JUDICIAL STAFF EDUCATION COMMITTEE
February 25, 2009
Meeting Minutes

Members Present:

Mark Stodola, Chair
Kip Anderson
Cheryl Austin
Shelly Bacon
Glendalynn Cobb
Rafaela de Loera
JT Hilton
George Hofer
Heather Kamin
Bob Lawless
Joe Legander
David Mc Cullum
Kathy Schaben
Judy Thompson-Ng
Coleen Stevens
Amy Wood

Staff Present:

Deb King
Cathy Lowe
Sixto Valdivia
Vikki Cipolla-Murillo

1. ***Welcome and Call to Order***
Mark Stodola, Chair opened the meeting at 1:00 pm.
New members attending:
- Mark Stodola, Tempe Municipal Court - Chair
- Glendalynn Cobb, Cochise County Superior Court - Judicial Assistant
- Coleen Stevens, Gila County - Support Staff (telephonically)
- Shelly Bacon, Yavapai County Superior Court – Vice Chair
- JT Hilton, AOC - Technical Support Manager
- Sixto Valdivia, AOC – Education Staff

2. ***Review Minutes***
No changes were made to the November 3, 2008 minutes.

Bob Lawless moved to accept the November 3, 2008 minutes. Joe Legander seconded the motion. The motion passed unanimously (2009-0225-M01).

3. ***Staff Updates***

COJET Meeting – December 14, 2008: Discussed the reduction of training hours, and independent learning. The March 5 meeting will cover a review of:

a. Administrative Code §1-108 committee structure.
b. Gaps in training for large groups of judicial officers
    a. Judges pro tempore (part-time/on-call) in general and limited jurisdiction courts
    b. Training requirements for civil traffic hearing officers (volunteer)
    c. Training requirements for clerks acting as hearing officers (paid)
c. COJET Fast Track Planning (FTP) process - looking at changes regarding current budget situation.

Training Coordinator Workshop – As suggested during fast track planning and by the southern region training coordinators, a workshop will be held early in the year to provide much needed training resources to training coordinators. A tentative date has been scheduled for May 14, provided there are budget funds available. The agenda will include a "whistle stop" round table sharing of curricula between training coordinators and presenters, in 20 minute intervals. Education Services staff will duplicate and disseminate training materials at the workshop and via the Training Coordinator

website. Participants should receive five to eight resources. The workshop will be held from 10:00 am – 2:30 pm to reduce the need for overnight lodging, due to budget concerns.

Training Coordinator Workshop agenda suggestions:

- Arizona Judiciary and Court System (AJACS) – Invite an implementation team representative to provide an update on the upcoming implementation plan or tentative training schedule for AJACS training in the coming year. Deb will contact Adele May in AOC, IT. AOC is currently rolling out AJACS to superior courts. Limited training is presently being held for county field trainers and clerks of superior courts. Some courts lack training rooms on-site and are looking to community colleges and other outside resources to set up training equipment and facilitate training.

  Limited jurisdiction court implementation will begin April 2010. There will be a high need of training for the 150 limited jurisdiction AZTEC courts affected by implementation. Field trainers will be heavily relied upon to train courts. Training will be more difficult to provide due to the numbers of courts in need of training.

- **How does reduction of COJET hours affect training needs or services to the courts?** Courts are not spending money on registration fees and travel for their staff. Staff is instructed to complete all training in-house and via distance learning - very restrictive training environment presently.

- Discuss how to better utilize the training coordinator newsletter. Deb King responded that Education Services Division already conducts quarterly TC orientation training, and maintains an intranet reference site with an electronic calendar of events, and a quarterly newsletter. Deb encouraged committee members to consider contributing articles to the training coordinator quarterly newsletter to promote increased interest in reading the publication and further exchange of information among training coordinators.

New JSEC appointments: New members were announced and welcomed.

Arizona Courts Association:
Fall conference was cancelled due to lack of court funds to cover staff registration/travel expenses.

- Spring conference in Prescott, April 15 – 17 at the Prescott Resort
- Annual meeting is scheduled at the AOC, October 2009
- Spring conference will be held in April 2010

Impact of Budget Constraints on Training:
Joe Legander anticipates there will be no staff from Maricopa County Superior Court attending any training outside the court. Clerk's Office employees are subject to an 8-hour hard cap limit on training, with exception of critical training needs. Staff will receive training through their in-house trainers and the Clerk's Office June conference to meet the 8 hour COJET requirement this year. This conference will not be a coordinated effort between Trial Courts and the Clerk's Office as in the past, due to cut backs on staff and required hours. The Clerk's office has lost 30% of training staff and their training department is concerned about further cuts in the near future. Clerk's office June Staff Conference is open to outside agencies on a space available basis once Maricopa staff is registered.

Southern Region Commuter Conference:
A survey to statewide training coordinators in January indicated there is still a need for regional conferences in some areas of the state. The Education Services Division planned a 2-day commuter conference at the Pima County training facility. A $10.00 nominal fee was charged to ensure commitment and pay for non-covered expenses. The conference agenda was designed to provide 8 hours of training, including ethics each day. In addition, 1.5 hour sessions were planned in the

afternoon to accommodate participants traveling for the day and leaving early. Only nine staff registered to attend due to the $10.00 fee and travel restrictions by local courts. Vikki Murillo is contacting regional courts to survey the number of courts planning mini- training conferences, the training dates scheduled, and to inquire about what resources Education Services Division can provide them.

March Broadcast:
March Topic: *Purposes and Responsibilities of the Courts* (base foundational functions of court system, independence, separation of powers). ESD will create additional facilitation materials (for discussion and questions) to be used with the DVD following the broadcast in the event training coordinators want to develop this resource further for face-to-face training at the local level.

December 2008 Ethics Broadcast – A pretest survey was emailed to participants prior to the broadcast; answers were provided at the broadcast. This format was well received. Five minute long activities were built in throughout the broadcast to elicit small group discussion. There was a high level of participation and satisfaction with the discussion and activity timeframes. The only complaint was a participant could not fax in questions.

4. Program Planning Report

2009 Regional Judicial Staff Conferences (JSC) cancelled. (Flagstaff, Phoenix and Tucson)

Upcoming Broadcasts:
- June 11, 2009
- September 10, 2009
- December 10, 2009

JSEC Volunteer Broadcast Work Group:
- Kip Anderson
- Kathy Schaben
- Glen Cobb

Work group duties include suggesting future broadcast topics, contacting subject matter experts, reviewing materials, providing feedback and working telephonically, as needed. Please consider suggesting topic areas and committing to a broadcast work group. Broadcasts must provide substantive information to court employees. The average cost for a two hour broadcast is $10,000.00; registration must reach at least 200 to be cost effective. Recent cost effective improvements to the broadcast include creating an online evaluation process and putting handouts on the web site. These efforts have eliminated the need for mailings and minimized staff time.

Key broadcast topics suggestions for 2009:

- Consider splitting broadcast into two parts depending upon the complexity of the material: 1) basic/foundation material 2) advanced discussion. Another option would be to provide reading materials to participants prior to broadcast to be discussed during the broadcast
- **Topic**: **"Mandated Services Not Impacted by Budget."** How far can we cut? What is the court mandated to do?
- In the event that a broadcast subject cannot fill a two hour slot, it is possible to cover two **separate topics within one broadcast** period if the materials are relevant to the audience. Participants could register for one or both sessions.
- Amy Wood suggested to **report changes taking place in the judiciary** that are being discussed in committees but not yet released to the judiciary as a whole until a year later (AJC agendas over the last year, topics covered, what happened, what is in motion, mandated?...)

- Deb King suggested the topic "**Strategic Agenda"** to communicate the proposed agenda and get feedback from participants.
- **E-filing** (may not be relevant to larger group)
- Kathy Schaben suggested revisiting the topic **"Frontier Justice through the New Millennium"** – historical perspective on the Arizona courts to the present (highlighting Arizona cases, judges. One option would be developing this topic into a DVD or video vs. a broadcast, to be more cost effective (crew taping, editing but no satellite time).
- Look at developing a historical centennial broadcast for 2012.

Centra

Centra is available as a training tool. Thirty users can attend a class concurrently. ESD will schedule a 30 minute demonstration of the software on Centra to view the functionality and will provide training to five Pima county trainers interested in using the tool to deliver training. **Possible challenges are:** access to a headset with mic, a private area to attend class via computer, access to network - firewall access. AOC Court Services staff has recently suspended most AZTEC training via Centra due to diverted attention to the AJACS project.

Considerations for Training: Look at converting a curriculum to Centra. Develop a Centra schedule of soft skills training. This would entail recruiting faculty, training and converting classroom instruction to an online format. Sessions are recorded and can be utilized multiple times.

Web-based Training (See Beth Asselin or JT Hilton for more information)

- Web X. – teleconference for voice over telephone and PC (5 licenses owned now)
- QWEST - .5 a minute per person

5. Regional/Local Updates

a. Joint Council on Court Education (JCCE) – Judy Thompson-Ng reported

i. Met January 10, 2009; 20 participants (AOC, Pima, Cochise and Pinal)
ii. Discussed training challenges; Deb King provided overview of Centra training
iii. Guest speaker – 30 min/COJET training offered; looking to incorporate training into future meetings.
iv. Next meeting April 24, 2009
v. June Jam conference June 18-19 is undecided due to local court travel restrictions.

b. ***Northern Arizona Committee on Education (NACE)- Vikki Murillo reported for the committee***

i. Teleconference – 9 committee members
ii. New Chair: Dyhanna Anderson; Vice Chair – Jeannette Brambila
iii. AOC Updates (Deb King, Vikki Murillo)
iv. Discussion topics: TC Workshop, TEA award recipients, pro tem training survey to TCs, impact of cancelling the northern region JSC; Centra train-the-trainer, resource needs and travel restrictions.
v. NACE will advertise available NACE/JCCE Diversity CBT resource in the TC quarterly newsletter.
vi. Next meeting: May 14, joint NACE/JCCE meeting following TC workshop.

c. ***Maricopa* County -** Joe Legander reported the impact on training for Superior Court.

d. ***Security Subcommittee Update –*** Arizona Judiciary Committee on Court Security met February 12, 2009

i. 3 meetings per year and telephonic in future for out-of-towners
ii. Previously an adhoc committee since 2000, security committee was invited as a subcommittee by JSEC last Fall.

iii. Developed court security officer training program last year with Mary Jane Abril of Pima, Rick Szerbicki, AOC, and Bob Lawless, Mohave County; taught an 8-hour class in three pieces and rolled it out at the JSC.
iv. Kevin Jeffries and Barb Ortolano submitted a draft firearms/defensive tactics 20-hour DT session to accompany the security training. We're looking at cost effective ways to offer it. This training would be very beneficial to security officers statewide.
v. Grant funds – committee is looking at grants to fund the training roll out to rural counties.
vi. Court security survey will be sent by the AOC, March 5, to administrators and presiding judges, on security evaluation.
vii. Satellite broadcasts on court security – to security officers and court clerks
viii. Looking into creating a database for courthouse incidents throughout the state.
ix. Discussed utilizing local resources like Homeland Security to provide x-ray training to courts for free; or Arizona Counter Terrorism Information Center –pandemic planning and continuity of operation plans.
x. Discussed release of court security video - Some courts have a policy to release tapes, others don't. Mohave requires the requester to present a court order to see a video surveillance tape.
xi. Paul O'Connell, previous Chair, Bob Lawless has been nominated to take his place.
xii. Next meeting June 4, 2009 at the JEC.

6. ***Action Items :***

a. Discussion of Independent Learning:

Faculty/Facilitator Training:

- Joe Legander recommends that faculty/facilitator credit be taken out of the independent learning category. Faculty who train frequently and prepare materials for many topic areas, are at a disadvantage. They reach the 8-hour cap quickly with use of the faculty credit (as independent learning) for teaching a class. In preparation for multiple classes, instructors spend countless hours doing independent learning (reading books, viewing DVD/videos) and cannot get COJET credit for the knowledge they gain via independent learning because they have already reached the 8-hour faculty credit cap. The policy does not reflect actual training or value of independent learning received by the instructors. Deb King stated that in the previous Administrative Order independent learning and faculty credit were separate categories. There was equal concern for faculty limiting themselves to only independent learning, and isolating themselves from interactive training.
- Joe recommended that COJET credit for tours, ride alongs, visits should also be taken out of independent learning. The learner is engaged in a real life hands-on, interactive training environment (includes handouts and face-to-face learning). Why is this considered independent learning?

Should independent learning be redefined?

- Deb king presented the following questions to the committee:
  - **What defines passive learning? Is passive learning the only category that needs to be limited?**
  - **Should Independent Learning be redefined as passive, non-interactive learning and should that be limited?**

- Committee members agreed they have as much concern for limiting computer-based training as for allowing staff to passively watch 8 hours of videos for independent learning credit. Web-based programs can be highly interactive, providing knowledge checks, allowing for questions, and including an evaluative processes vs. the passivity of watching a video or reading a book. Colleges provide training in this format.
- It was suggested that the current definition of independent learning within the code is not

reflective of current adult learning practice. The code definition of independent learning presumes that the optimal place to learn is within the classroom environment. Online training is the way of the future.

- Mark suggested that the committee revisit the definition of independent learning to redefine it.

- Joe suggested changing the category from independent learning to "passive" vs. "interactive" training.

Action Item: Deb will email the ***independent learning*** section E.6.of the Code to committee members, for suggested changes. Members are asked to define independent learning and submit suggested wording or comments to ESD on what should be considered passive vs. interactive learning. Deb and Vikki will set up a telephonic meeting to review the proposed changes and will **share this information with Training Coordinators at the upcoming workshop in May.**

- **Discussion on which categories should be considered passive vs. interactive learning?**
    - Video tapes/audiotapes - Passive if simply observing or watching a video. Interactive if there is potential to participate in the training – live broadcast.
    - Writing articles – Non-interactive or passive
    - Books – Non-interactive or passive
    - CBT – Some are very interactive and some are just reading books online. It depends on whether the individual is simply evaluating the tool or engaging in activity (adding materials, selecting choices, answering questions.)
    - Faculty/Facilitator – Take out of independent learning. Very interactive. experience between instructor and student.
    - Court visit – Non interactive to sit and watch
    - Ride alongs – Interactive experience with an officer
    - Tours – Depends on the level of interaction. Tours guided with handouts vs. self-guided.
- Training coordinators who accredit these trainings would have the discretion to decide whether the event was non-participatory/passive or interactive in nature within structured guidelines set in the Code.

7. New Business: ACJA 1-108

ACJA 1-108: Deb asked for committee feedback on proposed changes made to several sections within the code.

Changes:

- 3.a. – Removed *"all aspects of …"* – too global.
- 3.(1) – Removed " *Adopt…"* and added *"Recommend…"*
- 3.(1) - Removed "…*allocation of available resources, content of written publication and all other aspects of judicial staff education…*" not a JSEC responsibility
- 3.(4) - Removed "…*JSEC programs"* and added "<u>continuing education programs</u>…") JSEC wants to foster participation in all continuing education programs.
- 3.(2) – Removed "a" to read, "Develop and implement comprehensive curriculum for judicial staff education."
- 3.b. - Added verbiage to indicate that JSEC membership may represent more than one category at a time to reduce duplication of positions on the committee. (limited to two positions max). Committee members voiced concern regarding a possible bias when choosing new members due to the advantage of getting a "two for one" candidate. In the event this situation arises, the committee could provide input into the process.
- 3 (15) Adhoc committee representation - NACE and JCCE. Deb would like to make these

committees optional to include in membership or replace by another committee as needed. Add verbiage *"…Allows regional committee chairs but not mandatory and does not specify the committee in the code"*

- Judy Thompson-Ng suggested including a Field Trainer as a JSEC member or possibly combine the field trainer and training coordinator as they are often one in the same.
- 3.d. – Remove all. *Subcommittees* – Deb recommends eliminating all verbiage, as it is redundant to 3.c.(5) which already allows for creating advisory subcommittees and workgroups, as needed.

8. Fast Track Planning Follow-up

Do we need to change the FTP goals based on recent changes in work environment?
What is expected of work groups? - Members were asked to identify and affiliate with a goal they were interested in supporting and develop effective action steps to meet that goal related *to Fast Track Planning: "What does not work, what is missing or can be enhanced"* in judicial education? At this point members will need to review the bullets and further define the action steps.

Who will work on the following goals?

- Goal 1 -
- Goal 2 – Joe Legander, Mark Stodola, Shelly Bacon
- Goal 3 – Joe Legander
- Goal 4 – Joe Legander

Action Item: Deb will email committee members a reminder to commit to working on one or more of these goals. Deadline for feedback is within one week, in order to move ahead with action steps. Cathy Lowe's must submit a plan from all committees is April 30.

The following Trainer Excellence Awards recipients will be recognized at the upcoming Training Coordinator Workshop luncheon May 14:

- Dyhanna Anderson, Yavapai County
- Sgt. Jon Brambila, Yavapai County
- Kathy McCormick, Yavapai County
- Casey Streeter, Cochise County
- Frankie Valenzuela, Maricopa County
- Jeff Fine, Maricopa County

9. *Next Meeting, Announcements, Action Items*

Agenda Item suggested for next meeting:

- Independent Learning - draft document to take to training coordinators workshop for feedback
- Talk about restrictions on training statewide – what is and isn't being allowed? (Judy Thompson-Ng will provide information from southern region.)

Adjournment

Mark moved to adjourn the meeting. Shelly Bacon and Kathy Schaben seconded. **The motion passed unanimously (2009-0225-M02).** Mark Stodola adjourned the meeting at 4 p.m.

Minutes submitted by Vikki Cipolla-Murillo

Minutes approved by Judicial Staff Education Committee on August 6, 2009.