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

**New Course Proposal Form**

**[X] Undergraduate Curriculum Council**

**[ ] Graduate Council**

|  |
| --- |
| **[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.

|  |  |
| --- | --- |
| Joseph Richmond 11/30/2018 **Department Curriculum Committee Chair** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…  **COPE Chair (if applicable)** |
| Shawn Bayouth 11/30/2018 **Department Chair:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…  **Head of Unit (If applicable)** |
| Evi Taylor 3/28/2019 **College Curriculum Committee Chair** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…  **Undergraduate Curriculum Council Chair** |
| Susan Hanrahan 3/28/19 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, 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 430V: Variable from 1 to 3 hours.

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).

Special Problems in Disaster Preparedness and Emergency Management (DPEM)

Short: Special Problems in DPEM

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

Exploration of specific disaster preparedness and emergency management areas, with the topic and mode of study agreed upon by the student and the instructor. Course may be repeated with various topics. Registration must be approved by the department chair.

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? Yes
   1. If yes, which ones?

Permission by the faculty.

* 1. Why or why not?

To determine if the course is compatible with the student’s degree completion plan.

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 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.

Special Problems

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

Standard 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? No

a. If yes, what course?

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.)

Content will be designed to fill a typical 15-week semester or 9-week full summer term. Content will be designed and tailored to fit the needs of the student that has been granted permission to utilize the Special Problems course within their degree plan.

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

Student must present to the DPEM faculty an overview of the work completed/research completed/project completed within the Special Problems course.

19. Department staffing and classroom/lab resources

It is anticipated that no additional resources will be required for this course.

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)

Disaster preparedness and emergency management professions place a premium on the ability to take traditional book knowledge and transition it to field-based decisions. Often these decisions can occur under highly stressful and time pressure situations with much autonomy. Thus, for future emergency management professionals or those students moving on to graduate studies the knowledge and skills acquired from this course will provide them a smooth transition to graduate studies where there may be less structure and the ability to be self-motivated is required.

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 Bachelor of Science in Disaster Preparedness and Emergency Management degree program. 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 is consistent 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.

This course also targets all Arkansas State University and degree seeking students who may have completed an Associate’s degree in any topic and/or wish to earn a Bachelor’s degree in Disaster Preparedness and Emergency Management.

Juniors and seniors (upper)

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

Traditionally, students in disaster preparedness and emergency management spend their first two years of college meeting the general education requirements. As juniors, they begin to transition into the portions of the curriculum where they gain knowledge and skills necessary to meet future credentialing. This advanced course provides students the opportunity to acquire professional education at a basic level. Previous learning, regardless of the discipline, will be applied to disaster preparedness and emergency management topics, helping to better transition students into the working field. Thus, the level of this course meets requirements are consistent with academic rigor for an undergraduate education.

**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 is 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.*

|  |  |
| --- | --- |
| **Program-Level Outcome 2 (from question #23)** | Develop attitudes, traits, and values of professional responsibility, accountability, and effectiveness. |
| 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 Special Problems evaluation process. |
| Assessment  Timetable | Re-evaluate per assessment schedule |
| 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?

|  |  |
| --- | --- |
| **Outcome 1** | Students will be able to demonstrate their understanding of a special problem (previously agreed upon by both the instructor and student) in disaster preparedness and emergency management by developing attitudes, traits, and values of professional responsibility, accountability, and effectiveness. |
| Which learning activities are responsible for this outcome? | Oral/Electronic Presentations  Discussions  Assignments  Discussions,  Examples,  Demonstrations, |
| Assessment Measure | The assessment measure will be a final project assignment consisting of a 5-7 page paper that outlines the developing attitudes, traits, and values of professional responsibility, accountability, and effectiveness of an emergency manager, with an average grade of 90% or better in all sections |

*(Repeat if needed for additional outcomes)*

**Bulletin Changes**

|  |
| --- |
| **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.* |

***DPEM 430V. Special Problems in DPEM Exploration of specific disaster preparedness and emergency management areas, with the topic and mode of study agreed upon by the student and the instructor. Course may be repeated with various topics. Registration must be approved by the department chair. Fall, Spring, Summer.***