



April 7, 2016

Dr. Bryan W. Wilson  
President  
McDowell Technical Community College  
54 College Drive  
Marion, NC 28752

Dear Dr. Wilson:

Thank you for your letter of November 13, 2015, transmitting a prospectus for the Certificate in Emergency Management to be offered August 2016.

The certificate program is consistent with the mission of the institution. It will provide students with a foundation of technical and professional knowledge needed for emergency services delivery in local and state government agencies. Employment opportunities include ambulance services, fire/rescue agencies, law enforcement agencies, fire marshal offices, industrial firms, educational institutions, emergency management offices, and other government agencies offering skilled and supervisory-level positions. Data demonstrating growth in employment opportunities and evidence of support from agencies within the county were provided. Appropriate internal and external approvals were documented.

Administrative oversight of the program will be provided by the Chair of the Human and Public Services Department. The curriculum for the program is generally described as containing both management and technical aspects of law enforcement, fire protection, emergency medical services, and emergency planning. **However, the curriculum was not provided nor were student learning outcomes for the certificate provided (only outcomes for general education were listed). Please provide the curriculum, number of hours required, course descriptions, and student learning outcomes for the proposed certificate program.**

Program review processes were described generally with the notation that "critical... is an overall assessment of the program's student learning outcomes and plans to improve student success." Assessment methods generally were listed as including general education rubrics, test and exams, portfolios, embedded questions, and discipline specific rubrics. However, no student learning outcomes were provided for the proposed program and no assessment methods specific to the proposed certificate were addressed (see request for additional information above). Qualifications for faculty members scheduled to teach in the program appear appropriate.

Access to learning resources to support the program was described. Databases were listed. Students also have access to interlibrary loan and resources at other North Carolina community college libraries through CCLINC. No information was provided concerning assistance and support to students in accessing learning resources. **Please provide information concerning staffing and services that are in place to support faculty and students enrolled in the program.**