

MEETING MINUTES

INSTRUCTOR TRAINING ADVISORY GROUP

Date: February 5th, 2025

Time: 2:00PM

Meeting called to order by: Amber Ward

ROLL CALL

Present – Amber Ward, Andrea Hyson, Patricia Brown, Kathleen Johnson, Christopher Campbell, Rosaline Battles.

Not Present – Stacy Buff, Jennifer Fisher, Amy Snider-Wells, Tara Gulyas, Darrin Church, Jessica Bullock Cook

Visitors: Stephanie Honeycutt, PA

APPROVAL OF MINUTES

Approved by Amber Ward.

MEETING

- **2025 Content and F-17 Form** The 2025 content will remain the same as 2024. The F-17 form is being revised by a committee to improve student evaluations of instructors. The goal is to make the form more user-friendly and uniform for all programs. This means that the new version of the F-17 form will be easier for students to use and will provide a consistent evaluation process across different programs. If you need more specific details or have any other questions, feel free to ask! 🙌
- **Administrative Code Conversation** Due to rescheduling, the administrative code conversation will occur on the following day in Raleigh, involving members from the Justice Academy and other stakeholders.

Proposed Curriculum Changes to IT

Group was advised that Cj Standards had requested of the Justice Academy that we look at the Instructor Training Curriculum and see if there was feasibility for a separation of the program into two distinct programs, one to address presentation styles to make a “general instructor” and one to address content creation. Advised the group that a very tentative

template and timeline would be presented to the specifications requested by the stakeholders. Mentioned of a study that found a large percentage of people didn't engage with the content creation after GI, which aligns with our understanding. We believe that adult learners often don't understand the "why" behind the content creation requirement, how it positively affects them, and why they need it to move forward. Therefore, for the most part, only those whose jobs depend on it will be interested in phase two. Discussed pros and cons of this new template with the group and how it will affect community colleges and the academy.

Advised the group that we want to ensure that the content fits well without a complete overhaul, while still correcting some deficiencies with the content. We aim to include all necessary elements and make a few small tweaks in the evaluation process. BLET LP mentioned as part of the needed deficiencies- to get them to more closely align with state standards.

A poll was conducted for attendees on whether they are for or against these changes.

Andrea Hyson – For the changes

Chris Campbell – Yes under duress

Kathleen Johnson – For as long as we have 95% control of content and longer than 5 days

Patricia Brown – For

Rosie Battles- For

Meeting concluded.