

**Advisory Committee Fall 2020 Minutes
Police Academy**

11:30 am – October 22, 2020 – Vernon College Skills Training Center, Multipurpose Room 400

Members present:

Lauren Allen, Law Office of Lauren Allen
Brandon Anderson, First Bank
Ben Atkins, Midwestern State University
Mike Bland, Nortex Regional Planning Commission
Patrick Coggins, Midwestern State University
James Griffith, Wichita County Sheriff Department
Ambur Hale, Texas Department of Criminal Justice
William Rutledge, Wichita County Sheriff
Department

Members not present:

Justin Bailey
Ernie Cooke
David Duke
Jerad Miller

Vernon College Faculty/Staff:

Shana Drury
Michelle Downes
Chelsey Henry
Greg Fowler
Amanda Jasso

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. Mike Bland volunteered to serve as the chair for this meeting. Shana Drury opened the floor for volunteers for vice chair and recorder.

Chair – Mike Bland
Vice-Chair – William Rutledge
Recorder – Ambur Hale

Mike Bland began the meeting with old business, hearing none he moved on to new business.

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

Mike Bland 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 pertaining to 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**

*Mike Bland asked the committee for a motion to approve the program outcomes as presented.
Will Rutledge made a motion to approve the program outcomes as presented.
Patrick Coggins seconded the motion.*

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

❖ **Approve assessment methods and results**

Mike Bland 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 of the learning objectives and an 85% of their final exam.

Mike Bland asked the committee for a motion to approve the assessment methods and results as presented.

*Patrick Coggins made a motion to approve the assessment methods and results as presented.
Ben Atkins seconded the motion.*

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

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

Mike Bland 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 course or licensure exam	Results per student	Use of results
TCOLE	24	1 student @ 90 2 student @ 89 4 student @ 88 2 students @ 86 1 students @ 85 3 student @ 84 1 student @ 83 1 students @ 82 2 student @ 81 3 student @ 80 1 students @ 79 1 student @ 78 1 student @ 77 1 students @ 76	Employment

Verification of workplace competencies:
Texas Commission on Law Enforcement Licensure Exam

Mike Bland asked the committee for a motion to approve the workplace competency as presented.

Bandon Anderson 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)**

Mike Bland 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 May 24, 2019. Our Academy License is good thru 31 March 2021. The Academy is currently working on TCOLE renewal.

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

Mike Bland asked the faculty member, Mike Hopper, to discuss the program's curriculum and degree plans for 2021-2022.

Mike Hopper reviewed the following information.

Shana Drury explained the addition of the LEAD 1100 course. After a comprehensive local needs assessment employers (100%) and faculty (93%) agreed that this course needed to be add

to the curriculum. After the student finishes the course they are able to test for a certificate in work ethics.

Ambur Hale asked how many hours the course would be. Shana Drury stated it would be 32 class hours.

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 1100	Workforce Development with Critical Thinking	32 Class Hours
	Total Credit Hours:	776

Course descriptions and learning outcomes provided as a separate document.

❖ Approve program revisions (if applicable)

Mike Bland asked the committee for a motion to approve the program revisions as presented.

William Rutledge made a motion to approve the program revisions as presented.

James Griffith seconded the motion.

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

❖ Approve SCANS, General Education, Program Outcomes, and Institutional Outcome Matrices.

Mike Bland 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)	
								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)
						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)	
						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 pertaining to 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 pertaining to career opportunities.
						1. Assist students in the further development of basic skills in reading, writing and oral communication in the classroom environment.

*Mike Hopper reviewed the matrices and Mike Bland opened the floor
Patrick Coggins made a motion to approve
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: Faculty member please insert information below
 - Graduates 2019-2020: 24
(all but one has a law enforcement job currently)
 - Enrollment Summer 2020: 0
 - Majors Fall 2020-2021: 0
 - Enrollment Fall 2020: 18

❖ **Local Demand**

Mike Hopper stated I get two or three phone calls a week there are currently openings in Electra and Burkburnett currently.

William Rutledge stated that Wichita County has one opening currently.

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

Mike Bland 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- Axon Body 2 Cameras (Body Worn Camera Class)
- 15- new defense Matts (being delivered this week)
- 1 – ID Printer

Mike Bland opened the floor for discuss.

Mike Hopper shared the information below.

We may need to start looking this year or next on replacing the 2004 Crown Vic. Only a few departments are using them and the car was well used before we received it.

Greg Fowler stated that when the cadets are training in those cars it is beneficial to have more than one car to switch out. The cars get over heated and the tires get overheated and it takes time in between.

William Rutledge stated that trying to have only two cars is harder on the cars with this number of cadets.

❖ **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	2015-2016			2016-2017			2017-2018			3-Year Average		
	Plc	Cmp	%	Plc	Cmp	%	Plc	Cmp	%	Plc	Cmp	%
43.010000-Criminal Justice and Corrections	16	16	100%	21	21	100%	29	30	96.67%	66	67	98.51%

Mike Bland opened the floor for discussion. Hearing none he moved forward.

❖ **Professional development of faculty and recommendations**

*Mike Bland asked the committed to take time and review the professional development opportunities the faculty has attended or will attend.
Mike Hopper reviewed the information listed below.*

I attended the following training:

Course	Date	Hours	School
3268 Human Trafficking:	8/4/2020	8	Texas Municipal Police
2177 S.F.S.T. Instructor Update:	3/10/2020	4	Vernon College LEA
1849 De-escalation Tech (SB 1849)	12/18/2019	8	Vernon College LEA De-escalation Tech
8801 Commission Meeting	12/5/2019	2	Texas Commission on Law Enforcement
6025 Training Coordinator Conference	10/24/2019	17	Texas Commission on Law Enforcement
30418 Civilian Interaction Training	10/23/2019	2	Texas Commission on Law Enforcement
Civilian Interaction Training Program	10/8/2019	4	Vernon College LEA
3851 Breathalyzer / Intoxilyzer	9/12/2019	2	Texas Department of Public Safety LEA
	Unit Hours	47	

Mike Bland asked the committee if there was any discussion or recommendations for professional development for the staff.

Mike Hopper stated that he has instructors that are currently in trainings to keep up their licenses.

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

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

Mike Hopper reviewed the information below.

Wake up Wichita Falls
 Veteran’s Day Parade
 City Lights Parade
 Several events cancelled due to COVID-19

Shana Drury stated that we currently have seven posters going to all thirty-six high schools in the service area. Shana stated that Amanda Jasso, Vernon College Recruiter, has been visiting the area high schools that are allowing her to come. Shana stated that we have the Police Academy program video and we are active on Facebook.

❖ **Serving students from special populations:**

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

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 non-traditional fields;
 - i. 2018 – 2019 3 Females (one Female didn't complete)
 - ii. 2019 - 2020 3 Females
 - iii. 2020 – 2021 2 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).

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.

Mike Bland asked the committee if there was any further discussion. Hearing none he moved forward.

Adjourn

Mike Bland adjourned the meeting at 12:34pm

Recorder Signature 	Date 11-05-2020	Next Meeting: Fall 2021
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