

**INSTRUCTOR TRAINING
REVISION COMMITTEE MEETING
Salem College
Single Sisters House
Winston-Salem, North Carolina
December 9, 2011**

The Instructor Training Revision Committee met on December 9, 2011, at Salem College in the Single Sisters House in Winston-Salem, North Carolina. Leila Humphries called the meeting to order at 10:00 a.m. She thanked everyone for coming.

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

Dennis Crosby, Gaston College
Stephanie Freeman, NC Department of Correction
Peppi Masa, Fayetteville Technical Community College
Sandra Neal, Guilford Community College
John Reaves, Wake Forest University Campus Police Department
Jeff Robinson, Pitt Community College

Committee members absent were:

Betty Reynolds, Wake Technical Community College
Bobbie Cox, Gardner-Webb University

Staff attending:

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

Staff absent were:

Autumn Hanna, Sheriff's Standards Division
Tim Pressley, Criminal Justice Standards Division

Leila introduced Chris Anderson, the Manager of the In-Service and Commission Section of the Academy, and the two new members, Dennis Crosby and John Reaves to the Committee.

Leila asked if there were any corrections or additions to the minutes of the last meeting. There were none. Stephanie Freeman made a motion to approve the minutes from the December 17, 2010, meeting. Jeff Robinson seconded. The motion was approved.

Old Business

Leila began the meeting with a discussion of the use of Turabian Seventh Edition. It seems that increasingly more and more time is spent on the format of the lesson plan, with less emphasis on the content. If the students could use the Turabian format in Word, less time would have to be devoted to ensuring that the format and punctuation of the citations were correct. Turabian in Word does not cover every type of citation that is frequently used in lesson plans, particularly government documents. However, there is an excellent guide for citing these types of documents from the University of Memphis. This guide uses Turabian Seventh Edition as a basis for developing citations for virtually every type of government document. She plans to use this as a guide to develop a guide to the citation of government documents using the fields provided in the Turabian in Word. This type of citation will be used in the In-Service lesson Plans by 2013.

Stephanie Freeman asked if this will cover web pages, You Tube, etc.- Leila stated that it will address all of the new types of media that the Sixth Edition of Turabian does not. Jeff Robinson stated that he had his students in the last General Instructor class at his college to use Turabian 7 and believes that it is a much better product than the one in use now – less stress on student and instructor. After the discussion, Leila asked if the committee was in favor of revising the Professional Resources lesson plan to reflect the use of Turabian in Word. Peppi Masa made a motion to proceed with the revision of the Professional Resources lesson plan, and John Reaves seconded. Motion carried. Leila will begin the revision of the lesson plan to present to the Committee for review before the next meeting.

Leila asked if there was any other old business. There was none.

New Business

The first item of new business was the Task Analysis. Leila said that she believes that it is important to have a clear description of the knowledge, skills and abilities that beginning instructors should have at the completion of Instructor Training. In order to do that, there needs to be a listing of the tasks that are crucial for instructor competency.

Leila previously emailed the committee members a Task Analysis that was developed at the Academy in April 2008. Committee members were asked to review and evaluate the tasks that were included to determine whether each one is still valid or not. Also, they were asked to add any tasks they believe are job relevant to a North Carolina criminal justice instructor that were not included in the original list. There were no results available from the survey, indicating that it may not have been distributed. Chris Anderson confirmed that not administered after it was developed.

The list of tasks is inclusive of a number of tasks that may not be relevant for an instructor (seem to be more directed toward a training manager). Our focus as a committee is to address the issues and skills that instructors need. Stephanie Freeman stated that she believed that many of the skills listed were very advanced and could be addressed in separate modules, similar to the courses offered in the Instructor Development Program.

A discussion followed concerning the skills that instructors actually use once they complete Instructor Training. Dennis Crosby asked what should be the ultimate goal of instructors – most instructors just teach and don't write lesson plans. Leila raised the question whether students should be required to write a lesson plan as they do now, or should there be some consideration of preparing a training session from a prepared lesson plan. There might be an advanced course that would be mandatory if a student wanted to be able to develop lesson plans in the Commission format.

Jeff Robinson stated that on the EMT side of the house, he wants his EMT Instructors to go through a modified version of Instructor Training, giving them lesson plans to see if they can come up with strategies to teach – he plans to use this starting in January and making it mandatory at Pitt Community College.

Peppi Masa stated that he has had discussions at his institution about an Instructor I and an Instructor II class. He asked at what point do we become outline deficit,

who's going to write this new outline? He believes lesson plan development should remain in General Instructor Training.

Stephanie stated that most instructors can teach but that at OSDT, they have to be able to develop lesson plans.

Dennis Crosby stated that we cannot make it too easy for people to become instructors – this causes the market to be saturated with mediocre instructors.

Jeff Robinson stated that the first week of General Instructor training should be lesson plan development and the second week, platform presentation, and possibly adding a third week or track to address on-line lesson plan development and training. He is basically satisfied with where we are today but believes that Instructor Training does need tweaking and we need to be more comfortable with where we are.

Stephanie suggested an Advanced Lesson Plan Development training track that would allow school directors to provide specialty skills to some instructors.

Sandra Neal discussed the need to address the changes that have taken place in Instructor Training over the years and the need to provide updates for long-term instructors.

There was some discussion concerning the role of the school director and the measures that are taken to ensure that instructors are teaching the subject matter correctly and appropriately. Dennis Crosby stated that he has an update yearly and ensures that his instructors do not teach anything that is not in the lesson plans. He also ensures that his instructors know what steps they must take to make revisions. Peppi Masa stated that it's a good idea to intermingle with students to find out if instructors are deviating from the lesson plans. Dennis Crosby stated that he carefully monitors his instructors. Sandra Neal states that she checks out references carefully before hiring a new instructor.

The consensus of the committee members was that the development of lesson plans needs to remain in the Instructor Training curriculum, with more emphasis on platform skills. John Reaves suggested that one person coordinate taking a closer look at the Task Analysis. Stephanie volunteered to coordinate the revision of the Task Analysis list by sharing the survey with her co-workers at the Department of Correction and will e-mail their comments to the Committee.

Peppi Masa suggested that there is enough diversity on the Committee to review it internally. Chris Anderson offered the possibility of sending the revised Task Analysis electronically to a small random sample of instructors from across the State – not more than 100 for their feedback.

The second item of New Business was the survey for the instructors. This also was sent to Committee members prior to the meeting for their review. This was developed in 2008 when the Task Analysis was developed. Leila asked that the Committee members take a look at the questions. She stated that the purpose of conducting a survey such as this one is to determine what instructors are actually doing after they complete Instructor Training.

There was a discussion of the questions and several suggestions were made for changes, additions and deletions. John Reaves stated that he felt that the Survey Questions were pretty specific and they need to be cognizant of who they will be sent to. Jeff Robinson stated that Question #8 is confusing and should be changed to “How many ISD Format lesson plans have you written? How many ISD Format lesson plans have you revised?” Also ask for a list and dates completed. Also it was suggested to remove Question #3 (In what counties have you taught or written lesson plans in the last 12 months?) and #4 (What is the size of the agency for which you primarily teach or write lesson plans?). Question #6 should read “How often do you write and/or revise ISD Format lesson plans?” John Reaves made a motion to accept the changes and Peppi Masa seconded. Motion carried. Leila will make the changes to the Instructor Survey and send it to the Committee members for review.

Leila stated that the Committee should consider the scope of the survey – think about what will give us the best snapshot of what is actually taking place in the field. Peppi Masa suggested giving the survey to school directors to distribute to School Directors. Stephanie Freeman stated she would send the questions to all the Department of Correction instructors and ask for their feedback.

Given the extensive nature of the revisions that the Committee is considering, Leila asked the Committee to consider a recommendation to Education and Training Committee to grant pilot status for General Instructor Training. Stephanie Freeman made a motion to approve the request for pilot status and Peppi Masa seconded. Motion carried. Leila will prepare and present the recommendation to the Training and Standards Committee for pilot status as requested for the Justice Academy, OSTD and Pitt Community College.

The next meeting will be held March 2, 2012, 10:00 AM, at the Department of Correction in Asheboro.

The meeting was formally adjourned at 11:45 a.m.

Respectfully submitted,

Nancy Meadows
Program Assistant