

## Advisory Committee Meeting Record Template

CHAIRPERSON: Mr. Kelley Jenks		
MEETING DATE: 11/16/2021	MEETING TIME: 2:00 PM	MEETING PLACE: Central Texas College, Protective Services Building 541, RM 103
RECORDER: Elizabeth Swope		PREVIOUS MEETING: 12/3/2020

**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
P	Melissa Jouett	Harker Heights Police Department	SGT Melissa Jouett, Dective, HHPD
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	Mr. Clifton Osborne	Central Texas College	Clifton Osborne Director, Police Academy
OP	Mr. Bryan Oaks	Central Texas College	Bryan Oaks Career Development Specialist, Career Services
OP	Ms. Elizabeth Swope	Central Texas College	Elizabeth Swope Office Assistant II, Protective Services & Police Academy

## AGENDA

Agenda Item	Action, Discussion, Information	Responsibility
Approve Minutes from Last Meeting	N/A	
Old 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>	
New Business:	<ul style="list-style-type: none"> <li>• Discuss the availability of face-to-face classes and schedules, post pandemic.</li> <li>• Discuss the continued involvement and expansion of Early College High School (ECHS) courses in the Protective Services Department.</li> <li>• Discuss the proposed modifications to room 112 to allow expansion of the number of classrooms.</li> <li>• Discuss the continued use and development of OERs for criminal justice classes.</li> <li>• Discuss the availability of and improving of technology in the classroom.</li> <li>• Open discussion of topics.</li> </ul>	
Curriculum Decisions:	<ul style="list-style-type: none"> <li>• Enrollment</li> <li>• OER</li> </ul>	
Other:		

# MINUTES

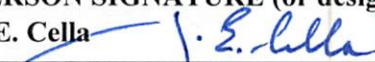
Key Discussion Points	Discussion
<p>Old Business:</p>	<ul style="list-style-type: none"> <li>• <b>Vote on a Vice Chairperson</b> <ul style="list-style-type: none"> <li>○ Recommendation was made by Kelley Jenks to select Kevin Sheldon as Vice Chairperson, Stephanie Polvina has accepted the recommendation, 2<sup>nd</sup> by Kevin Sheldon, the decision was unanimously approved.</li> </ul> </li> <li>• <b>Enrollment Trends</b> <ul style="list-style-type: none"> <li>○ Enrollments are down 20% across campus</li> </ul> </li> <li>• <b>Protective Services</b> <ul style="list-style-type: none"> <li>○ Enrollments are up within the department</li> <li>○ OER developments</li> </ul> </li> <li>• <b>Police Academy</b> <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 <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> </ul> </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> </li> </ul> </li> <li>• <b>Fire Service Administration</b> <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> </ul>

	<ul style="list-style-type: none"><li>• <b>FERPA</b><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>• <b>Title IX</b><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>• <b>COVID Policy</b><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>• <b>New Instructors</b><ul style="list-style-type: none"><li>○ Chief Joseph Barragan, CTCPD</li><li>○ Jimmy Hammond, KISD</li></ul></li><li>• <b>Marketing</b><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>

<p>New Business:</p>	<ul style="list-style-type: none"> <li>• Availability of Face to Face Classes/Schedules Post Pandemic <ul style="list-style-type: none"> <li>○ More Face to Face classes have been scheduled for the Spring 2022 semester</li> <li>○ Covid cases are been handled individually instead of shutting down an entire class</li> </ul> </li> <li>• Continued Expansion of the ECHS Courses in the Protective Services Department <ul style="list-style-type: none"> <li>○ Courses will be a combination of ECHS and traditional students starting with the Spring 2022 semester</li> <li>○ The ISDs handle grade draws at different times from when CTC hands in grades, sometimes resulting in temporary differences in reporting of the grades</li> <li>○ ECHS students are free to choose from Criminal Justice classes for electives for their Interdisciplinary Degrees</li> <li>○ There does appear to be an issue with certain universities accepting all the dual credit classes listed within the degrees.</li> </ul> </li> <li>• Discuss the Proposed Modification to Room 112 to allow expansion of number of classrooms <ul style="list-style-type: none"> <li>○ 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.</li> </ul> </li> <li>• Discuss the Continued Use and Development of OERs for Criminal Justice <ul style="list-style-type: none"> <li>○ Mr. Lorenz has developed OERs for Fundamentals of Criminal Law, Intro to Criminal Justice, and Ethics in Criminal Justice.</li> <li>○ The availability of material to make OERs for other Criminal Justice classes is very limited due to the specialization of the topics.</li> </ul> </li> <li>• Discuss the availability of improving the Technology of the classrooms <ul style="list-style-type: none"> <li>○ Computers were purchased with Covid money, however there is a shortage in IT staff to install the new equipment.</li> <li>○ Some new computers have been installed in the classrooms, but others are still on the list to be updated.</li> <li>○ Is there availability of grants to use to purchase equipment and technology</li> </ul> </li> </ul>
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Curriculum Decisions:	
Other:	

<b>CHAIRPERSON SIGNATURE (or designee):</b> Jonathan E. Cella 	<b>DATE:</b> 11/16/2021	<b>NEXT MEETING: April 2022 TBD</b>
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