May 7, 2015. 3:00 p.m., RTC 110

Attendance: Kelly Boyd, Red Cross; Lt. Col. Mark Hall, Col Jeff Burkett, VN ANG; Ron Hood, EM Ret; Christopher Stack, Reno Airport Authority; Kevin Schaller, NV DEM; Bruce Martin, Independent EM/HSE Consultant; Jeff Whitesides, Washoe County Health District; Robert “Don” Stangle, TMCC; Mike Schulz, William Munns, TMCC; Brandi Scanati, TMCC WebCollege. Aaron Kenneston, Washoe County; Chief Darryl Cleveland, TMCC.

1. **Approval of October Minutes:** Jeff Whitesides motioned to accept minutes as written, Ron Hood seconded, vote taken, unanimous. Minutes adopted as written.

2. **Working group update:** Timeliness has been critical therefore; Chief Cleveland and William Munns completed the course descriptions and presented them to CAP committee. Chief Cleveland will get the template for curriculum sent out to the potential instructors for further content specifications.

3. **Discussion of TMCC CAP/NSHE AAC Approval:** The courses were accepted unanimously. The council clearly sees a need for the degree. The degree will move forward to the Board of Regents for further approval. It is forecast that approval will be received.

4. **Discussion Board of Regents Meeting June 11th:** The degree proceeds to Board of Regents on June 11th. This is one of two BAS degrees being presented for approval. The VPAA does not anticipate any problems with the approval at this time.

The Board of Regents will be looking to have a pipeline of students that will be interested in this degree as well as a projected job market for these students. There is a need for the community and advisory board to substantiate the needs. There is a probable name change for the College once the Bachelor degree is approved.

Ken Schaller spoke of the educational value this degree will bring to all levels of the community.

Chairman Kenneston believes that this program will be a feeder to the Master degree at UNLV. He will research the workforce need for Nevada.

Ms. Scarnati from Web College stated that since this degree is online, there will be a need to train all instructors on the Canvas format. The Web College will be available for this training and to assist with curriculum creation.

5. **Discussion on Partnership/Networking:** Chief Cleveland will present at the EMI conference in Austin, Texas the end of May. Most of the content will be on EM/HS Bachelor Degree. Chief will also be attending several other conferences and will report at the next advisory board meeting.

6. **Partnership with NPS and Boston University HEM:** NPS and Boston University are valuable partners on this degree. Chief Cleveland will continue to work on articulation agreements with UNLV and Boston University.

7. **Action steps moving forward:** Need to begin moving forward with curriculum completion. Expand working group to curriculum group for this purpose. Chief will work with each person to create a master course outline and working objective for each course.

Two areas that are lacking are Homeland Security Intelligence and Cyber Intelligence security. The degree will not specialize in these elements however, there is a need to create a breadth of knowledge to present to students within this field. The students can move up to a Master degree for specialization types.

Discussion ensued concerning Capstone format for the final step to the degree. Workplace involvement was a popular route discussed.

The Chief will depend of the advisory board members to finalize curriculum accordingly. Chief will work with each instructor to complete their master course outline and objectives as required by CAP.

Timeliness is essential, all master course outlines must be completed and into TMCC System by middle December to be available for fall 2016 start date.
8. **Other Business/Roundtable**: Books, Chief will send publisher information to advisory board members to request desk copies of possible text book selections. Request was made to use case studies or online research or e-books to keep student cost lower. Chief mentioned NPS library access to TMCC instructors.

Internship expectations were discussed. Advisory board would like to see them created as on the job shadow type of environment. Suggestion was made to have each represented agency create a project template with a list of expectations for completion.

Comment concerning Law Enforcement cohort, Chief believes this degree will assist with that group completing degree requirements.

9. **Next Meeting**: Discussion concerning next meeting, Chief will notify the Board of next meeting through email.