

**INSTRUCTOR TRAINING
REVISION COMMITTEE MEETING
Guilford Tech/Medlin Campus Center
Room 360, 601 E. Main Street
Jamestown, North Carolina**

December 11, 2015

The Instructor Training Revision Committee met on December 11, 2015, at the Guilford Tech Community College, Medlin Campus Center, Jamestown, North Carolina. Leila Humphries called the meeting to order at 10:10 a.m. She thanked everyone for coming and expressed her thanks to Chief Phillips for his hospitality and to John Reaves for arranging the meeting room.

Nancy Meadows called the roll. Those members in attendance were:

Dr. Bobbie Cox, Gardner-Webb University
Kenny Weatherington (proxy for Tracy McPherson), NC Comm. College System
Jeff Robinson, Wake Tech Community College
John Reaves, Wake Forest University Campus Police
Aaron Vassey, Cleveland Community College
Tim Pressley, Orange County Sheriff's Office
Betty Reynolds, Wake Tech Community College

Committee members absent were:

Stephanie Freeman, NC AOC
Dennis Crosby, Gaston College
Mike Lamonds, NC Department of Public Safety

Staff attending:

Leila Humphries, NC Justice Academy
Nancy Meadows, NC Justice Academy

Staff absent was:

Autumn Hanna, Sheriffs' Standards Division

Leila announced that Peppi Masa had resigned from the Committee due to recent demands on his time.

The minutes of the November 13, 2015, meeting were reviewed by the Committee. Leila asked if there were any corrections or additions to the minutes. Hearing none, the minutes were approved by motion from John Reaves and seconded by Tim Pressley. The motion was unanimously approved.

Old Business

A discussion was held on the corrections/additions that Bobbi Cox had submitted for the Applying Instructional Systems Development and Bloom's Taxonomy block that was distributed to the Committee at the previous meeting. John Reaves stated that he felt the block was difficult to understand until he incorporated Bobbi's corrections/additions. Bobbi's corrections/additions will be incorporated into the block as appropriate. Leila explained to the Committee that these blocks were rough draft and grammatical/editing, etc., will be completed before final review. She also stated that the objectives that were included with the lesson plan were a part of the current lesson plan and would be revised to reflect the new content of the revised lesson plan.

On the Active Learning block, Bobbi stated that she liked it overall; that it moves toward changes. She did feel that it was geared toward any environment; should be geared more toward target audience. Aaron Vassey stated that he liked the block and felt he could pass it on to other instructors. He also stated that we need to focus on long-term learning. John Reaves stated that the newest generation was more visual – everyone would benefit from more examples/exercises/videos. Leila stated that she agreed with the need to include examples and illustrations relevant to law enforcement personnel. Bobbi stated that she feels students need very specific instruction (especially students in the 30-40 year old range) and that they need a specific point of reference. Leila stated that the lesson plans need to be polished and will be copied to the committee as they are revised. John stated that he really appreciated all the work that had been done with these blocks of instruction.

Betty raised the question of the reading level for General Instructor training and asked if the committee needed to discuss it. She also feels that students need more than four years of criminal justice experience. John stated that he felt that the education level should be raised as well as experience and Betty felt this would put instructors at more of a professional level.

Leila stated that the Instructor Training Orientation class will need to be revised with emphasis on how to evaluate as well as reflecting the changes to the Instructor Training course . A new Course Management Guide will also need to be-created.

Betty stated that she is anxious to get the flow of everything; likes what she has seen.

Leila asked the Committee members to make note of recommendations concerning course management that need to be included in the overall recommendations when the revision is presented to the Education and Training Committee.

New Business

The Evaluation of Learning block was presented to the Committee. The block consists of five levels: Kirkpatrick's Four Levels of Evaluation; Using Test Questions in class to Enhance Learning; Using Exams to Reinforce Learning; Feedback; and Creating Effective Test Questions.

Leila asked that the Committee review the current block and provide feedback, concerning any information from the current lesson plan that needs to be included in the new lesson plan. Leila will e-mail the block to the Committee so that if they wish to make corrections/additions electronically, it will be available.

The next meeting will be on January 15 at the Iredell campus of Gardner-Webb in Statesville; Bobbi Cox will arrange the meeting room and submit details to us. There will also be a meeting on February 19 and April 1; locations to be determined.

John Reaves motioned that the meeting be adjourned and Betty Reynolds seconded; meeting was adjourned at 12:00 noon.