

Administration of Justice Advisory Committee Minutes

May 5, 2023 – 3:00PM

- I.** Committee Attendance: Kelly Robertson (Chair), Ken Starkman (Dean, Technology & Engineering Division), Cynthia Sands (T&E Division Office Administrator III), Shauna Fisher (T&E Administrator II), John Hunter (Lt. LASD and AJ adjunct faculty), Kelley Jones-Horwood (Interim Director, CTE), Ericka Adakai (Director, Educational Partnerships & Programs/Dual Enrollment), Olivia Barajas (CTE Counselor), Leticia Ramirez (FPD, CSI/Forensic Supervisor and Adjunct faculty member), Mike Hines (Lt. Fullerton PD and AJ adjunct faculty), Nick Nicholas (Capt. Seal Beach PD and AJ adjunct faculty), Deanna Hartman (OC DA Investigator and AJ adjunct faculty), and Chuck Fanning (Director, La Habra HS Forensic Dept. and AJ adjunct faculty). AJ fulltime faculty not in attendance: Kevin Sampson.

- II.** Welcome and Meeting Called to Order:
 - a) Approval of Agenda: Approved by committee.
 - b) Approval of September 24, 2021, Advisory Meeting Minutes: Approved by committee.

- III.** Introductions: Ken Starkman welcome and thanked the committee for attending the meeting. Committee members were introduced.

- IV.** Division/Department Updates:
 - a) Ken Starkman updated committee on the Technology & Engineering Division (T&E). Ken announced and recognized Letty Ramirez for receiving the National Forensic Supervisors Award. Letty is the Forensic Supervisor at Fullerton Police Department.
 - b) Kelly Robertson reported increase of AJ Department enrollment during the fall and spring semesters. According to OIE reports, AJ student completion rates have increased from 2021-2023.

- V.** CTE Updates: Kelley Jones-Horwood (Interim Director, CTE):
 - a) CTE office has moved to the 500 building and restructuring staff.
 - b) CTE materials will be updated for departments.
 - c) Outreach events will be sent to the division and departments for recruitment and events.

- VI.** Future Trends for AJ Career and Education: Olivia Barajas
 - a) Olivia updated the committee on current and future career trend. In addition, she reviewed academic challenges and opportunities for AJ students regarding certificates, degrees, and career options.

- i. Olivia provided the committee with local collaboration and partnership updates. Counseling information and student success rates were discussed with the committee.

VII. AJPP and Dual Enrollment Updates: Ericka Adakai

- a) Program is successful and recruiting high school students to increase the cohort for next year. Retention levels of students in cohorts have increased due to services, program counselors, events, and an imbedded support system.
- b) Outreach events to attend partnering high schools for recruitment efforts are calendared.

VIII. Scholarship, FCC Foundation: Cynthia Sands

- a) Cynthia announced that the Robert Smitson family requested a scholarship in the name of Captain Bob Smitson. Bob was a faculty member in the AJ Department for 50 years. He was the Academy Coordinator and instructor who taught and mentored hundreds of FCC students in their law enforcement academy and careers. The Smitson family has donated funds to the FCC Foundation yet has requested a sub-committee to oversee his scholarship for AJ students. This sub-committee would develop student criteria for nominations, along with funding allocation. This committee will have Eric Smitson (son of Bob's) and Cynthia Sands as co-chairs. The other three members will initially be Mike Hines, Nick Nicholas, and Kelly Robertson. Cynthia explained that this scholarship committee will be an independent committee outside of the AJ Advisory Committee. The AJ Advisory Committee will not have a voting right of members, funding, or any other association regarding decisions for student scholarships. The committee discussed and endorsed.

IX. AJ Dual Enrollment course request by community high school partners have increase to two additional campuses. Chuck Fanning was recognized for the collaboration and partnership of La Habra HS with the AJPP and Dual enrollment programs.

X. Strong Workforce Program (SWP):

- a) Ken updated the committee on the existing SWP application and status. The SWP committee has endorsed the recommendations approved by the 2021-22 Advisory Committee.
- b) Kelly informed the committee of proposed development of an on campus crime scene training facility to complement the new crime scene vehicle.
 - i. Letty Ramirez provided constructive information as to the lab and equipment for courses and training. The committee discussed and unanimously approved to move forward with the construction and equipment purchases under the SWP.
- c) The committee discussed and unanimously endorsed.

XI. Program Review Update:

- a) Kelly updated the committee on the endorsement of the annual report and the comprehensive review is now on a four-year cycle.
- b) The annual report was submitted and approved recognizing the request from the 2021-22 Advisory Committee meeting.

XII. Curriculum/Courses/Certificates:

- a) Kelly provided updated information from the Administration of Justice Regional Program Advisory Committee meeting (Nov. 2021) in conjunction with the Center for a Competitive Workforce/Economic Development. Recommendations included developing a Public Safety Career Preparation certificate.
 - i. The committee discussed and unanimously endorsed to move forward with developing this certificate.
- b) Forensic and CSI labor market reports indicate an increase in jobs and careers, which is reflective of our student academic pathways over the last two years.
- c) Letty provided updates on these labor market demands and suggested a certificate in Forensics. She explained the CSI/Forensic and Biotech Forensic employment market. It was suggested to develop strategies, certificates, internships, and cross-department/division collaboration practices to support student needs and labor market demands. Recommendations were made to collaborate with the Biotechnology Department for this certificate. The committee discussed and unanimously endorsed the curriculum development of a Forensic Technician certificate.
- d) Drone courses approved in curriculum. Four AJ courses (AJ 050, AJ 051, AJ 052, and AJ 053) have been approved. A certificate in collaboration with the Drone Technology courses has been suggested by the industry and students. The committee discussed and unanimously endorsed the curriculum development of an AJ Drone certificate.
- e) The above endorsed certificates requested by this committee will be presented to the Curriculum Committee for approval.
- f) Course Proposals: Latent Fingerprinting and Forensic Photography course development was recommended by Leticia Ramirez. The committee discussed and endorsed these course recommendations.

XIII. Facilities: Zoom Classroom was recommended by committee and faculty members. The Zoom classroom would serve as a multi-purpose instructional location for a Command Center; Design and expand crime lab for courses and training; Emergency Management facility; and/or a multi-discipline instructional site. Committee discussed and endorsed these recommendations. Funding will be requested through Program Review and/or SWP.

XIV. Hiring Full-Time Faculty: John Hunter moved to hire two additional adjunct faculty members and two full-time members. Due to the high demand for AJ courses, the expansion of program development, curriculum, and certificates, along with the continuing ancillary and academic demands placed on the two existing full-time faculty members. This was called for a committee endorsement and was accepted.

This recommendation will be requested on the Program Review Report and the annual request for Full-Time Faculty Member Hiring form.

XV. SLO's & PSLO Revisions:

- a) Kelly provided an update SLO's, PSLO's, Assessments, and Mapping.
 - i. All programs (degrees and certificates) and courses have been updated in curriculum.
 - ii. Program Mapping has been completed for the AJ Department.
 - iii. Courses and programs have been reviewed and endorsed by the committee. The new certificates that were discussed and endorsed by this committee will be submitted to the Curriculum Committee for review and approval.

XVI. Equipment and Services (related to curriculum):

- a) Recommended classes in forensic photography and fingerprinting.
- b) Improve forensic equipment supplies.
- c) Drone equipment for upgrading new course offerings and certificate.
- d) CTE marketing materials for students and outreach recruitment.
- e) Zoom classroom for the AJ Department to better serve hands on classes, and to serve as a command center (emergency management).
- f) Crime Lab props and equipment for training.
- g) Faculty training and conferences.

XVII. Advisory Committee Recommendations: These items were discussed by the AJ Advisory Committee members and unanimously approved.

- a) Certificates: AJ/Biotech Forensic Technician; AJ Drone; and Public Safety Career Preparation.
- b) Two additional adjunct faculty members, and one FAA Drone instructor.
- c) Two additional full-time faculty members.
- d) Course development for Forensic Photography and Latent Fingerprinting.
- e) Professional development, training, and seminars for faculty, staff, and management.
- f) Scholarship: Robert Smitson
- g) AJ Command Center and Zoom classroom.
- h) Crime Lab Equipment.

Meeting was adjourned at 4:30PM