

MEETING MINUTES

INSTRUCTOR TRAINING ADVISORY GROUP

Date: June 11th, 2025

Time: 2:00PM

Meeting called to order by: Amber Ward

ROLL CALL

Present: Amber Ward, Stacy Buff, Katie Johnson, Gregory Minton, Stephanie Honeycutt PA

Visitors: Robert Taylor

APPROVAL OF MINUTES

Approved by Amber Ward.

MEETING

Ms. Ward started the meeting at 2pm with a welcome and introduction of guests. There was a brief discussion of a front-facing advisory group list for the public. Ms. Ward requested contact information that the group members would not mind being made public. Each member present confirmed their preferences.

Next order of business, the committee approved to move forward with planning for the potential splitting of the IT program into two programs in 2026. Mrs. Ward is reviewing everything and looking to see what content needs to stay or go and what needs to be revamped. Mrs. Ward is looking to get input from instructors across the state and context on what works and what doesn't. Classes will be condensed or expanded, where appropriate.

Ms. Ward asked the group what they would like to see implemented.

Katie Johnson asked: "After you gather the information, will you present it to us to discuss or what you present to us is what it is?"

Ms. Ward discussed the fact that she wants input from the stakeholders and is looking for feedback from the advisory group. She requested that the group make notes within the lesson plans for changes that they would like to see and forward those to her, beginning immediately.

Katie Johnson stated that training coordinators will really appreciate the shortened class idea from the feedback she had received from the field.

Stacy Buff added to be careful when it comes to maintaining the high caliber of instructor used within the Instructor Training program because people conducting evals in IT school need to know not only how to deliver content, but also how to construct a lesson plan. He recommends that if the split happens, each instructor that assists with the instructor training program have to complete both courses to be granted that right. All agreed.

Meeting concluded at 2:23pm