SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF APRIL 16, 2013

ITEM: Post-audit Review of Occupational Programs

RECOMMENDED RESOLUTION: *RESOLVED*, That Southern West Virginia Community and Technical College Board of Governors approve the continuance of the Associate in Applied Science, Homeland Security and Emergency Service degree program at the current level of activity with corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135 Procedural Rule, Series 37, *Increased Flexibility for Community and Technical Colleges*.

STAFF MEMBER: Katherine Deskins

RATIONALE FOR THE RECOMMENDATION:

In compliance with Title 135, Procedural Rule, Series 37, *Increased Flexibility for Community and Technical Colleges*, programs started under the provisions of the rule must undergo a post-audit review three years after the initial offering of the course of study. The post-audit review was conducted by the Department of Allied Health and Nursing during the 2012-2013 academic year.

The post-audit review revealed that the Homeland Security and Emergency Service, Associate in Applied Science program meets the standards for a viable program as set forth by the Council for Community and Technical College Education. The Department of Allied Health and Nursing staff recommend continuance of this program with corrective action. The program will be followed-up and monitored closely. Marketing will be increased and faculty training will be enhanced for the online delivery of courses. The program will be overseen by Katherine Deskins, Program Coordinator and Alyce Diaz, Chair of Allied Health and Nursing.

POST-AUDIT REVIEW
Southern West Virginia Community and Technical College
Board of Governors

☐ Program with Special Accreditation   ☑ Program without Specialized Accreditation

Program: Associate in Applied Science, Homeland Security   April 16, 2013
~~and Emergency Service~~
Degree and Title   Date

INSTITUTIONAL RECOMMENDATION

The institution is obligated to recommend continuance or discontinuance for each program reviewed and provide a brief rationale for its recommendation.

_____   1. Continuation of the program at the current level of activity without corrective action;

__X__   2. Continuation of program with corrective action (specify required action - e.g., reducing the range of optional tracks or other corrective action);

_____   3. Identification of the program for further development;

_____   4. Development of a cooperative program with another institution or sharing of courses, facilities, and/or faculty, and the like;

_____   5. Discontinuance of the program in accordance with provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 11, *Degree Designation, General Education Requirements, New Program Approval, and Discontinuance of Existing Programs.*

Rationale for Recommendation:

The program will be followed-up and monitored closely. Marketing will be increased and faculty training will be enhanced for the online delivery of courses. The program will be overseen by Katherine Deskins, Program Coordinator and Alyce Diaz, Chair of Allied Health and Nursing.

Katherine A. Deskins   4/11/13
Signature of person preparing report if other than Department Chair   Date

Alyce Patterson-Diaz   4/11/13
Signature of Department Chair   Date

Pamela L. Alderman   4/11/13
Signature of Dean   Date

Harry Langley   4/11/13
Signature of Vice President for Academic Affairs   Date

_____   _____
Signature of President   Date

_____   _____
Signature of Chair, Board of Governors   Date

Post-Audit Review Recommendation Form
Adopted March 2008

POST-AUDIT REVIEW

**For Occupational Programs
Implemented Under the Provisional of Series 37**

West Virginia Council for Community and Technical College Education

Institution: Southern West Virginia Community and Technical College

Program: Homeland Security and Emergency Service

April 16, 2013

POST-AUDIT REVIEW
For Occupational Programs Implemented Under the Provisional of Series 37
West Virginia Council for Community and Technical College Education

Institution: **Southern West Virginia Community and Technical College**
Program: **Homeland Security and Emergency Service**

I.   Introduction

Homeland Security and Emergency Services has become one of the fastest growing fields since the attacks on The United States of America, September 9, 2001. The need for highly trained and multi-disciplined individuals in emergency management has a national projected growth of ten to nineteen percent as reported by onetonline.org from 2010-2020. The Homeland Security and Emergency Service students acquire knowledge and skills needed to function within the massive network of security for our nation. The program at Southern West Virginia Community and Technical College was designed to prepare individuals to be leaders in emergency response during such events, but not limited to; terrorist threats, mass casualty incidents, and destructive weather throughout the nation. The program gives the student the opportunity to acquire a second degree with options built into the program focusing on four major areas; Criminal Justice, Education, Health Care, and Mine Management. The program will be a great companion to the Forensic Certificate program and other offerings as needed through Workforce Development.

Meetings with various Homeland Security managers revealed that other colleges in West Virginia are working to develop a similar program like the program offered here at Southern. The coordinator of Homeland Security has had offers to teach these courses at Southern from various individuals working within the Homeland Security offices. Individuals holding the title of County Emergency Manager will be required to have a degree in Emergency Management within the next several years.

Careers in Homeland Security and Emergency Management most often involve key tasks requiring specific capabilities and training. As a citizen we often think of Homeland Security as protection from violence and threats from other countries but we need to look at the broader picture. In the past year, several natural disasters have threatened critical infrastructures across the country and in our community, most recently our college. Individuals with Homeland Security were onsite and in the air during the flood at Mount Gay in March of 2012 offering much needed assistance to a devastated community.

Our nation is striving to maintain a state of readiness with a well-trained workforce. Organizations are seeking individuals with knowledge to train and react properly to any type of emergency to protect property and fellow citizens. Topics span from disaster management, risk prevention/management, interrupting intelligence, counter-terrorism, and national security to public health. With the permission of the Federal Emergency Management Agency (FEMA), the program at Southern introduces and incorporates information in the courses mandated for emergency management. Using national

standards and guidelines a managerial approach is taught using a broad array of knowledge in numerous areas of incident command.

Two Homeland Security courses being offered online consist of course requirements by FEMA. During the development of the Homeland Security and Emergency Service program FEMA was contacted and asked about enveloping FEMA courses into courses offered at the college for college credit. The reply indicated that the government produced materials are not afforded copyright protection and are within the public domain. Changes to original Emergency Management Institute (EMI) content cannot be authorized by the EMI. When using EMI curriculum material, organizations should cite EMI as the originator of the material. This is evident in Homeland Security program documentation.

II.   Goals and Objectives of the Program

The program goals were developed to meet the goals of the institution while individualizing the needs of the specific program requirements. This program provides the student an opportunity, as well as the ability, to obtain work in management areas.

The following are the program goals developed for the Homeland Security and Emergency Service:

A. Communication Abilities: Prepare students for alternative methods of providing and gathering information through various venues of intelligence and research. Students will learn to be effective in giving oral reports and written communication.

B. Facility Systems: Prepare students to understand how they can use their knowledge and skills to work within the guidelines of local and federal departments, organizations, and the Homeland Security environment as a whole.

C. Employability Skills: Prepare students to practice skills to enhance their employment opportunities and job satisfaction, and maintain and upgrade those skills as required.

D. Legal Responsibilities: Prepare students to understand and maintain an awareness of the legal responsibilities, limitations, and the implications of their actions.

E. Ethics: Prepare students to know the difference between "right" and "wrong" in the practice of emergency management.

F. Safety Practices: Prepare students to understand existing and potential hazards to the public, infrastructure, fellow responders, and themselves.

Prevent or minimize injury or illness through instruction of safe work practices and consistently follow health and safety policies and procedures.

G. Teamwork: Prepare students to work as a team and to understand the roles/responsibilities of each individual on scene. Understand the Incident Command System and its proper utilization to maximize resources for the greatest good. Have the ability to work large-scale public and medical incidents using complex systems with multiple disciplinary agencies.

H. Resource Management: Prepare students to address equipment priorities while supporting Command and Operations with the appropriate equipment and personnel. Ensure the careful use of available resources as they make timely decisions.

III.   Assessment

The Homeland Security and Emergency Service program utilizes a variety of assessment measures which are reviewed as part of an associate degree program. Student achievements in general education and support courses are assessed in accordance with the institution's plan for assessment.
Beginning spring 2010, students enrolled in all programs, and who had completed college level English and math, were selected to take the Motivational Appraisal of Personal Potential (MAPP) exam.

IV.   Curriculum

A.   Curricula

Curriculum reflects the requirements mandated by the West Virginia Community and Technical College System policy 135-11-3 of sixty hours for associate degree programs. The Advisory Committee representatives from the West Virginia Division of Homeland Security, West Virginia Department of Military Affairs and Public Safety, West Virginia Office of Emergency Medical Services, West Virginia Department of Agriculture, Emergency Managers, and Emergency Office of Communications had the opportunity to review and recommend changes and additions to the curriculum. The program consists of twenty-six hours of general education courses, twenty-five hours of major courses, and four options consisting of nine credit hours in Criminal Justice, nine hours in Education, nine hours in Health Care, or nine hours in Mine Management Option. (See App. I)

Curriculum and instruction requests were submitted at the April 5, 2013 committee meeting for course changes to be instituted for fall 2013. Review of the current list of major and support courses yielded that changes needed to occur to benefit the student more effectively in completion of this program.(See App. I).

Entrance Criteria

The Homeland Security and Emergency Service program is an open admission program in accordance with the open-door admission policy of Southern West Virginia Community and Technical College. Students entering the program must have a high school diploma or GED.

Entrance Abilities

There are no program-specific entrance abilities required of students. Those enrolling in the college-level English and math general education courses are required to meet minimum scores on the ACT or Accuplacer exam prior to enrollment in these courses or must successfully complete the Transitional Studies courses to remediate.

Exit abilities

Exit abilities vary based on the option chosen by the student.

B.   Course Listing

Course listing, See Appendix I

C.   Course Delivery Mode

The Homeland Security and Emergency Service major courses are delivered one hundred percent through Blackboard. Full-time faculty members teach the general education core and option course requirements.

V.   Faculty

The Homeland Security and Emergency Services program was developed by Katherine Deskins, EMS Coordinator. Deskins also serves as advisor for the program. The West Virginia Division of Homeland Security has made recommendations for adjunct instructors, noted in their field as experts on the material delivered in their courses. Full-time faculty members teach the general education and elective course requirements. Faculty Data Information can be found in Appendix II.

VI.   Enrollment and Graduates

A. Enrollment Data

Enrollment for this program may be found in Appendix III. Initial enrollment began fall of 2011 with six students enrolled in the introduction. In spring 2012, twelve students enrolled in the program. Eleven students were enrolled in the fall

of 2012. The number of students enrolled in any Homeland course will vary with availability of general education courses.

B. Number of Graduates per year for the previous 3 years

New program; no graduate data available at this time.

C. Graduate Follow-up data

New program; no graduate data available at this time.

D. Graduate and Employer Satisfaction

New program; no graduate data available at this time.

VII.   Financial

The Homeland Security and Emergency Service program receives institutional funds. These funds are adequate to meet the needs of the program.

VIII. Advisory Committee

The Homeland Security and Emergency Service Advisory Meeting was held in March 2012 in conjunction with the Paramedic Science Program Advisory. The Advisory Committee consisted of representatives from the West Virginia Division of Homeland Security, West Virginia Department of Military Affairs and Public Safety, West Virginia Office of Emergency Medical Services, West Virginia Department of Agriculture, Emergency Managers, and Emergency Office of Communication meet annually. At these meetings, the Homeland Security and Emergency Service Program are evaluated for goals, objectives, and updates as needed. Committee members are provided additional information regarding the program and are afforded the opportunity to provide information and feedback related to the students, the curriculum, and the overall program.

IX.   Accreditation

The program is not accredited at this time. Research into accreditation is in progress. The West Virginia Division of Homeland Security advises a degree in Emergency Management will become the standard in the near future for all Emergency Managers.

APPENDIX I

APPENDIX I
Homeland Security and Emergency Service
Associate Degree
60 Credit Hours

Purpose

Homeland security is possibly one of the most important and talked about issues of our culture today. Jobs in homeland security are in high demand in various areas such as: management, investigation, private/public security, and law enforcement. As one of the largest government agencies, they are looking for strong individuals with a variety of skills to carry out specific tasks. Previous experience in security, public service, military, technology, or administration is helpful but not required.

The full Homeland Security and Emergency Service Program are available on the Logan Campus. The Boone/Lincoln, Williamson, and Wyoming/McDowell campuses offer the program support courses only.

Dept/No.	Title	Credit Hours
Support Courses		
BU 115	Business Mathematical Applications	3
CS 103	Computer Applications	1
EN 101	English Composition I	3
IT 102	Cyber Law, Ethics, Culture	3
PS 201	American Government and Politics	3
PS 205	National Security Decision Making	3
PY 226	Abnormal Psychology	3
SO 201	Social Problems I	3
	Laboratory Science Elective	4
Major Courses		
EM 100	First Responder	3
EM 106	Techniques of Counterterrorism	3
HM 101	Introduction to Homeland Security	3
HM 102	History of Terrorism	3
HM 103	Integrated Incident Command Systems	4
HM 104	Command Operations, Planning, and Logistics	4
HM 203	Introduction to Intelligence Research	3
HM 205	Public Health Issues	2

Students are required to choose one of the following options to complete the degree:

Criminal Justice Option

CJ 101	Criminal Justice Systems	3
CJ 203	Criminal Evidence	3
CJ 213	Criminal Investigation	3

Education Option

ED 120	Approaches to Discipline	3
ED 213	Children and Families	3
PY 207	Psychology of Adolescence	3

Health Care Option

AH 108	Medical Terminology	2
EM 218	Rescue Operations	4
PY 222	Processes of Dying and Grief	3

Mine Management Option

MG 268	Labor Relations	3
MG 273	Organizational Behavior and Communication	3
MN 109	Mine Law, Safety, and Health	3

Changes Submitted to Curriculum and Instruction Committee on April 5, 2013

Homeland Security and Emergency Services
Associate Degree
60 Credit Hours

Purpose

Homeland security is possibly one of the most important and talked about issues of our culture today. Jobs in homeland security are in high demand in various areas such as: management, investigation, private/public security, and law enforcement. As one of the largest government agencies, they are looking for strong individuals with a variety of skills to carry out specific tasks. Previous experience in security, public service, military, technology, or administration is helpful but not required.

The full Homeland Security and Emergency Service Program are available on the Logan Campus. The Boone/Lincoln, Williamson, and Wyoming/McDowell campuses offer the program support courses only.

Dept/No.	Title	Credit Hours
Support Courses		
AH 122	First Aid	2
AH 124	CPR	1
BU 115	Business Mathematical Applications	3
CS 103	Computer Applications	1
EN 101	English Composition I	3
PS 201	American Government and Politics	3
PS 205	National Security Decision Making	3
PY 203	Forensic Psychology	3
PY 226	Abnormal Psychology	3
SO 201	Social Problems I	3
	Science Elective	3
Major Courses		
EM 106	Techniques of Counterterrorism	3
HM 101	Introduction to Homeland Security	3
HM 102	History of Terrorism	3
HM 103	Integrated Incident Command Systems	4
HM 104	Command Operations, Planning, and Logistics	4
HM 203	Introduction to Intelligence Research	3
HM 205	Public Health Issues	3

Students are required to choose one of the following options to complete the degree:

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CJ 101	Criminal Justice Systems	3
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Education Option

ED 120	Approaches to Discipline	3
ED 213	Children and Families	3
PY 207	Psychology of Adolescence	3

Health Care Option

AH 108	Medical Terminology	2
EM 230	Emergency Management Leadership Skills	4
PY 222	Processes of Dying and Grief	3

Mine Management Option

MG 268	Labor Relations	3
MG 273	Organizational Behavior and Communication	3
MN 109	Mine Law, Safety, and Health	3

APPENDIX II

APPENDIX II
Faculty Data
*(No more than **TWO** pages per faculty member)*

Name: Sonya Porter, Sheriff of Logan County   Rank_____

Check one: Full-time_____   Part-time_____   Adjunct___X___   Graduate Asst._____

Highest Degree Earned: Regents Bachelors of Arts

Date Degree Received: December 2003

Conferred by: West Virginia State University

Area of Specialization: Criminal Justice, Emergency Management

Professional registration/licensure: West Virginia Law Enforcement Training Committee

Years of employment at present institution: Fall 2011

Years of employment in higher education: Fall 2011

Years of related experience outside higher education: 19 years

Non-teaching experience: 19 years

To determine compatibility of credentials with assignment:

    (a) List courses you taught this year and those you taught last year: (If you participated in team-taught course, indicate each of them and what percent of courses you taught.) For each course include year and semester taught, course number, course title and enrollment.

Year/Semester	Course Number & Title	Enrollment
2010 Fall	HM 101 Introduction to Homeland Security	6

    (b) If degree is not in area of current assignment, explain.

    (c) Identify your professional development activities during the past five years.

Numerous Course in Homeland Security and Emergency Management and Law Enforcement

Faculty Data

*(No more than **TWO** pages per faculty member)*

Name: John Thomas_____ Rank_____ .
Check one: Full-time_____   Part-time_____   Adjunct__X___   Graduate Asst._____
Highest Degree Earned: None **_____**
Date Degree Received: NA **_____**
Conferred by: NA _____
Area of Specialization: Weapons of Mass Destruction through Homeland Security
Professional registration/licensure: NA _____
Years of employment at present institution: 10 years
Years of employment in higher education: 10 years
Years of related experience outside higher education: 13 years
Non-teaching experience: 13 years

To determine compatibility of credentials with assignment:

   (a) List courses you taught this year and those you taught last year: (If you participated in team-taught course, indicate each of them and what percent of courses you taught.) For each course include year and semester taught, course number, course title and enrollment.

Year/Semester	Course Number & Title	Enrollment
2011 Spring	HM 102 A History of Terrorism	7

   (b) If degree is not in area of current assignment, explain.

   (c) Identify your professional development activities during the past five years.

     National Incident Management System (NIMS), numerous updates on Weapons of Mass Destruction, Terrorism,

Faculty Data
*(No more than **TWO** pages per faculty member)*

Name:___Teresa VanDyke _____ Rank_____
Check one: Full-time_____   Part-time_____   Adjunct__X___   Graduate Asst._____
Highest   Degree   Earned: Paramedic   Science,   Emergency   Management
_____

Date Degree Received: May 2006 Fall 2006 _____
Conferred by: New River _____
Area of Specialization: Emergency Management _____
Professional   registration/licensure: Paramedic   WV   Certifications
P026114_____
Years of employment at present institution: 2003 _____
Years of employment in higher education: 9___
Years of related experience outside higher education: 24 __
Non-teaching experience: 24__

To determine compatibility of credentials with assignment:

(a) List courses you taught this year and those you taught last year: (If you participated in team-taught course, indicate each of them and what percent of courses you taught.) For each course include year and semester taught, course number, course title and enrollment.

Year/Semester	Course Number & Title	Enrollment
2011 Spring	HM 103 Integrated Incident Command Systems	6

(b) If degree is not in area of current assignment, explain.

(c) Identify your professional development activities during the past five years. Hazardous Materials Awareness Level, G366 Planning for the Needs of Children in Disasters, The "Basic" of Acids and Bases, EMS Chaplain Operations, Fire Service Chaplain, Emergency Planning for Special Needs Populations, McDowell County Health Risk Assessment Workshop

Faculty Data

*(No more than **TWO** pages per faculty member)*

Name: David W. Bradley   Rank   .
Check one: Full-time_____   Part-time_____   Adjunct__X___   Graduate Asst._____
Highest Degree Earned: Associate in Applied Science Board of Governors
Date Degree Received: December 2011
Conferred by: West Virginia University at Parkersburg _____
Area of Specialization: West Virginia Certified Emergency Manager Level 3, Multiple Certifications in Emergency Leadership.
Professional registration/licensure: West Virginia Department of Education in Adult Teaching Certificate, Numerous Certifications in Homeland Security and Emergency Management.
Years of employment at present institution: March 2013
Years of employment in higher education: None
Years of related experience outside higher education: 7 years
Non-teaching experience: 32 years

To determine compatibility of credentials with assignment:

(a) List courses you taught this year and those you taught last year: (If you participated in team-taught course, indicate each of them and what percent of courses you taught.) For each course include year and semester taught, course number, course title and enrollment.

Year/Semester	Course Number & Title	Enrollment
2013 Spring	HM 101 Introduction to Homeland Security	In Progress

(b) If degree is not in area of current assignment, explain.

(c) Identify your professional development activities during the past five years. National Incident Management System (NIMS), Numerous updates on Weapons of Mass Destruction, Terrorism, All Hazard Incident Management Team, Emergency Management Institute Series, Fundamentals of Weather Radar, Disasters in Society, Integrated Emergency Management, Community Mitigation and Recovery, Introduction to Emergency Management

APPENDIX III

APPENDIX III

Enrollment

Fall 2011	6
Spring 2012	12
Fall 2012	7

APPENDIX IV

Appendix IV

Graduates

*Initial Registration began fall 2011, no graduates at this time