

**Advisory Committee Fall 2017 Annual Meeting Minutes
Basic Law Enforcement Academy/Protective Services
Vernon College – Skills Training Center Room 400
Wednesday, November 1, 2017, 12:00 p.m.**

CHAIRPERSON: Ernie Cooke		
MEETING DATE: November 1, 2017	MEETING TIME: 12:00 p.m.	MEETING PLACE: Vernon College – Skills Training Center Room 400
RECORDER: Ambur N. Hale	VICE CHAIRPERSON: Raudel Gonzalez	PREVIOUS MEETING: November 03, 2016

MEMBERS PRESENT:

MEMBER'S ABSENT:

OTHERS PRESENT:

Name, Title, Company	Name, Title, Company	Name, Title, Company
Ernie Cooke, Training Captain, Texas Department of Criminal Justice	Norma Adkins, Officer, Texas Department of Criminal Justice	Michael Hopper, Coordinator of Protective Services, Vernon College
Raudel Gonzales, Training Sgt., Wichita County Sheriff Department	Brandon Anderson, Vice President First Bank	Shana Drury, Associate Dean of Instructional Services, Vernon College
Justin Bailey, Vice President First Capital Bank	David Duke, Sheriff, Wichita County Sheriff's Department	Jean M. Castle-Wade, Administrative Assistant to the Associate Dean of Instructional Services, Vernon College
Bryan Peeler, Texas Department of Criminal Justice	Jerad Miller, Sgt. Wichita Falls Police Department	Greg Fowler Criminal Justice/Division Chair Behavioral & Social Sciences, Vernon College
Ambur N. Hale, Texas Department of Criminal Justice	Ben Atkins, Professor, Midwestern State University	Holly Scheller, Coordinator of Marketing and Community Relations, Vernon College
Mike Bland, Director of Criminal Justice NORTEX	Lewis Templeton, Justice of the Peace Precinct 2	
Patrick Coggins, MSU Chief of Police, Midwestern State University	Frank Trotter, Attorney at Law	

AGENDA

Agenda Item	Action, Discussion, or Information	Responsibility
Welcome & Introductions	Information	Michael Hopper
Purpose of Advisory Committee	Information	Shana Drury
Election of Chair and Recorder	Action	Michael Hopper
Approval of Minutes from the Last Meeting	Action	Chair
Old Business/ Continuing Business	Information	Michael Hopper
New Business:		
Review program outcomes, assessment methods/results, and workplace competency	Information	Chair
Approve program outcomes	Action	Chair/Members Present
Approve assessment methods and results	Action	Chair/Members Present
Approval of course/exam of workplace competencies	Action	Chair/Members Present
Review program curriculum/courses/degree plans	Information/Discussion	Chair
Proposed program revisions 2018 – 2019	Information/Discussion	Chair/Members present
Approval of proposed program revisions 2018 – 2019	Action	Members present
Review SCANS, General Education and Program Outcomes matrices	Information/Discussion	Chair
Approve SCANS, Gen Ed, and outcomes matrices	Action	Members Present
Program statistics: Graduates, majors, enrollment	Information/Discussion	Chair
Local demand	Information/Discussion	Chair/Members Present
Evaluation of facilities, equipment, and technology	Action	Members Present
Recommendations of selection and acquisition of new equipment and technology	Information/Discussion/Action	Members Present
External Learning experiences, employment and placement opportunities	Information	Chair
Professional development of	Information/Discussion/Action	Chair/Members Present

faculty and recommendations		
Promotion and publicity (recruiting) about the program to the community and to business and industry (gender equity)	Discussion/ Information	Chair
Serving students from special needs	Information	Chair
Program Accreditation Information and Requirements	Information	Chair
Adjourn	Action	Chair/Members Present

MINUTES

Key Discussion Points	Action, Discussion, or Information
Welcome & Introductions	Michael Hopper welcomed and thanked the advisory members for their willingness to serve. Everyone introduced themselves, stating their positions and the agency they represented. Note: Each committee member received a packet via email which included all documents that would be reviewed and discussed.
Purpose of Advisory Committee	Shana Drury explained the purpose and importance of the advisory committee and how their input guarantees the college is maintaining the most current practices, direction and equipment. The committee ensures the skills, knowledge, and abilities taught are pertinent to the field to produce the graduates that employers would like to hire in the field of Basic Law Enforcement and Protective Services.
Election of Chair and Recorder	Shana Drury explained the positions and asked for nominations for Chair. Ernie Cooke automatically moved to the position of Chair from her former position of Vice Chair. Raudel Gonzalez was elected Vice Chair by acclamation. Ambur N. Hale was elected Recorder by acclamation. The committee agreed unanimously.
Approval of Minutes from the Last Meeting	Ernie Cooke, Chair, asked the committee to review the previous minutes. Ernie asked for a motion to approve the last meeting minutes. Raudel Gonzalez made the motion to approve. Ambur N. Hale seconded the motion. The committee agreed unanimously.
Old Business/Continuing Business	Ernie Cooke, Chair, stated Mike Hopper will cover old business since last year's meeting. Mike stated the Academy produced 21 cadet graduates in May at a 100% pass rate. All but 3 were employed by various agencies. 1 will be picked up by Vernon College. Mr. Hopper stated he will need all member of the advisory board to provide an updated resume to maintain

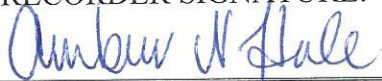
	TCOLE certification. The committee had no further discussion.
New Business:	
Review program outcomes, assessment methods, and results	Ernie Cooke asked the committee members to review the program outcomes, assessment methods/results and workplace competencies. Mr. Cooke asked the committee to make any recommendations at this time. Mr. Cooke noted the program outcomes are generalized and overarching. The detailed outcomes are in each course, but they all lead back to the Program Outcomes. Mr. Cooke asked Mike Hopper to expound on the outcomes. Mr. Hopper stated the program outcomes are the objectives for the students who go through the Basic Peace Officer Academy and align with the requirement of the college. The Academy provides the students with the knowledge and skills they will need to obtain work placement in the community. Shana Drury stated the current program outcomes should be redesigned in the near future to more align with the state and federal recommendations. Mike Hopper stated the cadets are required to maintain a 75% average through the course and we have had a 100% pass rate since 2011. Mike Hopper stated the cadets take the TCOLE licensure as a workplace competency. Patrick Coggins asked if the cadets receive ECD training: Mike stated the Taser instructor is no longer with the college. Mike stated there is a requirement to deploy three Taser cartridges at an additional cost of \$75.00 to \$100.00 per student. Mr. Hopper said there are new requirements to set up the Taser course but he is working on getting that training reinstated. Shana Drury confirmed the course is offered through continuing education and the additional fees are collected from the students. Mike Hopper stated the course is not a requirement for completion. The committee has no further recommendations.
Approve program outcomes	Ernie Cooke, the Chair, asked members to approve program outcomes as presented. Raudel Gonzalez made a motion to approve the program outcomes as discussed. Justin Bailey seconded the motion. The committee agreed unanimously.
Approve assessment methods and results	The Chair, Ernie Cooke, asked members to approve the assessment methods/results as presented. Justin Bailey made a motion to approve the assessment methods/results as presented. Patrick Coggins seconded. The committee agreed unanimously.
Approval of course/exam of workplace competencies	Ernie Cooke, Chair, asked members to approve workplace competencies as presented. Raudel Gonzalez made a motion to approve the workplace competencies as presented. Patrick Coggins seconded the motion. The committee agreed unanimously.
Review program curriculum/courses/degree	The Chair, Ernie Cooke, asked the committee to review the program curriculum, course, and degree plans. Shana Drury

plans	stated the course descriptions, the course outcomes, and the course. Shana Drury and Greg Fowler stated the descriptions and the outcomes are mandated by the State. Shana Drury asked if there were any questions about the courses. Raudel Gonzalez asked if there were any projected changes in the near future. Mike Hopper stated at this time there are no projected changes however, TCOLE may make changes. TCOLE would then notify us. Mr. Hopper stated the committee would then be notified and the projected changes would go into effect sometime in possibly 2020. Mike Hopper stated the Academy is broken into four areas with two additional certifications, radar and OC spray. The Academy also offers NCIC/TCIC certification for a total of 704 hours.
Approve program revisions (if applicable)	Ernie Cooke, Chair, asked members to approve program curriculum, courses and degree plans with updates discussed. Patrick Coggins made a motion to approve the program revisions as discussed. Justin Bailey seconded the motion. The committee agreed unanimously.
Review SCANS and Gen Ed outcomes matrices	Ernie Cooke asked members to review and discuss the SCANS, the Gen Ed, and the outcomes matrices. Shana Drury explained the purpose of the three matrices. The SCANS are the federal requirements and show how the education requirements are mapped back into the courses. The Gen Ed has six requirements and also show how the educational requirements are mapped back into the courses. The Outcomes matrix details the student learning outcomes. The committee had no additional recommendations.
Approve SCANS and Gen Ed outcomes matrices	The Chair, Ernie Cooke, asked members to approve the three matrices as presented with corrections. Raudel Gonzalez made a motion to approve the three matrices as discussed. Justin Bailey seconded the motion. The committee agreed unanimously.
Program statistics: Graduates, majors, enrollment	Ernie Cooke, Chair, covered the program statistics. Mr. Cooke stated 21 graduated in May of 2017 and 32 enrolled in September 2017. Ernie asked Mike Hooper to expand on the stats. Mr. Hopper stated as of this date we have administratively withdrew one due to absentees. Mike stated last year the program lost 8. Greg Fowler stated there is an average loss of 12% per academy. Ernie opened the floor for discussion and recommendations. Patrick Coggins asked if the academy is producing a viable amount of graduates to cover the local demand. Mike stated the program has a good hire rate and the students are recruited by many agencies. The committee had no further discussion.
Local demand	Ernie Cooke asked the committee members to talk about the local demand for the program. Mike stated there is a demand in the area. Mike said he has been contacted by Chief Manuel

	<p>Borrego from the Wichita Falls Police Department in reference to lateral transfers to the WFPD Academy. Shana Drury stated this is a federal reporting requirement. Is this program viable and are you, in the industries hiring? From the employers in the room, is this program still needed? Will you see retirements in the next two years and will you be hiring graduates from this program? Ernie Cooke stated he has a demand for the program. The committee agreed there is a need for the program.</p>
Evaluation of facilities, equipment, and technology	<p>The Chair, Ernie Cooke, asked all members if they have toured the facility. Mike Hopper stated he will provide tours of the facility after the meeting to anyone who has not toured the facility. Mike stated the department has replaced two overhead projectors and updated the simulator. Mike said the program has also received an upgrade to the shooting simulator, drunk goggles, and batons. The committee had no further discussion.</p>
Recommendations of selection and acquisition of new equipment and technology	<p>Ernie Cooke, Chair, and Mike Hopper asked if there are any recommendations for new equipment or technology from the committee members. Mike stated the TCOLE inspector recommended the department obtain SUV/Tahoe for training because 80% of the departments have gone to SUVs. Patrick Coggins stated his department has transitioned to the SUV and he thinks this is a good training item. Mike stated additional funds would need to be obtained to purchase any used SUV/Tahoe. Amburn Hale recommended obtaining computer privacy screens. The committee had no recommendations.</p>
External Learning experiences, employment and placement opportunities	<p>Ernie Cooke asked the committee to review the external learning experience opportunities available to graduates. Currently the program has at least eight agencies who have hired graduates. The committee had no additional discussion.</p>
Professional development of faculty and recommendations (if applicable)	<p>The Chair, Ernie Cooke, asked the committee to review the professional development of the faculty. Mike Hooper stated he has gone to the Training Coordinator conference each year, 4018 Armorer/Gunsmith 9/21/2017 8 Vernon College LEA, 40065 TFSA Foundations of Courtroom Testimony (Online), 6/30/2017 16 TEEEX Central Texas Police Academy, 8801 Commission Meeting 6/8/2017 2 Texas, Commission on Law Enforcement, 3039 Conflict Resolution 5/18/2017 8 EL PASO CO. ATTY.'S OFFICE (Training Rosters), 4000 Bombs and Explosive Devices, 4/21/2017 32 VERNON COLLEGE POLICE DEPARTMENT (Training Rosters), 2051 Terrorism/Dign Prot/Spe Threat, 4/4/2017 16 VERNON COLLEGE POLICE DEPARTMENT (Training Rosters), 8801 Commission Meeting, 3/2/2017 2 Texas Commission on Law Enforcement, 38725 New Training Coordinator's Training, 3/1/2017 6 Texas Commission on Law Enforcement, 450 Open Carry Law Update (online training), 2/1/2017 1 TCOLE Online,</p>

	<p>78001 AWR160 Terrorism, Awareness for Emergency First Res, 1/31/2017 4 TEEEX Central Texas Police Academy, 6025 Training Coordinator Annual Conference, 10/6/2016 19 Texas Commission on Law, All adjunct instructors follow TCOLE rules on training, Vernon College faculty trainings. Mike Hooper stated the staff also attends trainings and maintains licensure per TCOLE standards. The committee made no recommendations.</p>
<p>Promotion and publicity (recruiting) about the program to the community and to business and industry (gender equity)</p>	<p>Ernie Cooke asked Mike Hooper to inform the committee on promotion and publicity of the program. Mike provided members with an update of the program recruitment and promotion.</p> <ul style="list-style-type: none"> • Individual tours • 2016 City Lights Parade • 2016 Walk for Warriors • 2016 Coffee with Cops • Sophomore Roundup • Facebook • Preview Day in Vernon • Program spotlight open house • Vernon College's Marque • Marketing video • Springfest <p>Greg Fowler asked Holly Scheller to speak on the promotions. Holly stated in February Fire and Police will do an informative commercial on public safety. Mike stated Preview Day will happen in the spring. Shana Drury stated over 200 seniors recently visited the college and received information on the programs. The committee had no further discussion.</p>
<p>Serving students from special populations</p>	<p>Ernie Cooke, Chair, read the information on special populations to the committee members</p> <p>The definition of "special populations" as outlined by Perkins:</p> <ul style="list-style-type: none"> • In referencing "special populations" in the Local Plan and in any other applicable sections of the Application, the Applicant shall use the term to mean: • individuals with disabilities; • individuals from economically disadvantaged families, including foster children; • individuals preparing for non-traditional fields; • single parents, including single pregnant women; • displaced homemakers; and • individuals with limited English proficiency. <p>Mike Hopper stated there are six females in the program and 25 males in the program. Mike stated he is attempting to reach females and other nontraditional students.</p>

Program Accreditation Information and Requirements	Ernie Cooke, Chair, Mike please inform the committee on the program's accreditation information and requirements. Mike Hopper stated he would like to make a change to the Vernon College Law Enforcement Academy Policies and Regulations Section .33. Mike said he would like to add the word "attended" to the rules of attendance, which state, "Excused/Unexcused absences of (5%) five percent or more of the total number of training hours attended will result in administrative withdrawal from the Academy." Greg Fowler made a suggestion of, "of the current number of training hours available" instead of "attended". Mike stated this is a change in the language only because the Academy is already using this policy. Shana Drury stated this will be refined and sent for an electronic vote at a later date and time. There were no further recommendations or discussion from the committee.
Adjourn	The Chair, Ernie Cooke, made a motion to adjourn. The committee agreed unanimously. The meeting ended at 1:24 P.M.

RECORDED SIGNATURE: 	DATE:	NEXT MEETING: Spring 2018
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