

POLICY COMMITTEE WORKPLAN

Higher Education Policy Committee

2015 – 2016

(last update: 08/28/2015)

1.0 Overview

The primary mission of the Higher Education Policy Committee is to promote floodplain management educational programs and research at the post-secondary level. Recognizing the lack of degree programs in U.S. colleges and universities, the ASFPM Board of Regents created the Higher Education Policy Committee in 2012. The Committee continues to support existing programs and to encourage other colleges and universities to teach floodplain management-related courses and to create degree programs, minors, and certificate programs in floodplain management.

Committee co-chairs:

Bob Freitag
Warren Campbell

Liaisons:

Education and Outreach – Heidi Carlin
Professional Development – Louis Greenwell

Active members:

Attending	Name	Address	Role
x	Bob Freitag	bfreitag@outlook.com	Co-chair
x	Dave Carlton	david.carlton@atkinglobal.com	Member
	Heidi Carlin	heidi.carlin@aecom.com	Education and Outreach
x	Ingrid Wadsworth	ingrid@floods.org	Staff
x	Jessica Baker	jbaker@halff.com	Member
	Sally McConkey	sally@illinois.edu	Member
x	Terri Turner	tturner@augustaga.gov	Member
	Tom Hirt	tom.hirt@fema.dhs.gov	Member
x	Valerie Swick	vas@mail.maricopa.gov	Member
x	Warren Campbell	warren.campbell@wku.edu	Co-chair
	Jen Marcy	jennifer.marcy@atkinglobal.com	Member
	Wayne Blanchard	wayneblanchard@embarqmail.com	Member
x	Burrell Montz	montzb@ecu.edu	Member
	Louis Greenwell	lgreenwell@primeeng.com	Professional Development

2.0 Task Outline

The Higher Education Committee was created in 2012 and its scope of work is evolving. Aside from maintaining a committee structure, currently there are two broad tasks. Subcommittees have been organized around each – Providing a forum for discussion among faculty and administration on new approaches to inserting floodplain management into course curricula and developing curricula.

2.1 Maintaining a committee structure

1. Participate on conference Calls and Retreat
2. Attend Policy Committee Chair Meeting at the annual conference and hold an annual meeting.
3. Organize and Facilitate Regular Committee Conference Calls
4. Represent ASFPM on committees and working groups
5. Solicit new membership

2.2 Provide a forum

1. Provide quarterly conference calls on desired subjects
2. Solicit topic and interested presenters
3. Expand and maintain list of faculty and administrators

2.3 Develop / promote curriculum for all levels of instruction.

1. College courses
2. Associates degree courses
3. Undergraduate curriculum
4. Graduate curriculum
5. Doctoral and post-doctoral topics

2.1 On-going work items (see Table):

1. Participate in ASFPM Policy Committee Conference Calls and Retreat.
2. Attend Policy Committee Chair Meeting at the annual conference and hold an annual meeting.
3. Organize and Facilitate Regular Committee Conference Calls
4. Represent ASFPM on committees and working groups

2.2 Work items for the 2015/2016 Year (see separate Task Summary Sheets):

1. Develop plan for an ASFPM peer reviewed journal
- 2.

2.3 Parking Lot of work items for the future:

1. Creation of an ASFPM peer reviewed journal

2.1 Ongoing Work Items

Task Name	Task Leader	Approx Hrs to complete	Detailed Task Description
Conference Calls & Committee Retreat	Freitag/Campbell	44 hours	A co-chair or the liaison should attend all conference calls and one of co-chairs should attend the conference retreat.
Annual Conference	Freitag/Campbell	16 hours	Prepare for the co-chairs meeting and the annual committee meeting. Prepare notes of annual meeting for distribution.
Committee Conference Calls	Freitag/Campbell	48 hours	Organize and facilitate regular bi-monthly conference calls with active committee members (hours assume both co-chairs participating, 6 calls per year, and prep/post meeting tasks)
Support existing programs	Freitag/Campbell	44 hours	Make existing programs viable, market the programs, and identify resources for the programs
Encourage the development of other programs	Freitag/Campbell	16 hours	Identify champions, share experience, and provide general support to those wanting to create FPM courses, minors, and degrees
Encourage FPM research	Freitag/Campbell	10 hours	Develop plan for a peer reviewed FPM journal soliciting papers from areas related to the ASFPM policy committees

2.2 2015-2016 Work Items

2.2.1

Task Title: Conference Calls and Committee Retreat	Task Leader: Freitag/Campbell
ASFPM Goal # Cross Reference/Other Reason for Including Task EO Request	
Approximate Start/End Date: 10/01/2015 – 09/30/2106	Approximate # Hrs to Complete: 44
Detailed Task Description: A co-chair or the liaison will attend all conference calls and one of co-chairs should attend the conference retreat.	
Prerequisites Needed: Travel support for Committee Retreat and general support from the EO	
Other Policy Committees/entities to Engage for this Task:	
Completion Schedule: 09/30/2016	
Deliverables: Work Plan	
Other Necessary Support or Resources:	
Approximate Direct Cost to Complete: (Labor and Non-Labor) Volunteer labor/ \$950 for travel	
Approval Process: (Does The Task Require Board Approval?) No	
Assumptions: Retreat occurs at a time when one of the co-chairs can attend	
Prepared by/ Date: Campbell/08/28/2015	Approved By/ Date:

2.2.2

Task Title: ASFPM Annual Conference		Task Leader: Freitag/Campbell
ASFPM Goal # Cross Reference/Other Reason for Including Task EO Request		
Approximate Start/End Date: 06/19/2016 – 06/24/2016		Approximate # Hrs to Complete: 16
Detailed Task Description: Prepare for the co-chairs meeting and the annual committee meeting. Prepare notes of annual meeting for distribution		
Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin) ???		
Other Policy Committees/entities to Engage for this Task:		
Completion Schedule: 06/24/2016		
Deliverables: Work Plan status		
Other Necessary Support or Resources: General EO support		
Approximate Direct Cost to Complete: (Labor and Non-Labor) Volunteer labor		
Approval Process: (Does The Task Require Board Approval?) No		
Assumptions: Co-chair organizations will support travel		
Prepared by/ Date: Campbell 08/28/2015		Approved By/ Date:

2.2.3

Task Title: Committee Conference Calls	Task Leader: Freitag/Campbell
ASFPM Goal # Cross Reference/Other Reason for Including Task Committee Priority	
Approximate Start/End Date: 10/01/2015 – 09/30/2016	Approximate # Hrs to Complete: 16
Detailed Task Description: Organize and facilitate regular bi-monthly conference calls with active committee members (hours assume both co-chairs participating, 6 calls per year, and prep/post meeting tasks)	
Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin)	
Other Policy Committees/entities to Engage for this Task:	
Completion Schedule: 09/30/2016	
Deliverables:	
Other Necessary Support or Resources:	
Approximate Direct Cost to Complete: (Labor and Non-Labor) Volunteer labor	
Approval Process: (Does The Task Require Board Approval?) No	
Assumptions:	
Prepared by/ Date: Campbell 08/28/2015	Approved By/ Date:

2.2.4

Task Title: Support existing programs	Task Leader: Freitag/Campbell
ASFPM Goal # Cross Reference/Other Reason for Including Task (EO Request, Committee Priority, etc): Committee priority	
Approximate Start/End Date: 10/01/2015 – 09/30/2016	Approximate # Hrs to Complete: 80
Detailed Task Description: Make existing programs viable, market the programs, and identify resources for the programs	
Prerequisites Needed:	
Other Policy Committees/entities to Engage for this Task:	
Completion Schedule: 09/30/2020	
Deliverables: Viable programs	
Other Necessary Support or Resources: ASFPM publicity	
Approximate Direct Cost to Complete: (Labor and Non-Labor) Volunteer labor	
Approval Process: (Does The Task Require Board Approval?) No	
Assumptions:	
Prepared by/ Date: Campbell 08/28/2015	Approved By/ Date:

2.2.5

Task Title: Encourage the development of other programs	Task Leader: Freitag/Campbell
ASFPM Goal # Cross Reference/Other Reason for Including Task (EO Request, Committee Priority, etc): Committee priority	
Approximate Start/End Date: 10/01/2015 - 09/30/2020	Approximate # Hrs to Complete: 80
Detailed Task Description: Identify champions, share experience, and provide general support to those wanting to create FPM courses, minors, and degrees	
Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin)	
Other Policy Committees/entities to Engage for this Task:	
Completion Schedule: 09/30/2020	
Deliverables: New programs	
Other Necessary Support or Resources: ASFPM publicity	
Approximate Direct Cost to Complete: (Labor and Non-Labor) Volunteer labor	
Approval Process: (Does The Task Require Board Approval?) No	
Assumptions:	
Prepared by/ Date: Campbell 08/28/2015	Approved By/ Date:

2.3.1

Task Title: Encourage FPM research	Task Leader: Campbell
ASFPM Goal # Cross Reference/Other Reason for Including Task (EO Request, Committee Priority, etc): Committee priority	
Approximate Start/End Date: 10/01/2015 – 12/01/2015	Approximate # Hrs to Complete: 10
Detailed Task Description: Develop plan for a peer reviewed FPM journal soliciting papers from areas related to the ASFPM policy committees	
Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin)	
Other Policy Committees/entities to Engage for this Task:	
Completion Schedule: 12/01/2015	
Deliverables: Proposal to the Board of Directors	
Other Necessary Support or Resources: ASFPM publicity	
Approximate Direct Cost to Complete: (Labor and Non-Labor) Volunteer labor	
Approval Process: (Does The Task Require Board Approval?) Yes	
Assumptions: Support from the FPM Community	
Prepared by/ Date: Campbell 08/28/2015	Approved By/ Date: