

# **Instructor Training Advisory Group Meeting**

**February 17, 2021**

## **Call-In Meeting**

Jessica Bullock called the meeting to order. She welcomed everyone who was able to attend the call-in meeting. Jessica also welcomed our newest IT Advisory Group member, Marty McNeely, from AB Technical Community College.

### **Members Present:**

Greg Minton, Wilkes Community College

Andrea Hyson, Vance Granville Community College

Amy Snider-Wells, Carteret Community College

Jeff Robinson, Wake Technical Community College

Marty McNeely, AB Technical Community College

### **Members Absent:**

Patricia Brown, Central Piedmont Community College

Kathleen Johnson, Bridgeton Police Department

Stacy Buff, McDowell Technical Community College

Jessica Yarborough, N.C. Department of Public Safety

### **Guests:**

Micky Biggs, N.C. Community College System

### **Staff Present:**

Jessica Bullock, N.C. Justice Academy

Tony Losada, N.C. Justice Academy

Jarrett McGowan, N.C. Justice Academy

Becky Peterson, N.C. Justice Academy

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

Members were provided a copy of the October 2020 meeting minutes for review, since a quorum was unavailable to vote during this meeting, we will postpone voting to the next meeting.

### **New Business:**

Next meeting date: April 21, 2021, at 10am.

The IT Refresher Training courses completed since the last meeting were November 5 at Wake Technical Community College, December 9 at Craven Community College, December 15 at Wilkes Community College, January 6 – 8 at the NC Justice Academy in Salemburg, January 13 at Central Piedmont Community College, January 26 at Cape Fear Community College and February 16 at Guilford Technical Community College. More than 200 people have been trained through the IT Refresher course thus far.

The remaining IT Refresher courses are scheduled for February 18-19 at NC Justice Academy West, March 16 at Waynesville Police Department and March 24 at the College of the Albemarle. Jessica stated that although it has not been advertised, March 25 has been tentatively scheduled as a possible add-on date at the College of the Albemarle in case that it is needed.

Jessica asked for feedback on the IT Refresher classes held so far. Everyone has been very happy with the changes. They have seen a drastic change in the lesson plan and appreciate the entire group's hard work. The only negative feedback that we have received was that the Ruler Bar handout, someone complained that the ruler is not to scale, a note was placed at the bottom stating that the ruler is not to scale. A suggestion was given during one of the recent refresher courses that for the Instructor Evaluation Form, if someone provides negative feedback that it should be mandatory for the feedback to be provided in the comment box then we need to know why. Everyone supported this change.

Jessica plans to reach out to all School Directors after they run the new IT Program to see how it went for them, if the hours flowed well, etc. She wants to see if they can provide any feedback. They may not reach out to her or to our group to provide feedback directly.

Pam Pope ran the first IT with the new program and although she was unable to complete the course, she suggested removing the review for the Orientation Block, as it was difficult to complete it in four hours. Jessica recently completed an IT course and it took 4 hours and 10 minutes to complete it. Everyone agreed to remove it from as it changes your time, but not the lesson plan.

Jessica stated that concerning ISD, she was very pleased with her 12 students' lesson plans. They are required to have three training objectives; most of them had four to five. Out of all that turned in their lesson plans, only two training objectives did not have an action, condition and a standard in every single objective. The students attributed this to the extra time they had in the ISD block. They liked that the instructor could slow down the pace of the ISD training objectives. The Instructor was able to work more on a one on one basis with the students and their training objectives. The Instructor completed four hours on the first day, and four hours on the second day. The new IT ran super smooth.

The lesson plans looked great. Students seemed less stressed out, very appreciative for changes. Jessica congratulated the group on all their hard work and the positive changes that it has made.

Tony asked Jessica to report on the state test. Jessica's class was the first group to take the state test. This group had the highest average she had ever had which was a 90, and the lowest was an 82. CJ Standards did a great job writing the test questions.

Greg will be doing a late March. Andrea is planning to run one in the summer. Amy is planning to hold one the first of May. Wake Tech has one scheduled for March. Guilford Tech has one starting today. JCC started one last week. Jessica will be sending out her schedule to the IT group since she has run one and it ran well with the new program. She said that the Development block by lesson plan is set for four hours, but Jessica gives her students five hours to complete this since some seem to struggle a little with this. She then works with those who are struggling to help them stay caught up. She has received some evals from the curriculum evals and she will send those out to the group. They like having the program evals.

Tony asked if there is a way to have a makeup class at Wake Tech in April as they have the facility with the largest capacity. Jeff asked them to provide him with two dates and he will check for availability, but he feels like it should not be an issue. When Instructors begin preparing in March to teach and realize they have missed taking the refresher course and are reminded by CJ Standards that they must fulfill this requirement immediately, Tony feels like we will need to have a date ready. He would like to offer one date in a central location as he feels some schools will be scrambling to fulfill this requirement to keep their instructors.

#### **Other Business:**

Report from Michelle Schilling/ Training & Standards – no report.

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

No, report from Legal Counsel – Jarrett has no report.

No report from the NC Justice Academy.

Jessica thanked everyone again for your dedication and hard work. There were no objections to close out the meeting. The meeting adjourned.

Respectfully submitted on February 18, 2021,

By Becky Peterson

North Carolina Justice Academy