

Instructor Training Advisory Group Meeting

April 17, 2020

Call-In Meeting Only

Jessica Bullock called the meeting to order. She welcomed everyone who was able to attend the call-in meeting.

Members Present:

Patricia Brown, Central Piedmont Community College

Kathleen Johnson, Bridgeton Police Department

Jeff Robinson, Wake Technical Community College

Greg Minton, Wilkes Community College

Elizabeth D. Parton, Waynesville Police Department

Stacy Buff, McDowell Technical Community College

Members Absent:

Wayne Coats, Pitt Community College

Ricky Watson, North Carolina Central University Campus Police

Amy Snider-Wells, Central Carolina Community College

Guests:

Autumn Hanna, Sheriff's Standards Division

Michelle Schilling, Training & Standards

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

Stacy Holloman, N.C. Justice Academy

Trevor Allen, N.C. Justice Academy

Old Business/ Approval of Minutes:

Members were provided a copy of the meeting minutes from August 2019, November 2019, and January 2020 for review since a quorum was unavailable to vote at each of these previous meetings.

Pat motioned to accept and approve the August 2019 minutes as printed. Katie seconded. Everyone approved.

Jeff motioned to accept and approve the November 2019 minutes as printed. Dee seconded. Everyone approved.

Dee motioned to accept and approve the January 2020 minutes as printed. Pat seconded. Everyone agreed.

Next Meeting Date:

Next meeting date: July 8th Pat or Katie may host meeting in person.

New Business:

Legal Block

It was suggested to change the condensed version of the handout for Teachers & educators, near the bottom area it reads, "As long as it meets the test of gravity, spontaneity, & cumulative effect..." (it says see below in the text), but there is nothing below on the handout. Jessica will make that change & send it back out to the group. Everyone agreed to add this block to the May agenda of E&T.

Active Learning Block – 15-minute evaluation

Jessica summarized the changes that were made to this block:

1. Changed the time from 5 minutes to 15 minutes
2. When reviewing the reference list – internet websites may have changed, so you will need to verify the website and update the date the article was accessed.
3. Updated and added some adjectives
4. Added a practical exercise – found on the Smithsonian website, "How to Build A Paper Airplane"
5. Created a hand-out practical exercise instruction sheet – this gives them the information on how to do a practical exercise

Everyone agreed to keep the block as is since the above changes were made.

Audio Visual Changes

1. Added an objective
2. Removed of some handouts that seemed to be outdated
3. Added an icebreaker exercise that shows students the proper way to create and conduct an icebreaker exercise
4. Time added for instructor direction & feedback
5. Added a flip chart practical exercise – could be used in a group setting or for individual practice which will be determined by the instructor
6. Adding videos that describe new technology programs such as Kahoot!, Moodle, and similar technology programs, etc., that can enhance learning and engage students
7. Updated the electronic presentation exercises that instructed students on how to do PowerPoint – so they match the current PowerPoint version being used
8. Removed the flipchart exercise

Pg.16 under Instructor Notes #3, it should read digital versatile disk or digital videodisk, both are acceptable. She will send this back out with this minor change. Everyone agreed to submit this to the E&T agenda.

8-Minute Introduction & Video Critique

1. Updated to give school directors the option to break class down into 2-3 groups depending upon the size of the class. Or school directors could keep the students all as one group. The ratio was changed from

1/6 to 1/18 since they have sufficient time in the block to do 1/18. This would also make it less burdensome for school directors and for students.

2. Students will also have the option to receive a copy of their recorded presentation. The student would need to provide a thumb drive in order to take a copy of their recording with them.
3. Updated the way that feedback is given in this block to match how feedback is given in the first and second 35-minute presentations.
4. Revised the evaluation form for this block

Everyone agreed to submit this block to E&T.

Jessica has received blocks from Stacy B. (Audio-Visual Aids & ISD), Jeff (CJ Leadership), Tony (Professional Resources), Greg (Evaluation Process of Learning, 1st & 2nd 35-Minute Presentations), and Amy (Orientation & Pre-Test and Adult Learning) is sending her blocks as well. Michael Lammonds has resigned from the IT Advisory committee, so Jessica will take on his blocks unless others volunteer. His blocks consisted of Instructional Styles & Platform Skills and Classroom Management – Tony volunteered to assist Jessica with both of those blocks. Jessica will submit the four lesson plans that were discussed today to Vicki so it will be on the next E&T agenda.

Program & Instructor Evaluations/ Hyperlink

- Michelle checked the Administrative Code and the Course Management Guide – there is reference to the student evaluation sheet, but no specification if it has to be on paper. It seems to be a definite win by going online. Since there is no rule to change, and no language in the course management guide that will need to be changed, so this should just be an in-house change of format that will be implemented. Jessica will check with Trevor to see if there are any issues with adding the evaluation online. She will take this to E&T for informational purposes.
- Some school directors have a difficulty getting evaluations back from their students.
- We will put evaluations online. We would provide a hyperlink. This will be a time saving effort and saving on resources – paper, printing, etc.
- You would have access to an electronic record that you could check in “real-time.”
- The feedback can be sorted by the instructor, which would be very useful.
- It will be open the entire time. If students wait until the 2-week course is over, they will be less likely to remember as much detail for each block that is covered. Thus, it is recommended to give the students time to work on it at the end of class.

We need to fill Michael Lamonds’ vacancy. Please submit potential nominations to Jessica. We need to fill one vacancy but we can have up to 12 people in the group- so we could fill three seats.

Other Business:

No report from Michelle Schilling for CJ Standards.

No report from Autumn Hanna for Sherriff’s Standards Division.

No report from Jarrett McGowan for Legal.

Train the Trainer Dates

E&T voted that all instructors need to complete an update training before teaching the new IT program. Jessica would like to have two people from the IT Advisory Group at each training session. She would like to offer a

variety of dates to be held at different locations to cover the state to make it easier on those who will be attending. Training will be held 8am -5pm. She will reach out to the host for seating capacity based off the venue size. (The underlined name below is the host and their location).

October 14, 2020 – Jessica, Stacy B. – McDowell Tech CC, Tony, Greg,

November 5, 2020 – Jessica, Tony, Jeff Robison- Wake Tech CC,

November 24, 2020 – Jessica, Tony, Pat- Central Piedmont CC, Stacy,

December 9, 2020 – Jessica, Tony, Katie- New Bern, seat capacity 120,

December 15, 2020 – Jessica, Tony, Greg- Wilkes CC,

January 6, 2021 – Jessica- NCJA/Salemburg, Tony, Jarrett, Pat,

January 26, 2021 – Jessica, Tony, Katie – Jessica will call Tim Fuss with New Hanover

February 16, 2021 - Guilford Tech CC? – Stacy, Jessica, Pat, Tony

March 16, 2021 – Dee- Waynesville Police Department, Jessica, Tony,

Jessica will consider looking into hosting a training date at Edneyville campus if it is needed.

Online Testing & State Exam

For the three blocks (10-hours of instruction) that are completed online, Legal, CJ Leadership, & Professional Resources, there would be a test at the end of each block online. It was suggested to do a cumulative test for all three blocks. Some suggested excluding these blocks from the state exam. If they run these blocks online or in-person, we want the information and the test to be consistent. We will need to get the test database questions up-to-date so we can get the updates to Michelle and Sharmonique (?). We will need a new test bank for the state exam since there are so many changes to these blocks. Then they would move on to take the pretest & posttest.

Student must score a 75% grade on the cumulative online testing portion before they can sit for the remaining of Instructor Training motioned by Stacy Buff. Dee seconded. No objections. Everyone agreed.

The first three blocks should be excluded from the state exam was motioned by Pat. Katie seconded. No objections. Everyone agreed.

Motion to adjourn the meeting by Stacy Buff. Katie seconded. No objections. The meeting adjourned.

Respectfully submitted on April 22, 2020,

By Becky Peterson

North Carolina Justice Academy