

**Advisory Committee Fall 2021 Minutes
Police Academy**

11:30 am – October 20, 2021 – Vernon College Skills Training Center, Multipurpose Room 400

Members present:

Lauren Allen, Law Office of Lauren Allen
Brandon Anderson, First Bank
Mike Bland, Retired Officer, Community Member
James Griffith, Wichita County Sheriff Department
Ambur Hale, Texas Department of Criminal Justice
William Rutledge, Wichita County Sheriff
Department
Craig Adkins Texas Department of Criminal Justice
Donald Miller, Wichita Falls Police Department

Members not present:

Ben Adkins
Justin Bailey
Patrick Coggins

Vernon College Faculty/Staff:

Mike Hopper
Nina Feldman
Holly Scheller
Delilah Fowler
Greg Fowler
Shana Drury
Harli Adams

*Mike Hopper welcomed the committee and thanked them for their service.
Shana Drury covered the purpose of the committee and thanked everyone for their time. Shana
Drury opened the floor for volunteers for the chair, vice-chair, and recorder.*

Chair – William Rutledge
Vice-Chair – Donald Miller
Recorder – Ambur Hale

Old Business/Continuing BusinessWilliam Rutledge

*William Rutledge began the meeting with old business. Hearing none, he moved on to new
business.*

New BusinessWilliam Rutledge

❖ **Review program outcomes, assessment methods/results, and workplace competency**

*William Rutledge asked the faculty member, Mike Hopper, to review the program outcomes with
the committee.*

Mike Hopper reviewed the information below.

Program outcomes

1. Assist students in the further development of basic skills in reading, writing, and oral communication in the classroom environment.
2. Provide students who are interested in the criminal justice field with information about career opportunities.
3. Provide students with the knowledge and skills to become peace officers.
4. To prepare students to successfully pass the appropriate state licensing requirements required by the Texas Commission on Law Enforcement.
5. Provide the students with the necessary knowledge to be competent in fields of employment related to law enforcement and/or criminal justice.

6. Provide training to upgrade the skills and knowledge of personnel currently active in the law enforcement field.

❖ **Approve program outcomes**

Williams Rutledge asked the committee for a motion to approve the program outcomes as presented since there wasn't any discussion by the committee.

Mike Bland made a motion to approve the program outcomes as presented.

James Griffith seconded the motion.

The motion passed and the committee approved the program outcomes as presented.

❖ **Approve assessment methods and results**

William Rutledge asked the faculty member, Mike Hopper, to review the assessment methods and results.

Cadets are tested over learning objectives in the Texas Commission of Law Enforcement (TCOLE) instructor resource guide (IRG). They must score 75% or better on each test in the learning objectives and an 85% on their final exam.

Committee agreed with the assessment methods. William Rutledge asked the committee for a motion to approve the assessment methods and results as presented.

Brandon Anderson made a motion to approve the assessment methods and results as presented.

Craig Adkins seconded the motion.

The motion passed and the committee approved the assessment methods and results

❖ **Approval of workplace competency (course or exam)**

William Rutledge asked the faculty member, Mike Hopper, to tell the committee more about the competency and how the students have performed on the competency.

Texas Commission on Law Enforcement Licencing test

	Number of students who took a course or licensure exam	Results per student	Use of results
TCOLE	15	1 student @ 83 1 student @80 1 student @ 79 Retest 2 students @ 78 2 students @ 76 3 student @ 74 3 student @ 73 1 students @ 71 1 students @ 70 Retest	Employment: 87% retested and passed. All but one of these cadets has currently been placed in the workforce.

		1 student @ 67 1 student @ 66	
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Verification of workplace competencies:
Texas Commission on Law Enforcement Licensure Exam

*William Rutledge asked the committee for a motion to approve the workplace competency as presented since there wasn't any discussion by the committee.
Lauren Allen made a motion to approve the workplace competency as presented.
James Griffith seconded the motion.*

The motion passed and the committee approved the workplace competency as presented.

❖ **Program Specific Accreditation Information and Requirements (if applicable)**

*William Rutledge asked the faculty if there was any information to present on the specific accreditation information and requirements.
Mike Hopper reviewed the information below.*

Vernon College Law Enforcement Academy is regulated by TCOLE. TCOLE has a Comprehensive Academy Program Evaluation every 18 months to 36 months. Our last inspection was on 24 May 2019. Our Academy License is good thru 31 March 2024.

❖ **Review program curriculum/courses/degree plans**

William Rutledge asked the faculty member, Mike Hopper, to discuss the program's curriculum and degree plans for 2022-2023. Mike Hopper reviewed the following information.

Basic Law Enforcement Academy, Certificate of Achievement

Continuing Education

CIP 43.0107

Instructional Location - Skills Training Center

Probable Completion Time - 9 months

Requirements

CJLE 1006	Basic Peace Officer I	176 Class Hours
CJLE 1012	Basic Peace Officer II	176 Class Hours
CJLE 1018	Basic Peace Officer III	176 Class Hours
CJLE 1024	Basic Peace Officer IV	168 Class Hours
CJLE 1029	Basic Peace Officer V	48 Class Hours
LEAD 1000	Workforce Development with Critical Thinking	32 Class Hours

Course descriptions and learning outcomes are provided as a separate document.

❖ **Approve program revisions (if applicable)**

For 2022-2023, HB 73 requires 720 hours and VC is at 744 hours for the academy so we are meeting those requirements.

The committee didn't have any questions at this time. William Rutledge asked the committee for a motion to approve the program revisions as updated.

James Griffith made a motion to approve the program revisions as updated.

Ambur Hale seconded the motion.

The motion passed and the committee approved the program revisions as updated.

❖ **Approve 2021-2022 SCANS, General Education, Program Outcomes, and Institutional Outcome Matrices.**

William Rutledge asked the faculty member, Mike Hopper, to please discuss the matrices with the committee.

SCANS Matrix: The SCANS (Secretary's Commission on Achieving Necessary Skills) Matrix represents the 8 Federal requirements that must be taught. The matrix shows how we are mapping them back to each of the courses in the program.

Program: Basic Law Enforcement Academy								Credential: Basic Peace Officer Certification	
Award: Basic Peace Officer Certificate									
Cip: 43.0107									
LIST OF ALL COURSES REQUIRED AND IDENTIFIED COMPETENCIES									
SCANS COMPETENCIES								Course Number	Course Title
1	2	3	4	5	6	7	8		
X	X		X	X	X	X	X	CJLE 1006	Basic Peace Officer I
X	X	X	X	X	X	X	X	CJLE 1012	Basic Peace Officer II
X	X	X	X	X	X	X	X	CJLE 1018	Basic Peace Officer III
X	X		X	X	X	X	X	CJLE 1024	Basic Peace Officer IV
X	X		X	X	X	X	X	CJLE 1029	Basic Peace Officer V
X	X		X	X	X	X	X	CJLE 1003	Police Speed Measuring Device Certification (Radar)
X	X		X	X	X	X	X	CJLE 2004	Tactical Skills with a Less-Than-Lethal Weapon (OC Spray)
X	X		X	X	X	X		LEAD 1000	Workforce Development with Critical Thinking
8. BASIC USE OF COMPUTERS									
7. WORKPLACE COMPETENCIES									
6. PERSONAL QUALITIES									
5. THINKING SKILLS									
4. SPEAKING AND LISTENING									
3. ARITHMETIC OR MATHEMATICS									
2. WRITING									
1. READING									

General Education Matrix: The General Education Matrix is state-mandated. You will see the 6 requirements that the college is tasked with teaching and how they map back to the courses

Program: Basic Law Enforcement Academy							Credential: Basic Peace Officer Certification	
Award: Basic Peace Officer Certificate								
Cip: 43.0107								
LIST OF ALL COURSES REQUIRED AND IDENTIFIED CORE OBJECTIVES								
GENERAL EDUCATION CORE OBJECTIVES						Course Number	Course Title	
1	2	3	4	5	6			
X	X	X	X	X	X	CJLE 1006	Basic Peace Officer I	
X	X	X	X	X	X	CJLE 1012	Basic Peace Officer II	
X	X	X	X	X	X	CJLE 1018	Basic Peace Officer III	
X	X	X	X	X	X	CJLE 1024	Basic Peace Officer IV	
X	X	X	X	X	X	CJLE 1029	Basic Peace Officer V	
X	X	X		X	X	CJLE 1003	Police Speed Measuring Device Certification (Radar)	
X	X	X	X	X	X	CJLE 2004	Tactical Skills with a Less-Than-Lethal Weapon (OC Spray)	
X	X		X	X	X	LEAD 1000	Workforce Development with Critical Thinking	
						6. Personal Responsibility		
						5. Social Responsibility		
						4. Teamwork		
						3. Empirical and Quantitative Skills		
						2. Communication Skills		
						1. Critical Thinking Skills		

Program Outcomes Matrix: The Outcomes Matrix represents the Vernon College mandated requirements. They are the Program outcomes just approved and how they map back to the courses.

Program: Basic Law Enforcement Academy							Credential: Basic Peace Officer Certification	
Award: Basic Peace Officer Certification								
Cip: 43.0107								
LIST OF ALL COURSES REQUIRED AND OUTCOMES								
OUTCOMES						Course Number	Course Title	
1	2	3	4	5	6			
X	X	X	X	X	X	CJLE 1006	Basic Peace Officer I	
X	X	X	X	X	X	CJLE 1012	Basic Peace Officer II	
X	X	X	X	X	X	CJLE 1018	Basic Peace Officer III	
x	X	X	X	X	X	CJLE 1024	Basic Peace Officer IV	
X	X	X	X	X	X	CJLE1029	Basic Peace Officer V	
X	X	X	X	X	X	CJLE 1003	Police Speed Measuring Device Certification (Radar)	
X	X	X	X	X	X	CJLE 2004	Tactical Skills with a Less-Than-Lethal Weapon (OC Spray)	
X	X	X	X	X	X	LEAD 1000	Workforce Development with Critical Thinking	
						6. Provide training to upgrade the skills and knowledge of personnel currently active in the law enforcement field.		
						5. Provide the students with the necessary knowledge to be competent in fields of employment related to law enforcement and/or criminal justice.		
						4. To prepare students to successfully pass the appropriate state licensing requirements required by the Texas Commission on Law Enforcement		
						3. Provide students with the knowledge and skills to become peace officers.		
						2. Provide students who are interested in the criminal justice field with information about career opportunities.		
						1. Assist students in the further development of basic skills in reading, writing, and oral communication in the classroom environment.		

Institutional Outcomes Matrix: The Institutional Outcomes Matrix represents the Vernon College mandated requirements. This matrix represents how the program outcomes map back to the institutional outcomes/general education outcomes.

Program: Basic Law Enforcement Academy		Credential: Basic Peace Officer Certification					
Award: Basic Peace Officer Certification							
Cip: 43.0107							
LIST OF ALL COURSES REQUIRED AND OUTCOMES							
OUTCOMES						General Education Outcomes	
1	2	3	4	5	6		
X	X	X	X	X	X	1. Critical Thinking Skills	
X	X	X	X	X	X	2. Communication Skills	
X	X	X	X	X	X	3. Empirical and Quantitative Skills	
X	X	X	X	X	X	4. Teamwork	
X	X	X	X	X	X	5. Social Responsibility	
X	X	X	X	X	X	6. Personal Responsibility	
						6. Provide training to upgrade the skills and knowledge of personnel currently active in the law enforcement field.	
						5. Provide the students with the necessary knowledge to be competent in fields of employment related to law enforcement and/or criminal justice.	
						4. To prepare students to successfully pass the appropriate state licensing requirements required by the Texas Commission on Law Enforcement	
						3. Provide students with the knowledge and skills to become peace officers.	
						2. Provide students who are interested in the criminal justice field with information about career opportunities.	
						1. Assist students in the further development of basic skills in reading, writing, and oral communication in the classroom environment.	

William Rutledge opened the floor discussion. Hearing none, William proceeded with the motion to approve all matrices as presented.

Patrick Coggins made a motion to approve the matrices as presented

Ben Atkins seconded the motion.

The motion passed and the committee approved the matrices as presented.

❖ **Program statistics: Graduates (from previous year/semester), current majors, current enrollment**

- Program Statistics:
 - Graduates 2020-2021: 15
 - Enrollment Summer 2021: 0
 - Majors Fall 2021-2022: 0

- Enrollment Fall 2021: 30 =19 in Wichita Falls, started in Sep 11 in Vernon, started in Oct. This is the first academy held in Vernon.

❖ **Local Demand**

James Griffith said across the Wichita Falls Sherriff's Department there have been about 50 jailors hired. The department is also in need of at least 4 Peace Officers.

Donald Miller stated that Wichita Falls Police Department has hired 11 officers and 10 dispatchers and needs around 15 officers.

Ambur Hale stated that the Texas Department of Criminal Justice is only 65% staffed and about 200 personnel short.

❖ **Evaluation of facilities, equipment, and technology. Recommendation for the acquisition of new equipment and technology.**

William Rutledge stated that if the committee has not seen the lab facilities Mike Hopper will be happy to show them the lab facilities after the meeting.

Mike Hopper reviewed the equipment listed below that was purchased this year.

- 6 Body Cameras
- 15 DT mats
- 1 ID maker
- 1 TI Training Virtual Training Simulator (Part 1) NORTEX Grant
- 10/1 approval for part 2.

William Rutledge opened the floor for discussion. Hearing none, he moved forward.

❖ **External learning experiences, employment, and placement opportunities**

“Vernon College offers a job board on the website. Businesses can contact Chelsey Henry, Coordinator of Career Services, chenry@vernoncollege.edu, to add jobs or you can post yourself. VC also subscribes to a service called GradCast. Within this program, over 600,000 business and industry contacts are available to the graduates to send up to 100 free resumes within a set zip code. If you would like to have your business as part of that database, please contact Judy Ditmore, jditmore@vernoncollege.edu.”

Placement Rate of Program Completers by Reporting Year [1]												
Program	2017-2018			2018-2019			2019-2020			3-Year Average		
	Plc	Cmp	%	Plc	Cmp	%	Plc	Cmp	%	Plc	Cmp	%
43010000-Criminal Justice and Corrections	29	30	96.67%	24	24	100%	14	15	93.33%	67	69	97.1%

William Rutledge opened the floor for discussion. Hearing none, he moved forward.

❖ **Professional development of faculty and recommendations**

William Rutledge asked the committee to take time and review the professional development opportunities the faculty have attended or will attend.

Mike Hopper reviewed the information listed below.

3851 Breathalyzer / Intoxilyzer 8/9/2021 2
4018 Armorer/Gunsmith 5/18/2021 8
3106 Conference (General) 5/14/2021 22
3186 86th Legislative Session Legal Update 4
355 Annual Firearms Qualification 04/19/2021
450 Open Carry Law Update 3/2/2021 1
200 Advisory Board Meetings 11/9/2020 1
3268 SAFVIC Human Trafficking 8/4/2020 8
2177 S.F.S.T. Instructor Update 3/10/2020 4
1849 De-escalation Tech (SB 1849) 12/18/2019 8
8801 Commission Meeting 12/5/2019 2
6025 Training Coordinator Annual Conference 10/24/2019 17
30418 Civilian Interaction Training 10/23/2019 2
3186 86th Legislative Session 10/8/2019 4
3851 Breathalyzer / Intoxilyzer 9/12/2019 2
Unit Hours 85

Mike Hopper stated that they usually have around 250 hours of PD but due to COVID everything has been limited.

William Rutledge asked the committee if there was any discussion or recommendations for professional development for the staff.

❖ **Promotion and publicity (recruiting) about the program to the community and business and industry**

William Rutledge asked the committee to review the promotion and publicity opportunities that those leading the program have attended.

Mike Hopper reviewed the information below.

Santa Rosa Rodeo Parade
Career Day CE Center
High School Tours
CTE Navigator
Facebook program video

❖ **Serving students from special populations:**

William Rutledge asked the committee to please note the federal definitions of special populations below. William asked the faculty member, Mike Hopper, to discuss the services below for students who qualify.

Vernon College is an open-enrollment college. The Proactive Assistance for Student Services (PASS) department offers many services for documented disabilities such as but not limited to quiet testing, longer testing times, interpreters, and special equipment.

Vernon College has a program titled “New Beginnings” for students who qualify to receive transportation, childcare, and/or textbook loans. Perkins funding is also offering assistance to break down barriers such as uniform, supply, equipment costs.

Peer to Peer mentoring, tutoring (online and in-person), resume building, student success series, and counseling are just a few of the other options/services available to students.

1. Special populations new definitions:
 - a. Individuals with disabilities;
 - b. Individuals from economically disadvantaged families, including low-income youth and adults;
 - c. Individuals preparing for nontraditional fields;
 - i. 2020 – 2021; 14 males, 1 female
 - ii. 2021-2022; 20 males, 10 females
 - d. Single parents, including single pregnant women;
 - e. Out-of-workforce individuals;
 - f. English learners;
 - g. Homeless individuals described in section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);
 - h. Youth who are in, or have aged out of, the foster care system; and
 - i. Youth with a parent who—
 - i. is a member of the armed forces (as such term is defined in section 101(a)(4) of title 10, United States Code);
 - ii. is on active duty (as such term is defined in section 101(d)(1) of such title).

❖ **Comprehensive Local Needs Assessment (Discussion led by Shana Drury):**

-Labor Market Outlook

Occupation	TWC Target Occupation	Share of local jobs (%)	Quality Index (-5 to 5)	Demand Index (-5 to 5)	Quality and demand quadrant	National Median Wage (\$)	Local Median Wage (\$)	Projected national growth 2019-2029 (%)	Projected state-level growth 2018-2028 (%)
Correctional Officers	Yes	1.12338 3404	-0.867151415	-0.871768423	Low quality - Low demand	21.78	17.85	-7.214254672	-3.811659193


-Living Wage

Occupational Code	Occupation	Prevailing Hourly Wage	Prevailing Annual Wage
33-3012	Correctional Officers/Jailers	\$ 17.76	\$ 3 6,937.00

Shana Drury went through a list of questions regarding the CLNA and access to Vernon College for all participants, not just Police Academy students. Discussion ensued about access, marketing, and new occupations/training needs.

*William Rutledge asked the committee if there was any further discussion.
Shana Drury thanked the committee members for being a part of the meeting.*

Mike Bland adjourned the meeting at 12:55 pm

Recorder Signature- Ambur Hale 	Date 1/25/2022	Next Meeting: Fall 2022
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