

## Advisory Committee Meeting Record Template

CHAIRPERSON: Dr. Raymond Stephens		
MEETING DATE: 09/07/2024	MEETING TIME: 08:00 am	MEETING PLACE: Online, Phone and Email
RECORDER: Dr. Raymond Stephens		PREVIOUS MEETING: 09/28/2023

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

(P/OP?)	Name and Title (List all members)	Business Affiliation	Email Address and Phone Number
P	Dr. Raymond Stephens Homeland Security & Emergency Management Program Coordinator Program Coordinator	Central Texas College	raymond.stephens@ctcd.edu 972-510-8446
P	Tina Kronstad Nursing Assistant	Monroe Manor-Assisted Living Memory Care	jeantina619@gmail.com
P	Alyssa Mariduenia Firefighter II/EMT-B	City of Lampasas Fire Department	mariduenia.Alyssa@gmail.com
P	Samantha Smith	Human Resources	Samantha.smith.hhi@gmail.com
P	Richard Thompson Health and Human Services Indian Health Services	Health and Human Services	Richard.thompson@ihs.gov
P	Randall Whiddon Dispatcher	Hamilton County Emergency Communications	randall_whiddon@yahoo.com
P	Tiara Wright Assistant Director	Restoration Advocates	Mrstiawright22@gmail.com
P	Karissa Wagner Firefighter/EMT	Gig Harbor Fire & Medic One Fire and EMT	kwagner@gigharborfire.org
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## 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. Evaluate EMAP 2300 to identify areas to are outdated and or need to be added.	Tina Kronstad Alyssa Mariduena Samantha Smith Raymond Stephens Richard Thompson Randall Whiddon Tiara Wright Karissa Wagner
Curriculum Decisions:	None needed. Any updates or additional recommended supplemental course material will the responsibility of Dr. Stephens.	Dr. Raymond Stephens
Other:		

## MINUTES

Key Discussion Points	Discussion
Old Business:	There was no old business to discuss
New Business:	<ol style="list-style-type: none"> <li>1. Evaluate EMAP 2300</li> <li>2. Evaluate HMSY 1341 between 09/07/2024 to 11/02/2024</li> </ol>
Curriculum Decisions:	<ul style="list-style-type: none"> <li>• Add a new opportunity for ride-alongs with first responders in a student's area that they live. This opportunity will be extra credit but encourage students to evaluate new career fields.</li> <li>• Provide a third final project option. The option is for students to go outside the area they live to research volunteer opportunities.</li> <li>• Require students to complete a 250 words essay summarizing each of the three required FEMA IS courses they complete in the course.</li> </ul>
Other:	

## Advisory Committee Required Functions

<b>RECORDER SIGNATURE (or designee):</b> Dr. Raymond Stephens	<b>DATE:</b> 09/08/2024	<b>NEXT MEETING:</b> 11/02/2024
GIPWE Required Functions		How/when did the Committee address this function? At this meeting or a prior meeting?  Please add to "ACTION ITEMS" below if necessary to show that this function is or will be addressed
Evaluating the goals and objectives of the program curriculum	New opportunities with credit are to be provided for participating in real-world ride-alongs with first responders. Provided a new option for students to volunteer outside their communities. A requirement of a 250-word summary in addition the completion of the three required FEMA IS courses. Often students complete the IS course without being forced to explain what they have learned.	
Establishing workplace competencies for the program occupation(s)	Participating in real-world ride- a- longs with first responders with improve the students ability to decide their career path.	
Suggesting program revisions as needed	In addition to the course updates, more pdf opportunities are being added so students can download them for access after the course ends.	
Evaluating the adequacy of existing college facilities 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	Members are from a broad-based background and their membership will assist in promoting and improving the program.	
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
Evaluate EMAP 2300 and the recommendations by other board members. In addition, make the correct recommended changes to the course.	Dr. Raymond Stephens	Completed	09/07/2024
Review EMAP 2300 for accuracy in the current HMSY/EMAP field. Identify areas for improvement, deletion, and addition.	Tina Kronstad	Completed	09/07/2024
Review EMAP 2300 for accuracy in the current HMSY/EMAP field. Identify areas for improvement, deletion, and addition.	Alyssa Mariduenia	Completed	09/07/2024
Review EMAP 2300 for accuracy in the current HMSY/EMAP field. Identify areas for improvement, deletion, and addition.	Samantha Smith	Completed	09/07/2024
Review EMAP 2300 for accuracy in the current HMSY/EMAP field. Identify areas for improvement, deletion, and addition.	Richard Thompson	Completed	09/07/2024
Review EMAP 2300 for accuracy in the current HMSY/EMAP field. Identify areas for improvement, deletion, and addition.	Randall Whiddon	Completed	09/07/2024
Review EMAP 2300 for accuracy in the current HMSY/EMAP field. Identify areas for improvement, deletion, and addition.	Tiara Wright	Completed	09/07/2024
Review EMAP 2300 for accuracy in the current HMSY/EMAP field. Identify areas for improvement, deletion, and addition.	Karissa Wagner	Completed	09/07/2024