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| For Academic Affairs and Research Use Only | |
| CIP Code: |  |
| Degree Code: |  |

**New Course Proposal Form**

**[X] Undergraduate Curriculum Council**

**[ ] Graduate Council**

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| **[X] New Course or [ ]Experimental Course (1-time offering) (Check one box)** |

Signed paper copies of proposals submitted for consideration are no longer required. Please type approver name and enter date of approval.

Email completed proposals to [curriculum@astate.edu](mailto:curriculum@astate.edu) for inclusion in curriculum committee agenda.

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| Joseph Richmond 11/16/2018 **Department Curriculum Committee Chair** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…  **COPE Chair (if applicable)** |
| Shawn Bayouth 11/16/2018 **Department Chair:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…  **Head of Unit (If applicable)** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date… **College Curriculum Committee Chair** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…  **Undergraduate Curriculum Council Chair** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date… **College Dean** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…  **Graduate Curriculum Committee Chair** |
| |  |  | | --- | --- | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Enter date |   **General Education Committee Chair (If applicable)** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…  **Vice Chancellor for Academic Affairs** |

1. Contact Person (Name, Email Address, Phone Number)

Joseph Richmond, Arkansas State University, College of Nursing & Health Professions, Department of Disaster Preparedness and Emergency Management, P.O. Box 910, State University, AR 72467 [jrichmond@astate.edu](mailto:jrichmond@astate.edu), 870-680-8286

2. Proposed Starting Term and Bulletin Year

Fall 2019

3. Proposed Course Prefix and Number (Confirm that number chosen has not been used before. For variable credit courses, indicate variable range. *Proposed number for experimental course is 9*. )

DPEM 3623

4. Course Title – if title is more than 30 characters (including spaces), provide short title to be used on transcripts. Title cannot have any symbols (e.g. slash, colon, semi-colon, apostrophe, dash, and parenthesis). Please indicate if this course will have variable titles (e.g. independent study, thesis, special topics).

HOMELAND SECURITY EXERCISE DESIGN

Short title: Exercise Design

5. Brief course description (40 words or fewer) as it should appear in the bulletin.

Enter text...

**DPEM 3623. Homeland Security Exercise Design** Explore types of exercises applicable to emergency management programs. Plan, develop, and conduct exercises to test and evaluate emergency response plans. Analyze the results of disaster exercises in an after action review meeting the Homeland Security Exercise and Evaluation protocols. Fall, Spring, Summer.

6. Prerequisites and major restrictions. (Indicate all prerequisites. If this course is restricted to a specific major, which major. If a student does not have the prerequisites or does not have the appropriate major, the student will not be allowed to register).

1. **Yes / No** Are there any prerequisites? No
   1. If yes, which ones?

Enter text...

* 1. Why or why not?

Enter text...

1. **Yes / No** Is this course restricted to a specific major? No
   1. If yes, which major? Enter text...

7. Course frequency(e.g. Fall, Spring, Summer). *Not applicable to Graduate courses.*

Fall, Spring and/or Summer

8. Will this course be lecture only, lab only, lecture and lab, activity, dissertation, experiential learning, independent study, internship, performance, practicum, recitation, seminar, special problems, special topics, studio, student exchange, occupational learning credit, or course for fee purpose only (e.g. an exam)? Please choose one.

Lecture

9. What is the grade type (i.e. standard letter, credit/no credit, pass/fail, no grade, developmental, or other [please elaborate])

Letter

10. **Yes / No** Is this course dual listed (undergraduate/graduate)? No

11. **Yes / No** Is this course cross listed? No

*(If it is, all course entries must be identical including course descriptions. Submit appropriate documentation for requested changes. It is important to check the course description of an existing course when adding a new cross listed course.)*

**11.1** – If yes, please list the prefix and course number of cross listed course.

Enter text...

**11.2** – **Yes / No** Are these courses offered for equivalent credit? No

Please explain. Enter text...

12. **Yes / No** Is this course in support of a new program? No

a. If yes, what program?

Enter text...

13. **Yes / No** Does this course replace a course being deleted? Yes

a. If yes, what course?

DPEM 3592 Exercise Design in DPEM

14. **Yes / No** Will this course be equivalent to a deleted course? No

a. If yes, which course?

Enter text...

15. **Yes / No** Has it been confirmed that this course number is available for use? Yes

*If no: Contact Registrar’s Office for assistance.*

16. **Yes / No** Does this course affect another program? No

If yes, provide confirmation of acceptance/approval of changes from the Dean, Department Head, and/or Program Director whose area this affects.

Enter text...

**Course Details**

17. Outline (The course outline should be topical by weeks and should be sufficient in detail to allow for judgment of the content of the course.)

This course will be offered in the traditional 14-week semester. The online academic work will complete the

45 contact hour requirement for 3 hours of academic credit.

Week 1

Introduction

Week 2

The need for exercises

Week 3

Types of exercises

Week 4

Test 1

Week 5

Organizing a design team

Week 6

Planning and developing

Week 7

Test 2

Week 8

Enhancing the exercise experience

Week 9

Conducting the exercise

Week 10

Test 3

Week 11

After action reports

Week 12

Tabletop exercise presentations

Week 13

Tabletop exercise presentations

Week 14

Tabletop exercise presentations

Final

18. Special features (e.g. labs, exhibits, site visitations, etc.)

None

19. Department staffing and classroom/lab resources

Faculty from A-State will teach and evaluate this course online.

1. Will this require additional faculty, supplies, etc.?

No

20. **Yes / No** Does this course require course fees? No

*If yes: please attach the New Program Tuition and Fees form, which is available from the UCC website.*

**Course Justification**

21. Justification for course being included in program. Must include:

a. Academic rationale and goals for the course (skills or level of knowledge students can be expected to attain)

Emergency response plans are an integral part of both the public and private sector often required by law. These response plans must be tested and evaluated routinely based on specific guidelines. Students will gain an understanding of the types of exercises applicable to emergency response plans and when to use what style of exercise. Students will be able to analyze the exercise results in a formal after action report meeting Homeland Security’s guidelines.

b. How does the course fit with the mission established by the department for the curriculum? If course is mandated by an accrediting or certifying agency, include the directive.

This course is an elective in the Emphasis Area of the Bachelor of Science in Disaster Preparedness and Emergency Management. There is no current or required curriculum for this degree by the Higher Learning Commission; however, this course does follow the suggested curriculum guidelines for higher education established by The Federal Emergency Management Institute. This course and degree plan also meets criteria established for graduates to take the certification examination for emergency management. Development of this course fits well with the mission of Arkansas State University and the College of Nursing and Health Professions: to provide quality education to students and graduates in a variety of disciplines; in this instance, disciplines specific to disaster response and emergency management. This course will prepare students to be global citizens as well as respond to local and regional disasters in the areas where students live. Students completing this course will have been provided with the opportunity to develop skills to promote life-long learning.

c. Student population served.

Because disasters affect populations, businesses, and people in all walks of life, this course targets all students at Arkansas State University and across the country who are currently working in or plan to be working in the field of disaster response.

d. Rationale for the level of the course (lower, upper, or graduate).

Offering this as an upper level course allows students to apply technical skills to advanced knowledge associated with disaster preparedness and emergency management. Thus, the level of this course meets requirements consistent with upper division academic rigor.

**Assessment**

**Relationship with Current Program-Level Assessment Process**

22. What is/are the intended program-level learning outcome/s for students enrolled in this course? Where will this course fit into an already existing program assessment process?

This a service course designed and intended to meet the needs of several undergraduate health science degree plans within the College of Nursing and Health Professions.

23. Considering the indicated program-level learning outcome/s (from question #23), please fill out the following table to show how and where this course fits into the program’s continuous improvement assessment process.

*For further assistance, please see the ‘Expanded Instructions’ document available on the UCC - Forms website for guidance, or contact the Office of Assessment at 870-972-2989.*

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| **Program-Level Outcome 3 (from question #23)** | Support professional business practices (administration, fiscal responsibility, evaluation measures, stakeholder interest, business continuity) in the discipline and practice of disaster preparedness and emergency management. |
| Assessment Measure | Throughout a student's academic career in the DPEM program, they collect various certifications and are involved in other academic and/or professional services, at the very least. Students collect supporting certificates and documents related to work completed and compile them into specifically designated electronic folders. The resulting course materials should demonstrate professionalism in the Homeland Security Exercise evaluation process. |
| Assessment  Timetable | Fall semester annually. |
| Who is responsible for assessing and reporting on the results? | Joseph Richmond, Assistant Professor, Arkansas State University, College of Nursing & Health Professions, Department of Disaster Preparedness and Emergency Management, P.O. Box 910, State University, AR 72467 [jrichmond@astate.edu](mailto:jrichmond@astate.edu), 870-680-8286 |

*(Repeat if this new course will support additional program-level outcomes)*

**Course-Level Outcomes**

24. What are the course-level outcomes for students enrolled in this course and the associated assessment measures?

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| **Outcome 1** | Identify types of exercises applicable to emergency management programs. |
| Which learning activities are responsible for this outcome? | Lectures and assigned readings  Exercises  Presentations  Tegrity videos |
| Assessment Measure | Completed FEMA independent study certificate for IS-120a: An Introduction to Exercises. |

*(Repeat if needed for additional outcomes)*

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| **Outcome 2** | Demonstrate ability to plan, develop and conduct exercise plans. |
| Which learning activities are responsible for this outcome? | Discussion posts  Exercises  Oral/electronic presentations  Exams  Small group work |
| Assessment Measure | Completed exercise scenario, as part of a written/video assignment to allow Arkansas State University to test its emergency response plan. |

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| **Outcome 3** | Analyze the results of a disaster plan in a formal after action report. |
| Which learning activities are responsible for this outcome? | Discussion posts  Exercises  Presentations  Written assignments |
| Assessment Measure | Written assignment analyzing their A-State emergency response plan. |

**Bulletin Changes**

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| **Instructions** |
| **Please visit** [**http://www.astate.edu/a/registrar/students/bulletins/index.dot**](http://www.astate.edu/a/registrar/students/bulletins/index.dot) **and select the most recent version of the bulletin. Copy and paste all bulletin pages this proposal affects below. Follow the following guidelines for indicating necessary changes.**  **\*Please note: Courses are often listed in multiple sections of the bulletin. To ensure that all affected sections have been located, please search the bulletin (ctrl+F) for the appropriate courses before submission of this form.**  - Deleted courses/credit hours should be marked with a red strike-through (~~red strikethrough~~)  - New credit hours and text changes should be listed in blue using enlarged font (blue using enlarged font).  - Any new courses should be listed in blue bold italics using enlarged font (***blue bold italics using enlarged font***)  *You can easily apply any of these changes by selecting the example text in the instructions above, double-clicking the ‘format painter’ icon 🡪 , and selecting the text you would like to apply the change to.*  *Please visit* [*https://youtu.be/yjdL2n4lZm4*](https://youtu.be/yjdL2n4lZm4) *for more detailed instructions.* |

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