

# **Instructor Training Advisory Group Meeting**

**July 15, 2020**

## **Call-In Meeting**

Jessica Bullock called the meeting to order. She welcomed everyone who was able to attend the call-in meeting. She also welcomed the two newest IT Advisory Group Members, Jessica Yarborough and Andrea Hyson.

### **Members Present:**

Patricia Brown, Central Piedmont Community College

Kathleen Johnson, Bridgeton Police Department

Jeff Robinson, Wake Technical Community College

Greg Minton, Wilkes Community College

Elizabeth D. Parton, Waynesville Police Department

Stacy Buff, McDowell Technical Community College

Jessica Yarborough, NC Department of Public Safety

Andrea Hyson, Vance Granville Community College

### **Members Absent:**

Wayne Coats, Pitt Community College

Ricky Watson, North Carolina Central University Campus Police

Amy Snider-Wells, Central Carolina Community College

### **Guests:**

Autumn Hanna, Sheriff's Standards Division

Michelle Shilling, Training & Standards

### **Staff Present:**

Jessica Bullock, N.C. Justice Academy

Tony Losada, N.C. Justice Academy

Becky Peterson, N.C. Justice Academy

## **Old Business/ Approval of Minutes:**

Members received the April 2020 meeting minutes in advance via email. Katie motioned to accept and approve the April 2020 minutes as printed. Pat Brown and Stacy Buff seconded. Everyone agreed.

The lesson plans to include the Active Learning: Demonstration and Practical Exercises, 8-Minute Introduction and Video Critique, the Principles of Instruction: Audio Visual Aids, and Law Enforcement Instructor Liabilities and Legal Responsibilities, were approved during the E&T Meeting. The E&T Committee members prefer the Program Evaluations remain as a paper form and requested to remove the hyperlink. They want these evaluations to go directly to the School Director not to the NC Justice Academy. The Instructor Evaluations/ Hyperlink was removed and these would be sent directly to the School Director. The Curriculum Evaluations hyperlink was changed to be a voluntary basis, with the new curriculum this isn't required.

## **New Business:**

Next meeting date: September 30 at 10am.

In case you would like to attend, Jessica shared that the next E&T Meeting is August 12, unsure at this time if it will be a conference call or an in-person meeting.

### *Lesson Plan Preparation: Professional Resources*

Tony summarized the changes made to this block along with points added by Jessica:

1. Adapted a past in-service to the lesson plan.
2. Added some interactive videos and practical exercises for hands-on training.
3. Received authorization for a plagiarism tutorial from UNC for the students with scenarios and examples, a quiz is included.
4. A video was added to show how to use NC Live and Criminal Justice systems for researching, since most community colleges has access to those systems.
5. Added additional examples of statistical reports such as Juvenile Justice Statistical Reports, Blue Health, Criminal Justice Network, the Office of Juvenile Justice & Delinquency Prevention, and the National Institute of Justice.
6. This block was designed for online offering, but an Instructor lesson plan and notes are provided in case that face-to-face version is offered.

Pat motioned to moved forward with this lesson plan with these changes. Kate seconded.

### *Instructional System Designs*

Jessica summarized the major changes made:

1. This block was changed from a six-hour to an eight-hour block.
2. New handouts were created and older handouts were updated, such as the final report of the Job Task Analysis of entry level Law Enforcement in North Carolina, and the ISD handout.
3. The 70-minute lesson plan evaluation & presentation form was updated.
4. Instructional objections test was updated.

5. A new exercise was added called Action, Condition and Standard, based from an older exercise that we used but we re-vamped it and updated the handout.
6. Added problem solving practical exercises to assist students with developing their lesson purpose and lesson plan titles in this block.
7. As a formal exercise in this block, students will create their training objectives.
8. An Instructional objectives test was added.

These changes were made to update this block so it would be more engaging and skill building exercises for students. The added exercises will provide more opportunities for the students to present as well.

Motion to move forward with these changes made by Katie. Seconded by Dee.

### *Criminal Justice Instructional Leadership*

This entire block was basically re-written. Jessica summarized the major changes made:

1. This block was revised so it could be taught online or in the classroom.
2. The objectives were updated to include
  - a. In your own words, define the term leadership
  - b. Identify and explain a minimum of three of the five character traits that should be displayed by an effective leader
  - c. List and describe at least three styles of leadership
  - d. Name and describe the five levels of leadership according to John Maxwell
  - e. Explain the Pygmalion effect and discuss its relevance to law enforcement leadership
  - f. Complete a personality self-assessment to determine your personality type and how this affects your leadership style
3. New handouts were created and exercises were added for these. Understanding Your Personality Type and Leadership Qualities of Each handout was created to work in-conjunction with the personality self-assessment. Empathy and Emotional Intelligence practical exercise that was added to provide more student engagement.

Motion to move forward with these changes by Greg. Seconded by Katie.

### *Orientation and Pre-test*

Jessica summarized the major changes made:

1. There was an objective added that discussed the purpose of instructor evaluations. It was taken from the Course Closure block and moved to the Orientation and Pre-test block. Students now will receive an Instructor Evaluation at the end of each individual block.
2. Pretest updated to 100 questions, rather than 69. Grading should be easier.
3. New training aides were added.
4. The existing practical exercises were updated. The practical exercise called "Easy as ABC" was removed.
5. Content was updated to coordinate and support the new training aides and practical exercises.

Motion to move forward with these changes by Dee. Seconded by Jeff.

### *Adult Learning*

Jessica summarized the few changes made to this block:

1. Moved this block from a six-hour block to a four-hour block.
2. Added some new training aides.
3. Existing practical exercises were updated.
4. A new section was added called the “Strategies for Motivating Students.”

Motion to move forward with these changes by Jeff. Seconded by Pat.

### *The Evaluation Process of Learning*

Greg summarized the few changes made to this block:

1. Evaluation sheets were updated.
2. Removing the legal review before it proceeds to the E&T Committee.
3. Review is in the process.
4. We need to update the Academic Checklist.

Motion to move forward with block as is by Stacy. Seconded by Katie.

### *1<sup>st</sup> & 2<sup>nd</sup> 35-Minute Presentations*

Greg summarized the changes made to this block:

1. There were content issues concerning the evaluations so these were updated within the lesson plan.
2. Reviewed the evaluation sheets for the first and second and submitted PDF updates with more relevant criteria with more instructor/evaluator comment.

Motion to move forward by Katie. Seconded by Andrea.

### *Course Management Guide*

Jessica stated that this block is still being edited. She is waiting to get all these blocks approved by E&T Committee and then she can make all these changes in the Course Management Guide. This hopefully will be finished near the end of September. A vote is not needed at this time on this block.

### *Lesson Plan Development and Formatting*

Jessica summarized the changes made to this block:

1. Several new handouts were added.
2. Added an explanation template – it explains the lesson purpose. It’s basically a quick reference guide and all the content matches what is taught in the lesson plan.
3. Added a handout about articles and prepositions (what should and should not be capitalized for their headers).
4. Added a handout for correct headers, incorrect headers and sub-headers.

5. Created a new practical exercise called “Construct A Class,” this gives them an opportunity to work together to create topic ideas for a class. This will help them when they are writing their training objectives.
6. The Conflict Management Lesson Plan was updated to match the new formatting.
7. Added a ruler handout to help with the alignment of everything.
8. Added some new training aides.
9. Updated the existing step-by-step practical exercise with the new formatting, a video is provided that explains all of this.
10. Supporting content was added for the objectives.

Motion by Dee to accept changes. Seconded by Pat.

### *Instructional Styles and Platform Skills*

Jessica summarized the changes made to this block:

1. Three handouts were updated.
2. Six handouts were added.
3. Updated the Prepared Lesson Plan Evaluation form.
4. Created a new handout Officer Awareness Responding to Victims of Trauma Instructional Packet.
5. Added Followership Being An Influential Employee Instructional Packet, the Physical & Mental Awareness Instructional Packet, Continue to Make a Difference Instructional Packet, Communications Strategies for the Deaf & Hard of Hearing Instructional Packet, and Shift Management Skills in the Telecommunications Center Instructional Packet.
6. Updated the 70-minute presentation evaluation form and the presentation evaluation criteria was also updated.
7. The students had been delivering an eight-minute lesson plan, whereas now they will deliver a 20-25-minute prepared lesson plan. They will now have more time for presentations, since most instructors are delivering other people’s material.
8. It is a five-hour updated to an eight-hour block. All are prepared lesson plans that are in-service lesson plans.
9. The Instructional Packets are in-service lesson plans and these will be broken down so the School Directors will not have to breakdown a lesson plan for the students to present. This will help ensure that we are delivering the same information across all of our training programs.
10. Some new sections were added such Facilitating Learning, Using Think Pair Share, Utilizing Student Recorders, Utilizing Think Time Technique when asking questions to check for comprehension, then Utilizing the 3-2-1 Method of Summarizing after each section.
11. More content was added under the objectives as well.

Motion to move forward with included changes by Jeff. Seconded Greg.

### *Classroom Management*

Jessica summarized the changes made to this block:

1. Added one hour to this block, from 3 hours to 4 hours.
2. The content was updated for the objectives.

3. A new objective was added that reads, "Explain in your own words the proper way to assist a student during training who experiences a stress reaction." We do not want to cause any unneeded stress or trauma to our students. We may need to give a warning about videos that could be shared during the presentations.
4. Practical exercises were added such as the Three Prompts exercise.
5. Videos were added which will be played and then students will work in groups to determine if the behaviors were disruptive or non-disruptive and the best way to handle the situations if these were happening in their classes.
6. A new section was added on Scenario Based Training and Best Practices for Incorporating Scenario Based Training into future lesson plan instruction.

Motion with changes as discussed by Katie. Seconded by Pat & Dee.

#### *Final 70-Minute Presentation & Review*

Jessica summarized the changes made to this block:

1. Information was updated to match the first and second 35-minute presentations.
2. Added a large comment section on the back.
3. Added new criteria.
4. Previously the minimum passing score was 80 has now been updated to 100 since new criteria has been added.
5. Separated some items that were originally combined such as voice tone and pitch, as these are truly two separate items.

Motion to accept the changes by Stacy. Seconded by Katie.

#### *Final Lesson Plan Format*

Jessica summarized the changes made to this block:

1. Evaluation Sheet – matches exactly what we are teaching from our lesson plan.
2. Previously the passing score was a 76, and now is an 80.
3. A large comment section was added to mirror the other presentation sections to ensure that all the all forms match.

Motion to move forward with changes that were emailed out by Katie. Seconded Andrea.

#### *Course Closing & Post-Test*

Jessica summarized the changes made to this block:

1. Post-test was updated from the 69 questions to 100.
2. Updated and added a review with students.
3. Updated some objectives.
4. Updated state exam location form, which will be included in the Instructor Training manual (this was sent to Michelle for her staff to review).
5. Added Program Evaluations, which are a formal exercise now.

6. Updated the supporting information regarding the objectives.

Motion to accept with changes by Dee. Seconded by Katie.

### *2021 Mandate Instructor Training Refresher Dates*

There is approximately 550 people who will need this training. Openings still available. These accommodations will meet the COVID restrictions such as half capacity, social distancing, etc.

<u>Date/ Location</u>	<u># Currently Registered</u>
• 10/14/2020 McDowell Technical Community College	21
• 11/5/2020 Wake Technical Community College	60 full
• 11/24/2020 Central Piedmont Community College	19
• 12/9/2020 Craven Community College	18
• 12/15/2020 Wilkes Community College	
• 1/6/2021 NCJA – East	22
• 1/26/2021 Cape Fear Community College	11
• 2/16/2021 Guilford Technical Community College	7
• 2/18/2021 NCJA – West	15 full
• 3/16/2021 Waynesville Police Department	0

### **Other Business:**

Report from Michelle Schilling/ Training & Standards – sent out 510 emails for the Orientation refresher course dates above. A small number of emails kicked back due to their email addresses. Good showing on 2020 Instructor Updates. Please check to be sure your instructors are certified and not expired before they teach in the classroom.

No report from Autumn Hanna for Sheriff's Standards Division.

No report from Legal Counsel.

No report from the NC Justice Academy.

Test questions – in previous meetings Tony had asked the group to come up with test questions for the test data bank to help Michelle. Tony has received a few, but need more. Please look at your lesson plans and

come up with at least two questions per objective and send the questions to Tony. Please submit by the end of September, so we can implement these in January.

Jessica thanked everyone for their dedication and hardwork.

Motion to adjourn the meeting by Pat Brown. Seconded by Dee. No objections. The meeting adjourned.

Respectfully submitted on August 20, 2020,

By Becky Peterson

North Carolina Justice Academy