

Advisory Committee Meeting Record Template

CHAIRPERSON: Dr. Raymond Stephens		
MEETING DATE: 10/30/2021 – 11/13/2021	MEETING TIME: Multiple Times	MEETING PLACE: Online or via Telephone
RECORDER: Dr. Raymond Stephens		PREVIOUS MEETING: 12/02/2020

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 Cunningham cavscoutcac@gmail.com	TPM Environmental Group	Director: Emergency Response
P	Sarah Yvonne Henderson sarahhenderson2014@gmail.com	Emergency Management	Emergency Management Specialist
P	Nicholas Ryder	Law Enforcement	Law Enforcement

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. Removal of book for HMSY 1337 for the development of an OER course for HMSY 1337. 2. Identify training sites for OER usage in EMAP 1337. 3. Identify strengths and weaknesses on the CTCD Website for the HMSY & EMAP program. 	Dr. Raymond Stephens Christopher Cunningham Sarah Henderson Nicholas Ryder
Curriculum Decisions:	<ol style="list-style-type: none"> 1. None needed. The template for the new course has been uploaded for development into an OER version. 2. None taken. Board responsibility. 3. None taken. Program Coordinator and CTCD responsibility to update. 	Dr. Raymond Stephens
Other:	Identify ideas on how to improve other HMSY & EMAP courses in the program by updating training tools and websites.	Dr. Raymond Stephens

MINUTES

Key Discussion Points	Discussion
Old Business:	There was no old business to discuss.
New Business: Identify training aids for OER usage in HMSY 1337.	Each member was tasked to identify websites, training plans, and free training aids to develop HMSY 1337. The goal is to develop an OER course that will provide zero-cost requirements for the final project course. The board members are current members working in the field of study or have a history in emergency management and homeland security.
Curriculum Decisions:	None needed as the college has approved the development of an OER version for HMSY 1337. The advisory board is industry experts and assisted in providing relevant training sites and material for the development of HMSY 1337. The information obtained by the board members will assist in developing the OER version for the course while meeting WECM end of course outcomes.
Other:	Remove some irrelevant websites in some courses and change the amount of time offered for certain assignments involving FEMA IS courses.

CHAIRPERSON SIGNATURE (or designee): Dr. Raymond E Stephens	DATE: 16 Nov 2021	NEXT MEETING: TBD
---	-----------------------------	-----------------------------

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>
Evaluating the goals and objectives of the program curriculum	Identified learning outcomes and training areas for HMSY 1337 (Introduction to Homeland Security) for the Associates of Homeland Security & Emergency Management
Establishing workplace competencies for the program occupation(s)	Identified learning outcomes and training areas for HMSY 1337 (Introduction to Homeland Security) for the Associates of Homeland Security & Emergency Management
Suggesting program revisions as needed	Identified learning outcomes and training areas for HMSY 1337 (Introduction to Homeland Security) for the Associates of Homeland Security & Emergency Management
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, Online program
Assisting in promoting and publicizing the program to the community and to business and industry	NA
Representing the needs of students from special populations	The training sites and material recommended for HMSY 1337 will be designed for access by the special populations’ students within the program.

Action Items

Description	Assigned To	Progress	Completion Date
Identify training aids, sites, and exercises to assist future students in HMSY 1337 for the emergency management and homeland security community.	Christopher Cunningham	Completed	11/13/2021
Identify training aids, sites, and exercises to assist future students in HMSY 1337 for the emergency management and homeland security community.	Sarah Yvonne Henderson	Completed	11/13/2021
Identify training aids, sites, and exercises to assist future students in HMSY 1337 for the emergency management and homeland security community.	Nicholas Ryder	Completed	11/13/2021
Compile all of the recommended training aids and incorporate them into other training aids while developing EMAP 1440.	Dr. Raymond E. Stephens	Completed	11/13/2021