


Coastline Community College  
Annual Institutional Planning Report

Department/Division	Emergency Management/Homeland Security
Academic Year	2012

Annual report submitted to the Program Review Committee on October 22, 2012

  
Signature of Department Chair/Lead Faculty Member

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Signature of Dean/Director

**A. Data and Analysis**

**a. Program Data**

	3 Years Prior	2 Years Prior	1 Year Prior
FTES	20	28	44
FTEF	1.2	1.4	1.2
WSCH/FTES	275	329	607
Number of Full-Time Instructors	0	0	0
Fill Rate	39	39	82
Success Rate	63.7	53.9	55.0
Persistence	37	15	16
Retention	85.3	83.6	81.1

**Program Data Analysis**

Productivity data indicates the Emergency Management/Homeland Security Program is exhibiting both growth and efficiency over the last three years. This includes a steady rise in the important areas of FTES, WSCH/FTES, and fill rate. Success and retention rates appear consistent with similar departments like Business and Human Services, and our student persistence 3-year average is higher than both these programs.

**b. Curriculum Data** -- Use data from the previous academic year

	Additions	Revisions	Suspensions	Retirements	Current
Courses	1	0	0	0	17
Certificates 18 units or	0	1	0	0	2
Certificates less than 18	0	0	0	0	0
Degrees	0	1	0	0	2

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**Curriculum Data Analysis**

The EM/HS Department offers two certificates of achievement leading to two different associate's degrees. We offer ten courses in EM/HS and seven courses in criminal justice. Curriculum is updated on a consistent basis.

**c. Student Learning Outcomes Data**

Total number of sections	17
Percentage of sections reporting on SLOs	100%

**Department Discussions Regarding SLOs ("Closing the Loop")**

As of November 18, 2011, all EM/HS course SLO's had been approved by the college's curriculum committee. In addition, all seven courses in criminal justice are scheduled for curriculum review during the fall 2012 semester. Upon approval, all EM/HS/CJ courses will have been reviewed and approved within the last two years. In 2011, all course SLO's were mapped with approved program and institutional SLO's.

**d. Progress on 5-year Goals from most recent Program Review.**

Goal	Complete	Partially Complete	Not Started	Abandoned	Comments
N/A					(No information available)

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**Analysis of Progress on 5-year Goals**

The Emergency Management/Homeland Security Department presented its first college Program Review on October 22, 2012. Because of this, the department is currently unable to provide information on progress from a previous program review report.

**B. Action Plan and Resource Request Based on Annual Data**

Action	Institutional planning goals*	How action will improve student learning	Type of Resource	Resource needs, if any	Department priority**	Approximate cost	Potential Funding Source
N/A			Equipment				
Emergency Operations Center	Program Review	Develop Future Training Opportunities	Facilities	Use of Emergency Operations Center	4	0	N/A
Increase Department Chair LHE	Program Review	Will provide increased work hours	Personnel	Additional funding of contract LHE	1	\$6,000 annually	College Fund
N/A			Software				
N/A			Supplies				
Computer Equipment	Program Review	Increase Instructor Development	Technology	Lap-top computers, I-Pads	3	\$3,000-\$6,000	College Fund, VTEA
Instructor Development	Program Review	Instructor Development Training	Training	Computer Labs, OLIT Coordination	2	\$1,000-\$4,000	College Fund, VTEA
N/A			Other				

\*Reference specific sections of College Education Master Plan, Strategic Initiatives, 5-year Program Review Goals, Accreditation Recommendations, SLO/SAO evaluation and assessment, College Mission, or other relevant planning documents.

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\*\*Prioritize the program's resource needs with 1 being the most important and subsequent numbers being less urgent.