



## ADMINISTRATION OF JUSTICE ADVISORY MEETING

Friday, March 15, 2024 / 9:00 A.M.

Norco College – STEM Room 302

### MINUTES

**Dr. Williams called the meeting to order at 9:10 AM.**

#### **Introductions of Members & Guests**

**Dr. Sigrid Williams** - Associate Professor & Department Chair of Administration of Justice. **Dr. Mike Leese** - Assistant Professor, Administration of Justice. School of Human Public Services. **Deputy Sally Christian** - San Bernardino Sherriff's County Recruitment Bureau. **Dr. Shelley Adams** - Superintendent, Baldy View Regional Occupational Programs, **Dr. Elizabeth McGraw** - Assistant. Superintendent of Educational Services, Baldy View Regional Occupational Programs, and **Anthony Rodriguez** – NC ADJ Student and Scribe.

#### **Purpose of Meeting**

Dr. Williams talked briefly about the he purpose of the advisory committee. To support educators, students and businesses in developing, establishing and evaluating CTE programs to ensure students are well prepared for the world of work.

#### **Campus News**

Dr. Williams spoke briefly about the new school and how the color of the school was established. Briefly mentioned the Criminal Justice Student Association, mentioned the CERT class and what the curriculum entails (FEMA certificate), monthly CAP hour and the partnership with Corona PD. She also mentioned during introductions that Corona PD officers were summonsed away after the breakfast, thus not being present at the meeting.

#### **Curriculum Updates**

**Comprehensive Program Review** - Dr. Williams shared that ADJ's Comprehensive Review is completed. The program has seen a 70% student enrollment increase; 1043 students enrolled in ADJ courses in the last year.

**Guided Pathways** – Dr. Williams shared that Norco College currently offers 6 guided pathways with courses aimed towards Law Enforcement, Corrections, Criminal Justice, and a career in law.

**Course offerings**- With the new scheduling, every ADJ class is now offered once a year. Current efficiency rates - 64.3%, however this is based on cap sizes established over 30 years ago. Dr. Williams mentioned to the group that P.O.S.T is recommending no more than 30 students in any class. Dr. Adams mentioned Cap sizes at her campus is thirty-five. Embraces two instructors beyond thirty. *"Needs have changed compared to pre*

*and post pandemic. People need to make connections more so now, community college back then was being a number before, it's not okay now. We are losing people if they feel that they are a number out there. If we are going above the cap size, accommodate resources by providing more personnel.”* Dr. McGraw agrees, if we do not have resources to accommodate a second instructor, we need to lower cap sizes/number of seats. Deputy Christian agrees. The group recommends that the district take a hard look at cap sizes for the discipline and make them more in line with other accreditation bodies in the same discipline/pathway.

**New Degrees/Certifications (In process)** – Dr. Williams went over last year’s approval that are in the works.

Degree: Law, Public Policy, and Society – (2024-2025)

Certificate: Corrections – (2024-2025)

Course Inclusions: Ethics & Leadership (2025) Credit/Non-credit

Non-credit certificate in Emergency Preparedness (Update)

**New Degree: Corrections (Action Item)**

Dr. Williams wishes to include a corrections degree in the college catalog. The college is currently navigating through curriculum with a Corrections Certificate. The degree would not require any additional coursework to be developed. Also mentioned CPL and the need to offer working correctional officers a chance to return to college and earn CPL for their academy and work experience. Dr. McGraw asked about the 9 units that are proposed as CPL. Dr. Williams elaborated that it will fulfill electives, desiring that 15 units will be offered next year after another statewide workgroup with subject matter experts in corrections align the academy training to the student learning outcomes from our district and several other colleges. Motion by Dr. Adams/seconded by Dr. McGraw. **Advisory board unanimously approved.**

**New Certificate: Society, Crime and Criminal Justice (Action Item)**

After a brief introduction and alignment with what may become a modern policing degree the advisory board motioned (Dr. McGraw) and seconded by Dr. Adams to move forward with this new degree. New courses (tentative names) will need to be developed:

- Drugs, Crime and Law Enforcement
- Gangs, Crime and Law Enforcement
- Modern Policing and the Mentally Ill
- Modern Policing and the Homeless
- Ethics and Leadership in Public Service

**Advisory board unanimously approved.**

**New Program: POPPs (Action Item)**

Dr. Leese led the conversation about this new program: Police Officer Preparation Program. Deputy Sally Christian agrees with Dr. Leese about the POPPs program. Both mentioned concern about students passing classes yet having previous criminal infractions or history which may disqualify them from going into law enforcement. Dr. Leese mentioned the existing "Pre-employment preparation" class. Deputy Christian prefers to have that class first on the list of priorities. Dr. Williams mentioned Corona Police Department Partnership. Dr. Adams asks how much time does this add to the pathway. Dr. Leese answered that it will be structured similar to an academy and take two years to complete. Dr. Adams asked how will POPPS be advertised or differentiated from the other programs on campus. Dr. Leese recommended to speak with high school counselors if students are pursuing dual enrollment programs. Mentioned that more or better communication is needed. Anthony Rodriguez (Scribe) asked how will POPPS be accommodated for students in the college curriculum who already have finished or in the process of finishing their Associate degree or GE's courses. Dr. Leese and Dr. Williams propose to establish it as a certificate with the ADJ degree, similar to the Crime Scene Investigations Certificate. All agreed that a Bridge/Partnership between the high schools, community colleges and law enforcement agencies will be paramount in this endeavor. This can also lead to a 2+2 with students looking to complete a Bachelor's degree.

New Course/s:

- Pre-Employment Preparation for Law Enforcement (Cross-list with Kin.)
- Street Gangs and Law Enforcement
- Narcotics and Law Enforcement

Motion by Deputy Christian/Second by Dr. Adams. **Advisory board unanimously approved.**

**Equipment Needs/Professional Development**

Dr. Williams spoke briefly about equipment needs for the lab classes and professional development both she and Dr. Leese will continue to participate in to ensure they are current with discipline needs and pedagogy.

**Labor Market Information – Future Trends**

Dr. Williams briefly discussed labor market needs. The latest LMI was included in the packet that was provided to everyone.

**Articulation Agreements**

Dr. Williams spoke about the articulation agreements in place with veterans through the California MAP Initiative, with CSUND and BVRP. She looks forward to the ongoing relationship with all three organizations.

**California MAP Initiative - CPL Exhibit for POST**

Dr. Williams spoke about the California MAP Initiative and the recent crosswalk that was completed by a statewide workgroup consisting of subject matter experts. After four months of work and bi-monthly meetings, the workgroup recommended up to 30 transferable units for any police officer that graduated a POST academy. Dr. Williams mentioned that several colleges have already adopted this articulation exhibit, but currently Norco College is not because the other colleges in the district must also agree to offer CPL for POST credentials. One college in particular is against the credit recommendation. They currently are offering a nontransferable 30 unit course/certificate for POST academy graduates. The consensus of the group was that of disain that officers are being required to complete coursework a second time if not adopted if it has been shown that the learning outcomes within our courses and the objectives within POST learning domains are similar enough to show a correlation. Dr. Adams asked if Administration can move forward with any of the colleges that want to offer CPL. Dr. Williams said that in our district, we share curriculum which mean two of three colleges must agree to move forward.

**Public Safety Job Fair (Date 5/7-5/9)**

Employment fair is scheduled for 5/7-5/9. Attendees will be receiving an invite to attend before it goes out to the general public. This event will be open to all employers seeking new employees/candidates. ADJ is hoping to have at least two of these a year.

**Advisory Committee: Suggestions & Recommendations**

Dr. Adams commended Dr. Williams and Dr. Leese for providing an in-depth curriculum for currently enrolled students and the innovation that has happened within the department in the last few years.

Dr. Adams asks if there is a possibility of a court reporting program to be included due to the current hiring shortage epidemic among court reporters. The group discussed the opportunities and needed curriculum for this program. Dr. Adams recommended and motioned that Norco College research and bring to fruition a court reporting program. Dr. McGraw seconded. **Approved by unanimous vote that Norco College should move forward with developing a court reporting program.** Dr. Adams also recognized and gave gratitude to Dr. Williams for attending the Public Services Parent Night and Crime Scene Investigations story on Wednesday.

Deputy Christian mentioned bringing agenda material back to her Lieutenant to reinforce partnership with ADJ faculty at Norco College.

Dr. McGraw shared her appreciation and excitement about the POPPs program and shared her appreciation to faculty for today's invite.

Adjournment- **11:05 A.M**