

## Advisory Committee Meeting Record Template

CHAIRPERSON: Mr. Kelley Jenks		
MEETING DATE: 5-24-23	MEETING TIME: 11:30am	MEETING PLACE: Bldg 541 RM #116
RECORDER: Elizabeth Swope		PREVIOUS MEETING: February 15, 2023

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


<b>Agenda Item</b>	<b>Action, Discussion, Information</b>	<b>Responsibility</b>
Approve Minutes from Last Meeting	Recommend approval of meetings from last meeting	Kelly Jenks
Old Business:	<ul style="list-style-type: none"> <li>• Update the Board on the status of Building Improvements</li> <li>• Discuss the use of OERs and proprietary content in the Criminal Justice classes</li> <li>• Discuss low face-to-face enrollment</li> <li>• Discuss cyber-attack in December 2022</li> <li>• Discuss the use of AI by students to complete discussion assignments and its impact on OER design and testing</li> <li>• Discuss the use of AI by professors to generate test questions and content</li> <li>• Discuss coordination of KISD and CTC course content to facilitate dual enrollment and Early College High School Programs</li> </ul>	Mr. Cella
New Business:	<ul style="list-style-type: none"> <li>• Discuss the status of face-to-face enrollment numbers for the summer.</li> <li>• Discuss the use of AI by students and tools used to check for AI use.</li> <li>• How many students get corrections degrees vs. criminal justice degrees.</li> <li>• Do KISD students know about open house?</li> <li>• What is the status of our building modifications?</li> </ul>	Mr. Cella
Curriculum Decisions:	N/A	
Other:	N/A	

## MINUTES

<b>Key Discussion Points</b>	<b>Discussion</b>
Old Business:	<ul style="list-style-type: none"> <li>• Update the Board on the status of Building Improvements <ul style="list-style-type: none"> <li>○ We are still waiting for the classroom to be divided and the new hallway put in, supposed to be done in Spring 23</li> <li>○ They are also supposed to make modifications to the shed for the Police Academy</li> <li>○ The parking lot project for the Driving Course is still looking for funding to remove 6 light poles</li> </ul> </li> <li>• Discuss the use of OERs and proprietary content in the Criminal Justice Classes <ul style="list-style-type: none"> <li>○ Mr. Lorenz is developing content that will be only for CTC, it will be free to the students. It will cover Legal Aspects and Court Systems and Practices.</li> </ul> </li> <li>• Discuss low face-to-face enrollment <ul style="list-style-type: none"> <li>○ Face to face enrollment is still low – students seem to have become enamored with online classes once they were forced into that option due to Covid</li> <li>○ For the last 3 semesters, we have had to cancel all the face-to-face classes with the exception of the those with Early College High School students</li> </ul> </li> <li>• Discuss cyber-attack in December 2022 <ul style="list-style-type: none"> <li>○ Fortunately, we came out pretty well – we were hit hard in Blackboard, lost some emails and forms, lost some computer stations</li> <li>○ It might have affected registration some, we don't know</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Because of the attack, the College is working on encryption procedures and new forms</li> <li>● Discuss the use of AI by students to complete discussion assignments and its impact on OER design and testing <ul style="list-style-type: none"> <li>○ The next Department Chair meeting is going cover this topic, it's here and being used</li> <li>○ Plagiarism software looks for things that are already out on the Internet, the AI software will write something unique</li> </ul> </li> <li>● Discuss the use of AI by professors to generate test questions and content <ul style="list-style-type: none"> <li>○ There is a push to go to alternative test assessments instead of multiple choice, which takes a long time to grade and can be challenging to grade fairly</li> <li>○ Mr. Lorenz is using an AI to write test questions for some of his classes</li> </ul> </li> <li>● Discuss coordination of KISD and CTC course content to facilitate dual enrollment and Early College High School Programs <ul style="list-style-type: none"> <li>○ One of our Adjuncts teaches at KISD, and has been pushing for making dual credit courses, but the issue is the material being used is not compatible with our classes</li> <li>○ If we can create our own content to share with the ISD, it generates students for us</li> </ul> </li> </ul>
<p>New Business:</p>	<ul style="list-style-type: none"> <li>● Discuss the status of face-to-face enrollment numbers for the summer. <ul style="list-style-type: none"> <li>○ Face to Face numbers are down, but in doing research it seems to be that many Colleges and Work Places are having that issue</li> <li>○ Every Summer session until last year had made, but we had to cancel Summer classes last year and this year for Face to Face, Online classes seem to be okay for enrollment</li> <li>○ KISD enrollments helped to make the Fall and Spring face to face classes meet</li> <li>○ Grades are down <ul style="list-style-type: none"> <li>▪ The question was raised about connecting the ISD students with the Killeen Explorers Program, having someone come out and explain the program</li> </ul> </li> </ul> </li> <li>● Discuss the use of AI by students and tools used to check for AI use. <ul style="list-style-type: none"> <li>○ Mr. Lorenz wrote a paper on detecting AI, prompted by a meeting where Department Chairs were trying to figure out how to proceed on catching students using AI to complete assignments</li> <li>○ Mr. Lorenz tested multiple AI detectors, Language models, and how they work</li> <li>○ There have been issues with being able to site CHAT-GPT due to the fluid nature of the responses it gives, but APA has come up with a way to site it</li> <li>○ There are ways you can detect if AI is being used and it has to do with language models and the predictability of the next word in the writing sample</li> </ul> </li> <li>● How many students get criminal justice degrees vs. correctional degrees.</li> </ul>

	<ul style="list-style-type: none"> <li>○ 75% of the students are working towards Criminal Justice Degrees</li> <li>○ 25% of the students are working towards Correctional Degrees</li> <li>● Do KISD students know about open house? <ul style="list-style-type: none"> <li>○ There did not seem to be that many students at last year's open house</li> <li>○ Mr. Lorenz sent an email to two contacts at Killeen High that teach Criminal Justice to help spread the word about the Open House and help attract new students</li> </ul> </li> <li>● What is the status of our building modifications? <ul style="list-style-type: none"> <li>○ We are currently at 75% of the Building Project completed – having the plans drawn up, funding, etc.</li> <li>○ There were a few cuts made, such as number of lights</li> <li>○ Current projection is the August/September timeframe to begin actual construction work</li> <li>○ The question was raised if there has been any concern about construction work or building new buildings if the enrollment numbers are down, with funding from the State possibly being affected</li> </ul> </li> </ul>
Curriculum Decisions:	N/A
Other:	N/A

CHAIRPERSON SIGNATURE (or designee): 	DATE: 5/24/23	NEXT MEETING: October 18, 2023
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