



FULLERTON COLLEGE
Division of Technology and Engineering
Administration of Justice Department
ADVISORY COMMITTEE MEETING MINUTES

Date of Meeting: December 4, 2020
Location: Zoom Meeting ID: 921 9460 9323 Passcode: 738026
Committee: Administration of Justice Department Advisory Committee
Minutes: Cynthia Sands, Office Manager of Tech & Engin.

Advisory Members & College Personnel Present:

Ken Starkman, Dean of Technology and Engineering (T&E)
Cynthia Sands, Office Manager of Technology and Engineering
Martha Payan-Hernandez, Director Career and Technical Education
Olivia Barajas, CTE Counselor
Kelly Robertson, AJ Department Coordinator & Faculty
Kevin Sampson, AJ Department Faculty
Mark Yokoyama, Rio Hondo College, Dean of Public Safety
John Hunter, Fullerton College Adjunct Faculty (Los Angeles Sheriff's
Department, Retired Lieutenant)
Kristine Dane, Fullerton College Adjunct Faculty (Attorney at Law)
Leticia Ramirez, Fullerton PD – CSI Forensic Supervisor
Jay Seidel, Fullerton College Journalism Department Coordinator

I. Welcome & Introductions

Kelly Robertson, Department Coordinator called the meeting to order at 10:05a.m. Introductions were made, and Coordinator Robertson thanked the advisory members for participating.

Agenda was Approved

A review of the meeting agenda took place. John Hunter made a motion to accept the agenda. Leticia Ramirez second. Motion passed. *Note: No meeting minutes were reviewed, since the AJ Department did not conduct an Advisory Board Meeting during the past three years under another department coordinator.*

- ❖ Welcome and Introductions: Kelly Robertson, Department Coordinator
- ❖ Division & Department Updates: Ken Starkman, T&E Dean & Kelly
- ❖ Curriculum/Courses/Certificates: Jay Seidel, Journalism Dept. Coordinator
- ❖ SLO's
- ❖ Equipment and Services (related to curriculum)
- ❖ Dual Enrollment – Anaheim & La Habra H.S.'s
- ❖ CTE Update: Martha Payán-Hernández, Director, Career Education
- ❖ Future Trends for AJ Career and Education: Martha, Olivia Barajas (CE Counselor)
- ❖ Scholarship, FCC Foundation
- ❖ Future Staffing
- ❖ Committee Members Recommendation
- ❖ Adjournment

II. Division & Department Updates

Ken Starkman, T&E Division Dean, and Coordinator Robertson updated the members on the status of the Division and Department during the COVID-19 campus closure. Mr. Starkman provided information as to the process and procedures regarding instruction, safety protocol, and on-campus visits.

III. Curriculum/Courses/Certificates

Jay Seidel provided the committee with an in depth overview of the Fullerton College Drone Program and its collaboration with the FC Administration of Justice program and other industries. Request was presented to endorse this collaboration.

Leticia Ramirez from Fullerton PD offered internships with her department, for AJ students who are interested in Forensic and CSI as a career. Students would be offered the ability to work along side Forensic Investigators in the field, in the lab, and in the courtroom, which would provide the practical experience within this career. Request was presented to endorse this community partnership. Additional discussion regarding CSI Certificate and students' interest in this career has significantly increases.

Kevin Sampson suggested further department discussion on integrating the racial injustice component, and continued implementation of writing, critical thinking and ethic based courses.

IV. SLO/SLOA (Student Learning Outcomes)

The student learning outcomes and the student learning outcome assessments were provided to the advisory members and discussed. There was evidence as to the necessity to revise and further review of SLO/SLOA within the AJ Department. Coordinator Robertson noted these deficiencies and will make recommendations and notifications to update.

V. Equipment and Services

Dean Starkman asked committee and faculty to let him know of equipment needs.

VI. Dual Enrollment

Adjunct faculty member John Hunter explained the La Habra high school Dual enrollment program and their campus contacts.

VII. CTE Update

Martha Payán-Hernández presented an overview of the CTE site and shared the Instagram video promoting the AJ program, as well as the site links for program information. Kevin Sampson requested an update of the degree list and removal of an outdated certificate.

VIII. Future Trends for AJ Career and Education

Counselor Olivia Barajas shared her role working directly to students and encouraged continued communication.

IX. Scholarship, FCC Foundation

Kelly Robertson motioned for committee recommending the development of a scholarship/outreach program.

X. Future Staffing

Dean Starkman reported two full time AJ faculty positions were requested through the campus process but were not approved at this time. Suggestion for a motion to add to recommendations was made. Kevin Sampson requested a department review prior to submitting any future staffing. *It is noted that the above fulltime faculty member declined to participate in the AJ Department's Program Review process (November 2020).*

XI. Committee Recommendation

- Drone program support – majority indorsed
- Continue Dual Enrollment – majority indorsed
- Research and develop AJ Scholarship/outreach program – majority indorsed
- Future staffing (adjunct and full time) - majority indorsed
- Collaboration with the Fullerton Police Department Internship program – majority indorsed

Adjournment: 11:18 AM