

Advisory Committee Meeting Record Template

CHAIRPERSON: Mr. Kelley Jenks		
MEETING DATE: 11-1-2022	MEETING TIME: 12:00pm	MEETING PLACE: Bldg 541 RM #116
RECORDER: Elizabeth Swope		PREVIOUS MEETING: November 16, 2021

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 mjenks@hot.rr.com	KISD	Kelley Jenks, Truancy Officer, KISD
P	Melissa Jouett mjouett@harkerheights.gov	Harker Heights Police Department	Sergeant Melissa Jouett, Detective, HHPD
P	Kevin Sheldon ksheldon@copperascovetx.gov	Copperas Cove Police Department	Kevin Sheldon, Detective, CCPD
P	William J. Greenwood wgreenwood@harkerheights.gov	Harker Heights Police Department	Sergeant William Greenwood, Detective, HHPD
P	Cathy White Cwhite47@stu.ctcd.edu	Central Texas College Student	Cathy White, Student
P	Manuela Parker Mparker20@stu.ctcd.edu	Central Texas College Student	Manuela Parker, Student
OP	Jon Cella Jon.cella@ctcd.edu	Central Texas College	Jon Cella Protectives Services Chair
OP	Clifton Osborne Clifton.osborne@ctcd.edu	Central Texas College	Clifton Osborne Police Academy Coordinator
OP	Scott Lorenz William.lorenz@ctcd.edu	Central Texas College	Scott Lorenz Criminal Justice Faculty
OP	Elizabeth Swope Elizabeth.swope@ctcd.edu	Central Texas College	Protective Services/Police Academy Office Assistant II

Agenda Item	Action, Discussion, Information	Responsibility
Approve Minutes from Last Meeting	N/A	
Old Business:	<ul style="list-style-type: none"> • Availability of Face to Face Classes/Schedules Post Pandemic <ul style="list-style-type: none"> ○ More Face to Face classes have been scheduled for the Spring 2022 semester ○ Covid cases are been handled individually instead of shutting down an entire class • Continued Expansion of the ECHS Courses in the Protective Services Department <ul style="list-style-type: none"> ○ Courses will be a combination of ECHS and traditional students starting with the Spring 2022 semester ○ The ISDs handle grade draws at different times from when CTC hands in grades, sometimes resulting in temporary differences in reporting of the grades ○ ECHS students are free to choose from Criminal Justice classes for electives for their Interdisciplinary Degrees ○ There does appear to be an issue with certain universities accepting all the dual credit classes listed within the degrees. • Discuss the Proposed Modification to Room 112 to allow expansion of number of classrooms <ul style="list-style-type: none"> ○ With the availability of Covid money, Room 112 is scheduled to have a folding divider added to the room in order to make two smaller classrooms while maintaining the ability to use it as a large classroom when needed providing flexibility for campus events, public events, etc. • Discuss the Continued Use and Development of OERs for Criminal Justice <ul style="list-style-type: none"> ○ Mr. Lorenz has developed OERs for Fundamentals of Criminal Law, Intro to Criminal Justice, and Ethics in Criminal Justice. ○ The availability of material to make OERs for other Criminal Justice classes is very limited due to the specialization of the topics. • Discuss the availability of improving the Technology of the classrooms <ul style="list-style-type: none"> ○ Computers were purchased with Covid money, however there is a shortage in IT staff to install the new equipment. ○ Some new computers have been installed in the classrooms, but others are still on the list to be updated. ○ Is there availability of grants to use to purchase equipment and technology 	Mr. Cella
New Business:	<ul style="list-style-type: none"> • Introduction of new Advisory Board Members • Update the Board on the status of Building improvements • Discuss the use of OERs in the Criminal Justice Classes 	Mr. Cella

	<ul style="list-style-type: none"> • CTC Europe Campus closure • Discuss low class enrollment • Discuss Institutional Effectiveness • Discuss the Fire Academy Program 	
Curriculum Decisions:	N/A	
Other:	N/A	

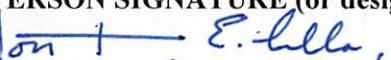
MINUTES

Key Discussion Points	Discussion
Old Business:	N/A
New Business:	<ul style="list-style-type: none"> • Mr. Lorenz introduced two CTC students, Ms. White and Ms. Parker, who are joining the Advisory Board • Status of Building updates: <ul style="list-style-type: none"> ○ Classroom 112 is going to be divided in two with a folding divider ○ There will be a hallway added to bypass Classroom 112 when going to Classroom 113 ○ The Barn will be insulated and heat/air added to be able to hold physical classes of the Police Academy • The College had been looking at a Grant to provide Telecommunicators Classes <ul style="list-style-type: none"> ○ The Grant has not been pursued due to cost questions after the Grant runs out ○ There is a high demand for the Class • Discussed the use of OERs in the Criminal Justice Classes <ul style="list-style-type: none"> ○ Mr. Lorenz put together 3 OERs, didn't write the OERs but put together the test questions, developed the class based on an OER that exists – they are very difficult to create on Criminal Justice, they are not as good as the actual textbooks <ul style="list-style-type: none"> ▪ Example: Here is a chapter from an OER we are using. It is written by 5-6 different authors who have their PHD or taught the subject matter, where are they getting the information from? They are taking a textbook, reading it, rewording it and that is an OER, with a lot less information ○ OERs are putting more pressure on the Students and Instructors to have to do more work on their own ○ Mr. Lorenz is working on writing a book for Procedural Law from scratch that will closely resembles a traditional textbook, not an OER, that can be used by CTC ○ OERs were originally supposed to be an incentive to provide less fees for classes <ul style="list-style-type: none"> ▪ The students present would rather have purchased the book to make studying easier, to not have to flip between screens on computers and to make note taking easier ○ One concern with OERs is the classes that would transfer to another University – it transfers because we

teach a quality course with quality material, how would they feel about the OER

- CTC is shutting down European Campuses effective June 2023
 - CTC still has the Service Area Campus, Ft. Hood Campus, and Continental Campus
- Discuss low class enrollment
 - During the pandemic, class were shut down – now that classes are back up and running face to face, enrollment is still low
 - We cancelled 7 classes during the Summer 22 schedule due to low enrollment,
 - The student representatives were asked what they thought the trend was – towards online, towards coming back to campus, what did they prefer?
 - The students had trouble finding some of the classes face to face
 - They thought the online classes would be easier, and they do not think they were, and with online classes you have to be diligent about following though and completing the work on your own
 - Each instructor had different setups for the classes and technology could be a challenge at times
 - They felt it would be easy for students to cheat themselves out of learning by googling or quizzlets something and not actually learning versus being in the classroom
 - Discussion on when students might return to face to face classes
- Discussion on Institutional Effectiveness
 - Institutional Effectiveness works on items such as success of programs, they count the number of completers, etc.
 - Every year the department picks issues and tries to make them better, both for Protective Services and the Police Academy
 - We looked at how far are our students in their progress of their education – how many students take one class and never come back, how many take 10 classes and don't realize they qualify for a certificate, how many only need one or two classes to graduate? And what can we do to improve that?
 - The Department sent out a survey to 3500 students
 - Most students didn't realize there are certificates available
 - It was about 50/50 if students preferred online versus face to face classes
 - Not completing will cost money because funding will be tied to completing students
- Discussion on the Fire Program
 - It was a program created for promotion to Chief or Battalion Chief, and it turned out to be the wrong audience
 - There was discussions with the City of Killeen to create a Fire Academy here, entry level like the Police Academy

	<ul style="list-style-type: none"> ○ The program is currently unsuccessful, there are no Instructors ○ It is unknown what the future of the Program will be
Curriculum Decisions:	N/A
Other:	N/A

CHAIRPERSON SIGNATURE (or designee):	DATE:	NEXT MEETING:
 Jon E. Lilla, Dept. Chair	11/1/22	February 15 th , 2023 12:00pm