

Advisory Committee Fall 2023 Minutes

Police Academy

November 9, 2023 – 12:00pm

Vernon College Skills Training Center

Multipurpose Room 400

Members Present

Justin Bailey
Joshua Capps
James Griffith
Ambur Hale
Brett Keith
Lillian Lafaele
Lauren Allen
Brandon Anderson
Mike Bland
Bryan Peeler for William Rutledge
Ben Atkins

Vernon College Faculty/Staff

Bettye Hutchins
Mike Hopper
Andrea Sanchez
Greg Fowler
Zachary Nguyen-Moore
Debbie Richards

Welcome and IntroductionsMike Hopper

Mike Hopper welcomed the committee and invited those present to introduce themselves.

Purpose of Advisory CommitteeBettye Hutchins

Bettye Hutchins explained the purpose and importance of advisory committees and the role they play at Vernon College.

Election of Vice Chair and RecorderBettye Hutchins

Bettye Hutchins asked for volunteers or nominations for the roles of Vice-Chair and Recorder.

Volunteer for Vice Chair – William Rutledge

Volunteer for Recorder – Ambur Hale

Chair..... Mike Bland

Old Business/Continuing BusinessMike Bland

Mike Bland asked the faculty if there was any old business to discuss. Mike Hopper reviewed the program's need for a new vehicle and a variety of related information, quotes, and possible funding options. Mike Bland then moved on to new business.

New BusinessMike Bland

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

Mike Bland asked the faculty to review the following program outcomes.

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**

After review, Mike Bland asked for any suggestions. With no discussion, Mike asked for a motion to approve the program outcomes as presented.

Joshua Capps made a motion to approve.

James Griffith seconded the motion.

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

Mike then moved on to assessment methods and results.

❖ **Approve assessment methods and results**

Mike Bland asked the faculty 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.

After review, Mike Bland asked for any suggestions. With no discussion, Mike asked for a motion to approve the assessment methods as presented.

Lillian Lafaele made a motion to approve.

Ben Atkins seconded the motion.

The motion passed and the committee approved the assessment methods as presented.

Mike then moved on to workplace competency.

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

Mike Bland asked the faculty to review the workplace competency.

Texas Commission on Law Enforcement Licensing test

	Number of students who took the course or licensure exam	Results per student	Use of results
TCOLE	23	1 student @ 86 1 student @85 1 student @ 84 1 student @ 83	Employment: pass rate was 100%. 19 cadets have accepted employment

		4 students @ 81 3 students @ 80 1 student @ 79 2 students @ 78 1 students @ 77 1 student @ 75 1 students @ 74 4 students @ 73 2 student @72 No retest	
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After review, Mike Bland asked for any suggestions. With no discussion, Mike asked for a motion to approve the workplace competency as presented.

James Griffith made a motion to approve.

Justin Bailey seconded the motion.

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

Mike then moved on to program specific accreditation.

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

Mike Bland asked the faculty to review program specific accreditation.

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 2026.

After review, Mike asked for any additional discussion and with none to be had, moved on to program curriculum, courses, and degree plans.

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

Mike Bland asked the faculty to review the following updates to curriculum/courses/degree plans.

Mike Hopper shared information related to the addition of 16 hours added to Basic Peace Officer V for ALERRT Training.

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)

After review, Mike Bland asked for any suggestions. With no discussion, Mike asked for a motion to the program revisions as presented.

Brett Keith made a motion to approve.

Lillian Lafaele seconded the motion.

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

Mike then moved on to the following matrices.

As of July 1st, 2023, in accordance with Commission regulations, the Basic Peace Officer Course shall consist of a minimum of 720 classroom hours.

As of January 2024, in accordance with Commission regulations, the Basic Peace Officer Course shall consist of a minimum of 736 classroom hours.

❖ Approve 2023-2024 SCANS, General Education, Program Outcomes, and Institutional Outcome Matrices.

Mike Bland asked the faculty to review the following matrices.

INSTRUCTOR: “The program has to work under three umbrellas: 1. Local or Vernon College, 2. State or THECB-Texas Higher Education Coordinating Board, and 3. Federal. To ensure the Program is following all rules and regulations, we use matrices to map the requirements back to the courses.”

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	
							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	
					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		
					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.						

After review, Mike Bland asked for suggestions. With no discussion, Mike asked for a motion to approve the matrices as presented.

James Griffith made a motion to approve.

Brett Keith seconded the motion.

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

Mike then moved on to program statistics.

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

Mike Bland asked the faculty to review program statistics.

Program Statistics:

- Graduates 2021-2022: 23
- Enrollment Summer 2022: 0
- Majors Fall 2022-2023: 0
- Enrollment Fall 2022: 26
- Graduates 2022-2023 – 23

After review, Mike asked if there was any additional discussion to be had and with none, moved on to local demand.

Local Demand

Mike Bland invited Bettye Hutchins to review the accuracy of the following information with the committee. Bettye then went on to administer the Comprehensive Local Needs Assessment survey for use in reporting.

Occupation	National Median Wage	State Median Wage	Local Median Wage	Current /Projected Job openings (annual)	Projected Growth (annual)
Policeman	34.32/hr \$65,894/annual	32.00/hr \$61,440/annual	\$29.26/hr \$56,197/annual	5,424 (state) 44 (local)	1.22% (state) .28% (local)

*Labor Market Outlook (O*NET)

After review, Mike moved on to the evaluation of equipment, facilities, and technology.

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

Mike Bland asked the faculty to review the facilities, equipment, and technology.

Rubber Long Rifles
New Kick Pads

After review, Mike asked for any suggestions and with no further discussion to be had, moved on to external learning experiences, employment, and placement opportunities.

❖ External learning experiences, employment, and placement opportunities

Mike Bland asked the faculty to review the following information related to learning experiences, employment, and placement opportunities.

Faculty: “Vernon College offers a job board on the website. Businesses can contact Career Services 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 Bettye Hutchins at bhutchins@vernoncollege.edu .”

Placement Rate of Program Completers by Reporting Year [1]												
	2020 -2021			2021 -2022			2022 -2023			3-Year Average		
Program	Plc	Cmp	%	Plc	Cmp	%	Plc	Cmp	%	Plc	Cmp	%
43010000-Criminal Justice and Corrections	15	13	86.66	26	22	92%	26	23	95.652	60	51	90%

After review, Mike asked for any discussion. With no additional discussion to be had, Mike moved on to professional development.

❖ **Professional development of faculty and recommendations**

Mike Bland asked the faculty to review the following professional development opportunities.

09/01/2023 - 08/31/2025

Course

No.	Course	Title Course	Date	CourseHours	Institution	Training	Mandates
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6025 Training Coordinator AnnualConference 10/26/2023 1 Texas Commission on Law Enforcement

6025 Training Coordinator Annual Conference10/26/2023 2 Texas Commission on Law Enforcement

6025 Training Coordinator AnnualConference10/25/2023 2 Texas Commission on Law Enforcement

6025 Training Coordinator AnnualConference10/25/2023 2 Texas Commission on Law Enforcement

6025 Training Coordinator AnnualConference10/25/2023 2 Texas Commission on Law Enforcement

6025 Training Coordinator Annual Conference 10/25/2023 1 Texas Commission on Law Enforcement

6025 Training Coordinator Annual Conference 10/24/2023 1 Texas Commission on Law Enforcement

6025 Training Coordinator Annual Conference 10/24/2023 2 Texas Commission on Law Enforcement

6025 Training Coordinator Annual Conference 10/24/2023 1 Texas Commission on Law Enforcement

6025 Training Coordinator Annual Conference 10/24/2023 1 Texas Commission on Law Enforcement

3188 88th Session State andFederal Law Update 10/23/2023 3 Texas Commission on Law Enforcement

6025 Training Coordinator Annual Conference 10/23/2023 4 Texas Commission on Law Enforcement

4202 Finding Wellness-Building a Healthier Life 9/11/2023 4 MyTCOLE 3 online

Unit Hours 26

Mike asked the committee for any suggestions. With no further discussion had, Mike moved on to promotion and publicity.

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

Mike Bland asked the faculty to review the following promotion and publicity opportunities.

Santa Rosa Rodeo Parade
High School Tours
Adulting Day Vernon
Facebook program video

After review, Mike asked if there were any suggestions. With no further discussion had, Mike moved on to special populations.

❖ **Serving students from special populations:**

Mike Bland asked the faculty to review updated definitions of special populations and the services available to those who apply.

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, and 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 population’s new definitions:
 - a. Individuals with disabilities;
 - b. Individuals from economically disadvantaged families, including low-income youth and adults;
 - c. Individuals preparing for nontraditional fields; Insert male/female ratio
 - i. 2023 – 2024; 4 Females, 15 Males
 - ii. 2022 – 2023; 3 Females 23 Males
 - iii. 2021 – 2022; 5 Females 17 Males
 - 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).

*Mike asked if there was any additional discussion or suggestions to be had.
With no further discussion, the meeting was adjourned at 12:51 pm.*

Recorder Signature <i>Ambrose W. Hale</i>	Date <i>03/28/2024</i>	Next Meeting: Fall 2024
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