



MORENO VALLEY COLLEGE



# RCCD Administration of Justice Program Advisory Committee Meeting Friday, April 26, 2019 1:00pm-3:00pm

Location: Riverside City College Campus, Criminalistics Learning Laboratory (QD16)

Attendees Present: Dr. Oliver Thompson, Professor (Riverside City College)  
Dr. Sigrid Williams, Asst. Professor (Norco College)  
Kristy Paine, Asst. Professor (Moreno Valley College)  
Dr. Melissa Matuszak, Asst. Professor (Riverside City College)  
Art Turnier, Dean (Moreno Valley College)  
Corporal Octavio Rojas (Riverside Community College Police Department)  
Lt. Val Graham (Assoc. Faculty – RCC/Riverside Police Department)  
Brian Cosner, Investigative Technician (Riverside County DA Office)  
Shannon Crosby, Supervising Probation Officer (Riverside County Probation)  
Judge O.G. Magno (Riverside County Superior Court)  
Captain Peterson (Riverside County Sheriff's Department)  
Joe Doty, Division Director (Riverside County Probation)  
Chief George Johnstone (Corona Police Department)  
Dan (Riverside County Probation)  
Skip Berry, Asst. Professor – CIS (Riverside City College)

## I. Introductions

Meeting called to order by Asst. Professor Kristy Paine (Moreno Valley College) at 1306. Advisory committee members went around room and introduced themselves.

## II. Recap of 1<sup>st</sup> Advisory Committee Meeting (October 2018)

Dr. Sigrid Williams provided a review of the last advisory committee meeting from October 2018, which was also the first meeting of the newly formed advisory committee meeting. Dr. Williams spoke about the curriculum changes to the CSI certificate offered at RCC and Norco, as ANT10 Forensic Anthropology is currently only offered every other year on the Norco campus and is a requirement for the CSI certificate; Dr. Matuszak and RCC wanted to see ADJ12 Criminalistics added as a replacement for ANT10 due to subject matter and relevancy, and the advisory committee consensus was to offer ADJ12 as an

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alternative to ANT10, allowing students to choose which course to register for while also allowing for timely completion rates due to course scheduling.

Dr. Williams also spoke about the monthly conversations between the three RCCD campuses on courses offered, the creation of internship programs, and the development and implementation of a Criminal Justice Workshop Series during the school year. Dr. Williams explained that the Workshop Series consists of free informational sessions on specific topics within the criminal justice field meant to provide ADJ students, as well as staff, faculty, family, and community members, greater awareness and information. The presentations are once a month and rotate across the 3 RCCD campuses.

Dr. Williams advised that during the 2018-2019 school year, the inception Workshop Series offered 6 presentations:

September:	K9 Presentation w/Riverside County Sheriff	RCC
October:	Human Trafficking	Norco
November:	SWAT Presentation w/Riverside County Sheriff	Moreno Valley
March:	Hostage & Crisis Negotiation	Moreno Valley
April:	FBI Presentation	RCC
May:	Legal Profession Symposium	Norco

The 6 presentations brought approximately 340 presenters and attendees to the RCCD campuses during the school year for 10 total hours of content. Dr. Williams advised the committee that the Workshop Series will occur again during the 2019-2020 school year, with presentation topics and campus locations being finalized.

Dr. Williams also reviewed the last meeting by speaking about the curriculum changes approved, which involved the deletion of multiple courses no longer offered (ADJ16 Interviewing & Counseling, ADJ18 Institutional & Field Service, and ADJ30 Introduction to Family Law).

Dr. Williams then stated that during this advisory meeting, discussion would include Norco’s dual enrollment program, at which point Kristy Paine also mentioned that she would discuss Moreno Valley’s 3 new A.S. degrees and 8 certificates, 3 of which are new.

III. Riverside City College

Dr. Matuszak introduced the individual campus updates, starting with Riverside City College’s campus.

a. Workforce Development & Perkins

Dr. Matuszak advised that in late December 2018, a year after receiving initial approval for the disbursement of funds through Workforce Development, the ADJ program at RCC was granted the budget lines, allowing for the ADJ program to make approximately \$29,000 worth of equipment and supply purchases for the Criminalistics Learning Laboratory. Dr. Matuszak also reported that, for the first time, the ADJ program at RCC applied for Perkins grant money with the new Perkins cycle in March

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2019, stating that the total request was approximately \$252,000.00, but that tentative approval had been provided for approximately \$54,000.00. Dr. Matuszak advised that, with the tentative approval revised budget, the ADJ Criminalistics Learning Laboratory requested a laptop cart with approximately 30 laptops in order to improve and add to the technology within the laboratory that is desperately needed.

b. Corrections Certificate update

During the first Advisory Committee meeting in October 2018, an approving vote had been gained for the implementation of a Corrections certificate on the RCC and Norco campuses; Dr. Matuszak advised that the proposal had been forwarded then to Kristine DiMemmo, the Dean of CTE at RCC, to be presented to the Regional Consortium for approval. The proposal was forwarded February 18, 2019 to Dean DiMemmo, and Dr. Matuszak advised there was not an update at this time about the status of the proposal.

c. Digital Forensic Investigations Certificate

Dr. Matuszak introduced Skip Berry, an Assistant Professor in the CIS/Cybersecurity Program at RCC, to introduce a new joint certificate proposal between the ADJ program and the CIS program on the RCC campus. Dr. Matuszak spoke about the lack of awareness, preparedness, or resources for students on digital criminal behavior or investigative techniques, strategies, or learning opportunities and the major concerns of the program moving forward in addressing this significant lack and its impact on the employability and competitiveness of the program students.

Professor Berry spoke about the partnerships that his program has created and recent signed commitments from the president of the college, Dr. Anderson, regarding the cybersecurity program and future of the program. Professor Berry also provided his expertise on the necessity and value of the knowledge provided within his program that translates well to the ADJ program and its professionals as well. Dr. Matuszak advised the group that this certificate was initially presented during the last advisory committee meeting in October 2018, and that the group had not expressed any real commitment or dissent either way and a vote had not been taken, but that Dr. Matuszak and Professor Berry had made modifications to the proposal with the feedback provided during the last meeting. The certificate proposal is an 18 credit certificate jointly offered between the ADJ and CIS program, with 3 classes coming from CIS and 3 from ADJ. After discussion within the group, with representatives from the Sheriff's Department in particular addressing both professional need and current practices in relation to digital investigations. A vote was introduced by Kristy Paine and seconded by Dr. Williams, with all voting in favor of the proposal moving forward and no votes for negative or dissent.

d. Internships

- i. Riverside County Sheriff's Department
- ii. Riverside County Probation Department
- iii. Riverside County District Attorney's Office

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Dr. Matuszak introduced the current internship opportunity that exists, with the Riverside County Sheriff's Department, and provided a brief update on the status of the internship. The Sheriff's Department internship, which began in the Fall of 2017 for recruitment, with interns beginning their rotations during the Spring 2018 semester. The internship has sent 14 students through (3 in Spring 2018, 6 in Fall 2018, 5 in Spring 2019), with over 1,058 hours being volunteered by the interns at the 3 different rotations within the Sheriff's Department (not including the hours during Spring 2019). Dr. Matuszak also advised that with the new Sheriff for Riverside County, the internship program MOU will be revised to update the changes within the year. The internship program also recently closed the application process for the Fall 2019 semester and interviews have been scheduled with 11 candidates in the next few weeks.

Dr. Matuszak also introduced 2 new internship programs being worked up for the ADJ program district-wide, a paid internship program with the Riverside County Probation Department and an unpaid externship program with the Riverside County District Attorney's Office in the Bureau of Investigations. Both internship programs are currently going through the various approvals required at both the county and college level, with tentative hopes to roll them out for Fall 2019. Dr. Matuszak also advised that other internship opportunities are always being pursued and considered as well. Advisory Committee member Judge Magno brought up questions about whether student interns were eligible to earn credits while involved in the internships, and Dr. Matuszak advised that there is work experience class within the ADJ catalog (ADJ200) but that it is in the process of being revised and updated for curriculum, with hopes the process can be expedited.

#### IV. Norco College

Dr. Williams introduced the committee to the individual campus report for Norco College.

##### a. Justice & Equity Center

Dr. Williams advised that in July 2018 discussion started about the lack of space on the current Norco campus, and that the CTE program had approached Dr. Williams to ask what would be needed to grow the ADJ program. Dr. Williams advised that she wrote a proposal for a Justice & Equity Center, which she introduced as a 5-story 250,000 square foot regional building containing a regional criminalistics learning laboratory and a 2+2+3 program (high school, community college, law school). The proposal included space for political science and economics programs along with ADJ, as well as resources for students from the foster care system and veterans programs. Dr. Williams advised that after introducing her proposal, the City of Eastvale approached Norco College and Dr. Williams to discuss the proposal, resulting in a conversation of the City of Eastvale providing 11,000 square feet of space to the program tied into the Eastvale Police Department, as the City is looking to expand government internships (local law enforcement, government internships, etc.). Dr. Williams advised that Norco College had also reached out to the City of Corona regarding the proposal as well, and that the program and college are currently working on obtaining more information and approvals for the proposal.

##### b. Strong Workforce/Perkins

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Dr. Williams advised that Norco College received funds from both Workforce Development and Perkins, and that along with equipment purchases, the ADJ program also purchased textbooks to provide a zero cost textbook program for students, stating that 5 courses in ADJ are now textbook free at Norco and that the campus was looking into contracting to receive free access to academic articles as well.

c. ADJ Program Workshop Series 2018-2019 and 2019-2020

Dr. Williams recapped the workshop series from the 2018-2019 session, as well as providing feedback about the May workshop presentation, a Legal Profession Symposium, which occurred on the Norco Campus.

Dr. Williams also addressed the 2019-2020 Workshop Series plans, advising that the RCC/Norco/MV campuses had already chosen topics for the next school year, including hazardous device teams, animal investigations, community corrections and prison partnerships, state regulatory agencies, CERT teams, tribal liaisons and investigations, and search and rescue. The program is attempting to tie the workshops into multiple different opportunities for students to learn about the variety of professional options within the field and the diversity in public safety.

d. CRC

Dr. Williams advised that Norco has a partnership with the state prison located close by, and has been offering ADJ classes within the California Department of Corrections and Rehabilitation, specifically ADJ9 Law in American Society, as well as GE course acceptance with the CDCR. Dr. Williams stated that they have offered 20 courses, with 400 inmates taking the classes, and that the first cohort of 8 inmates will be graduating with their AA degrees this year. Dr. Williams introduced a new proposal as well within the partnership with CDCR, advising that the correctional officers and professional staff at CDCR approached the program to request education and certificates for personnel as well.

v. Moreno Valley College

Assistant Professor Kristy Paine introduced the individual campus report for Moreno Valley College.

a. New Faculty

Asst. Professor Paine explained that Moreno Valley had received approval for a second full-time faculty member in the program and that the campus was currently scheduling interviews with candidates to hire a new faculty member to begin in Fall 2019.

b. Crime Analysis Program

Asst. Professor Paine stated that the Crime Analysis program on campus is slated to begin for Fall 2019 as well, with the new faculty hire being required to have their current State of California DOJ Crime Analysis certification to spearhead this new program and teach the analysis courses. Asst. Professor

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Paine stated that Moreno Valley is also looking to create a criminal justice/homeland security/crime analysis student club (combined club) during Fall 2019 as well.

Asst. Professor Paine stated that the crime analysis program has been developed with the assistance of Nancy Aguirre, an associate faculty member at Moreno Valley and a Crime Analyst with RCSO. The program pursued IACA accreditation versus pursuing CA DOJ certification or other state certificates because it is an international association, so the students would be receiving global access to resources, training, and awareness as well as gaining the ability to attend international conventions.

c. Certificates

Asst. Professor Paine advised that Moreno Valley has new certificate programs, including a Corrections certificate; she explained that this certificate is not the same as the Corrections certificate discussed earlier that is being proposed for RCC and Norco, but is a corrections certificate that generates from the Corrections Academy at BCTC. This corrections certificate, as well as the one being proposed for RCC and Norco, will also roll over into a new Corrections A.A. degree being offered at Moreno Valley which will be ready by June 2019.

Asst. Professor Paine advised that Moreno Valley is also introducing a Dispatch/Telecommunications certificate, along with new A.A. degrees in Corrections, Crime Analysis (along with the certificate) and Homeland Security. The ADT for the ADJ program at Moreno Valley also received approval.

Asst. Professor Paine reported that Moreno Valley is also using EduNav, an online software program for course catalogs and programming for student accessibility.

An 18 credit ADJ certificate in Homeland Security is also being proposed, with Homeland Security classes being approved for distance education (online) offerings. Asst. Professor Paine spoke about potential partnerships or referrals with the Naval Postgraduate School at Monterey, a leading facility within the homeland security education and training world. California Community Colleges are now recognizing Homeland Security as a separate degree program, and Moreno Valley's program has the first 5 classes offered completely online, with a sixth offered as a hybrid with case studies. Moreno Valley has partnered with Riverside County Emergency Management and CERT teams.

d. Dual Enrollment

Asst. Professor Paine advised that there is also an 18 unit ADJ certificate/HLS Homeland Security dual enrollment program, which was a piloted program in Fall 2018 with sophomores at Moreno Valley High School. The program was during 6<sup>th</sup> period in the high schools and interest has grown, with 30 students already enrolled for next semester. Kristy advised that Perkins funds are being used to purchase textbooks for the high school program and that McGraw Hill Publishing has offered a program to embed electronic versions of textbooks within Canvas shells for \$40-\$50 per book.

Moreno Valley is also looking to pursue a dual enrollment program with Val Verde High School.

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e. Corrections Curriculum

Asst. Professor Paine advised that the proposal discussed in our October 2018 meeting was still on the table; the proposal was a request from Captain Aveling from the RCSO for curriculum on approximately 15-20 advanced officer courses for Correctional professionals. A proposal had been written and provided to RCSO for RCC/Norco/MV to provide these offerings and create the curriculum for the courses.

The Corrections Training Simulator is also scheduled to break ground soon; the simulator is a grant program that will build a jail facility at the BCTC campus for training.

f. Class Recommendations

Asst. Professor Paine asked for approval or recommendations on 3 specific classes at Moreno Valley – Fit for Life, Tribal Liaison, and Inmate Fire Crew. Asst. Professor Paine stated that the Fit for Life class has specific needs and that the Kinesiology program is currently facing a lack of facilities on the Moreno Valley campus and is holding physical education classes at a local 24 Hour Fitness gym and the pool at RCC or a local high school, with bicycling and running offered on the BCTC campus. Kristy advised that the Fit for Life class would be a life-type series, being developed by Andre Ramos, who currently teaches the pre-academy fitness class, and that this course would be an extension.

The next course, Tribal Liaison, needed a vote to make the course a college credit class, which would allow the class to be open to anyone and would focus on understanding the sovereignty of the reservations and tribal law. The Sheriff's Department asked that the course be offered for 4 credits, and the Board of Trustees asked that the class be available to the public.

Asst. Professor Paine also advised that the Inmate Fire Crew program, which is run out of the Larry Smith Correctional Facility, needs to be addressed. AB109's impact has resulted in fire crew responsibility being pushed to the county level and that "more and more the state cannot provide us enough inmates for firefighting needs." Kristy advised that Moreno Valley was looking at the program and determining if College of the Desert would take it over, as Larry Smith is technically within their jurisdiction.

A vote was requested for the discussion; Corporal Rojas forwarded, and Capt. Peterson seconded. All in favor, no opposed, and no dissent.

g. Forensics Yard

Asst. Professor Paine provided an update to the Forensics Yard at BCTC, advising that the Sheriff's Department has provided 200 ft by 250 feet of land adjacent to the administrative building on the campus for the development of permanent crime scenes; Kristy advised the area, which is now fenced in, is being referred to as "Dexter's Playground." The ADJ program has invited the anthropology and archaeology programs to utilize the area as well. In January 2019, the RCCD Foundation was approached about the space and they granted \$17,000 to the ADJ programs to purchase 2 field desks and 4

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extendable field battery-operated lights for the area. A committee for the master plan will be assembled during Fall 2019 to continue working on the area and future development.

h. Thank You

Asst. Professor Paine wanted to extend a thank you to the Probation Department for their willingness to have ADJ1 students at Moreno Valley tour the new juvenile facility; students in the class received “swag bags” from Probation and were incredibly excited and interested after the tour about the facility and department. The thank you was also extended to the Sheriff’s Department and the coroner and corrections bureaus for the facility tours, court services tours, as well as the SWAT and Negotiations demonstrations for the workshop series. Asst. Professor Paine stated that the Moreno Valley students were also able to tour the US Border Patrol facility in Temecula.

VI. Feedback & Review

Dr. Matuszak, Dr. Williams, Dr. Thompson, and Asst. Professor Paine thanked the attendees for their time and assistance. Dr. Matuszak requested that everyone keep in mind any opportunities within their agencies to partner with the program that would allow the students to gain professional experience, including any research or projects that could be implemented within classes as final exams or projects.

Captain Peterson from RCSO stated that he felt the “computer ideas” were “on the right track,” and that it is important that a new generation of students and future professionals become as exposed and knowledgeable as possible about computer-related needs within the field. Investigative Technician Brian Cosner from the DA’s office mentioned the importance of introducing real world skills within the classroom, including report writing, operational planning, evidence collection, and interviewing skills, specifically mentioning the need to provide knowledge on social media investigations as well.

All attendees were again thanked for their time and offered food and refreshments and advised the next advisory committee meeting will be held in Fall 2019 at the Moreno Valley campus. Dr. Matuszak called the meeting to adjourn at 1436.

Meeting Adjourned: 1436

Meeting Minutes: M. Matuszak  
05/28/19

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