

**Specific Format Required for a Complete Proposal**

A complete proposal should contain the following information in this order and numbered this way:

1. New Program Proposal Form

**Form NP**

**NEW PROGRAM PROPOSAL FORM**

Sponsoring Institution(s): Southeast Missouri State University

Program Title: Emergency Preparedness

Degree/Certificate: Bachelor of Science

Options: \_\_\_\_\_

Delivery Site(s): Cape Girardeau, Southeast Main Campus  
\*Southeast Missouri State University – Kennett;  
\*Southeast Missouri State University – Malden;  
\*Southeast Missouri State University – Sikeston

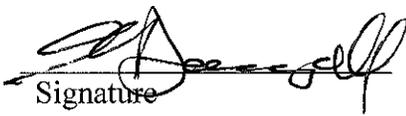
CIP Classification (provide a CIP code): 43.0302

Implementation Date: January 2014  
*\*Implementation for Kennett, Malden, and Sikeston sites will be as demand and need are demonstrated.*

Cooperative Partners: NA

Expected Date of First Graduation: Spring 2017

**AUTHORIZATION**

Dr. Gerald McDougall, Interim Provost  
Name/Title of Institutional Officer            06/28/13  
Signature      Date

Dr. John Kraemer  
Person to Contact for More Information      573-651-2355  
Telephone

2. Need:

A. Student Demand:

- i. Estimated enrollment each year for the first five years for full-time and part-time students

**Form SE  
STUDENT ENROLLMENT PROJECTIONS**

Year	1	2	3	4	5
Full-Time	20	20	30	30	40
Part-Time	10	20	20	30	20
<b>TOTAL</b>	30	40	50	60	60

- ii. **Will enrollment be capped in the future?**

At this time there is no plan to cap enrollment in the future.

**B. Market Demand:**

- i. **National, state, regional, or local assessment of labor need for citizens with these skills**

Labor market experts predict that emergency management and urban/regional planning will be a major source of new jobs over the coming decades. In addition, federal and state governmental programs and private companies are developing or have developed new employment opportunities for graduates from this major. The national market for the Emergency Management Specialist positions requiring a bachelor’s and advanced degrees in the public and private sectors is growing.

Federal and state governments employ approximately 65% of the Emergency Management Specialists. These employees act as consultants, offering contingency plans and guidelines for national or local disaster preparation. According to the U.S. Bureau of Labor Statistics in 2010, emergency management job growth in both the public and private sectors is expected to be much faster than average from 2008-2018. Employment of Emergency Management Specialists is expected to increase by 22% between 2008-2018 as reported by the Bureau of Labor and Statistics. This growth is based on the increased need for emergency planning due to rising natural disaster events in the nation and the resulting monetary and business loss from those events. Growth in employment is predicted on pressures put on urban and rural infrastructure and a need to comply with regulatory guidelines and policies related to the “All-Hazard” approach to emergency management. Finally, as the nation begins to understand the effects of

global climate change, emergency management specialists are in demand to plan the mitigation and response phase to the changing conditions around our nation.

**C. Societal Need:**

**i. General needs which are not directly related to employment**

The societal need for highly trained and educated emergency management specialists has never been greater. In the wake of natural disasters and ongoing terrorist threats, both government and business officials recognize the need for concerted efforts to prevent emergencies to the extent that it's possible and mitigate the damage when it's not possible. As a result, there is an unusually high demand for emergency management professionals.

Emergency Management Specialists coordinate disaster response or crisis management activities, provide disaster preparedness training, and prepare emergency plans and procedures for natural (e.g., hurricanes, floods, earthquakes), wartime, or technological (e.g., nuclear power plant emergencies, hazardous materials spills) disasters or hostage situations. This professional career requires a wide array of abilities to analyze information and evaluate results to choose the best solution and solve problems. In addition, communication with people outside the organization, representing the organization to customers, the public, government, and other external sources is an important part of the career. This information can be exchanged in person, in writing, or by telephone, e-mail, or utilizing any of the social communication tools available.

D. Methodology used to determine "B" and "C" above.

United States Department of labor, Bureau of Labor Statistics, Occupational Outlook Handbook, 2013-2014.

**<http://www.EnvironmentalPrograms.net>**

United States Environmental Protection Agency

3. Duplication and Collaboration: If similar programs currently exist in Missouri, what makes the proposed program necessary and/or distinct from the others at public institutions, area vocational technical schools, and private career schools?

The University of Central Missouri offers a BS Crisis and Disaster Management. Saint Louis University offers a MS in Biosecurity and Disaster Preparedness.

Does delivery of the program involve a collaborative effort with any external institution or organization? If yes, please complete Form CL.

4. Program Structure:

**Form PS  
PROGRAM STRUCTURE**

- A. Total credits required for graduation: 120 hours
- B. Residency requirements, if any: As required by the University
- C. General education (total credits): 51

General education courses (specific courses OR distribution area and credits):

<u>PS103</u>	<u>3</u>	cr.	<u>GO150</u>	<u>3</u>	cr.	<u>SO120</u>	<u>3</u>	cr.
<u>SC105</u>	<u>3</u>	cr.	<u>HL120</u>	<u>3</u>	cr.	<u>BS105</u>	<u>3</u>	cr.
<u>IU309</u>	<u>3</u>	cr.	<u>UI387</u>	<u>3</u>	cr.	<u>UI429</u>	<u>3</u>	cr.
Elective	21	cr.						
University								
Studies								
Courses								

- D. Major requirements (total credits): 69 credit hours

<u>PS310</u>	<u>3</u>	cr.	<u>HL320</u>	<u>3</u>	cr.	<u>CH185</u>	<u>5</u>	cr.
<u>PS415</u>	<u>3</u>	cr.	<u>MG301</u>	<u>3</u>	cr.	<u>CH234</u>	<u>3</u>	cr.
<u>PS418</u>	<u>3</u>	cr.	<u>SO375</u>	<u>3</u>	cr.	<u>MA134*</u>	<u>3</u>	cr.
<u>PS425</u>	<u>3</u>	cr.	<u>SW242</u>	<u>3</u>	cr.	<u>GO445</u>	<u>3</u>	cr.
<u>BI471</u>	<u>1</u>	cr.	<u>SC355</u>	<u>3</u>	cr.	<u>SC560</u>	<u>3</u>	cr.
<u>EA507</u>	<u>3</u>	cr.	<u>EV447</u>	<u>3</u>	cr.	<u>EV448</u>	<u>3</u>	cr.
<u>EV449</u>	<u>3</u>	cr.	<u>EV456</u>	<u>3</u>	cr.	<u>EV425</u>	<u>3</u>	cr.
<u>EV551</u>	<u>3</u>	cr.	<u>EV454</u>	<u>3</u>	cr.			

- E. Free elective credits  
(sum of C, D, & E should equal A): One 3 credit hour course

- F. Requirements for thesis, internship  
or other capstone experience: \_\_\_\_\_

- G. Any unique features such as  
interdepartmental cooperation: \_\_\_\_\_

*\*Satisfies University Studies Logical Systems requirement.*



new major are offered as part of the regular teaching loads for the faculty in each of the colleges providing coursework to the major.

- **Expectations for professional activities, special student contact, teaching/learning innovation**

The required face-to-face contact time is 45 hours per course. Instructors will use current simulations, case studies, and response templates to measure student learning and application techniques. In addition, instructors will be required to demonstrate effective teaching skills and quality applications of the materials.

### Enrollment Projections

- **Student FTE majoring in program by the end of five years**

The estimated number of full time students at five years after implementation is 40.

- **Percent of full-time and part-time enrollment by the end of five years**

By the end of five years the percent of full time enrollment is expected to be 67% and part time enrollment is expected to be 33%.

### Student and Program Outcomes

- **Number of graduates per annum at three and five years after implementation**

As this is a four year degree program, I expect no graduates after three years; however, after five years of program operation I expect 40 graduates.

- **Special skills specific to the program**

The skills developed in this program will include critical thinking and leadership skills to (a) respond to a range of uncertain, always-evolving disaster management complexities, (b) anticipate needs, evaluate alternative approaches and make critical decisions that facilitate “whole community” disaster response and disaster recovery operations, and; (c) work within the boundaries of emergency management ethics, laws and regulations.

- **Proportion of students who will achieve licensing, certification, or registration**

Every student in the program will graduate with several Federal Emergency Management Agency certifications and be OSHA 40-Hour HAZWOPER certified.

- **Performance on national and/or local assessments, e.g., percent of students scoring above the 50th percentile on normed tests; percent of students achieving minimal cut-scores on criterion-referenced tests. Include expected results on assessments of general education and on exit assessments in a particular discipline as well as the name of any nationally recognized assessments used.**

There are no standardized tests for the degree, however all students must perform with a minimum score of 75% to pass the FEMA certification exams.

- **Placement rates in related fields, in other fields, unemployed**

Emergency Planning and Preparedness is a growing field and many professional positions are found in government, private business and higher education. Due to the increasing demand for graduates with this degree, we anticipate high employment rates for our graduates.

1. Anticipated rate of employment in related fields (federal/state government and private companies) = 85-90%
2. Anticipated rate of employment in other fields (e.g., higher education) = 10-15%
3. Anticipated rate of unemployed or under-employed = 0%

- **Transfer rates, continuous study**

We anticipate a very low rate of transfer from this program and a high rate of graduation for those who begin the program.

### **Program Accreditation**

- **Institutional plans for accreditation, if applicable, including accrediting agency and timeline. If there are no plans to seek specialized accreditation, please provide reasons.**

There is no institutional plan for accreditation since there is no accreditation body for this type of program. However, we will develop a relationship with the FEMA Emergency Management Institute so that the program can be endorsed by that federal body.

### **Alumni and Employer Survey**

- **Expected satisfaction rates for alumni, including timing and method of surveys**

To insure quality instruction, students will evaluate their instructors and experiential learning experiences at the end of each semester. Students will complete an exit interview after completing the degree requirements. Students will also be mailed a questionnaire one year and three years after graduation to assess course preparation and track employment. The expected satisfaction rate is 80-85%.

- **Expected satisfaction rates for employers, including timing and method of surveys**

A questionnaire will be developed to gather information about employers' perception of the program, suggestions for improvement and their overall satisfaction with graduates of the program. The questionnaire will be sent to employers 6-8 months after hiring the program graduate. The expected satisfaction rate is 80-85%.

7. **Accreditation: If accreditation is not a goal for this program, provide a brief rationale for your decision. If the institution is seeking program accreditation, provide any additional information that supports your program.**

There is no institutional plan for accreditation since there is no accreditation body for this type of program. However, we will develop a relationship with the FEMA Emergency Management Institute so that the program can be endorsed by that federal body

8. **Institutional Characteristics: Please describe succinctly why your institution is particularly well equipped or well suited to support the proposed program.**

Southeast Missouri State University was the first publicly-funded institution in Missouri to develop a BS in Environmental Science and has become a regional and national leader in the environmental field, including emergency response. The program is well established and is fiscally and pedagogically effective. The Environmental Science Program is an interdisciplinary, interdepartmental program. This brings multiple science and sociological disciplines together to address policies. This characteristic allows the university to best address the educational needs of students who wish to pursue employment in the emergency management or planning sectors. This new program would be an expansion of an already existing, successfully functioning interdisciplinary Environmental Science Program.

The proposed new degree program is consistent with the university's Strategic Plan. The University has identified as an institutional priority "efforts to protect the environment" and this new program will assist the university to achieve that goal.

9. **Any Other Relevant Information:**

The proposed program will expand utilization of existing resources, such as the Center for Environmental Analysis. The Center has been performing All-Hazard training to over 1000 industrial employees and has designed emergency planning programs for regional health care systems. These actions have created excellent experiential learning positions for students in the new program.

## **B.S. Emergency Preparedness: 120 Credit Hours**

### **Required University Studies Courses:**

PS 103	US Political Systems (3)
GO 150	Environmental Hazards (3)
SO 120	Society and Cities (3)
SC 105	Fundamentals of Oral Communication (3)
HL 120	Health Perspectives (3)
BS 105	Environmental Biology (3)
IU 309	Writing for Science and Technology (3)
UI 387	Environmental Law (3)
UI 429	Environmental Ethics (3)

### **Elective University Studies Courses**

**TOTAL: 51 Hours**

### **69 Hour Major- No Minor Required**

#### **Required Courses**

PS 310	Government and Politics in the American States (3)
PS 415	Government Budgeting Process (3)
PS 418	Public Policy Analysis (3)
PS 425	Administrative Law and Procedures (3)
HL 320	Community Health (3)
MG 301	Principles of Management (3)
SO 375	Collective Behavior (3)
SW 242	Statistics for Social Scientists (3)
CH 185	General Chemistry I (5)
CH 234	Organic and Biological Chemistry (3)
MA 134*	College Algebra (3)
GO 445	Geographic Information Systems (3)
BI 471	Internship (1)
SC 355	Relational Communication Strategies (3)
SC 560	Organizational Communication (3)
EA 507	School and Campus Safety (3)
EV 447	Fundamentals of Disaster/Emergency Management and Planning (3)
EV 448	Disaster/Emergency Planning and Response (3)
EV 449	Vulnerability, Risk Reduction and Critical Incident Management (3)
EV 456	Fundamental Risk Communication In Emergency Management (3)
EV 425	GIS Planning for Emergency Management (3)
EV 551	Hazardous Materials Assessment (3)
EV 454	Risk Assessment Applications (3)

*\*Satisfies University Studies Logical Systems requirement.*