

MEETING MINUTES

ADVISORY GROUP MEETING

Date: June 24, 2026

Time: 2 pm, Called to Order-2:03 PM

Meeting called to order by: Amber Ward – Via Teams (Virtual)

IN ATTENDANCE: Amber Ward (Chairperson), Jessica Bullock (QA), Andrea Hyson, Kathleen Johnson, Gregory Minton, Christopher Campbell, Robert Taylor (Training Manager), and Jacqueline Barbour (Note Taker).

ABSENT: Darin Church, Amy Snider-Wells, Patricia Brown

Overview: The members received updates on the Instructor Training (IT) Pilot implementation. Part I pilot courses (Course 3181) have been scheduled for late July and late August and are currently open for registration. Participants in the pilot will be required to complete both Part I and Part II to support pilot evaluation and certification requirements.

AGENDA ITEMS

- Part I IT Pilot classes are scheduled for the 28th of July and the 25th of August and are now open for registration.
- Participants in the pilot will be required to complete both Part I and Part II and cannot apply for certification from CJ Standards until after the successful completion of the Curriculum Designer Course with a passing score on the state exam.
- Asheville-Buncombe Technical Community College was selected as the additional pilot site and is expected to begin offering part I of the program later this year after the first two offerings occur at the Academy.
- Part II training will remain at the Justice Academy in Salemburg to continue satisfying the Administrative Code requirement of having a library or research facility available to students. The prequals and course dates have been selected and are in the approval process of the Academy. Enrollment is not granted for part II without participating and successfully completing part I.
- The pilot is expected to conclude by the end of 2026, with consideration for full implementation in 2027.
- The advisory group will meet again in July and October for updates.

Next Meeting: Scheduled for July 29, 2026 at 2pm.

Meeting adjourned at 2:22 pm.