

**Career Education Advisory Board Minutes
College of the Canyons – Administration of Justice
10/3/2019
William S. Hart Union High School District**

NAMES/ TITLES OF ADVISORY COMMITTEE MEMBERS	Name of Company, Business, College, High School and Title	Email Address	Telephone Number	ATTENDANCE Present or Absent
Chair				
Business Partners including Industry, Non-Profit and Community Based Organizations				
Rafael Hechavarria	Los Angeles Police Department	25797@lapd.online		
Ilia Piedra	CA Fish and Game Warden & Former COC Student	Ilia.piedra@wildlife.ca.gov		
Program Chair Larry Alvarez	Full-Time Faculty Instructor / COC	Larry.alvarez@canyons.edu		
Dean				
4-year college discipline instructor(s)				
Student Representative(s)				
Ruben Alcalpa	Student / COC	Ruben828ra@gmail.com		
Stephanie Cordero	Student / COC	Stephanie090612@gmail.com		
K12 discipline instructor(s)				
Discipline faculty				
Parent(s)				
Counselor(s)				
Staff				
Other guest(s)				
Keri Aaver	Director of Job Placement / COC	Keri.aaver@canyons.edu		

Naomi Bemis	Afterburn Fitness Operations Manager	Naomi@afterburnfitness.com		
Marcy Calnan	Hart District CTE	mcalnan@hartdistrict.org		
Ben Heron	Afterburn Fitness	bheron@afterburnfitness.com		
Juan Macias	National University	jmacias@nu.edu		
Henry Prince	Hart District	hprince@hartdistrict.org		

AGENDA

	Notes	ACTION
1. Welcome and Introductions (Director, Career and Technical Education) <ul style="list-style-type: none"> 1.1 Statement of Purpose 1.2 Review/Approval of Minutes <i>Motion to Approve the minutes of the last meeting by:</i> <i>Motion Seconded by:</i>	Meeting Commenced: 12:05PM Welcome and Introductions: All	
2. Review of Course Sequence <ul style="list-style-type: none"> 2.1 Hart District 2.2 College of the Canyons 2.3 CSU and UC Articulation 	<ul style="list-style-type: none"> - The online pathway is up five-hundred percent. All classes are offered online. - The online pathway is especially beneficial for Sheriffs that are working at another facility. - Courses have been put through to the Curriculum Committee and are awaiting review. - Programs pending approval through the Curriculum Committee are Intro Corrections, Intro Terrorism, AA LE Tech Degree, Noncredit Crime and Intelligence Analysis Certificate and Interview Workshop. - Industry experts are assisting in designing an online Drone program. - LA CLEAR supports Intelligence Analysis and provides training. - An LA CLEAR vendor will come to COC to market. - Classes will be offered at LA CLEAR facilities or on campus. - The LAPD POPP program is for police officers. - West LA Community College has partnered with the LAPD to offer an AA degree in LAPD POPP. Classes are taken in an academic environment and taught by Criminal Justice professors. - The LAPD POPP program has a ninety-eight percent success rate. - Completers of the POPP program go directly into the workforce or the military. 	

<p>3. Current Status of Program (Advisory Board Chair):</p> <p>3.1 Numbers of students</p> <ul style="list-style-type: none"> ▪ Special Population/Non Traditional Core Indicators (Perkins) ▪ Reading proficiencies (Hart District) <p>3.2 Student success – completers</p> <p>3.3 Student success - employment</p> <p>3.4 Labor Market Analysis</p> <ul style="list-style-type: none"> ▪ Job Titles ▪ Median Living Wage ▪ Validated Need for Training <p>3.5 Industry Certification (if applicable)</p> <p>3.6 Program Accomplishments</p>	<ul style="list-style-type: none"> - Larry will reach out to the contact person for the LAPD Detective Symposium to possibly host the event at COC. - OER textbooks are free for students. - Larry asked the Advisory Committee to let him know if they would like information listed on the COC Administration of Justice website. - Recruiters for Big Brother Association and the Cancer Society will be at the upcoming Job Fair. - Larry is working on an Advisory Committee Handbook. - Larry participated in the Faculty Exchange to China in spring 2019. - Six hundred and eighty-eight students in the program are declared. - The program has one hundred and thirty-five full-time students. - The program continues to grow and move forward. - The college will offer a free noncredit Spanish for Law Enforcement Course next fall. There will be a fee for textbooks. - How should credit be given for the Credit for Prior Learning/Experience course? How can it be made more accessible? - Students have problems with human interaction and writing reports. - A suggestion was made to offer Speech classes that are incorporated in the Law Enforcement environment and to also offer a noncredit workshop to help students learn to talk with people. - The Prison Project offers meditation and yoga as part of rehabilitation for inmates. - A Police Community Relations class is offered every summer. - There is increased accountability with the use of video cameras. - More psychological training should be offered throughout the high schools. - Reach VICE division 	
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	<ul style="list-style-type: none"> - Consider offering Diversionary programs in Law Enforcement. - Establish more partnerships with Sheriffs and other federal agencies. - Emergency Management is offered through National University. 	
<p>4. Industry</p> <p>4.1 Review Required Skills for Competency:</p> <ul style="list-style-type: none"> ▪ Do the program completers meet the current industry standard or industry need? ▪ What curriculum modifications would you suggest to meet skill gaps? ▪ Review of Assessment Procedures ▪ What equipment/ facility needs can you identify that would better prepare students to enter your field? <p>4.2 What employability skills do workers need in your field?</p> <ul style="list-style-type: none"> ▪ Able to think critically, problem-solve ▪ Able to find resources ▪ Effective interpersonal skills ▪ Communication skills - oral, written ▪ Adequate time management and organization - prioritization skills ▪ Personal qualities - professionalism ▪ Able to project manage ▪ Other? <p>4.3 What changes/ trends are occurring in the industry that will affect employer needs?</p> <p>4.4 Work-Based Learning Opportunities</p> <ul style="list-style-type: none"> ▪ Classroom visits by industry ▪ Informational Interviews ▪ Site visits/Field Trips ▪ Ride Alongs ▪ Project Based Learning ▪ Internships <p>4.5 Postsecondary Scholarship Creation</p>		
<p>5. Program plan for improvement</p> <p>5.1 Strengths of program</p> <p>5.2 Weaknesses of program</p> <p>5.3 Labor market information needed to justify new content/ courses</p>		

<p>5.4 Resources needed and the role of industry: (equipment/ mentoring / scholarships/ awards/ hosting field trips/ serve as a speaker at career events/ other)</p> <p>5.4 What other suggestions do you have for program improvement?</p>		
<p>Motion to Approve Course Curriculum and Continue Operation of the Program was made by:</p> <p>Motion Seconded By:</p> <p>All in favor: Yes</p> <p>All opposed:</p>		
<p>6. Other business</p> <p>6.1 Additional Items</p> <ul style="list-style-type: none"> ▪ Hiring <p>6.2 Next meeting time, place, date.</p>	<p>Meeting adjourned: 1:23PM</p>	