



MORENO VALLEY COLLEGE

NORCO
COLLEGE

**Administration of Justice
Discipline Meeting
May 4, 2018
12:00 PM until 3:00 PM**

In Attendance: Dr. Melissa Matuszak (RCC)
Ms. Kristy Paine (MV)
Dr. Sigrid Williams (Norco College)

Norco College Summer ADJ-13 Academy: Dr. Williams talked about the summer class that will be offered at Norco College. All supplies, books, materials have been ordered/purchased. It will be two classes conducted concurrently in one large room.

- Kristy Paine said that she would welcome the opportunity to teach alongside Dr. Williams.
- Guest speakers will be solicited for the summer academy. Ms. Paine will reach out to Nancy Aguirre and Jim Ganley to discuss crime analysis, human trafficking and murder investigations. Dr. Williams will be contacting the Orange County Crime Lab to seek a potential field investigator and lab technician. Dr. Matuszak said she would come as a morning guest speaker on Animal investigations.
- Dr. Williams will advise Dean and Chair on Monday to have Ms. Paine's name included in the class schedule of record.
- Dr. Williams will begin to create the course's daily schedule this week and share it with Ms. Paine so together they can schedule the guest speakers.

Curriculum

MV, NC & RCC

- **Corrections Certificate** Dr. Matuszak received the LMI from Dr. Williams and from Chaffey College regarding the labor market statistics for correctional employment opportunities. She will now proceed with presenting the certificate to her department for approval and then launch the certificate in Curricunet.
- **New Courses** for all three colleges: Course identifiers have been assigned for Introduction to Policing (ADJ-19) and Introduction to Interviewing and Interrogation (ADJ-24). ADJ-19 was already proposed at Norco College's April department meeting and approved. Dr. Matuszak will launch both courses of record through Curricunet now that we have the course identifiers.
- **Course Outlines of Record:** All the courses that required modifications for Norco College's Program Review have been overhauled and five have been launched as major modifications. Ms. Paine will complete the last two this weekend. All were approved at NC's April Dept. Mtg.

Riverside City College
4800 Magnolia Avenue
Riverside, CA 92506
www.rcc.edu

Moreno Valley College
16130 Lasselle St.
Moreno Valley, CA 92551
www.mvc.edu

Norco College
2001 Third St.
Norco, CA 92860
www.norcocollege.edu



MORENO VALLEY COLLEGE



- **New Certificate in Criminal Justice.** Dr. Matuszak would like to create a certificate in Criminal Justice, 18 units required. Classes to be included would be ADJ-1, ADJ-2, ADJ-3 and ADJ-5 with a selection of two of the following as electives: ADJ-4, ADJ-8, ADJ-13, ADJ-19 and ADJ-20. Ms. Paine stated that MV already has a certificate in place which requires 27 units. Dr. Williams agreed that this would be a great idea for both RCC and Norco. All these classes are currently in all three college's catalogs. Dr. Williams asked in a separate email whether we should include either report writing or ENG 1A as a required course in the certificate. Ms. Paine wants to keep it as is. **All three college ADJ disciplines approved to move ahead with certificate in criminal justice.** Dr. Matuszak will continue to work on this and bring back to the table in June.
- **New Certificate in Forensic Digital Investigations.** Dr. Matuszak is looking into creating a new certificate at RCC in Computer Forensics/Digital Investigations. RCC does not have any current computer classes in this area. Dr. Matuszak reached out to Dr. Williams to see what if any computer/tech classes are being offered at Norco College which could play into this certificate. Dr. Williams will inquire if this is something that Norco College may be interested in and if we even have faculty in the Computer Science or Gaming area interested in having a dual discipline certificate. Both will bring back information at June's discipline meeting.
- **New Degree or Certificate in Forensic Science.** Dr. Matuszak brought up the idea of creating a Forensic Science Foundations Certificate or ADT at RCC to include BIO, CHE, PSY and ADJ. Early stages. This was tabled until we can reach out to Cal State LA and determine if they would be interested in an ADT.

2018-2019 District Wide ADJ Friday Workshop Series:

MV, NC & RCC

- Dr. Matuszak, Ms. Paine and Dr. Williams revisited the idea of creating a district wide workshop series in Administration of Justice to include CTE, Outreach, and counseling at the events. Each college agreed to host several of the events. Each college to reach out to their respective departments to secure facilities to host the events. Dr. Williams suggested that we attempt to make this a no credit workshop series and open it up to the community. Dr. Matuszak suggested that students and those wishing to attend must register for the workshop. Ms. Paine suggested we use an e-vite or something equivalent for registration. Certificates for "Flex" or professional development could be handed out to attendees.
- Dr. Matuszak will develop a potential poster for the event. Dr. Williams suggested we tap into our campus marketing departments to help with the marketing of the workshop series.
- Actual dates will be determined by the host college for that month and shared at our next meeting. All three colleges will begin to solicit guest speakers, etc. for the events.

Riverside City College
4800 Magnolia Avenue
Riverside, CA 92506
www.rcc.edu

Moreno Valley College
16130 Lasselle St.
Moreno Valley, CA 92551
www.mvc.edu

Norco College
2001 Third St.
Norco, CA 92860
www.norcocollege.edu



MORENO VALLEY COLLEGE



- Tentative Workshop Series:

Month	Event	Hosted By
Sept.	K-9 Demonstration	RCC
Oct.	Human Trafficking and Crime Analysis symposium	Norco
Nov.	SWAT/SEB presentation at BCTC	MV
Dec.	Hostage Negotiations symposium	RCC
Mar.	Bomb Squad demonstration at BCTC	MV
April	FBI and Behavioral Analysis Unit symposium	RCC
May	Courts & Our Legal System symposium	Norco
Jun	Corrections Simulation at BCTC	MV

District Wide Advisory Committee: Dr. Williams stated that she shared the news of the joint ADJ advisory meeting with Norco College and it was received well. She has a meeting on May 7 with Debra Mustain, Dean of Community Partnerships, Workforce Development and Academic Affairs to go over the particulars and secure a date for the advisory meeting. Once the date is secured, each college will begin to solicit industry partners to participate in the event. Ms. Paine from MV will be reaching out to her contacts at RSO, the Secret Service, CSUSB, Border Patrol, ICE, Arson, and National University. Dr. Matuszak will be reaching out to those she has an internship relationship with at RSO, RPD, Coroners, San Bernardino, Ontario, CSULA and Riverside DA’s office. Dr. Williams will solicit advisors from Corona PD, OC Crime Lab, Riverside PD, LASD, OCSD, and CSUF.

Good of the Colleges:

- Dr. Matuscak mentioned that she is very excited to work with the other two from MV and Norco. Both Ms. Paine and Dr. Williams concurred.
- Ms. Paine mentioned that the jail simulator platform should be completed in time for the June corrections simulation workshop series. She is excited for the ground breaking.

Meeting adjourned at 2:56PM; Next Meeting June 8 at 12:00 PM

Riverside City College
4800 Magnolia Avenue
Riverside, CA 92506
www.rcc.edu

Moreno Valley College
16130 Lasselle St.
Moreno Valley, CA 92551
www.mvc.edu

Norco College
2001 Third St.
Norco, CA 92860
www.norcocollege.edu