

IT Advisory Group Meeting
August 28, 2019
6:00 pm
Greensboro, NC

Jessica Bullock called the meeting to order. She welcomed everyone who was able to attend. A quorum was present.

Members Present:

Greg Minton, Wilkes Community College
Amy Snider-Wells, Guilford Technical Community College
Elizabeth D. Parton, Waynesville Police Department
Patricia Brown, Central Piedmont Community College
Kathleen Johnson, Bridgeton Police Department
Jeffrey Robinson, Wake Technical Community College

Members Absent:

Stacy Buff, McDowell Technical Community College
Michael Lamonds, Office of Staff Development
Wayne Coates, Pitt Community College
Ricky Watson, North Carolina Central University Campus Police

Guests:

Andrea Hyson, Community College System

Staff Present:

Jessica Bullock, N.C. Justice Academy
Tony Losada, N.C. Justice Academy
Trevor Allen, N.C. Justice Academy

Old Business / Approval of Minutes:

Members were provided with a copy of the minutes from the June 2019 meeting for review. Minutes were approved. Jeffrey Robinson voted to approve the minutes. Motion seconded by Pat Brown. Motion carried with no opposition.

Next Meeting Dates:

November 14 at 10am – Wake Technical Community College. Jeffrey Robinson was asked to provide a room location for the meeting so that could be provided to the other members.

New Business:

Administrative Code Revision

There was discussion about instructors having to be considered probationary for one year even if they have completed their eight evaluated hours. The Advisory Group as a whole decided that instructors should be given up to one year for them complete their eight evaluated hours, but they should not have to wait almost an entire year to get their certificate. There was also discussion about whether or not a probationary instructor should be able to attend specialized instructor training. Jeffrey Robinson motioned to amend

administrative code to say that a probationary instructor had up to one year to complete the eight evaluated hours. Greg Minton motioned to amend this to include that probationary instructors cannot attend specialized instructor training. Pat Brown seconded the motions with no opposition. Tony Losada agreed to draft the administrative codes and send those to everyone.

Course Management Guide

It was decided to remove the modified hours from the Course Management Guide based on the feedback received from the E & T Committee.

Evaluation Process – no additional changes other than what was discussed during the last meeting.

Lesson Plan Development & Formatting – The Instructor Notes were added back. A practical was also added. The lesson plan title practical was removed and placed in the Orientation and Pre-Test block.

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.

Motion to adjourn Pat Brown. Dee Parton seconded. The meeting was adjourned.

Respectfully submitted on October 24, 2019

Jessica Bullock

North Carolina Justice Academy