

Homeland Security & Emergency Management Program Advisory Committee Meeting

CHAIRPERSON: Dr. Raymond Stephens		
MEETING DATE: 09/24/2023 and 09/28/2023	MEETING TIME: 08:00 am	MEETING PLACE: Online
RECORDER: Dr. Raymond Stephens		PREVIOUS MEETING: 10/19/2022

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	Christopher Chase Christopherchase2014@gmail.com 318-792-1819	Private Security	Armed Security Officer, DOD Contractor, School Resource Officer.
P	Perry McClendon 832-659-1630	Houston Fire Department	Captain, Houston Fire Department
P	Jacob M. Bolles j-bolles2282@gmail.com +49 1525 4774697	United States Army	Intelligence Analyst/Security Manager
P	Ryan Cantu Ryan.c.cantu@USCG.mil 281-464-4841	United States Coast Guard	United States Coast Guard, Galveston Sector-Command Center Supervisor

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:	<ol style="list-style-type: none"> 1. Review the HMSY/EMAP program website, degree plan, and course catalog information for accuracy. Identify areas that need to be updated. 2. Evaluate the feasibility of utilizing video and audio recordings for future course exams and assignments within the program. 	Dr. Stephens Christopher Chase Perry McClendon Jacob Bolles Ryan Cantu
Curriculum Decisions:	None needed. Any updates or additional recommended 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 review the HMSY/EMAP program website, degree plan, and course catalog information for accuracy and identify areas needing updating. Next, the feasibility of utilizing video and audio recordings for future course exams and assignments within the program was conducted.
Curriculum Decisions:	The board members identified areas within the website that needed to be more accurate and needed corrections. The feasibility of utilizing video and audio recordings for future course exams and assignments was a success, and it was agreed upon that the method should be incorporated into certain courses.
Other:	NA

CHAIRPERSON SIGNATURE (or designee): Dr. Raymond Stephens	DATE: 09/28/2023	NEXT MEETING: May and September 2024
---	----------------------------	--

Advisory Committee Required Functions

<p style="text-align: center;">GIPWE Required Functions</p>	<p style="text-align: center;">How/when did the Committee address this function? At this meeting or a prior meeting?</p> <p style="text-align: center;">Please add to “ACTION ITEMS” below if necessary to show that this function is or will be addressed.</p>
<p>Evaluating the goals and objectives of the program curriculum</p>	<p>Areas on the website that must be corrected include ensuring that all students understand that no books are required for online HMSY/EMAP program courses. Although there is information about certificates, there needs to be a detailed explanation of how they are used as a building block to the associate degree and that they can be awarded throughout a student's journey in obtaining an associate degree. It was also identified that many of the links timed out. More information needs to be included that the program is 100% online. A statement that all online HMSY/EMAP courses are not self-paced would help students in enrollment. There needs to be information posted that states that all online courses are only eight weeks. This is important for course planning.</p> <p>To create a more realistic way for students to respond to exam questions and assignments. In the real world, individuals are asked to explain important homeland security and emergency management issues. The utilization of YouTube response videos will give students a chance to improve their public speaking skills and learn how to present important information in a format other than a written document.</p>
<p>Establishing workplace competencies for the program occupation(s)</p>	<p>The utilization of YouTube response videos will give students a chance to improve their public speaking skills and learn how to present important information in a format other than a written document.</p>
<p>Suggesting program revisions as needed</p>	<p>Areas on the website that must be corrected include ensuring that all students understand that no books are required for online HMSY/EMAP program courses. Although there is information about certificates, there needs to be a detailed explanation of how they are used as a building block to the associate degree and that they can be awarded throughout a student's journey in obtaining an associate degree. It was also identified that many of the links timed out. More information needs to be</p>

	<p>included that the program is 100% online. A statement that all online HMSY/EMAP courses are not self-paced would help students in enrollment. There needs to be information posted that states that all online courses are only eight weeks. This is important for course planning.</p> <p>The program will benefit by implementing YouTube videos for exams and assignments to improve their public speaking skills and learn how to present important information in a format other than a written document.</p>
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	Updating the website information listed above will increase the public's ability to understand the program and help publicize the benefits of the HMSY/EMAP degree and certificates.
Representing the needs of students from special populations	All courses are designed for students from the special population and accommodations are made as necessary for the success of the student.

Action Items

Description	Assigned To	Progress	Completion Date
Review the HMSY/EMAP program website, degree plan, and course catalog information for accuracy. Evaluate the feasibility of utilizing video and audio recordings for future course exams and assignments within the program.	Dr. Raymond Stephens	Completed	09/12/2023
Review the HMSY/EMAP program website, degree plan, and course catalog information for accuracy. Identify areas that need to be updated.	Christopher Chase	Completed	09/12/2023
Review the HMSY/EMAP program website, degree plan, and course catalog information for accuracy. Identify areas that need to be updated.	Perry McClendon	Completed	09/15/2023
Review the HMSY/EMAP program website, degree plan, and course catalog information for accuracy. Identify areas that need to be updated.	Jacob Bolles	Completed	09/10/2023
Review the HMSY/EMAP program website, degree plan, and course catalog information for accuracy. Identify areas that need to be updated.	Ryan Cantu	Completed	09/14/2023
Evaluate the feasibility of utilizing video and audio recordings for future course exams and assignments within the program.	Christopher Chase	Completed	09/24/2023
Evaluate the feasibility of utilizing video and audio recordings for future course exams and assignments within the program.	Perry McClendon	Completed	09/21/2023
Evaluate the feasibility of utilizing video and audio recordings for future course exams and assignments within the program.	Jacob Bolles	Completed	09/26/2023
Evaluate the feasibility of utilizing video and audio recordings for future course exams and assignments within the program.	Ryan Cantu	Completed	09/25/2023