

ADVISORY BOARD MEETING MINUTES
January 28, 2015

Location: Pierce College – Fort Steilacoom Campus

Present: Richard Axtell, Lit Dudley, Brian Felczak, Chris Johnson, Patrick Knouff, Denise Mack, Mindi Mattson, Andy McKellar, Jamye Wisecup (via phone)

Staff/faculty: Jo Ann Baria, Linda Crerar, Wendy Freitag, Kellie Hale, Jamie Krause, Robert Lord, Ron May

Welcome, Introductions, Announcements,

Chris Johnson accepted position as Co-Chair of the Advisory Board. New Advisory Board members were introduced: Richard Axtell – former Director of Safety & Transportation at Green River Community College; Patrick Knouff - Senior Student Research Assistant for UW Emergency Management; Mindi Mattson - Emergency Management Coordinator for City of Renton; Andy McKellar - Red Cross Disaster Program Manager for the Mount Rainer Chapter/Western Washington Region.

Motion #1: Approval of September 18, 2014 meeting minutes.

Update on HSEM degree program

- Robert was appointed to full time as Assistant Professor and receives released time as HSEM Program Coordinator.
- **BAS program – Statement of Need Review – Critical Timeline**
 - The BAS – Statement of Need Review must be submitted by 2/27/15 for a 30 day review by the State Board for Community and Technical College (SBCTC). The criteria for the Statement of Need has to show the relationship to institutional role, mission, and program priorities that support statewide strategic plans. There needs to be statistical employer/community demand for graduates with baccalaureate level of education proposed in the program.
 - Mindi Mattson shared when people who apply for a job at City of Renton and do not have a Bachelor’s degree will mostly likely get screened out by HR.
 - Lit Dudley said that EMD does require a person to have a Bachelor’s, but will still look at the amount of experience a person has in order to see if it is acceptable.
 - Kellie created a survey about the BAS and sent it out to students to get their responses. The survey had a total of four questions our students had to answer such as, if Pierce College offered an online Applied Bachelor's degree that led to a career in All-Hazards Emergency Management (Safety, Security, & Emergency Management), how likely would you be to participate, to whether or not they would be a full-time student or part-time student.

- The Advisory Board is needed for participation and involvement in the curriculum development of the BAS program. The 300 and 400 level courses in the BAS degree program will be more specialized in leadership and management.
- **HSEM/FCA Certificate**
 - Goal: to improve the alignment between HSEM & FCA programs
 - The alignment of programs will help to improve students learning environment along with providing additional career and educational pathways, and increase interest in both programs.
 - Robert suggested to the Advisory Board about HSEM curriculum additions:
 - Add CMST&101 Introductions to Communications as an alternate to ENGL&235 Technical Writing
 - Add BUS 107 Business Math as an alternate to MATH&146
 - Add PS101 Intro to Physical Science an option for Natural Sciences
 - Add the following Fire Command courses as electives for the HSEM program
 - FCA 180 Fire Command
 - FCA 259 Legal Aspects of Fire Service
 - FCA 272 Negotiations
 - FCA 280 Advanced Fire Administration
 - In response to Robert’s suggestion of alternating MATH&146 (Statistics) with BUS Math 107, Ron May said if Bates Technical College were to do a BAS degree for FCA, then offering BUS Math 107 will not be beneficial for the students as the course is non-transferrable.
 - Other members were not quite sold on the idea of having CMST&101 Introductions to Communications as an alternate to Technical Writing. Mindi Mattson expressed that one of the reasons why her organization does not look at hiring people without a Bachelor’s degree is due to lack of writing skills.
 - Denise Mack and Brian Felczak commented about the HSEM’s PIO course. Both expressed that HSEM PIO course should not be consolidated with FCA PIO as they each have different functions. Robert informed them that the program’s PIO course is generic and does not get down to the strong specifics of HSEM/FCA. Jo Ann Baria mentioned that looking at the course outcomes would be the best way to differentiate between the two courses.
 - The Advisory Board motioned to add PS101 Physical Science, the four FCA course, and one technical report writing course as electives to the HSEM degree program.
- **Update on Fire Command Program**
 - As of now, Robert will be using Bates FCA Advisory Board as his Sub-Committee
 - Goal to continue integrating HSEM & FCA programs. The reason for this is to provide efficiency of scale and enhance learning environment for students. It also provides a

better educational career pathways. Robert said that he wants the students to come into the program with different choices that better suites them

- Robert would like to have quarterly conference calls with participating colleges to go over collaboration on curriculum adjustments

- **Update on Center of Excellence - HSEM**

- June 2015 Summit (Past, Present, and Future) briefing and identify sub-committee members to help. The Summit will take place June 16 at Pierce College – Puyallup Campus. Will be the 10th anniversary of Summit that celebrates the Center’s legislative existence. Will use this opportunity for this year’s Summit as a Founders celebration. Resiliency and recovery are two topics we really need to focus on at Summit.
- On June 17 the Center will host the Security, Safety and EM Council (SSEM) Workshop where the focus will be on Campus Preparedness and School Safety Capability and training and education needs and delivery methods. This event will also be held at Pierce College – Puyallup Campus

- **Military Pathways**

- The COE-HSEM was asked by the State Board for Community and Technical Colleges (SBCTC) to be more involved with military pathways for veterans and service folks. HSEM, Criminal Justice, Corrections, Fire, and Occupational Health & Safety are degrees that possess the most viable outcomes to create military pathways for veterans.

- **March 2 Center Self-Assessment with State Board for Community and Technical Colleges**

- Was previously going to be on February 18, but was cancelled due to the unavailability of Jo Ann Baria and Pierce College’s Presidents.
- Self-assessment has been moved to March 2 and will be held at Pierce College – Fort Steilacoom campus in the President’s board room.
- Liaisons are assigned to each Center. The COE-HSEM’s liaison is Kendra Hodgson. Self-assessments used to be held every three years. Last year, the SBCTC decided to change it to every two years for Center self-assessment. COE Director will do a 15 minute presentation on what their Center has been doing for the past two years.
- Jo Ann explained that the SBCTC wants to know how the Advisory Board members are contributing effectively with the Center, how is the Center contributing to members and their industry. She also said that the SBCTC would want to know why members decided to join the Center’s Advisory Board and how they think Linda is doing as Center Director.

- The SBCTC will ask about the Center’s goals and planning. A strategic planning session/process will take place at the next Advisory Board meeting in April to develop the long term plan for the Center (five+ years out, minimum).

- **Dates for 2014 and 2015**
 - **March 2:** Center Self-Assessment with State Board
 - **April 14-16 2015:** Partners in Preparedness Conference
 - **April 21 or 22:** Advisory Board Meeting
 - **May 14:** HSEM Degree Program Networking Forum
 - **June 16-17:** COE Educators and Practitioners Summit – 10 year anniversary of the COE

- **Action/Decision Items**
 - **Determine date and location for April’s Advisory Board Meeting**
 - Kellie will send out a Doodle poll for the April dates and times. Linda and Kellie will be looking for locations for the upcoming meeting and will inform members when location has been picked.

 - It was decided by the Advisory Board that any suggestions in the development to consolidate HSEM/FCA course must be given to members ahead of time before the meeting. This will allow members the time to look over the documents and have a proper understanding of both degree programs course offerings.

 - **Develop Sub-Committee for June 2015 Conference**
 - Sub-Committee will speak bi-monthly.
 - Kellie will send out meeting dates and times to those who volunteered.

Next Meeting: TBD

Location: TBD

Meeting adjourned at 3:15 p.m.