

Instructor Advisory Group Meeting

November 14, 2019

10:00 am

Wake Technical Community College

Jessica Bullock called the meeting to order. She welcomed everyone who was able to attend. A quorum was not present for the meeting. No voting will take place due to a lack of quorum.

Members Present:

Kathleen Johnson, Bridgeton Police Department

Stacy Buff, McDowell Technical Community College

Jeff Robinson, Wake Technical Community College

Members Absent:

Elizabeth D. Parton, Waynesville Police Department

Patricia Brown, Central Piedmont Community College

Amy Snider-Wells, Central Carolina Community College

Wayne Coats, Pitt Community College

Ricky Watson, North Carolina Central University Campus Police

Greg Minton, Wilkes Community College

Michael Lamonds

Guests:

Andrea Hyson, NC Community College System

Yovana Vest, Fayetteville Technical Community College

Traci McPherson, NC Community College System

Pam Pope, Wake Technical Community College, (as proxy for Jeff Robinson in case he was unable to attend)

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:

Approval could not be made, it was tabled to the next meeting since a quorum was not present.

Next Meeting Dates:

January 27, 2020 – 10am – Craven Community College (New Bern) – Kathleen Johnson

April 21, 2020 – Waynesville – Elizabeth Parton

Old Business:

These are rule revisions edits that were voted on at the last meeting and will be proposed in the next E&T meeting.

Code Revision 303

The revision 303's wording was changed since it isn't required for the student to be on a probationary period for 12 months after completing their required presentations. There is no value to this waiting period. The advisory group members were encouraged to attend the next Education and Training Committee (E&T) meeting for this proposed rule change.

Code Revision 209

Originally, the committee had discussed having three phases of Instructor Training, but revisions were made based on the feedback received from the last E & T meeting. Therefore, the committee changed the language and the hours to reflect the E&T Committee's recommendation to a minimum of 90 training hours delivered in two phases. Phase I would consist of 10 hours, and shall be completed online prior to enrolling in Phase II. Phase II would consist of 80 hours and shall be completed in a period not to exceed 15 consecutive days. The students would need to complete Phase II within 12months of the completion of Phase I.

The online module for Phase I will be a Pass/Fail grade and the student will have the option of moving forward if they passed. The standard is to offer one retest if needed. This module would consist of the legal block, criminal justice leadership and professional resources/plagiarism – completion of this will be

required before going forward. Phase I would be a continuous enrollment. They will need to use Chrome as their search engine to be fully functional. It might work best for the community college system if there is a dedicated course number for this training and would need to be taken before Phase II. Phase II will only test on the in-seat materials being presented. DAC currently requires their employees to complete a minimum of Word & PowerPoint training (12hours); we could highly recommend that students complete such training.

The students will need to complete Phase I and provide their certificate when applying for Phase II. A notation will need to be added to the application stating that the time and grade requirements will need to be met before applying for Phase II.

Implementation Process – the three modules will need to be voted on by the IT Advisory Group. Tony is working on the Professional Resources block. Jeff and Pam are working on the Leadership block. Jarrett is updating the Legal Block. We need those blocks completed first, then everyone will need to review them before they are officially voted on before they go live on July 1. The Advisory Group agreed to implement these changes in July. We will also have two E&T meetings before the proposed effective date of July.

The Advisory Group agreed to have a required Online Update for General Instructors teaching orientation – could hold an in person update event at Salemburg and Edneyville and an online pre-recorded session. This would give the instructors an opportunity to ask questions to those who wrote the material. It would be good to share the explanation of why those three blocks have been removed and put into online modules. We could setup a skype option as well which could be streamed to the community colleges.

The Advisory Group agreed to remove the sentence concerning reimbursements mentioned in the Course Management Guide concerning Code Revision 209. It is up to each school to determine how you operate your financial business such as FTEs, etc.

New Business:

Jessica asked for updates on each block:

Professional Resources/ Lesson Plan Prep – Tony reported it should be completed soon. Flash will no longer be available. He will provide a link.

platform as a group rather than in person.

Jessica asked that all three of those blocks of information be sent in to her by Friday, Jan. 24th

Instructional Systems Design (ISD) – Once Stacy has these completed he will send them out to everyone. If time allows, we will add these to the February E&T agenda. For all other information, please submit everything to Jessica by April 16th for the May E&T meeting agenda.

Audiovisual – no report.

Legal- Jarrett's deadline is set for Jan. 15th; no report.

CJ Leadership – Jeff didn't have any update. He is waiting to get together with Amy.

Orientation & Pre-test- she has the 100 questions completed. Katie and Amy plan to get together to make sure the questions mirror each other. The Advisory Group had voted at a past meeting to have 100 questions rather than 69, six test questions per block.

Adult learning – finished except 1 section.

Evaluation Process of Learning – it has been reviewed, unsure if we voted on this.

1st & 2nd 35 minute - presentations- it has been reviewed, unsure if we voted on this.

Course Management Guide- Jessica has updated this information, but it is pending E&T approval. She will wait until after the E&T meeting before sending it out to everyone. She will include the best practices recommendations such as the Word course (with the course number) to include some links.

Lesson plan development & formatting – Jessica has updated this information adding tabs and a ruler bar. She has added photographs (as an attachment) for a step-by-step process for this section for visual learners.

Instructional Styles – no report.

Active Learning – no report, was basically finished.

8- Minute – completed and will send these out to the group.

70- Minute – completed and will send these out to the group.

Course closure & post-test – Katie- changing verbiage as there was confusion about the probationary period verbiage. She'll get with Amy.

Traci passed out a sheet of their current course description of their Instructor Training. (Attachment #1)

Andrea will be stepping down from her current assignments, she may attend meetings as her schedule allows.

Andrea reported the responsibilities as a school director is on the agenda for the E&T meeting for possible revisions. The memo from Michelle Schilling is proposing to change the code 0202B from 40 hours to 78 hours. Traci will ask in the E&T meeting for clarification on this change. For the evaluation process, there would be an evaluator 1/6 ratio for the 70-minute presentations, but changing it to be final evaluator 1/18 for all other presentations.

Other Business:

No report from Michelle Schilling for CJ Standards.

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

No report from Jarrett McGowan for Legal.

Instructor Update - The audio is completed for the 2019 Instructor Update. Jessica reported the NCJA's 2018 Student Survey results, in the order of ranking for subjects the students would like to be covered:

- Teaching methods with an emphasis on engaging students
- Classroom management
- Teaching different age groups
- Leadership
- Creating PowerPoint Presentations
- Creating/producing videos
- Preparing and utilizing effective handouts
- Body language related to public speaking

The meeting ended.

Respectfully submitted on January 15, 2020,

By Becky Peterson

North Carolina Justice Academy