

**COJET COMMITTEE MEETING**  
**March 11, 2008**  
**10:00 a.m. – 12:00 p.m.**  
**Location: Judicial Education Center**

<b>Present:</b>	<b>Absent:</b>	<b>Proxies:</b> <i>(Listed by absent member)</i>
Hon. Roxanne Song Ong, <i>Chair</i>	Darla Akers	
Hon. Ann Timmer, <i>Vice-Chair</i>	Hon. Louraine Arkfeld	Kent Batty (by phone)
Mike Baumstark	Justice W. Scott Bales	
Barbara Broderick	Frank Corrales	
Tim Hardy	Catherine Gage-O'Grady	
Hon. John Hudson	Hon. Wallace R. Hoggatt	
Hon. Michael Jones	Toni Stevenson-Hale	
Hon. Michelle Lue Sang	Hon. William B. Sutton	<b>AOC Staff in attendance:</b>
Jane Roberts		Cathy Lowe
Rik Schmidt		Julee Bruno
Diane Sonntag		Paul Carlisle
Becky Williams		Kim Evans
Kristi Youtsey Ruiz		Marie Holck
Hon. Michael Yarnell		Paul Julien
		Deb King
<b>Guests:</b>		

**I. Welcome and Opening Remarks**

Judge Roxanne K. Song Ong welcomed all COJET Committee members, including new appointees, three of whom had just completed an orientation session from 9:00-10:00 a.m. Participants were: Judge Michelle Lue Sang, Becky Williams, and Judge Michael Yarnell. Catherine Gage-O'Grady was absent due to an unavoidable scheduling conflict.

**II. Introduction of Education Services Division Director**

Judge Song Ong introduced the new Education Services Director, Cathy Lowe, who arrived at the JEC on February 11<sup>th</sup>. She previously served as Director of the California Supreme Court's Center for Judicial Education and Research (CJER) in San Francisco, and as Director of Curriculum Development and Senior Program Manager for the National Council of Juvenile and Family Court Judges in Reno. Before becoming active in judicial education, Cathy directed Juvenile Probation Services in Las Vegas. She has taught at numerous universities including Harvard, Penn State, USC, UGA, and the University of Nevada at Reno.

Cathy thanked the Education Services Division staff for their support and for their continuing top notch work during the first month's transitional period.

### **III. Annual COJET Service Awards**

Judge Song Ong introduced the annual awards ceremony by referencing the Administrative Code requirement for COJET members to plan or teach, and to evaluate a curriculum or program. Members meeting these requirements are recognized annually at the March meeting. Judge Song Ong announced 100% compliance for 2007. She presented a COJET lapel pin and certificate to the following: Hon. Roxanne Song Ong, Hon. Ann S. Timmer, Darla Akers, Hon. Louraine Arkfeld, Justice W. Scott Bales, Mike Baumstark, Barbara Broderick, Frank Corrales, Marty Figueroa-Torres, Tim Hardy, Hon. Wallace R. Hoggatt, Hon. John Hudson, Hon. Michael D. Jones, Hon. Michelle Lue Sang, Dallas Porter-Stowe, Jane Roberts, Rik Schmidt, Diane L. Sonntag, Toni Stevenson-Hale, Hon. William B. Sutton, and Kristi Youtsey Ruiz.

Judge Timmer, COJET Vice-Chair, recognized Judge Song Ong for her service as Chair over the past year and for all the work she has done, and continues to do, for COJET.

Judge Song Ong thanked members for their time and contributions to the committee to help it succeed. She then called on several members to comment on the substantive highlights of programs they planned, taught, or evaluated during 2007.

Barbara Broderick reported she worked with three of the four COJET sub-committees. She served as curriculum co-chair for the Committee on Probation Education and worked with Marie Holck and her staff to develop a program for the Intensive Probation Services Academy. She also worked with Judge Michael Jones to redesign the probation component of New Judge Orientation. Additionally, Barbara worked with Deb King on CLIA. Her plan is to work with Judicial Staff Education during the coming year, to round out her experience. She particularly enjoyed designing curriculum and encouraged other COJET members to participate.

Mike Baumstark and Tim Hardy commented on the objective program evaluation process. Judge Song Ong confirmed that the role of the evaluator is to observe, rather than to participate. An evaluator observes the interaction between faculty and staff with participants; and reviews the content and relevance of program content. Tim Hardy commented that he was attuned to the quality of participation by group members, and how the facilitator replied to questions. It was an enlightening experience.

Judge Song Ong noted that the exercise is intended to enhance Board members' ability to make policy decisions regarding educational process and content for the entire judicial branch. She suggested that in 2008, COJET members select a subject area that is not their forte. Judge Song Ong selected probation and felt she

gained not only a greater appreciation for the scope of the work, but for the role of Probation Officers, as well.

On another, but related subject, the Chair noted that Julee Bruno and her staff are preparing to recognize outstanding trainers. She observed that 90% of our faculty are volunteers who take substantial time away from their day-to-day work to plan and present curricula and programs. ESD is extremely fortunate to have this high caliber of *pro bono* faculty.

#### **IV. Approval of the Minutes from the December 11, 2007 Meeting**

Judge Song Ong asked members to review the minutes from December 11, 2007. She asked if there were clarifications, corrections or changes to the minutes. None was raised.

**MOTION: Judge John Hudson moved to accept the December 11, 2007 minutes as written and as posted on-line. Judge Michael Jones seconded the motion. The motion passed unanimously. COJET 2008-001**

#### **V. Outcome of Member Vote on Proposed Technical Amendment to Arizona Code of Judicial Administration Section 1-302**

In December, 2007 a Request for Comment was e-mailed to all members calling for their approval or rejection of a proposed technical amendment to Arizona Code of Judicial Administration Section 1-302: Judicial Officers and Employees Education and Training. Currently, Administrative Order 1998-66 provides, "Judicial officers who may issue Orders of Protection and Injunctions Against Harassment and clerks or staff that assist them shall attend training on these Orders/Injunctions on a regular basis." It was proposed that Arizona Code of Judicial Administration Section 1-108: Committee on Judicial Education and Training be revised to add the DV training provision by approving a "technical amendment" which would keep the overall training requirement "as is."

**NOTE: Judge Song Ong reported 100% of the members responded in the affirmative to accept the technical amendment.**

#### **VI. Director's Report**

Cathy reported Education Services is enhancing its relationship with other divisions of the AOC by inviting Division Directors to the Judicial Education Center. This helps put faces with names that generally interact by phone and e-mail. She is hoping to arrange for all ESD staff to visit the Supreme Court to get a clearer picture of the overall context in which we work.

At the Educational Services Division, her goal is to strengthen the team approach at all levels and to work across disciplinary lines as a mutually-supportive team.

Cathy reported that the AOC is prepared to broaden Distance Learning options for judges by adding West LegalEd's 3,900 on-line courses to those currently available through Learn2 and other vendors. Due to the current budget situation, the goal is to minimize travel requirements to secure required COJET credits, and make a greater number of quality offerings available to judges across the state. West LegalEd also has the capability of reproducing ESD courses on-line. This resource is expected to be offered on a pilot basis for one year to evaluate its usefulness to the bench based on utilization rate.

Judge Jones asked for additional information on the West LegalEd program. Paul Julien reported that he and Cathy met with the representative from West LegalEd. It is a web casting format. He said currently the Supreme Court does not have the same capacity this vendor does. He said the Arizona Bar recently used this service on the Employer Sanctions Law. It turned out to be very effective. There are live, as well as "canned" programs offered on a regular basis that will come straight to the participant's computer. The programs are designed by lawyers for lawyers. The only problem they have encountered so far is that access requires a substantial amount of bandwidth. IT will look onto this to make sure it will not be a problem.

## **VII. COJET Subcommittee Reports**

- **Judicial College of Arizona (JCA):** Judge Michelle Lue Sang reported that the brochure is being finalized. Paul Julien and Diane Major have completed faculty recruitment, and Diane is polishing session descriptions. This year's Judicial College will meet the needs of the entire branch, with a wide range of offerings covering a broad range of practice areas that are both challenging and directly applicable. Courses are designed to meet the needs of new judges as well as veteran judges. One general session and a subsequent workshop will be devoted to the Holocaust and its immediate and long-term impact on the rule of law.

The third week-long New Judge Orientation - Limited Jurisdiction is set to go. The curriculum and faculty are in place.

Lastly, Judge Lue Sang reported that the Judicial Training Academy is scheduled for the end of March, and that 40 participants are already enrolled.

- **Court Leadership Institute of Arizona (CLIA):** Judge Louraine Arkfeld, CLIA Chair, was unable to be present, and designated Kent Batty as Vice Chair to CLIA to give the report telephonically on her behalf. He stated that CLIA adopted bylaws consistent with ACJA code requirements. There will be six Committee openings to be filled in the June cycle. The openings are for: Appellate Judge, Limited Jurisdiction Judge, Rural Judge, Academic/Education Agency Public Member, General Jurisdiction Second Level Manager, and a Limited Jurisdiction Second Level Manager. Staff will prepare nomination packets to be submitted by April 11<sup>th</sup>. Nominations should be sent to Deb King.

**Arizona Court Manager (ACM) Program** – Kent said the ACM program was introduced at the Court Leadership Conference last December. There are currently 72 applications for the program. Most classes are at, or near, capacity. The National Center for State Courts' ICM Human Resources Management (April 2008) and the CMP program (May 2008) have waitlists. CLIA has also been working on the Arizona Plus curriculum. Its objective is to particularize the content of the ICM program to Arizona. It will be piloted in conjunction with the ICM HR Management class in April. All ICM classes in Arizona have been incorporated into the Arizona Court Manager program, and pre-registration for the classes is limited to the ACM participants. All questions regarding those programs are now being handled by CLIA staff. ICM programs are offered without registration fees. Depending on future funding, CLIA may need to consider offering programs less frequently or charging a nominal registration fee. The advantage of a small registration fee would be to ensure that registrants actually come.

**National Leadership Training Development** – The National Center for State Courts (NCSC) and its Institute for Court Management (ICM) are in the process of advancing the original core competencies curriculum for court executives and staff, pursuant to a three-year agreement with Arizona and six other "Pioneer States": CA, MN, CO, ARK, MD and OH. Four curricula will be developed each year, beginning with: Caseflow Management, Court Performance Standards, Budget and Finance, and Purposes and Responsibilities of Courts. The advantage of being a Pioneer state is that consortium members will have proprietary access to the curricula, and can deliver them in their respective states at no cost, or at nominal cost. A faculty training seminar is planned for December 2008.

**Western States Court Leadership Academy** – Arizona, California, Utah and the NCSC have partnered to develop a Western States leadership academy for Court Administrators. Arizona has been allocated 20 slots in a 100-person conference. Individual courts will have the responsibility of travel costs. Court Administrators who wish to attend need to contact Deb King. The WSCLA is expected to be offered on an annual basis and will cover such topics as: the Court Environment, Working With and Leading People, and Managing Projects and Resources.

**Arizona Court Supervisor (ACS) Tier II** – This training program is designed for second level court managers. Tier I is for those who have not entered management or supervision yet, or are new to their roles. Learning Objectives for Tier II core competencies are in place. A supervisor class will be delivered via Centra to evaluate effectiveness of this delivery method for skills training. It is hoped that a substantial portion of the curriculum can be delivered in alternative (or regional) formats to reduce travel costs and time away from the court.

Judge Timmer asked if CLIA has received new funding for the annual leadership conference that has been grant funded for the past three years. Kent replied that it has not, to date.

Mike Baumstark observed that the conference is very worthwhile. It has been funded in the past by a federal grant and now the AOC needs to explore alternative funding methods. No final decision can be made until the budget status for '08-'09 is more clearly defined. There are no more grant monies left. Judge Song Ong noted that CLIA has exploded with activity. She said other states look to Arizona as a trendsetter for Judicial Branch education.

**Judicial Staff Education Committee (JSEC):** Becky Williams, new JSEC Committee Chair, presented the report.

JSEC welcomes 11 new members. Janie Moreno is the Vice-Chair.

Seven trainer excellence awards and a trainer of the year award will be presented on April 7<sup>th</sup>. Hereafter, it is expected that awards will be presented annually, rather than three times a year at the Judicial Staff Conference.

Southern Regional Judicial Staff Conference will be April 22-24, 2008 in Tucson. Twenty-eight programs are planned, including the pilot of a one-day court security officer curriculum. Forty faculty have been confirmed and they are working on program development. Registration is underway and will close the end of March.

ICM Court Management Program Concluding Seminar will be May 12-16, 2008. CLIA and ICM will jointly offer the session. All former Judicial Staff Education Programs have been transitioned to CLIA.

New training coordinator orientation is scheduled for May 8, 2008 using Centra.

The June 12<sup>th</sup> broadcast will be an historical perspective of the Arizona courts from the Wild West to the information age. Faculty and interviewees are being identified. Registration will open the end of April.

Northern Regional Judicial Staff Conference will be July 23-25, 2008 in Flagstaff. Planning for the program is scheduled for the April 7, 2008 meeting.

The completion of the new employee orientation Computer-Based Training is delayed until a specialist can be recruited or contracted.

Julee Bruno reported that Centra is a new software that was purchased six or seven years ago. It is on-line, live training. It has been used mainly by AZTEC trainers. They use Centra four times a year for the new training coordinator orientation. Some field trainers throughout the state have also used it. It has not

been used as much as it should be. JSEC is starting to look at developing more training opportunities. The nice thing about Centra is staff can participate live, ask questions, and the class can also be recorded so additional participants can acquire the content at a later time.

- **Committee on Probation Education (COPE):** Tim Hardy reported:

**American Probation and Parole Association Accreditation** – The Probation Certification Academy received its 5<sup>th</sup> accreditation. Kudos to Marie Holck and staff. This is a huge accomplishment. The reviewers were extremely impressed with the format of the lesson plans, the quality of the learning objectives, and the content of information provided in the academy.

**Probation Certification Academy** – It was successful. There were 198 probation officers who completed the academy with a 93% pass rate for the exam. The academy is two-weeks long. The 10% who do not pass are given the opportunity to retake the exam if approved by the Chief Probation Officer. In 2007, officers reported that 95% of the time the curriculum was applicable to their current job duties. Evaluations indicated that officers rated faculty “excellent” to “very good” 96% of the time.

**Intensive Probation Institute (IPS/JIPS)** – 96 officers attend the institute. Participants included Intensive (Adult) Probation Officers, Juvenile Intensive Probation Officers, and surveillance officers.

**Faculty Skills Development** – In 2007, the Probation Education Unit conducted four Faculty Skills Development programs and for a cumulative total of 80 participants. Evaluations indicate that the faculty was “excellent” to “very good” 97% of the time.

**Detention Officer Education** – The Detention Officer Academy took place in April, July and December with a total of 59 officers completing the program. It is hard to get detention officers to leave their site for training. In June, there was a week-long Suicide Prevention Train-the-Trainer that drew 24 participants.

**Defensive Tactics and Firearms Academies** – In 2007, there were 20 Defensive Tactics Academies statewide, and more than 313 officers were trained. During the same time period, Officer Safety conducted 12 Firearms Academies and trained over 149 officers. There are currently 101 Defensive Tactics trainers and 78 Firearms instructors across the state. These numbers have grown. Our Defensive Tactics and Firearms programs are the highest level across the U.S

- Paul Julien commented on a videotaped program on dependency that was offered last week for the first time on behalf of the CCRB. There were three cameras and five technicians who videotaped an entire program. Paul

suggested this may be another tool that can be used for professionals who cannot attend the “live” program. Paul will report on how this program was received.

**VIII. Call to the Public** – Judge Song Ong asked for any questions or comments. There were none.

**IX. Adjournment** – The next COJET meeting will be Tuesday, June 10, 2008 at the JEC. Materials and minutes will be sent in advance by e-mail.

**MOTION: Barbara Broderick moved to adjourn the meeting. Judge Timmer seconded the motion. The motion passed unanimously. COJET 2008-002**

Judge Song Ong adjourned the meeting at 11:55 a.m.