

Advisory Committee Fall 2016 Annual Meeting Minutes
 Basic Law Enforcement Academy/Protective Services, Room 400
 Vernon College- Skills Training Center

CHAIRPERSON: Raudel Gonzalez		
MEETING DATE: November 3, 2016	MEETING TIME: 11:30 AM	MEETING PLACE: Skills Training Center, Room 400
RECORDER: Norma Adkins	VICE-CHAIRPERSON: Ernie Cooke	PREVIOUS MEETING: November 28, 2015

MEMBERS PRESENT:	MEMBER'S ABSENT:	OTHERS PRESENT:
Name, Title, Company	Name, Title, Company	Name, Title, Company
Norma Adkins, TDCJ Officer	David Duke, Sheriff, Wichita County Sheriff's Department	Michael Hopper, Coordinator of Protective Services, Vernon College
Brandon Anderson, Vice President, First Bank	Jerad Miller, Training Sgt., Wichita Falls Police Department	Dr. Gary Don Harkey, Dean of Instructional Services, Vernon College
Patrick Coggins, Chief of Police, Midwestern State University	Lewis Templeton, Justice of the Peace, Wilbarger County	Shana Drury, Associate Dean of Instructional Services, Vernon College
Ernie Cooke, Training Captain, Texas Department of Criminal Justice	Mike Hagy, Director of Criminal Justice, Nortex Regional Planning Commission	Donna Egoavil, Administrative Assistant to the Associate Dean of Instructional Services, Vernon College
Raudel Gonzales, Training Sgt., Wichita County Sheriff Department		Greg Fowler Criminal Justice/Division Chair Behavioral & Social Sciences, Vernon College
Justin Bailey, Vice President First Capital Bank		
Frank Trotter, Attorney, Self-employed Attorney		

AGENDA

Agenda Item	Action, Discussion, or Information	Responsibility
Welcome & Introductions	Information	Michael Hopper
Purpose of Advisory Committee	Information	Shana Drury
Election of Chair, Vice Chair and Recorder	Action	Michael Hopper
Approval of Minutes from the Last Meeting	Action	Chair
Old Business: (if any, otherwise type None)	Old Business or None	Chair
Continuing Business: (List if any, otherwise type None)	Continuing Business or None	Chair

New Business:		Chair
Review program outcomes, assessment methods, and results	Information	Chair
Approve program outcomes and assessment methods	Action	Chair/Members Present
Review program curriculum/courses/degree plans	Information/Discussion	Chair
Approve program revisions (if applicable)	Action	Members present
Review SCANS and Gen Ed outcomes matrices	Information/Discussion	Chair
Approve SCANS and Gen Ed outcomes matrices	Action	Members Present
Review verification course/exam of workplace competencies	Information/Discussion	Chair
Approval of course/exam of workplace competencies	Action	Members Present
Review student handbook	Information/Discussion	Chair
Approve changes (if applicable)	Action	Members Present
Program statistics: Graduates, majors, enrollment	Information/Discussion	Chair
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 faculty and recommendations (if applicable)	Information/Discussion/Action (if applicable)	Chair/Members Present
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
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 and stated 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 an advisory committee and how their input guarantees that the college is maintaining the most current practices, direction and equipment. The committee ensures that the skills knowledge and abilities taught are pertinent to the field to produce the graduates that employers would like to hire in the Basic Law

	Enforcement Academy/Protective Services field.
Election of Chair, Vice Chair and Recorder	Michael Hopper moved to the election of officers and asked for nominations. Shana Drury explained the responsibility of each position. Shana requested that each member state their name before speaking/motioning because the meetings were being recorded. Ernie Cooke nominated Raudel Gonzales for Chair. Raudel Gonzales nominated Ernie Cooke for Vice-Chairperson position, and Ernie Cooke nominated Norma Adkins for Recorder. The committee agreed unanimously.
Approval of Minutes from the Last Meeting	Raudel Gonzales asked the committee to review the previous minutes and they did. Frank Trotter stated that his name was incorrect on the minutes (Carter). Justin Bailey made a motion to approve the last meetings minutes with Frank Trotter's name spelling updated and Patrick Coggins seconded. The committee agreed unanimously.
Old Business: (if any, otherwise type None)	The Chair asked Michael Hopper to give an update on old business. Michael Hopper informed the committee that the 20 cadets from 2015-2016 Police Academy had a 100% pass rate. That is the fifth year in a row with 100% pass rates. Michael then noted that each member had their resumes and other documents of eligibility for advisory membership according to TCOLE up to date except Chief Patrick Coggins who planned to do so directly after the advisory meeting.
Continuing Business: (List if any, otherwise type None)	Raudel Gonzalez moved to Continuing Business. He noted that there was no continuing business.
Review program outcomes, assessment methods, and results	The Chair asked members to review the program outcomes, assessment methods, and results. Michael Hopper explained the program outcomes. The committee members reviewed and discussed them. No recommendations were made at this time.
Approve program outcomes and assessment methods	Raudel Gonzalez asked members to approve program outcomes and assessment methods as is. Brandon Anderson made a motion to approve the outcomes and assessment methods as is. Ernie Cooke seconded. The committee agreed unanimously.
Review program curriculum/courses/degree plans	The Chair asked the committee to review the Program curriculum, courses, and degree plans. Michael Hopper reminded the committee that the courses align with WECM. Dr. Harkey asked if in WECM all of the courses have the same outcomes. Michael Hopper confirmed that they do according to TCOLE. Dr. Harkey noted that there is very little leeway on curriculum because it is mandated by TCOLE. Members discussed the TCOLE mandates. The committee made no recommendation to change program curriculum/courses/degree plans at this time.
Approve program revisions (if applicable)	Raudel Gonzalez asked members to approve program revisions as is. Frank Trotter made a motion to approve the program revisions as is. Norma Adkins seconded. The committee agreed unanimously.
Review SCANS and Gen Ed outcomes matrices	The Chair asked members to review and discuss each matrix. Michael Hopper explained the three matrices. Dr. Gary Don Harkey noted that the Outcomes matrix had eight outcomes and should have six. Shana Drury noted that Michael Hopper will update it and send it out for an electronic vote.
Approve SCANS and Gen Ed outcomes matrices	Raudel Gonzalez asked members to approve General Education and SCANS Matrix as is. Patrick Coggins made a motion to approve the two matrices as is. Ernie Cooke seconded. The committee agreed unanimously.
Review verification course/exam of workplace competencies	The Chair asked committee to review verification course/exam of workplace competencies. Michael Hopper noted that the documentation was straight off the TCOLE website. Shana Drury asked Michael Hopper if he could take the licensure exam and map it back to the program outcomes. Michael concurred.
Approval of course/exam of	Raudel Gonzalez asked members to approve the course/exam of workplace

workplace competencies	competencies as is. Brandon Anderson made a motion to approve course/exam workplace competencies as is. Justin Bailey seconded. The committee agreed unanimously.
Review student handbook	The Chair asked the committee to review the student handbook. Michael Hopper stated that the handbook had no major updates. Raudel Gonzales asked if the Academy had a fire range they were using while the Wichita County range was under construction. Michael Hopper informed the committee that Wichita County had lost the lease on the range property and were in the process of creating a new one. Michael expressed that VC has an agreement with Iowa Park Range until the construction is complete which is projected for spring qualification in April. Raudel Gonzales asked if the range met the same standards. Michael Hopper stated no, they have grass instead of gravel and medal stands.
Approve changes (if applicable)	The Chair asked members to approve the student handbook as is. Justin Bailey made a motion and Frank Trotter seconded. The committee agreed unanimously.
Program statistics: Graduates, majors, enrollment	Raudel Gonzales asked Michael Hopper to expound on the graduates, majors and enrollments. Michael Hopper informed the committee that there is only one Academy a year with a limit of 20 students and out of the 20 students that graduated last year, all 20 passed the exam on the first attempt. He added that out of the 20 students that graduated last year, 17 are working in Law Enforcement and 1 is in Law Enforcement, but has not been certified yet. Michael reiterated that the program has had a 100% pass rate for 5 years in a row. Michael then noted that the program is in its third month and has 28 enrolled, but he lost one due to grades.
New Business:	Raudel Gonzales moved to New Business.
Classes for 2015-2016	The Chair asked Michael to inform the committee on the progress of the classes. Michael Hopper briefed the committee on the program's success from 2015-2016. TDCJ In Service/Pre-Service: 944 officers trained 63,988 hours Law Enforcement: 552 officer 16,724 hours Academy: 20 704 hours
TCOLE Pass Rate	Michael Hopper reminded the committee that the pass rate was covered under Program Statistics, but if the members wanted to access the rates in the future, they could be found on the TCOLE website.
Next Academy	Michael informed the committee that the next academy begins on September 2017.
TCOLE Evaluation	Michael Hopper stated that although the program is due an evaluation anytime, the new evaluator did not have an exact date for the evaluation. Michael explained that considering the last one was two years ago in March, he thinks the evaluation will be sometime in March 2017. Michael added that he is prepared for the evaluation whatever time it is set for.
TDCJ Pre-Service	Michael Hopper updated the committee on the TC Pre-Service. Michael stated that there are 5 classes scheduled for next year (Jan to Aug/Sept 5 more classes) Norma Adkins added that there is a class set for December 12th. Frank Trotter asked if those enrolled are city employees. Michael

	Hopper confirmed. Ernie Cooke noted that the students receive three weeks of training and then they are on their own. Ernie added that there are 120 now and 60-70 more will go through the class.
New Advisory Board Eligibility Form on all new members	Michael Hopper moved to the New Advisory Board Eligibility Form. Michael informed the committee on the new streamlined eligibility form and noted that each member had one filled out except Patrick Coggins and Raudel Gonzales who will be completing the form after the meeting.
Evaluation of facilities, equipment, and technology	Michael Hopper moved to evaluation of facilities, equipment and technology. He noted that the members have toured the lab.
Recommendations of selection and acquisition of new equipment and technology	Michael Hopper asked if the members had any recommendations for facilities, equipment, and technology. Ernie Cooke expressed that Vernon College has always worked well with them on classroom space. Justin Bailey added that the equipment was wonderful and he understands that the makeshift range is temporary and he is anxious to see the new one. Michael Hopper noted that in all his travels and touring of facilities, VC has one of the nicest in the state.
External Learning Experiences, employment and placement opportunities	Michael Hopper informed the committee that he advertises the employment opportunities that he receives from all law enforcement on the VC Law Enforcement Facebook page for past and present cadets to access. Michael added that he receives recruitment opportunities daily and places them on the board outside the Law Enforcement classroom in addition to having recruiters come and speak to the cadets. Michael stated that in the last class he had 15 different recruiters speak to cadets. Dr. Harkey asked if the recruiters were local or state wide. Michael Hopper answered state wide. Greg Fowler confirmed that he received numerous requests from WFPD. Michael Hopper added that some the students that were enrolling were from out of town. Frank Trotter asked if the students are driving to/from Fort Worth and Michael Hopper responded, yes.
Professional development of faculty and recommendations (if applicable)	Michael Hopper informed the members of the professional development document in the packet which lists the opportunities he has taken advantage of through TCOLE and Vernon College. Michael added that he has exceeded the 40 hour PD requirement by completing 172 hours keeping his license up to date. Michael stated that all officers have the same TCOLE licensing requirement.
Promotion and publicity (recruiting) about the program to the community and to business and industry (gender equity)	Michael Hopper updated the committee on promotion and publicity of the program. He and his cadets participated in the Santa Rosa Roundup Parade in Vernon, City Lights Parade in Wichita Falls, Gen Tex Day, Sophomore Roundup, and Walk for Warriors at Vernon College. Shana Drury added that she spoke of the Police Academy to over 300 students at the VC Preview Day.
Serving students from special needs	Raudel Gonzales asked Shana Drury to define "special populations" as outlined by Perkins and she did. <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: • 1. individuals with disabilities; • 2. individuals from economically disadvantaged families, including foster children; • 3. individuals preparing for non-traditional fields; • 4. single parents, including single pregnant women; • 5. displaced homemakers; and • 6. Individuals with limited English proficiency. Ernie Cooke mentioned that his department is addressing the Transgender population for both the offenders and staff. Michael Hopper expressed that

	he presently has 4 females out of 28 enrolled this year. Raudel Gonzales added that the Wichita County Sheriff's office is increasing their training and he looks forward to working with VC and Nortex.
Adjourn	Raudel Gonzales asked for a motion to adjourn. Brandon Anderson made a motion to adjourn at 12:38 PM. Justin Bailey seconded. The committee agreed unanimously.

RECORDER SIGNATURE: 	DATE: 11/30/2016	NEXT MEETING: Fall 2017
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