

Administration of Justice Advisory Meeting

Nov. 1, 2019

Minutes

Attendees:

Kristy Paine, MVC	Nancy Aguirre, MVC
Dr. Sigrid Williams, NC	Dr. Melissa Matuszak, RCC
Dean Art Turnier, MVC	Brian Cosner, Riv. Co. DA's office – Investigative Tech.
Chief Deputy P.O. Bryce Hulstrom	Val Graham, Lt. RCC Retired
Lt. Kelly Carpenter, Brea Police Dept.	Brent Weston, Riv. County DA's office
Marilyn Barre, RSO – Special Invest. Bureau	Michelle Mason, Corona High STEM Academy
Cpl. Octavio Rojas	Collen Holtz, Corona High STEM Academy

Welcome and introductions

Meeting started at 1:00 PM with Dean Turnier (MVC/BCTC) welcoming everyone to the advisory meeting and giving a brief overview of the meeting and BCTC.

RCC- Dr. Melissa Matuszak

- Internships- Riverside Comm. College District – Initially started an internship at RCC. Expanding to include the other two colleges. All students will have the same opportunities.
 - RSO – To date, 23 students have gone through the RSO internships. More female than male are exploring law enforcement opportunities. 12 weeks, 3 locations. – Forensic Services, Patrol, Coroner's Office. 52% of the interns have applied with RSO and three have been hired. Exposure to dispatch and aviation.
 - Probation Department – SAA DA – Paid internship. 6 months to 1 year working with probation – half way through their associated degree.
 - District Attorney – In progress – The current MOU's are in the works. Students participating in this internship will work 8 hours a week for 16 weeks
- Campus Updates
 - Strong workforce – 1st year that RCC has received outside funding. Reestablishing the forensic science program for students to learn best practices.
 - Perkins – Purchased cutting edge technology. Faro 3d scanner. No financial support from campus for supplies for our program. Received enough funding through Perkins to purchase a laptop cart and computers with report writing software.
 - Certificate Updates
 - CSI – 18 credit certificate. RCC feels that ANT-10 is not necessary for the certificate. It has become an option with ADJ-12.
 - Corrections – Will be offered at both RCC and Norco College. Approved through Regional Consortium. 16-18 credit certificate.
 - Digital Forensics – RCC certificate only. 18 unit certificate. 3 classes in ADJ and 3 classes in computer cyber security. Has not been submitted through Regional Consortium. Hopefully in the spring.

- Victim Services Aid – Put up for vote to delete. 15-16 credit certificate. We do not have a victimology class. This profession requires a min. BA., A certificate in this area will not help our students in the workforce. Dr. Matuszak is asking for discussion and a vote to delete this certificate from the catalog. No discussion. **Motion to delete this certificate from the catalog. Passed unanimously.**
- Investigative Assistant – Re-established a relationship with the DA's office. With the internship this certificate will become our students. Brian opened up this area with a question regarding the class offerings for this certificate. A course in report writing was mentioned. Dr. Matuszak and Dean Turnier stated that ENG-1A was put in a report writing place. ADJ-12, 13, & 14 all have report writing components. No specific class in courtroom testimony. Discussion on case prep and courtroom testimony. Need PC 832.
- Faculty needs
 - Curriculum ADJ 23 – In progress.

Norco- Dr. Sigrid Williams

- Norco Campus Master Plan –
 - Norco College has approved their master plan which will grow our school and allow for more courses to be offered in all disciplines. This is a 10 year plan which requires more buildings. While approved, on hold until we get our permanent President.
- Strong workforce/Guided Pathways
 - Dr. Williams passed out Norco College's Career and Guided Pathways in ADJ for the committee to comment on. She pointed out the current career pathways the school discusses with students and her inclusion of guided pathways in all 3 components of our criminal justice system along with courses students should take for their individual professional plans. Some commented that they liked what they saw, but no formal discussion.
- Perkins
 - Dr. Williams secured more than \$32,000 in Perkins funding. To date she has purchased LiveScan equipment for students to learn in addition to the traditional hard cards and ink pads. More equipment will be purchased to support the ADJ-12 Criminalistics class.
- Certificate update
 - The CSI Certificate has been approved through her department (Social and Behavioral Sciences) to seek state approval in lieu of the current local approval. She will be working with curriculum to get to Regional Consortium before spring semester. Dr. Williams also requested some input on developing certificates for each of the guided pathways. This was brought to her by her VP of Academic Affairs. Brian Cosner mentioned that the certificates do nothing for the DA's office. They require degrees and post graduate studies. Val Graham mentioned that education is always good to have, certificates are okay but degrees are better. No other discussion from the advisory board.

- Course offerings
 - Dr. Williams shared that the ADJ program at Norco College has grown 245% in the last two years. Students identifying themselves as ADJ majors have increased from 300 to over 600. They have increased their course offerings to include two online classes, and six face-to-face classes along with three dual enrollment classes and one course offered at CRC in the Fall and Spring Semesters with additional classes in winter and summer.
 - She continues to have discussions with her chair and dean to secure more class offerings to support student success and meet the college's mission to get students through our programs in two years. She is hoping to secure AM, PM and online cohorts in the next year.
- Military Articulation Platform
 - Dr. Williams discussed the military articulation platform that Norco College is participating in and setting the criteria for other community colleges in the state. There are only a dozen schools currently looking at military education for articulation purposes. Norco College is the only school in the district participating in this endeavor at this time. They are hoping to set the protocol for other schools in the future. She will be focusing on this during the winter and spring semester.
- Dual enrollment
 - Classes continue to grow. Dr. Williams is concerned about the success rate and efficiency rates of these classes. Low enrollment within the high school districts are reducing the efficiency rates for the entire program. Several members of the advisory board commented that these classes are necessary to get the students engaged in this career path before it's too late and they do something that would disqualify them for a career in law enforcement. A consensus of the group supported programs in our high schools.
- Criminal Justice Student Association
 - The Criminal Justice Student Association is actively engaged in public service. Earlier this year they participated in a variety of events donating more than 200 volunteer hours. They had a Goodwill drive and collected 22 bins (approx. 600 bags of clothing and household products) for Goodwill who in return will use the proceeds to conduct employability skills workshops. They are also participating in a personal hygiene campaign for the homeless students at Norco College. Dr. Williams mentioned that Norco College has a 25% student population that declare themselves homeless. The college has opened up their showers in the Kinesiology building for students to shower throughout the week. These hygiene kits are free to students. Lastly, the club has included within their program a "Highlight Our Heroes" event on the third Tuesday of every month. This event will highlight public servants in general and will not merely focus on law enforcement.
- Workshop and Job Fair – Norco College will be hosting a criminal justice workshop and job fair on March 27, 2020, from 9-4 for all ADJ students throughout the district. This is part of the joint workshop series through all three colleges. The DA's office would like to host a legal workshop at RCC in February. Dr. Matuszak to work with DA's office to finalize the February workshop.

Moreno Valley-Assoc. Prof. Kristy Paine/Assist. Prof. Nancy Aguirre

- Kristy Paine began by welcoming MVC's newest fulltime faculty, Nancy Aguirre. They are looking to hire another fulltime faculty member this year. Their class offerings are up to 34 year which supports another full-time faculty member.
- Certificates approved at the state level – 6 certificates have been approved including corrections and their modular academy. 18 unit certificate in ADJ for dual enrollment programs at the high school. Ms. Paine discussed that correctional deputies are being hired at 18. She also mentioned the need to get kids more marketable for RSO; prevent the mistakes and poor life choices that will disqualify these students. Homeland Security and ADJ pathway are in progress.
- AS degrees
 - Basic ADJ degree approved – It will be linked with the basic academy. There are seven classes that they take to get their AS degree.
 - Modular Academy is pending.
 - Corrections is pending.
- Program Updates
 - Crime Analysis – Nancy Aguirre must have crime analysts – certified by the DOJ – UCR and CSUF are no longer supported by DOJ. The certification is no longer available. Local agencies require a certification, education and internship. Ms. Aguirre is working on program in crime analysis to secure IACA member certification – student and educational board to work on a certification/credential. Ms. Paine and Ms. Aguirre stated that college students are able to be part of the association and able to attend annual conference. To date, Ms. Aguirre has created a program which consists of 4 classes. It is going through curriculum right now with another 2 in the works. Ms. Paine mentioned that there is a need for GIS so coursework will include this as well. Looking to establish a transferable Associates degree. There is a need for knowledge skills and abilities in software and programs.
 - Homeland Security - MVC has a Homeland Security certificate for the high schools and online. They are developing certificates and AS degrees for both.
- Dexter's Playground update – Forensic yard. Ms. Paine invited any and all to set up crime scenes in their compound. Through Dean Turnier, 2 Conex boxes have been ordered. One will be used as a permanent crime scene scenario and the other for storage. Classes are currently capped at 49. Future goals include having 10-12 crime scenes.
- IPSLEI classes – Ms. Paine included a handout on IPSLEIA classes for the advisory board to review. These are all leadership development classes. Currently these classes are taught by EMS, Fire and LE. She is looking to transition this into not for credit classes.
- Homeland Security classes have all been transitioned into online classes except the last class. This is an add-on certificate to the AA degree.
- Underserved population – Ms. Paine is working hard to ensure our underserved population have access to all of our ADJ classes, programs, degrees and certificates.
- Student Club – Ms. Paine is in the process of establishing a club on campus for ADJ students. There is a need for a club name and opened it up to the committee to give her ideas.

In closing - Dr. Williams mentioned to the advisory board that the three colleges are setting the example for other disciplines within the district in regards to programs working together for the betterment of the students through joint advisory boards and collaboration within the discipline.

Spring Advisory Mtg. - April 24, 2020 from 1:00 – 3:00 PM. Hosted by Norco College.

Meeting adjourned at 2:11 PM.