2337 course of other courses relevant to the study area.
Other:	NA

CHAIRPERSON SIGNATURE (or designee): Dr. Raymond Stephens 	DATE: 10/19/2022	NEXT MEETING: May 2023
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Advisory Committee Required Functions

GIPWE Required Functions	<p>How/when did the Committee address this function? At this meeting or a prior meeting?</p> <p>Please add to "ACTION ITEMS" below if necessary to show that this function is or will be addressed.</p>
Evaluating the goals and objectives of the program curriculum	Identified learning outcomes and training areas for HMSY 2337 (Managing a Unified Incident Command) for the Associates of Homeland Security & Emergency Management, Emergency Management Certificate of Completion, Homeland Security Certificate of Completion, and the Homeland Security & Emergency Management Certificate of Completion.
Establishing workplace competencies for the program occupation(s)	Identified critical training tools for HMSY 2337 (Managing a Unified Incident Command) by incorporating new FEMA IS courses.
Suggesting program revisions as needed	Add FEMA IS-800.D National Framework, An Introduction into the HMSY 2337 course.
Evaluating the adequacy of existing college facilities and equipment	NA
Advising college personnel on the selection and acquisition of new equipment	NA
Identifying local business/industry leaders who will provide students with external learning experiences, employment, and placement opportunities	NA
Assisting in promoting and publicizing the program to the community and to business and industry	Information about the program was discussed so the board members could share the benefits with their peers and subordinates.
Representing the needs of students from special populations	The training sites and material recommended for HMSY 2337 are designed for access by the special populations' students within the program.

Action Items

Description	Assigned To	Progress	Completion Date
Identify websites, training plans, and free training aids to improve HMSY 2337 for the future and the emergency management and homeland security community.	Dr. Raymond Stephens	Completed	10/19/2022
Identify websites, training plans, and free training aids to improve HMSY 2337 for the future and the emergency management and homeland security community.	Steve Howie	Completed	10/19/2022
Identify websites, training plans, and free training aids to improve HMSY 2337 for the future and the emergency management and homeland security community.	Deputy Chief Abernathy	Completed	10/19/2022
Identify websites, training plans, and free training aids to improve HMSY 2337 for the future and the emergency management and homeland security community.	Dustin Conner	Completed	10/19/2022
Identify websites, training plans, and free training aids to improve HMSY 2337 for the future and the emergency management and homeland security community.	Deputy Chief Holcomb	Completed	10/19/2022