

West Virginia Criminal Justice Educators' Association: Spring Business Meeting Minutes

April 7, 2017

Location: Gaston Caperton Center, Clarksburg, WV

Members Present: Dru Bora-MU, Leighann Davidson-WVSU (as Treasurer on behalf of Mark Addesa), Kim DeTardo-Bora-MU (secretary), Nicklaus Goff-PSC (2nd VP), Mike Lilly-BSC, John McLaughlin-FSU, Scott Rasnick-BSC, Heidi Samuels-PSC, Charles Shields-FSU, Deanna Shields-FSU, Kerri Steele-WVSU (1st VP), Rhett Wharton-WVU-P, Cassandra Whyte-WVSU, and William Whyte-WVSU

Call to order

Kerri Steele called the spring business meeting to order at 11:10 am.

Approval of previous minutes

- Kim DeTardo-Bora distributed paper copies of the fall business meeting minutes.
- Heidi Samuels moved to approve the Fall 2017 meeting minutes. Nick Goff seconded. Motion passed.

Treasurer's report

- Leighann Davidson distributed the treasurer's report and explained our current financial status on behalf of Mark Addesa, who was unable to attend the meeting. The balance as of February 28, 2017 was \$7,649.54. Total conference expenses from WVSU were \$1,508.43 and the conference registration and dues were \$2,562.00.
- Heidi Samuels moved to approve the treasurer's report. Deanna Shields seconded. Motion passed.

Old Business

Journal for Fall 2017

- If we wanted to house the journal online, Nick Goff reported that there is 500 mg of storage provided on the weebly website. We could add additional storage for \$8/month if we wanted to upgrade. Heidi Samuels commented that we could reduce file size of the journal and upload each journal separately. Leighann Davidson remarked that PDFs will also reduce size and space. Chuck Shields stated that we could use the site to store our agendas, minutes, and treasurer's reports as well. Nick commented that these additional items should not take up much more space. Mike Lilly asked how much the \$8 provides us in terms of space. Nick replied that it provides unlimited space. Heidi Samuels suggested creating a link for each meeting minutes or login, if possible.
 - Heidi also commented that having a paper copy of the journal is nice as well. Cassandra Whyte stated that 150 print copies were made last year. Kim DeTardo-Bora agreed that a paper copy is preferable, but an online journal also will benefit students who graduate and don't return the following year to obtain a paper journal.

Leighann Davidson motioned to have a print copy of the journal and an online copy of the journal.

- Nick Goff seconded. Motion carried. Nick stated that he will put the journal online this fall, see how it works, and report back to the group.

New Business

Fall Conference at Potomac State College

- The dates for the conference are November 2 & 3, 2017 at Potomac State College.

Theme

- Discussion ensued about the theme for the conference. Dru Bora looked up the themes for ASC and ACJS. Heidi Samuels suggested "Evidence-Based Practices in the CJS." Rhett Wharton suggested "Evidence-Based Perspectives as it Relates to the CJS." Rhett Wharton made a motion for the theme for the conference to be "Evidence-Based Practice in Criminal Justice." Cassandra Whyte seconded. Motion carried.

--Break for lunch at 11:55am-Meeting resumed at 12:50pm.

Conference Format

- Nick Goff stated that he was pleased with how things went last year. He discussed the logistics of hosting the conference and using separate buildings at PSC.

Keynote speaker and/or panel

- Heidi Samuels asked the group as to whether they should secure a speaker for each area- corrections, law enforcement, courts, and asked for suggestions. Nick Goff suggested Irene Keely or Jennifer Ballard or Brad Douglas. He also mentioned a panel of judges from Mineral County might be an alternative. Kim DeTardo-Bora suggested Douglas Spence from ORSP. Rhett Wharton suggested someone from the BJS might work with enough advanced notice. Members of the association agreed that it is up to the host school whether they want to have a keynote or speakers.

Lodging

- Mike Lilly inquired about lodging, since Bluefield has to travel a long distance. Nick Goff highly recommended these two options: (1) the Microtel in Keyser, which is three miles from the college or (2) the Holiday Inn Express in Lavale, MD, which is 20 minutes from campus, but has several restaurants and other attractions. Heidi Samuels stated that she will try to secure a block of rooms at the \$99/night guest rate.

Competitions

- Kerri Steele noted that it would be easier to have a singular, vanity email address for the association such as wvcjea@gmail.com in order for students to send all papers, presentation abstracts, and registrations, instead of emailing separate faculty.
 - Kerri Steele stated that she will create the gmail account and report back to the group via email.

Presentations

- Kerri Steele noted that there was a problem with a student presentation submission last year and she wanted to bring attention to the association that there are no regulations about declining a student presentation. Discussion ensued about faculty vetting the student's paper and/or presentation and how to create a vetting process.
 - Chuck Shields moved to have each abstract submission for presentations include the following: student's name, school, sponsoring faculty, and 200 words. In addition, language on the flyer needs to state, "Submission does not guarantee acceptance." Nick Goff seconded. Motion passed.
- Presentation abstracts will be due Friday, October 20.

Paper competition

- Kerri Steele stated that the paper should have a faculty sponsor as well. Deanna Shields motioned for the following additions to the paper competition directions, "Title page "(first and last name, title of the paper, school affiliation, date, class level undergraduate or graduate, and faculty sponsor)" and that the paper competition directions need to state that the faculty member is cc'd on the email. Deanna Shield motioned. Leighann Davidson seconded. Motion carried.
- Papers will be due Friday, October 20.

Crime scene competitions

- Nick Goff described the logistics of hosting the crime scene competition and bringing computers to the conference center if needed. Discussion ensued that whatever is easier and works best at PSC would suffice. It is feasible to escort students from the crime scene to a computer lab as some schools have done in the past.
- Students will need to bring their own camera for the crime scene. Not all schools can provide cameras. Heidi Samuels moved that we not purchase cameras and Nick Goff seconded. Motion carried.
- Discussion continued about providing feedback to the students about their analysis and report of the crime scene. Feedback should be returned to the student teams after the awards ceremony. This includes returning the rubrics to the team or faculty sponsor.
- There was a discussion about the rule for who judges the crime scene competition. The present association members could not recall the rationale for stating that two of the judges had to be members of the association. Deanna Shields stated that if changes were made, it may be best to include at least one member of the association as a judge. Kim DeTardo-Bora agreed and remarked that at least one judge from the association would be aware of our thoughts from association business meetings and familiar with the rules and changes that have been made. Chuck Shields motioned to change the language in the crime scene competition rules to state that one judge will be a member of the association, and two judges will be professional practitioners.
 - Kim DeTardo-Bora also will look into professional membership and dues that may have been discussed at a previous meeting or in the constitution.

- There was continued discussion about the time limits for the crime scene and what to do if the team submits a report late. A 10% point deduction seemed reasonable, if time has been called and the students are still typing. A deduction will not be imposed if the students are just saving their report to a flash drive when time is called.
- Forty-five minutes seemed like a reasonable time limit for writing the report, with 5 minutes for preparing to enter the crime scene, and 15 minutes for processing the crime scene. However, time limits may be altered by the hosting institution, as resources allow.
- John McLaughlin remarked that some discretion is appropriate by the host school given the resources to house the crime scene and computer lab for typing up reports.
- Crime scene registrations will be due Friday, October 20.

Quiz bowl competition

- There was discussion about odd numbers of teams and having a single versus a double elimination. A random draw may be necessary when there is an odd number of teams.
- Kerri Steele asked the group if purchasing a question bank would be easier, given the difficulties of sorting questions and receiving duplicate questions from last year. Moreover, true/false questions will be omitted from the quiz bowl bank.
- Kerri stated that she will look into pricing and report back to the group via email.
- Kerri Steele also remarked that there are no rules for the moderator of the quiz bowl. Chuck Shields stated that if team one gets an answer wrong and team two submit a wrong answer, the moderator should provide the correct answer to everyone at that time. Kim DeTardo-Bora remarked that there are moderator rules that could be googled and incorporated into a set of moderator rules for the quiz bowl competition.
- Quiz bowl competition registrations will be due Friday, October 20.

Adjournment

- Mike Lilly motioned to adjourn. Dru Bora seconded. Meeting was adjourned at 1:57 pm.

Respectfully submitted,
Kim DeTardo-Bora