



## Subject Matter Experts (SME) Review New Syllabus and Outline

**Program/ Course Reviewed:** EHST 2351 – Emergency Planning & Response (2352 Syllabus)  
**College:** Cuyahoga County Community (CCC) College, 700 Carnegie Avenue, Cleveland, Ohio 44115

**Reviewed By:** ELSMART Associates, LLC (credentials of reviewers include Certified Safety Professional (CSP), Certified Industrial Hygienist (CIH), Certified Hazardous Material Manager (CHMM), Certified Environmental Trainer (CET), Registered Nurse (RN), Society Human Resources Manager – Certified Professional (SHRM-CP), Professional in Human Resources (PHR)) – Total years of experience for reviewers in Environmental, Safety, and Health over 100 years.

**Date:** 7-22-2018

**Scale Definitions:**

**0: Not evident**

**1: Evident**

**NA: Not applicable**

1. **Syllabus:** The overall design and purpose of this course is made clear to the student.

<i>Specific Review Standard</i>	<i>Evident</i>	<i>Not evident</i>	<i>N/A</i>
1.1 Syllabus has the basic elements of the course clearly stated (e.g. course title, number of credits, course objectives, measurable outcomes, prerequisites, description of course).	<b>X</b>		
1.2 Course texts are listed (required and optional); supplementary materials, such as any online modules or additional resources are provided (if applicable).	<b>X</b>		
1.3 Course description and sequence of activities is clearly stated	<b>X</b>		
1.4 Course outline/schedule includes major topics and activities		<b>X</b>	





1.5 Assessment methods, grading policies, and other student measurement practices are described in the syllabus.	X		
Comments: Syllabus needs schedule and assessment.			

2. **Learner Objectives and Interaction:** Course Objectives are relevant to students, industry, and employers.

	<i>Evident</i>	<i>Not Evident</i>	<i>NA</i>
2.1 Learning objectives describe outcomes that are measurable	X		
2.2 Course objectives/competencies are relevant to <b>industry and employers.</b>	X		
2.3 Learning objectives are appropriately designed for the level of this course	X		
2.4 Is this course foundational, intermediate, or advanced in terms of preparing students for employment in advanced manufacturing?	X		
Comments: Intermediate to advanced course.			

3. **Resources and Materials:** Instructional materials are relevant and appropriate

	<i>Evident</i>	<i>Not Evident</i>	<i>NA</i>
3.1 The purpose of instructional materials and how they will be used for learning activities is clearly explained.		X	





3.2 The instructional materials are current		X	
3.3 Course materials, activities, and outcomes reflect direct application to industry	X		
3.4 The hands-on activities (where applicable) are appropriately designed for the level of the course.		X	
Comments:  The course material contains the appropriate subject matter however newer publications are recommended to include new evidence and updated information. No activities were specified.			

4. **Assessment and Measurement:** Assessment strategies measure effective learning, evaluate student progress by reference to stated learning objectives, and are designed to be integral to the learning process.

	<i>Evident</i>	<i>Not evident</i>	<i>NA</i>
4.1 The course evaluation criteria/course grading policy is stated clearly on each syllabus.		X	
4.2 Course-level assessments measure the stated learning objectives and are consistent with course activities and resources.		X	
Comments: Recommend an assessment tool be included.			

**Reviewer Summary: Need to develop assessment and measures for course objectives. .**

