



**Savannah State University
Graduate Council Curriculum Committee
Summary Page - Form I**

1. Submitting College: CLASS

2. Department(s) Generating The Proposal: Political Science & Public Affairs

3. Course Number: n/a - new program

4. Course Title: multiple - new program

5. Effective Date: Fall Year: 2016

6. Brief Summary of Proposal:

Prospectus for creation of a new master of science degree in Homeland Security and Emergency Management (HSEM). See attached prospectus.

7. Type of Proposal: New Degree Program

8. Impact on Library Holdings

Existing: Library already has some HSEM books and access to relevant periodicals.
Additional: Will need to continue to build HSEM library holdings.
Deletions: None

9. Impact on Existing Programs:

Will complement existing HSEM bachelor's degree program and other DPSPA master's programs. Will add to SSU's master's-level offerings. It is not expected to diminish any existing programs.

10. Additional Resources Required

Personnel: two new graduate faculty positions; assistance with online degree program design and setup
Non-personnel: two faculty offices

11. Approvals:

- Department/Program Curriculum Committee:	Signature <u>[Signature]</u>	Date: <u>09/12/2014</u>
- Department/Program Chair:	Signature <u>[Signature]</u>	Date: <u>9/15/2014</u>
- College Curriculum Committee:	Signature <u>[Signature]</u>	Date: <u>9-18-14</u>
- College Deah:	Signature <u>[Signature]</u>	Date: <u>9-18-14</u>
- Graduate Council Curriculum Committee:	Signature <u>[Signature]</u>	Date: <u>SEP 15 2014</u>

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SEP 17 2014

College of Liberal Arts & Social Sciences
Savannah State University

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SEP 15 2014
Department of Political Science & Public Affairs

**FORMAL PROPOSAL FOR A NEW DEGREE PROGRAM and DISTANCE LEARNING DELIVERY
(Program is New and Institution Currently Offers Distance Learning Programs)**

Institution: Savannah State University

Approval by President or Vice President for Academic Affairs:

Date:

School/Division: College of Liberal Arts and Social Sciences (CLASS)

Department: Political Science and Public Affairs (DPSPA)

Departmental Contact: Dr. Behrooz Kalantari (912-358-3215)

Name of Proposed Program/Inscription: Master of Science degree in Homeland Security and Emergency Management

Degree: Master of Science

Major: Homeland Security and Emergency Management

CIP Code:

Anticipated Implementation Date: Spring semester 2018

Indicate whether the program will be nominated for inclusion with the SREB Electronic Campus (Yes or No):

Yes

Note: The institution will submit all approved online programs for inclusion in the Georgia On My Line (GoML) directory.

Approval by Chief Business Officer (or designee):

Mr. Edward Jolley, (912-358-3000)

Approval by Chief Information Officer or designee:

Contact Information:

1. *Description of the program's fit with the institutional mission, existing degrees and majors.*

Support of Institutional Mission

The creation of a Master of Science degree program in HSEM supports SSU's institutional role of providing outstanding educational opportunities to a diverse student body while serving the needs of a vibrant and economically diverse region. The university's mission of developing "...productive members of a global society through high quality instruction, scholarship, research, service and community involvement" is supported through the addition of a master's degree in the diverse and vital fields of homeland security and emergency management. The M.Sc. HSEM program will address and support multiple priorities and objectives in SSU's Strategic Plan Initiative, 2014-2020. In particular, this degree program will expand and diversify SSU's graduate-level course and program offerings; serve the employment needs of an expanding community and a complex local economy; offer a fully online master's degree that will make this program widely available to a geographically, socio-economically, and professionally diverse group of students.

Savannah State University submits this Master of Science in Homeland Security and Emergency Management to launch in the spring 2018 semester. The degree program will build on the current Homeland Security and Emergency Management Bachelor Degree Program which began at Savannah State University in the fall semester of 2007 and in the subsequent semesters have graduated in excess of 95 students. The enrollment continues to increase annually from eight to nearly 125 majors and numerous minors.

2. *Program Description and Goals:*

- a) *Institutional Priority:* The M.Sc. HSEM program will address and support multiple priorities and objectives in SSU's Strategic Plan Initiative, 2014-2020. In particular, this degree program will expand and diversify SSU's graduate-level course and program offerings; serve the emerging employment needs of an expanding community and a complex local economy; offer a fully online master's degree that will make this program available to a geographically, socio-economically, and professionally diverse group of students; is designed using best practices in online course design, format, pedagogy, and delivery, incorporating cutting-edge multi-media and technologies appropriate to homeland security and emergency management disciplines.
- b) *Brief description of the program and how it is to be delivered:* This proposed program is a graduate level degree program designed using best practices in online course design, format, pedagogy, and delivery, incorporating multi-media and technologies appropriate to homeland security and emergency management disciplines.
- c) *Goals/objectives of the Program*
 - a. Educate graduate students in advanced concepts, theory, and application of the principles of homeland security and emergency management, enabling students to apply this practical and theoretical knowledge to various aspects in these fields.
 - b. Ensure that graduates are competitive and well-prepared to enter a workplace that requires rigorous and sound application of homeland security and emergency management practices and principles.

- c. Provide quality graduates to fill positions at multiple levels of government agencies, Non-Government Organizations (NGO), and the private sector within the broad field of homeland security and emergency management.
 - d) *Location of the program* – this program will be managed on the Savannah State University campus within the Homeland Security and Emergency Management Program, Department of Political Science and Public Affairs, College of Liberal Arts and Social Sciences. However, the course delivery will be fully online.
3. *Curriculum*: List the entire course of study required and recommended to complete the degree program. Provide a sample program of study that would be followed by a representative student. Include Area F requirements (if applicable).

Overview:

Graduate students will be able to enroll in the required Homeland Security/Emergency Management courses at the graduate level and all M.Sc.in Homeland Security/Emergency Management students will have two options as fulfillment of their Master's degree: 1) write a thesis or; 2) develop a portfolio of their academic efforts. Graduate students will also have two concentration options: 1) Homeland Security or; 2) Emergency Management.

- 37 course credit hours – consisting of 36 hours of course work and 1-hour of online course orientation.
- Final Academic Project
 - Each student will select, by the end of their first semester, their final project tract: Thesis or Portfolio.
 - Thesis tract: The students who select the thesis track must conduct research in their area of interest, write a thesis, pass an oral thesis defense, and the thesis topic must be approved by the end of first year of the study. The thesis committee will consist of three members, with at least one member from outside of the concentration, and one member serving as the thesis advisor. All members must approve the thesis topic. In their final semester, the student will take the thesis class, as a means of finalizing their research and presentations under the guidance of their thesis advisor.
 - Portfolio: The electronic portfolio (e-portfolio) option requirement is structured to require the student to store all of their graduate papers and projects in an e-portfolio on a designated platform. The student would then select a number of projects from the work they have produced during their graduate coursework to refine as final portfolio of professional or publishable quality. The complete portfolio will demonstrate the student's development of knowledge, skills, and abilities as he/she progresses through the master's curriculum. A portfolio committee will consist of three-members with one member from outside the concentrations and one member serving as the portfolio advisor. The advisor will provide assistance for the student to meet the guidelines and of the portfolio committee.
 - Both projects will be presented and defended in a videoconference or in an in-person presentation to faculty.

- Maximum Hours Transferrable into the program: 6 credit hours. All 6 credit hours must be approved by the SSU Department of Political Science and Public Affairs.
- All students will take seven required core courses (19 credit hours). The additional six courses will include three courses (9 hours) from their selected concentration and three elective courses (9 hours) from a provided list.
- Good standing in the program: All M.Sc. students are required to maintain a minimum 3.0 or higher GPA in order to be eligible to graduate. Any student whose GPA falls below the required minimum will be subject to academic penalties as defined in the SSU Graduate Student Catalog.
 - a. *Clearly differentiate which courses are existing and those that are newly developed courses. Include course titles as well as acronyms and credit hour requirements associated with each course.*

There are 17 graduate level courses which will be developed for the Master of Science in Homeland Security and Emergency Management program, at SSU. See the below tables for more detailed information concerning the courses and the syllabi development schedule.

Proposed MHEM number	Course Title	New or Existing	Required /Elective	Credit Hours	Instructional Delivery	Development Phase
5001	Online Orientation Course (1-hour)	New	Required	1	online	Phase I: summer 2017
5002	Foundation in Homeland Security and Emergency Management	New	Required	3	online	Phase I: summer 2017
5003	Research Methods in Homeland Security and Emergency Management	New	Required	3	online	Phase I: summer 2017
5004	Risk Analyst and Risk Management	New	Required	3	online	Phase I: summer 2017
5005	Leadership Development and change Management in Homeland Security and Emergency Management	New	Required	3	online	Phase II: fall 2017
5006	Laws, Policies, & Ethics in Homeland Security and Emergency Management	New	Required	3	online	Phase II: fall 2017
5007	Capstone Course: Thesis Research/Portfolio Development	New	Required	3	online	Phase II: fall 2017
5101	Risk, Mitigation, and Resilience	New	Required for concentration	3	online	Phase III: spring 2018
5102	Disaster Planning and Management Theory and Practice	New	Required for concentration	3	online	Phase III: spring 2018
5103	Crisis Communications and Technology in Emergency Management	New	Required for concentration	3	online	Phase III: spring 2018

5201	Comparative Border and Transportation Security	New	Required for concentration	3	online	Phase III: spring 2018
5202	Dynamics of Terrorism, Mass Violence, and Radicalization	New	Required for concentration	3	online	Phase III: spring 2018
5203	Cyber Security and Data Mining	New	Required for concentration	3	online	Phase III: spring 2018
5301	Exercise Design, Application, and Evaluation	New	Elective	3	online	Phase III: spring 2018
5302	Public Health and Mass Casualty Preparedness and Response	New	Elective	3	online	Phase III: spring 2018
5303	Intelligence Community Theories	New	Elective	3	online	Phase III: spring 2018
5304	Homeland Security Tools and Technology Applications	New	Elective	3	online	Phase III: spring 2018
	Approved courses from the Masters of Public Administration or Urban Studies and Planning programs.	Existing	Elective	3	online	Existing

Sample Course Grid of Master of Science in Homeland Security and Emergency Management			
Semester 1	Semester 2	Semester 3	Semester 4
Orientation Course (1-hrs.)	Required course 4	Concentration elective 2	other elective 2
Required course 1	Required course 5	Concentration elective 3	other elective 3
Required course 2	Concentration elective 1	Other elective 1	Capstone Course
Required course 3			

b. *Append course descriptions for all courses (existing and new courses).*
See appendix A

c. *When describing required and elective courses, list all course prerequisites.*
The required courses must be completed before starting the elective portion of the degree work.

d. *Provide documentation that the program and all courses in the proposed curriculum have been approved by all relevant campus curriculum governance bodies.*
The courses will be developed during the summer semester 2017 and be presented to the appropriate department, college, and university curriculum committees in the fall semester 2017.

e. There are no materials available from national accrediting agencies or professional organizations related to curriculum standards for the proposed program.

The Master of Science in Homeland Security and Emergency Management degree program will not be aligned with any accrediting body or professional organization. The program will adhere to policy and procedures as it relates to SACS accreditation for the university.

f. *Indicate ways in which the proposed program is consistent with nationally accepted trends and standards in the discipline.*

Not applicable

g. *If internships or field experiences are required as part of the program, provide information documenting internship availability as well as how students will be assigned, supervised, and evaluated.*

Not applicable

h. *Indicate the adequacy of core offerings to support the new program.*

Each required course will be offered once per year at a minimum to ensure ability of enrolled students to complete the program in a two-year period.

i. *Indicate the method of instructional delivery.*

All instruction will be provided online.

4. *Admissions criteria. Please include required minima scores on appropriate standardized tests and grade point average requirements.*

M.Sc. Homeland Security Emergency Management program applicants must hold a bachelor's degree from an accredited institution and show promise of high quality work on the graduate level. There is no specific undergraduate course of study for admission. Only completed applications are reviewed by the Admissions Committee. Completed admission applications are holistically evaluated according to the following criteria:

- Graduate Record Exam (GRE), Graduate Management Admission Test (GMAT), Miller Analogies Test (MAT) or Law School Admission Test (LSAT) scores
- Three professional recommendation letters
- Statement of Purpose (500-1,000 words) detailing reasons for pursuing the HSEM master degree
- SSU Graduate Program Application
- Official transcripts from each college/university attended (undergraduate and graduate)
- A resume that highlights work experience, professional/personal accomplishments, etc.

The program has two admissions categories: regular and provisional. To be granted regular admission status, a student must average a minimum of 90 points on the applicant evaluation form as scored by the Admissions Committee. Applicants who score under 90 on the admissions formula may be granted provisional status.

5. *Availability of assistantships (if applicable).*

Not applicable

6. Evaluation and Assessment:

Provide the student learning outcomes and other associated outcomes of the proposed program.

With completion of the SSU M.Sc. HSEM program, graduates will be able to:

- Articulate the interdisciplinary nature of homeland security and emergency management functions and describe interdependencies across sectors and functional areas.
- Assess risk from an all-hazards' perspective, as well as on a focused basis, using appropriate methodologies and sources.
- Analyze international policy issues and terrorist group tendencies as a basis for understanding risk and types, capabilities, and levels of terrorist threats.
- Develop and evaluate strategies, plans, and programs to prevent terrorist attacks within the U.S. and to build resilience to disasters resulting from all types of hazards, whether natural or human-caused.
- Develop and communicate policies to strengthen information management, protection, preparedness, and resilience capabilities, incorporating interjurisdictional, interagency, civil-military, private sector, non-governmental, and cross-sector coordination.
- Advise and guide public or private sector decision makers in homeland security or emergency management preparedness through actionable policy, strategy, and plan development.
- Identify and apply appropriate leadership and management principles to achieve policy, strategic, and/or tactical objectives.
- Demonstrate expertise in topics in homeland security or emergency management by writing and presenting a thesis or electronic portfolio.

b. Describe how the institution will monitor and ensure the quality of the degree program

SSU is actively engaged in outcomes assessment for the purpose of evaluating the effectiveness of its academic programs and organizational units. The assessment process is one component of an overall cycle of comprehensive planning, budgeting, and assessment.

Faculty and the Office of Institutional Research will collect and document assessment data regularly. The data will be submitted to the CLASS Assessment Committee for review and feedback for continuous improvement.

Assessment data will be collected and analyzed to verify the effectiveness of program objectives and learning outcomes for planned development.

The criterion for effectiveness is students' success rates in achieving learning outcomes defined in each area for the degree program. Learning outcomes will be assessed through a variety of instruments, including written assignments, embedded exam questions, projects, oral presentations, and common exams.

7. Administration of the program:

- a. Indicate where the program will be housed within the academic units of the institution.*

The Master of Science in Homeland Security and Emergency Management degree will be administered in the Department of Public Administration and Public Affairs in the College of Liberal Arts and Social Sciences (CLASS).

b. Describe the administration of the program inclusive of coordination and responsibility.

A graduate program coordinator will be assigned for the Master of Science in Homeland Security and Emergency Management degree program. This coordinator will be a faculty member within CLASS. The coordinator will report to the Chair of the Department of Public Administration and Public Affairs and will collaborate with the Office of Graduate Studies. The department chair and the graduate program coordinator will manage and administer the Master of Science in Homeland Security and Emergency Management degree program.

The Master of Science in Homeland Security and Emergency Management degree program will have a defined budget and a core faculty.

The overall responsibility for the degree program rests primarily with the department chair in cooperation with the graduate program coordinator. The department chair will report to the Dean of CLASS, who reports to the Provost and Vice President of Academic Affairs.

8. Waiver to Degree-Credit Hour (if applicable): If the program exceeds the maximum credit hour requirement at a specific degree level, then provide an explanation supporting the increase of hours

The increase is hours from 36 to 37 credit hours accommodates a 1-hour online course orientation taken during the first semester.

9. Accreditation (if applicable): Describe the program's alignment with disciplinary accreditation requirements and provide a time line for pursuing accreditation. Indicate the source of institutional funding that will be used, if needed, for the accreditation process.

Not applicable

10. External Reviews (This item only applies to doctoral level programs): Provide a list of five to eight reviewers, external to the System, from aspirational or comparable programs/institutions. This list should contain contact information for each reviewer, and include an explanation of why the reviewer was suggested. The list should not include individuals for whom the department or institution has consulted during the process of program proposal development.

Not applicable

11. Enrollment Projections and Monitoring;

a. Provide projected enrollment for the program during the first three years of implementation. (NOTE: These projections will be used to monitor enrollment following program implementation.)

The SSU HSEM master's program will draw students from the existing workforce as well as from undergraduate degree programs. Additionally, the HSEM master's program will be particularly attractive to returning military personnel seeking placement in the civilian workforce, as well as practitioners already employed in law enforcement, business, logistics, and public

administration careers. In addition, this program will attract current members in the fields of homeland security and emergency management.

- b. Explain the specific methodology used to determine these projections and verify their accuracy, especially if new student enrollment will be needed to sustain funding for the program. Indicate whether enrollments will be cohort-based.

This program will be a non-cohort-based enrollment model.

	First FY 18	Second FY 19	Third FY 20
I. ENROLLMENT PROJECTIONS			
Student Majors			
Shifted from other programs			
New to the institution			
Total Majors	10	25	40
Course Sections Satisfying Program Requirements			
Previously existing		15	23
New	7	8	
Total Program Course Sections	7	23	23
Credit Hours Generated by Those Courses			
Existing enrollments	0	10	25
New enrollments	10	15	15
Total Credit Hours	70	240	375

12. Provide the year when the program is expected to be reviewed in the institution's comprehensive program review process.

a. Program Available: Spring 2018 Semester

b. Review Program: Spring 2019 Semester

If all target measures are being met then...

c. Review Program: Spring 2021 Semester

If all target measures are being met then...

d. Review Program Fall 7

The program will be on the predefined university program review schedule from this point forward.

13. Describe anticipated actions to be taken if enrollment does not meet projections.

If enrollment does not meet projections, the following actions will be taken:

- The program coordinator will promptly inform the chair and dean of the program's enrollment at the end of the registration period for each semester (Fall and Spring)
- The program coordinator will meet with the chair and the dean to determine if all measures have been deployed to inform existing and potential students of the major.
- The dean will communicate the enrollment numbers to the provost and subsequently meet with the Provost to determine any immediate action steps to help remedy the situation.
- The dean, provost, and chair will meet with other pertinent faculty to determine if there are other strategies to increase enrollment in the degree program.
- An analysis will be conducted to determine if the enrollment count is sustainable without causing a financial deficit on the university.
- Collaborate with the Office of Graduate Studies to promote the program on campus and regionally.
- The dean, provost, and chair will meet with other faculty to determine if a change in the program structure and options may help to increase enrollment. This may include surveys and focus groups with faculty and students.
- The coordinator, chair and dean will develop enhanced and new recruitment strategies to meet enrollment targets. This includes specialized recruitment efforts, such as Orientations, Student Organization Fairs, and Recruitment efforts off campus.
- The leadership will develop an enrollment plan which will coordinate recruitment efforts and develop targets and potential areas of growth.
- The coordinator, chair and dean will establish market prominence to communicate the quality and effectiveness of the Degree program to SSU students and the public, thereby clarifying its target market and the manner in it can be better served.
- The coordinator, chair and dean will increase investment in a marketing program to research and understand the evolving needs of our target markets and to clearly communicate the benefits of the degree program.

14. Faculty Qualifications & Capacity:

- a. *Provide an inventory of faculty directly involved with the program. On the list below indicate which persons are existing faculty and which are new hires. For each faculty member, provide the following information:*

Faculty Name	Rank	Highest Degree	Degrees Earned	Academic Discipline	Area of Specialization	Current Workload
To be hired	Associate/Assistant Professor	PHD		Homeland Security or Emergency Management or Relate Social Science discipline	Practical expertise	
To be hired	Assistant Professor	PHD		Homeland Security or Emergency Management or Relate Social Science discipline	Practical expertise	
To be hired	Assistant Professor	PHD		Homeland Security or Emergency Management or Relate Social Science discipline	Practical expertise	

Total Number of Faculty: 3

- b. *If it will be necessary to add faculty to support the program, give the desired qualifications of the persons to be added, and a timetable for adding new faculty.*

These are tenure-track positions at the rank of Assistant/Associate Professor (1) and Assistant Professor (2) for faculty members within the Homeland Security and Emergency Management Master of Science Degree program

Candidates will be considered who hold (or be expected to receive soon) a doctorate degree in the Social Sciences (i.e. Homeland Security, Emergency Management, Political Science, Public Administration/Policy, Urban Planning, or Criminal Justice). Preferably if the doctorate is in a related social science field, the Master's Degree in Homeland Security and/or Emergency Management.

For all positions, we are seeking outstanding individuals with professional qualifications and research interests in the fields of homeland security and/or emergency management. The ideal candidate will bring enthusiasm and qualifications necessary to advance the program, engage graduate students, and establish relationships that will help build the reputation of a new graduate program of Homeland Security and Emergency Management.

- c. *If existing faculty will be used to deliver the new program, include a detailed faculty load analysis that explains how additional courses in the new program will be covered and what impact the new courses will have on faculty current workloads. (For example, if program faculty are currently teaching full loads, explain how the new course offerings will be accommodated.)*

TBD

15. Budget – Complete the form below and provide a narrative to address the following:

- a. For Expenditures:
- i. *Provide a description of institutional resources that will be required for the program (e.g., personnel, library, equipment, laboratories, supplies, and capital expenditures at program start-up and recurring).*

A total of three new faculty members will be hired to support the Master of Science Degree in Homeland Security Emergency Management. It is anticipated that a minimum of six graduate level courses will be offered each semester.

With this course being offered completely online there will be no need for physical classrooms. However, there will be an increase in the use of the online library sources. The only significant recurring expenditure requested for the program are for graduate faculty. There may be minimal startup costs for this fully online program depending on the capacity and capabilities of the current online education platform.

- ii. *If the program involves reassigning existing faculty and/or staff, include the specific costs/expenses associated with reassigning faculty and staff to support the program (e.g. cost of part-time faculty to cover courses currently being taught by faculty being reassigned to the new program or portion of full-time faculty workload and salary allocated to the program).*

At this time it is anticipated that some current faculty may assist with teaching in the Masters program. This assistance with the master's classes will not adversely affect the workload of the undergraduate faculty or put that program in jeopardy.

b. For Revenue:

- i. *If using existing funds, provide a specific and detailed plan indicating the following:*

1. *Source of existing funds being reallocated*
Existing funds are not being reallocated
2. *How the existing resources will be reallocated to specific costs for the new program*
Existing funds are not being reallocated
3. *The impact the redirection will have on units that lose funding.*
Not applicable

- ii. *Explain how the new tuition amounts are calculated.*

New Tuition: New tuition is calculated using the published 2015 – 2016 in-state tuition rates for Savannah State University. (Other institutions of higher learning charge in-state tuition for a fully on-line program). The new tuition is calculated by multiplying the graduate level tuition cost per for 10 credit hours for the students first semester and 9 credit hours for each of the students remaining semesters) by the number of projected new students into the program.

We have projected starting the program with 10 students in the spring 2018 semester. The program is expected to grow to 15, students in the summer 2018

semester, 30 students for the fall 2018 semester, 45 for the spring 2019, 50 for the summer 2019 semester, and 65 for the fall 2019 semester.

We assume that the 10 inaugural students will be new students into the M.Sc. homeland security emergency management degree program; i.e. they will not have any graduate transfer credit hours and will complete the entire 37 credit hours at SSU.

	New Entrants	Graduates (End of Semester)	Total Enrolled (End of Semester)
Spring 2017	10		10
Summer 2017	5		15
Fall 2017	15		30
Spring 2018	15		45
Summer 2018	5	3	47
Fall 2018	15	5	57

Revenue Analysis

Using the 2015-2016 graduate fees schedule, the regular in-state tuition for a graduate student taking 9 credit hours is \$1,764. The regular in-state tuition for a graduate student taking 10 credit hours is \$1,960. There is no fee difference for summer classes indicated in the fee schedule.

Using the chart above, the estimated total tuition revenue for the spring 2017 semester would be: \$19,600.

The estimated total tuition revenue for the summer 2018 semester would be: \$27,440

The estimated total tuition revenue for the fall 2018 semester would be: \$55,860

The estimated total tuition revenue for the spring 2019 semester would be: \$82,320

The estimated total tuition revenue for the summer 2019 semester would be: \$89,180

The estimated total tuition revenue for the fall 2019 semester would be: \$112,308

Estimates include the assumption that all degree requirements will be taken at Savannah State University.

Fee amount reference: <https://www.savannahstate.edu/fiscal-affairs/docs/2015-2016-FEES/Graduate%20Fees%20%20Fall%202015%20-Spring%202016%20Detailed.pdf>

- iii. *Explain the nature of any student fees listed (course fees, lab fees, program fees, etc.). Exclude student mandatory fees (i.e., activity, health, athletic, etc.).*

An annual fee of \$250 per student was requested for this program.

The Graduate Program will be fully online and technical costs associated with this mode of delivery will include the following:

- Costs associated with guest lecturers who may deliver content online via Skype or other media.
- Anticipated Honoraria for lecturers.
- Costs of Webinars, surveys, and other third party resources that may be required to enhance course delivery.
- Other digital resources, etc.

The amount of students impacted will change for each future semester as students join in or matriculate out of the program.

- iv. *If revenues from Other Grants are included, please identify each grant and indicate if it has been awarded.*

N/A

- v. *If Other Revenue is included, identify the source(s) of this revenue and the amount of each source.*

N/A

- c. When Grand Total Revenue is not equal to Grand Total Costs:

- i. *Explain how the institution will make up the shortfall. If reallocated funds are the primary tools being used to cover deficits, what is the plan to reduce the need for the program to rely on these funds to sustain the program?*

Existing funds are not being reallocated.

- ii. *If the projected enrollment is not realized, provide an explanation for how the institution will cover the shortfall.*

If projected revenue is not realized, the impact will primarily be tied to the number of available teaching positions. We will begin a management strategy as outlined in section thirteen above.

I. EXPENDITURES	First FY Dollars	Second FY Dollars	Third FY Dollars	Fourth FY Dollars
Personnel – reassigned or existing positions				
Faculty				
Part-time Faculty				
Graduate Assistants				
Administrators				
Support Staff				
Fringe Benefits				
Other Personnel Costs				
Total Existing Personnel Costs				

EXPENDITURES (Continued)				
Personnel – new positions				
Faculty (3 positions)	165,000	165,000		
Part-time Faculty				
Graduate Assistants				
Administrators				
Support Staff				
Fringe Benefits				
Other personnel costs				
Total New Personnel Costs	165,000	165,000		
Start-up Costs (one-time expenses)				
Library/learning resources				
Equipment	5,000			
Other				
Physical Facilities: construction or renovation (see section on Facilities)				
Total One-time Costs	5,000			
Operating Costs (recurring costs – base budget)				
Supplies/Expenses				
Travel				
Equipment				
Library/learning resources				
Other				
Total Recurring Costs				
GRAND TOTAL COSTS	170,000	165,000		

III. REVENUE SOURCES				
Source of Funds				
Reallocation of existing funds				
New student workload				
Tuition	47,040 (15 students)	227,360 (50 students)		
Federal funds				
Other grants				
Student fees Exclude mandatory fees (i.e., activity, health, athletic, etc.).	3,750	112,500		
Other				
New state allocation requested for budget hearing				
GRAND TOTAL REVENUES	50,790	339,860		
Nature of Revenues				
Recurring/Permanent Funds				
One-time funds				
Projected Surplus/Deficit (Grand Total Revenue – Grand Total Costs)				

16. Facilities—complete the table below.

			Total GSF
a.	Indicate the floor area required for the program in gross square feet (gsf). When addressing space needs, please take into account the projected enrollment growth in the program over the next 10 years.		0
b.	Indicate if the new program will require new space or use existing space. (Place an "x" beside the appropriate selection.)		
	Type of Space	Comments	
i.	Construction of new space is required	N/A	
ii.	Existing space will require modification	N/A	
iii.	If new construction or renovation of existing space is anticipated, provide the justification for the need.	N/A	
iv.	Are there any accreditation standards or guidelines that will impact facilities/space needs in the future? If so, please describe what the impact will be.	N/A	

v.	Will this program cause any impacts on the campus infrastructure, such as parking, power, HVAC, etc. If so, indicate the nature of the impact, estimated cost and source of funding.		N/A	
vi.	Existing space will be used as is		N/A	
c. If new space is anticipated, provide information in space below.				
i.	Estimated construction cost		N/A	
ii.	Estimated total project budget cost		N/A	
iii.	Proposed source of funding		N/A	
iv.	Availability of funds		N/A	
v.	When will the construction be completed and ready for occupancy? (Indicate semester and year).		N/A	
vi.	How will the construction be funded for the new space/facility?		N/A	
vii.	Indicate the status of the Project Concept Proposal submitted for consideration of project authorization to the Office of Facilities at the BOR. Has the project been authorized by the BOR or appropriate approving authority?		N/A	
d. If existing space will be used, provide information in space below.				
Provide the building name(s) and floor(s) that will house or support the program. Indicate the campus, if part of a multi-campus institution and not on the main campus. Please do not simply list all possible space that could be used for the program. We are interested in the actual space that will be used for the program and its availability for use.				
N/A				
e. List the specific type(s) and number of spaces that will be utilized (e.g. classrooms, labs, offices, etc.)				
i.	No. of Spaces	Type of Space	Number of Seats	Assignable Square Feet (ASF)
	0	Classrooms	N/A	N/A
	0	Labs (dry)	N/A	N/A
	0	Labs (wet)	N/A	N/A
	0	Meeting/Seminar Rooms	N/A	N/A
	3	Offices		
	0	Other (specify)	N/A	N/A
Total Assignable Square Feet (ASF)				

ii.	If the program will be housed at a temporary location, please provide the information above for both the temporary space and the permanent space. Include a time frame for having the program in its permanent location.	
	N/A	
Chief Business Officer or Chief Facilities Officer Name & Title		Phone No.
		Email Address
		Signature
Note: A Program Manager from the Office of Facilities at the System Office may contact you with further questions separate from the review of the new academic program.		

17. Online Format and Institutional Delivery Questions

The faculty will build out several sample online course structures to indicate the way the online M.Sc. HSEM course templates will be used to provide consistency and to incorporate good practices in terms of social presence, cognitive presence, and teaching presence in the online classroom, in alignment with Quality Matters Best Practices (QMBP) online platform. In addition to reading assignments, multimedia, audio or video lectures, and written assignments, each online course will require regular participatory discussions (i.e., initial posts and multiple substantive reply posts) to build student-to-student and student-instructor interaction. Course design will be structured to support achievement of program learning outcomes.

A. Provide a rationale for the need to offer the program online.

The prospective students working in or interested in the fields of homeland security and emergency management are situated worldwide. Offering a fully online degree that includes both topics reaches out to this distant community. Additionally, it accommodates the ability of those prospective students that are in mobile positions and will relocate frequently.

B. Curriculum and Instruction

i. *Demonstration that the selected delivery technology is compatible with the nature and objectives of the program and courses.*

After discussions with the administrator of the current online Learning Management System (Bright Space) explaining our needs and expectations it has been concluded that the current system is adequate for the administration of this degree.

ii. *Identification of whether instruction will be offered synchronously or asynchronously; online only or blended.*

This will be the first fully online degree program offered at Savannah State University. The program will be delivered in an asynchronous online format to accommodate the needs and schedules of individuals in the workforce or in military service worldwide.

- iii. *For collaborative programs, demonstration that changes to the curriculum will be coordinated and communicated among institutional partners.*

Not applicable

- iv. *Delineation of how grade disputes and other academic matters will be adjudicated within the collaborative.*

Grade disputes and other academic matters will be conducted under the same scrutiny and process as is not in place at the university. All students will have the process explained in the orientation class. Additionally contact information for all of the appropriate personnel will be provided to the online students.

- v. *Description of the involvement of various departments in the development and coordination of the program.*

Not applicable

- vi. *Description of how increased demand for online instruction will affect the institution's infrastructure inclusive of facilities.*

Because this is a fully online program the physical infrastructure will not be affected. The online access to the library and other appropriate sources may increase greatly.

C. Faculty

- i. *Description of the online teaching experience of faculty who will teach in the program.*

Each professor currently employed in the Homeland Security Emergency Management program use the Bright Space online environment extensively.

- ii. *Description of the online training of faculty who will teach in the program.*

Training on the online environment (Bright Space L) will be provided to all instructional personnel involved in this degree program. Additionally, online instructional design and development training will be initiated.

Appendix A
Course Descriptions

Proposed MHEM number	Course Title	Credit Hours
Required Courses		
5001	Online Orientation Course (1-hour)	1
	This course introduces students to Savannah State University and the requirements for successful participation of a Masters of Homeland Security and Emergency Management Program in an online learning environment. It also provides a foundation for academic and professional success as a scholar-practitioner and social change agent. Students will participate in the practical application of critical reading and thinking, scholarly writing, and academic integrity. Students also become familiar with Savannah State University's library, scholarly resources, and APA style rules.	
5002	Foundation in Homeland Security and Emergency Management	3
	This course is designed on the philosophical and theoretical underpinnings of the homeland security and emergency management profession and the principles that define effective practice. The course focuses on the mission and vision of the profession in the past, present and future, giving the student a clear understanding of the mission objectives and the core values that define the professional's role in the discipline of homeland security and emergency management within the borders of the United States and beyond.	
5003	Research Methods in Homeland Security and Emergency Management	3
	This introductory course in research design and methods is oriented to prepare students for performing effective and responsible graduate level research in the fields of homeland security and emergency management. The course is designed to provide an understanding of basic research methods and techniques Students will be exposed to the mixed methods of research and research development.	
5004	Risk Analysis, Risk Management, and Mitigation	3
	The course introduces the students to an all-hazards approach in an investigation into analytical techniques and methodologies for threat and vulnerability analysis relative to public and private entities. Including developing the risk and vulnerability assessment to interpret the appropriate uses for risk management and mitigations actions.	
5005	Leadership Development and change Management in Homeland Security and Emergency Management	3
	This course explores the principles of leadership in the field of homeland security and emergency management with a strong emphasis on change management developed through strategic planning based on the ever changing dynamics in the field, including in depth analysis of leadership and change through the sustained collective actions of all stakeholders in the homeland security and emergency management enterprise.	
5006	Laws, Policies, & Ethics in Homeland Security and Emergency Management	3
	In this course, students will explore the relationships between law and public policy and access vital legal knowledge available to public policy practitioners. Students will assess demographic data and current social trends and themes to understand, analyze, and address ethical and social justice issues that impact service delivery in a global community. They will examine the role of administrative agencies in the creation and execution of law and public policy and the role of the courts in resolving challenges to agency rule making; conflicts between executive and legislative branches of government; and conflicts between and among federal, state, and local laws.	

	Capstone Course: Thesis Research/Portfolio Development	3
5007	<p>The capstone course will consist of a Thesis paper or Portfolio project.</p> <p>The thesis track student must conduct research in their area of interest, write a thesis, and pass an oral thesis defense in a videoconference or an in-person presentation to faculty.</p> <p>The Portfolio track student will store all of their graduate papers and projects in an e-portfolio on a designated platform, then during this capstone course the student will select a number of projects to refine as final portfolio of professional or publishable quality, demonstrating demonstrate the student's development of knowledge, skills, and abilities as he/she progresses through the master's curriculum. The project will then be presented and defended in a videoconference or an in-person presentation to faculty.</p>	
Concentration Required Courses (Emergency Management) = 9 hours		
	Exercise Design, Application, and Evaluation	3
5101	This course explores the background for conducting an exercise of an emergency management plans, studies the various types of exercise options, investigates the aspects of exercise development, and theory behind exercise evaluation.	
	Disaster Planning and Management Theory and Practice	3
5102	This course studies the theory behind disaster planning, understanding the planning process, and specific types of plans. Additionally it includes the creation and application of a plan relative to a disaster incident and discussion of the implementation and management process.	
	Crisis Communications and Technology in Emergency Management	3
5103	This course is designed to explore the principles of crisis communication and the use of technology in the effective exchange of information related to manmade and natural disasters in emergency management. The course will explore the emergence of new telecommunication technologies that have developed over the last 20 years. These changes have and will continue to enhance the communication capabilities in emergency management. Students will participate in the application of this new technology and associated critical issues resulting from the application of the technology.	
Concentration Required Courses (Homeland Security) = 9 hours)		
	Comparative Border and Transportation Security	3
5201	This course is designed to explore the complexities and challenges of protecting the borders of the United States past, present and future. The course will explore the challenges related to all borders that are designated as contiguous borders or functional equivalent border environments to include the virtual border. The course will specifically concentrate on the three main border environments: land border, maritime border and airport border. The layered approach to border security and the logistics related to transportation security will be analyzed as an integral component in the continuous supply chain related to border security. Through case studies, exercises, video presentations and online discussions, the challenges in protecting the borders will be analyzed through human and technological resource evaluations based on cost versus effectiveness.	
	Dynamics of Terrorism, Mass Violence, and Radicalization	3
5202	This course examines terrorism and related public policy on a local, national, and international level. They also assess the need and function of systemic approaches for emergency preparedness. Students explore and discuss topical issues, such as terrorism and public health, bioterrorism, biosecurity, cyberterrorism, risk assessment, implications for public health, and components of a systemic preparedness infrastructure. Using analytic skills and tools, students assess recommendations that policy makers use in decisions to prevent or respond to terrorism. They also gain hands-on experience initiating the development and/or analysis of a terrorism-preparedness infrastructure.	

5203	Cyber Security and Data Mining	3
	This course is the study the cybersecurity concerns impacting overall infrastructure and national security posture, examine integrated cybersecurity incidents and the evolving risks and impacts they pose, and explore resources that can be applied to improve security. Additionally it will discuss the impact of cyber security on privacy and civil liberties; as well as system protection, Global and financial implications of cyber terrorism.	
Electives = 9 hours		
5301	International Disasters	3
	This course explores the phenomena involving disaster trends worldwide, including the locations, causes, effects, and disaster management processes and procedures. A review will be conducted of the areas hardest and most often impacted by natural and/or man-caused disasters. In addition the course will study the complexity issues of disasters and the political and legal aspects of international response assistance efforts to less developed countries.	
5302	Public Health and Mass Casualty Preparedness and Response	3
	This course studies the theory and practice of Public Health relative to Homeland Security and Emergency Management. Discussion on the roles of each level of government in the preparedness phase and a review prevention protocols. Address the actions of Public Health operations during the response and recovery phases of a health or other disaster, including a mass casualty event.	
5303	Intelligence Community Theories	3
	This course examines the theory of the processes used by state, local, and federal intelligence gathering agencies for collection and dissemination. Intelligence policy and the relationship between government levels of intelligence agencies will also be discussed.	
5304	Homeland Security Immigration Theory and Practice	3
	This course is designed to evaluate the immigration theory and practice in the United States and abroad. The course will critically analyze immigration theory and practice that have enhanced and hindered the immigration process. It will explore the security, social and economic impact of immigration policy on the country.	