

## Advisory Committee Meeting Record Template

CHAIRPERSON: Mr. Kelley Jenks		
MEETING DATE: 12/3/2020	MEETING TIME: 1:00 PM	MEETING PLACE: Virtual via Webex
RECORDER: Chrissa Link		PREVIOUS MEETING: November 20, 2019

**MEMBERS:** (P=PRESENT) Add nonmembers present to bottom of table with heading “Others Present” (OP)

(P/OP?)	Name and Title (List all members) Email Address and Ph #	Business Affiliation	Name and Title
P	Kelley Jenks	Killeen Independent School District	Mr. Kelley Jenks, Truancy Officer, KISD
P	Stephanie Polvina	At Large Member	Ms. Stephanie Polvina
NP	Melissa Jouett	Harker Heights Police Department	SGT Melissa Jouett, Patrol Officer, HHPD
P	Kevin Sheldon	Copperas Cove Police Department	Mr. Kevin Sheldon, Detective, CCPD
OP	Dr. Tina Ady	Central Texas College	Dr. Tina Ady Deputy Chancellor, Instruction and Work Initiatives
OP	Ms. Janice Anderson	Central Texas College	Janice Anderson Dean of Instruction
NP	Ms. Kerstin Brooks	Central Texas College	Kerstin Brooks Associate Dean of Instruction
OP	Mr. Jonathan Cella	Central Texas College	Jonathan Cella Department Chair, Protective Services & Police Academy
OP	Mr. Scott Lorenz	Central Texas College	Scott Lorenz Professor, Protective Services
OP	Ms. Chrissa Link	Central Texas College	Chrissa Link Office Assistant II, Protective Services & Police Academy

# AGENDA

Agenda Item	Action, Discussion, Information	Responsibility
Approve Minutes from Last Meeting	➤ November 20, 2019	
Old Business:	<ul style="list-style-type: none"> <li>❖ Acceptance of New Advisory Board members to replace previous board members.</li> <li>❖ Appoint a Chairperson</li> <li>❖ Capital Improvements towards our building.</li> <li>❖ Guy Taylor is planning to retire in the Spring of 2020.</li> <li>❖ Criminal Justice               <ul style="list-style-type: none"> <li>○ Enrollment trends</li> <li>○ Evaluated credits for police officers &amp; other law enforcement positions</li> <li>○ OER</li> </ul> </li> <li>❖ Police Academy               <ul style="list-style-type: none"> <li>○ Enrollment Trends</li> <li>○ Changes in staff</li> <li>○ Additional academies (PA, Jailers, Telecommunications)</li> </ul> </li> <li>❖ Fire Service Administration               <ul style="list-style-type: none"> <li>○ Enrollment Trends</li> <li>○ Chief Michael Neujahr</li> <li>○ Additional class being created</li> </ul> </li> <li>❖ Changes in the CJCJ degree plan               <ul style="list-style-type: none"> <li>○ Remove the extra elective &amp; replacing it with CJCR 2325</li> </ul> </li> <li>❖ Fire Academy</li> </ul>	
New Business:	<ul style="list-style-type: none"> <li>➤ Vote on a Vice Chairperson</li> <li>➤ Enrollment Trends               <ul style="list-style-type: none"> <li>○ Protective Services (CRIJ)</li> <li>○ Police Academy</li> <li>○ Fire Service Administration</li> </ul> </li> <li>➤ FERPA</li> <li>➤ Title IX</li> <li>➤ COVID Policy</li> <li>➤ New Instructors</li> <li>➤ Marketing</li> </ul>	
Curriculum Decisions:	<ul style="list-style-type: none"> <li>➤ Enrollment</li> <li>➤ OER</li> </ul>	
Other:		

# MINUTES

Key Discussion Points	Discussion
Old Business:	<ul style="list-style-type: none"> <li>❖ Advisory Board Members <ul style="list-style-type: none"> <li>○ Appointed all new board members</li> <li>○ Kelley Jenks, Melissa Jouett, &amp; Stephanie Polvina</li> </ul> </li> <li>❖ Recommended approval by <u>Jon Cella</u>, 2<sup>nd</sup> by <u>Kelley Jenks</u> the decision was approved unanimously.</li> <li>❖ Capital Improvement <ul style="list-style-type: none"> <li>○ Building modifications <ul style="list-style-type: none"> <li>▪ Splitting room 112 into two separate rooms</li> <li>▪ Adding a hallway to connect the additional rooms</li> <li>▪ Additional bathroom space was declined</li> </ul> </li> </ul> </li> <li>❖ Guy Taylor has decided to retire at the end of the Spring of 2020.</li> <li>❖ Requirement for Adjuncts <ul style="list-style-type: none"> <li>○ Master's Degree</li> <li>○ Teaching Experience</li> </ul> </li> <li>❖ Enrollment Trends <ul style="list-style-type: none"> <li>○ Enrollments are down across campus <ul style="list-style-type: none"> <li>▪ Current payment plan (pay prior to the beginning of class)</li> </ul> </li> </ul> </li> <li>❖ Police Academy <ul style="list-style-type: none"> <li>○ Offer evaluated credit of 23 semester hours for the completion of the BPOC course <ul style="list-style-type: none"> <li>▪ Must work at an agency for a year before credit can be given</li> </ul> </li> <li>○ Change in the Peace Officer Course from 1000667 to 1000696</li> <li>○ Temple College has partnered with CTCOG in reopening the Police Academy at TC. <ul style="list-style-type: none"> <li>▪ Offering evaluated credit of 19 hours</li> </ul> </li> <li>○ Staffing is full <ul style="list-style-type: none"> <li>▪ LT. Clifton Osborne (Director), Sgt. Johnnie Thomas (Professor), Heather Hamann (Clerk)</li> </ul> </li> <li>○ Enrollments are high within the academy</li> </ul> </li> <li>❖ Fire Service Administration <ul style="list-style-type: none"> <li>○ Enrollment Trends <ul style="list-style-type: none"> <li>▪ Slow with the potential to increase</li> <li>▪ The program is in the beginning stages</li> </ul> </li> <li>○ Chief Michael Neujahr of CCFD has revamped the program completely. <ul style="list-style-type: none"> <li>▪ Was initially offered in Europe</li> <li>▪ Offered 100% online</li> <li>▪ Certificate program &amp; AAS</li> </ul> </li> <li>○ Shortage on textbooks</li> </ul> </li> <li>❖ OER <ul style="list-style-type: none"> <li>○ Open resources to replace textbooks</li> <li>○ Cuts the cost of textbooks</li> <li>○ Colleges/Departments develop their own teaching materials</li> <li>○ Professor Lorenz is currently working on an OER for the Criminal Justice Department. Projected to be done Spring of 2020.</li> <li>○ OER's can reduce students cheating.</li> </ul> </li> <li>❖ Changes to CJCJ degree plans</li> <li>❖ Criminal Justice removed all pre-requisites for our classes.</li> </ul>

	<ul style="list-style-type: none"> <li>❖ CJCJ removed extra elective &amp; replaced it with CRIJ 1306 (Courts Systems &amp; Practices) <ul style="list-style-type: none"> <li>○ To make a complete Field of Study (FOS)</li> </ul> </li> <li>❖ Complete Field of Study for transferring to TAMUCT <ul style="list-style-type: none"> <li>○ 1301 Intro to Criminal Justice</li> <li>○ 1306 Courts Systems &amp; Practices</li> <li>○ 1310 Fundamentals of Criminal Law</li> <li>○ 2328 Police System &amp; Practices</li> <li>○ 2325 Correctional Systems &amp; Practices</li> </ul> </li> <li>❖ Certificate of Completion <ul style="list-style-type: none"> <li>○ Corrections</li> </ul> </li> <li>❖ AAS <ul style="list-style-type: none"> <li>○ Criminal Justice</li> <li>○ Criminal Justice-Corrections</li> </ul> </li> <li>❖ Pathway Programs <ul style="list-style-type: none"> <li>○ Helps to give students multiple pathways into their career pathways</li> </ul> </li> <li>❖ Fire Academy <ul style="list-style-type: none"> <li>○ Partnered w/ nursing in regards to starting a Fire Academy.</li> <li>○ The possibility of us starting a Fire Academy if KFD ends theirs.</li> </ul> </li> <li>❖ Recommendation to have meetings 3 times a year (once a semester.)</li> <li>❖ Recommendation was made by <u>Jonathan Cella</u>, 2<sup>nd</sup> by <u>Kelley Jenks</u>.</li> <li>❖ Recommendation was made by <u>Jonathan Cella</u> 2<sup>nd</sup> by <u>Kelley Jenks</u> to adjourn the meeting at 5:00pm.</li> </ul>
<p>New Business:</p>	<ul style="list-style-type: none"> <li>➤ Vote on a Vice Chairperson <ul style="list-style-type: none"> <li>○ Recommendation was made by Kelley Jenks to select Kevin Sheldon as Vice Chairperson, Stephanie Polvina has accepted the recommendation, 2<sup>nd</sup> by Kevin Sheldon, the decision was unanimously approved.</li> </ul> </li> <li>➤ Enrollment Trends <ul style="list-style-type: none"> <li>○ Enrollments are down 20% across campus</li> </ul> </li> <li>➤ Protective Services <ul style="list-style-type: none"> <li>○ Enrollments are up within the department</li> <li>○ OER developments</li> </ul> </li> <li>➤ Police Academy <ul style="list-style-type: none"> <li>○ Offer evaluated credit of 24 semester hours for the completion of the BPOC course <ul style="list-style-type: none"> <li>▪ Must work at an agency for a year before credit can be given</li> </ul> </li> <li>○ Staffing is full <ul style="list-style-type: none"> <li>▪ LT. Clifton Osborne (Director), Sgt. Johnnie Thomas (Professor), Bradford Watson (Professor), Heather Hamann (Clerk)</li> </ul> </li> <li>○ Enrollments are high within the academy <ul style="list-style-type: none"> <li>▪ We have had 70 students to graduate on the Police Academy certificate program this year.</li> <li>▪ We have had 13 students to graduate under the Telecommunication course.</li> </ul> </li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• The last course for the year had to be postponed due to COVID.</li> <li>• Will resume in 2021.</li> <li>• New curriculum.</li> <li>▪ We have had 16 students to graduate under the Jailer course. <ul style="list-style-type: none"> <li>• This course has been temporarily discontinued due to COVID &amp; the lack of an instructor.</li> </ul> </li> </ul> <ul style="list-style-type: none"> <li>➤ Fire Service Administration <ul style="list-style-type: none"> <li>○ Enrollment Trends <ul style="list-style-type: none"> <li>▪ Slow with the potential to increase</li> <li>▪ The program is in the beginning stages</li> </ul> </li> <li>○ Chief Michael Neujahr of CCFD &amp; Chief Paul Sims of HHFD will continue to work on course developments.</li> <li>○ Shortage on textbooks</li> </ul> </li> <li>➤ FERPA <ul style="list-style-type: none"> <li>○ FERPA, the Family Educational Rights and Privacy Act as amended, is a federal law that pertains to the release of and access to student educational records. In compliance with FERPA, Central Texas College does not disclose personally identifiable information contained in student education records, except as authorized by law. One of the primary exceptions is that an institution may release personally identifiable information (PII), without the student’s consent, to school officials whom the institution has determined have a legitimate educational interest. FERPA rights apply to any student regardless of age.</li> </ul> </li> <li>➤ Title IX <ul style="list-style-type: none"> <li>○ Title IX is a part of the federal Education Amendments of 1972 law which prohibits discrimination on the basis of sex in educational institutions, programs and activities that receive federal financial assistance.</li> </ul> </li> <li>➤ COVID Policy <ul style="list-style-type: none"> <li>○ All visitors/vendors must sign an affidavit when visiting campus.</li> <li>○ Keeps employees, students and visitors’ safe</li> </ul> </li> <li>➤ New Instructors <ul style="list-style-type: none"> <li>○ Chief Joseph Barragan, CTCPD</li> <li>○ Jimmy Hammond, KISD</li> </ul> </li> <li>➤ Marketing <ul style="list-style-type: none"> <li>○ Information cards have been created and will be sent out to local agencies, such as Lampasas, Copperas Cove, Killeen, Georgetown, Belton, &amp; Harker Heights</li> </ul> </li> </ul>
Curriculum Decisions:	<ul style="list-style-type: none"> <li>➤ Enrollments <ul style="list-style-type: none"> <li>○ Enrollments are currently down by 20%</li> <li>○ Due to COVID, all classes have been temporarily moved to the online format.</li> </ul> </li> <li>➤ OER - Lorenz <ul style="list-style-type: none"> <li>○ CRIJ 1310 <ul style="list-style-type: none"> <li>▪ We are in the final stages with Q/A</li> </ul> </li> <li>○ CRIJ 1301</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>▪ Projected to be completed Fall of 2021</li> <li>○ CJSA 1348 <ul style="list-style-type: none"> <li>▪ Projected to be completed Fall of 2021</li> </ul> </li> <li>➤ Police Academy <ul style="list-style-type: none"> <li>○ Telecommunicator course has been updated from 1013 to 1080.</li> <li>○ The course has changed from 40 hours to 80 hours, TCOLE has combined 2120 and 1013 into one course.</li> </ul> </li> </ul>
Other:	

<b>CHAIRPERSON SIGNATURE (or designee):</b> Jonathan E. Cella	<b>DATE:</b> 12/03/2020	<b>NEXT MEETING: March 2021 TBD</b>
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