

**INSTRUCTOR TRAINING
REVISION COMMITTEE MEETING
Salem College
Single Sisters House
Winston-Salem, North Carolina
December 17, 2010**

The Instructor Training Revision Committee met on December 17, 2010, at Salem College in the Single Sisters House in Winston-Salem, North Carolina. Leila Humphries called the meeting to order at 10:40 a.m. She thanked everyone for coming, especially considering the inclement weather.

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

Bobbi Cox, Gardner-Webb University
Stephanie Freeman, NC Department of Correction
Jim Gunn, Greensboro Police Department
Betty Reynolds, Wilson Community College
Jeff Robinson, Pitt Community College

Staff attending:

Autumn Hanna, Sheriffs' Standards Division
Leila Humphries, NC Justice Academy
Nancy Meadows, NC Justice Academy
Mark Strickland, NC Justice Academy

Leila announced that Larry Hines has resigned from the Committee due to health conditions.

Jim Gunn made a motion to approve the minutes from the September 12, 2008, meeting. Betty Reynolds noted that she was not listed as an attendee at the meeting; the minutes will be amended to reflect this addition. Jeff Robinson seconded. The motion was approved.

Leila introduced Mark Strickland, Director of the NC Justice Academy, and welcomed him to the meeting.

Mark stated that he appreciated everyone's attendance. He stated that over the years, instructors and students have changed and that the program has not. We need to improve presentation of in-service training – need to have a paradigm shift. He stated that we need to find ways to remind instructors of their role in teaching. He requested that the Committee should be thinking about how to address the changes in our students.

A brief discussion was conducted concerning in-service training. Jeff stated that he felt we should look more at technology and have more on-line in-service classes. Stephanie suggested having a separate module or Train-the-Trainer requirement before teaching on-line classes.

A Facilitation Skills class is being developed by Leila. This course will concentrate on developing classroom skills that will encourage active student participation and enable long-term retention of the lesson information.

During the discussion of In-Service training, Bobbie stated that the quality of instructors lies with the School Directors. Betty stated that we need to get skills sets to last.

Betty stated that there is a contradiction about PowerPoint in lesson plans. Bobbie Cox suggested that more PowerPoint slides should be developed by students. We do not mandate how much PowerPoint a lesson plan should have. Leila stated that it should be balanced and Stephanie stated that she had found that students find most enjoyable classes where they are able to do something and interact more. Mark suggested having students actually teach portions of the class.

OLD BUSINESS

Leila reported that the Civil Liabilities Block took a while to get to rule making but that it is now in place, effective February 2010. This completes the implementation of the last revision of the Instructor Training lesson plans.

The Evaluation Block is still in pilot. Since the BLET State Exam is written using scenario-based questions, there is a need to include the process of developing those questions. The lesson plan that was developed by Stephanie Freeman is an excellent resource on which to draw.

NEW BUSINESS

Leila asked for corrections, revisions and/or comments the Committee has concerning the lesson plans. Stephanie stated that the Pre-test needs to be revised. Question 15 should be psychomotor (information found in the Domain of Learning in Objective #3); question needs to be redone. Question 44 is not clear in the lesson plan (mentioned in Evaluation, Praise and Criticism); answer should be A. In each case, the correct answer is not indicated in the answer key. Leila will address this revision.

After further discussion, Betty suggested that the Committee get together and go through each block/item in order to move forward. Autumn stated that this worked well when they revised the detention officer training. A 2-day workshop for the Revision Committee was suggested in order to examine each block of instruction and make necessary changes and revisions as needed to the document as a whole.

Mark asked the Committee if Leila has the authority to make minor grammatical changes in lesson plans. Motion to approve this was made by Jeff; Betty seconded; motion approved.

Leila stated that there are a number of formatting mistakes in the sample lesson plan that need to be corrected. These will be addressed and submitted to the committee for review.

Bobbie suggested putting “oh wow” Instructor Training lesson plans on the web-site with permission from the author. Stephanie stated that she has an instructor who has a Lesson Plan called “How to Develop On-Line Classes.” Leila stated that she keeps lesson plans electronically. Jeff stated that he is seeing more students with not enough creativity – using other students’ lesson plans. Bobby suggested using turnitin.com.

Mark stated that he is reluctant at this time to put lesson plans on the web-site.

Leila asked if the instructor course guide needs to be updated. The consensus was that this document needs to be revised. Several issues were discussed.

There was a discussion on what is appropriate and what should be restricted about specialized topics. Leila gave out an example of the handout guide that she uses for instructors on “do’s and don’ts”. She stated that she was certain that others had similar documents. Mark asked about how much an evaluator should help during an evaluation, i.e., equipment failure – should the clock be stopped? This is not addressed in written guidelines, and should be. Jeff stated that the instructions concerning the use of a specialized area for a presentation topic is not consistent. The original intent was to not to allow any specialized topic. However, some schools do allow the use of related topics such as nutrition and some non-commission certificate topics such as Tazer. Too much is left to interpretation. Betty stated that she does not allow students to create BLET lesson plans or include any topic requiring specialized training. The reference information for this area was reviewed, and perhaps needs to be expanded to provide clearer guidelines.

Leila requested that Committee members forward any information that they use that could be included in a revised guide. Leila will develop a draft of this guide to present to the Committee for review.

Bobbie asked Mark if the Committee could conduct a Workshop at a future School Director’s conference where the Committee could conduct a panel discussion. She felt this would be helpful to Instructor School Directors. Mark said that Mark Deary is the person who is responsible for the School Director’s Conference. Autumn is a member of the planning committee and will bring up the possibility of a presentation about Instructor Training.

Leila provided a handout comparing the modified Turabian that is currently used and that of the Turabian in Word. There are some differences but not significant ones. A lot of time is spent making sure that the bibliographical information is in the correct format. A standard

format would solve that problem. Also, Leila mentioned compatibility issues between 2007 and 2010 that she is beginning to see.

Leila also distributed a handout on importing or linking videos.

A motion was made by Bobbie to informally adjourn for lunch; Jim seconded.

The meeting continued over lunch. A discussion was held concerning a replacement on the Committee for Larry Hines. Dennis Crosby (Gaston College) was recommended by Bobbi Cox. Leila will follow up.

Stephanie requested that the PowerPoints for all of the lesson plans be reviewed. There are some that do not have a good color combination and are hard to read. Others have too much animation. She stated that the illustrations should be more law enforcement oriented and more interesting.

Betty stated that she felt that the 10th-grade-reading level test standard should be incorporated as a requirement for entering training. She stated that there is a correlation between passing the state exam and the reading level. Those students that score the lowest on reading comprehension score the lowest on the State Exam. She stated that her school uses TABE, an on-line computer testing program. Stephanie made the recommendation that General Instructor training require a 10th-grade-reading level. The issue was tabled for further discussion.

The next meeting will be scheduled in 6 months.

Meeting was formally adjourned at 1:30 p.m.

Respectfully submitted,

Nancy Meadows
Program Assistant