

**INSTRUCTOR TRAINING
REVISION COMMITTEE MEETING
Wake Forest University Corporate Center
Room B1110, 1100 Reynolds Blvd.
Winston-Salem, North Carolina**

November 2, 2012

The Instructor Training Revision Committee met on November 2, 2012, at the Wake Forest University Corporate Center in Winston-Salem, North Carolina. Leila Humphries called the meeting to order at 10:15 a.m. She thanked everyone for coming and expressed her thanks to John Reaves for arranging the meeting room.

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

Bobbie Cox, Gardner-Webb University
Dennis Crosby, Gaston College
Mike Lamonds (for Stephanie Freeman), NC Dept. of Correction
John Reaves, Wake Forest University Campus Police
Betty Reynolds, Wake Technical Community College
Jeff Robinson, Pitt Community College

Committee members absent were:

Peppi Masa, Fayetteville Technical Community College
Sandra Neal, Guilford Technical Community College

Staff attending:

Leila Humphries, NC Justice Academy
Nancy Meadows, NC Justice Academy
Tim Pressley, Criminal Justice Standards Division

Staff absent was:

Autumn Hanna, Sheriffs' Standards Division

Leila introduced Chief Regina Lawson, Wake Forest University Campus Police, and thanked her for her hospitality.

The minutes of the June 1, 2012, meeting were previously sent to the committee members for review. Leila asked if there were any corrections or additions to the minutes. Hearing none, the minutes were approved by motion from Betty Reynolds and seconded by Jeff Robinson. The motion was unanimously approved.

Old Business

The Committee reviewed the statistics from the task analysis that Stephanie Freeman conducted with the field instructors. From the information received from the instructor's review of the lists of tasks, we are able to establish the essential job functions and the competencies that we need new instructors to have as they complete Instructor Training.

With these competencies and essential job functions in mind, the development of the content of the new curriculum can begin. From the discussion of the committee members, it is clear that the principles and skills of lesson plan construction need to remain in the curriculum. Even though 93 percent of instructors rarely write lesson plans, there is a need for understanding the ISD model of course development. This information is needed if an instructor is required to update, or adapt a lesson plan to meet the needs of their specific agency.

At the same time, there is a clear indication that there is a need for more focus in platform and presentation skills. We now are teaching a new type of learner – we need to explore ways to engage and actively involve them. Our ultimate goal is to provide a learning environment that fosters long-term retention. The importance of the inclusion of instructional leadership principles was also discussed

It is clear that the high standards that we have maintained in our General Instructor Training will not be compromised. We are updating and shifting our emphasis in content, but are not lessening the quality and the expectation of excellence that has been the trademark of our training.

New Business

A discussion was held on pre-screening of students prior to General Instructor Training. Some agencies/community colleges require a reading comprehension/

computer skills test prior to a student being admitted to the class. If standards could be established that would allow agencies to screen students prior to registering them for the class, used correctly, this can greatly increase the likelihood that a student will be successful in the class.

A discussion was held about the possibility that the evaluation hours for instructors to renew their General Instructor certificate will be increased. Tim Pressley stated that this is a possibility and is being discussed at Training and Standards. The Education and Training Committee is currently working on this issue.

Leila Humphries asked the committee to consider taking the Evaluation out of pilot status recommended going back to the previous version of the lesson plan as it was in 2009 before the revision. Since the lesson plan is being revised, this option will be the least disruptive for the field because the current lesson plan is now used by most schools. This recommendation was approved by motion from John Reaves and seconded by Bobbie Cox. The motion was unanimously approved. Leila will present the recommendation to the Education & Training Committee at the next meeting on November 15, 2012.

The next meeting will be planned for the spring. As soon as the date and location are determined, the committee members will be notified.

Dennis Crosby motioned that the meeting be adjourned; Betty Reynolds seconded the motion. The meeting was adjourned at 12:00 noon.