

COJET COMMITTEE MEETING
June 10, 2008
10:00 a.m. – 2:00 p.m.
Judicial Education Center

Present:	Present By Telephone:	Absent:
Hon. Roxanne Song Ong, <i>Chair</i>	Justice W. Scott Bales	Hon. Michael Jones
Hon. Ann Timmer, <i>Vice-Chair</i>	Tim Hardy	Hon. Michelle Lue Sang
Darla Akers	Hon. John Hudson	Hon. Wallace R. Hoggatt
Hon. Louraine Arkfeld	Hon. William B. Sutton	Hon. Michael Yarnell
Mike Baumstark	Kristi Youtsey Ruiz	
Barbara Broderick		
Frank Corrales		
Catherine Gage-O'Grady		AOC Staff in attendance:
Jane Roberts		Beth Asselin
Rik Schmidt		Diane Bouconi
Diane Sonntag		Julee Bruno
Toni Stevenson-Hale		Chad Campbell
Becky Williams		Marie Holck
		Paul Julien
		Deb King
		Vikki Murillo
		Sixto Valdivia

I. Welcome and Opening Remarks

Judge Roxanne K. Song Ong welcomed COJET committee members, and staff. Judge Song Ong introduced the new Judicial College of Arizona manager, Chad Campbell. Paul Julian recognized Julee Bruno for stepping up to serve as acting director while Cathy Lowe is out, as well as overseeing the annual Judicial Conference scheduled for June 16-18, 2008 in Tucson, Arizona.

II. Approval of the Minutes from the March 11, 2008 Meeting

Judge Song Ong asked members to review the minutes from March 11, 2008. She asked if there were clarifications, corrections or changes to the minutes. None was raised.

MOTION: Rik Schmidt moved to accept the March 11, 2008 minutes as written and as posted on-line. Frank Corrales seconded the motion. The motion passed unanimously. COJET 06-2008-001

III. Chief Justice calls for development of Strategic Plan for Judicial Branch of Education

Chief Justice Ruth McGregor has formally requested COJET develop a strategic plan for Judicial Branch Education consistent with her strategic agenda. Judge Roxanne Song Ong, Dave Byers, Mike Baumstark, Cathy Lowe, Paul Julien, and others discussed the section of Chief Justice McGregor's strategic agenda relating to Judicial Branch Education. In pursuing the goal of being accountable, one initiative is to recruit and retain a professional, well-trained, customer service-oriented workforce to better serve the needs of the public. The strategic agenda outlines the goal as:

1. Enhance training and career opportunities to increase the knowledge and professionalism of staff;
2. Update and enhance judicial education programs to require comprehensive and meaningful training of judges, judicial staff, and probation officers.

Judge Song Ong explained the exercises conducted today are designed to help consolidate limited education resources throughout the state and reach a broader audience. Paul Julien and Chad Campbell explained how 'fast-track planning' can work, starting with the role of COJET.

COJET success this past year:

- Successful, assessable, and relevant conferences/programs;
- Providing different forums for education/training;
- Quality programs;
- Mandatory training specific to job duties;
- Best practices for general and limited jurisdiction judges;
- Creativity in training made necessary due to budget constraints.

COJET challenges this past year:

- Debate over Carry-over of COJET hours
 - revealed many employees were not satisfied with training available for their specific jobs;
- Retaining employees
 - providing career path opportunity

A questionnaire about members' values and attitudes toward Judicial Branch Education was distributed, and 'fast-track planning' was explained as setting a foundation for establishing realistic goals and moving forward with them in measured steps.

Members broke into groups by job category. Each group was asked to come up with different ways we can provide judicial branch education, and quality programs within realistic budget constraints, as well as identify what we are doing well, and what we

can enhance. Groups were also asked to align to the 10 points (being accountable) of the Strategic Plan and the administrative code, but not be limited to only what is in the plan. The results were:

What Worked

- NJO
- Probation
- ESD Library
- Website Listing Training
- Wendell
- Statewide mandatory requirements (COJET hours)
- Cultural education in the state
- Learning organization
- Good access/relevance education
- Evaluations of programs for continuous improvement
- Faculty Skills Development
- Satellite Broadcasts
- DVDs/CDs/Webcasts/Learn2/Centra
- APPA Accreditation
- Maximize NASJE, APPA and the National Center for State Courts Partnerships

New Ideas

- Technology (making training available anytime, anywhere)
- Education follows up after the training session, keep the learning going. After a training session, use blogs or training boards

Expansion Ideas

- Library/Websites
- Integration/Collaboration with other courts
- Centralized site to list/identify training available
- Newsletters (“Bench Press”)
- Maximize use of monies

Judge Song Ong emphasized again that the Chief Justice is expecting the refined strategic plan from COJET by the end of June 2009. If there are areas that COJET and Education Services really want, they should be brought forward, no matter what the cost. It might not happen this year or next, but could be taken into consideration in the future.

Each COJET standing subcommittee will meet to contribute to each phase of fast-track planning. Judge Song Ong asked each committee to put together bullet point reports to present at the September COJET meeting.

Judge Song Ong explained and reminded new and current members of requirements to plan and/or teach an educational session and to also evaluate one or more programs annually. The timeline on this is reported on a calendar year (January-December) basis. The 2009 Education Calendars were handed out.

IV. COJET Subcommittee Reports

- **Judicial College of Arizona (JCA):** Paul Julien reported in the absence of Judge Michelle Lue Sang.

CourTools (which is a 10 measure assessment of a courts' performance), was offered March 17-19, 2008 with 45 judges in attendance. This program had a wonderful faculty including Judge Song Ong.

New Judge Orientation (general) in April recalled higher evaluations than any judicial education program of the year. The software program, option finder, made this a very interactive program compared to last September's NJO.

Civil Traffic in May was very successful with 50 judges in attendance.

Julee Bruno has the Judicial Conference well organized and set to go with 70 plus faculty, including over 20 faculty from around the country.

General New Judge Orientation is scheduled for September is well underway.

The Family Law Conference scheduled for fall, which is running into funding difficulties, but looks as if it will proceed.

Juvenile Sex Offender training will be offered December 12 and is being planned by several AOC divisions, in collaboration with education services.

- **Court Leadership Institute of Arizona (CLIA):** Judge Louraine Arkfeld, CLIA Chair, presented the report:

The Western States (Ca., AZ, & Ut) Court Leadership Academy is designed specifically for court administrators. There are three people from Arizona who will serve as faculty. September's program will be held in, California and will focus on building professional skills. Future programs will be on court environments and projects and resources. Funding has been requested to continue to offer these classes at no cost.

Tier 3 of the "Arizona Court Manager Program" has been developed; mid-management level (from supervisor to manager). People who have enrolled in these classes must make the commitment to attend all five classes as well as the Arizona specific classes. Currently 99 people have registered for the program, pending approval. Funding has been requested to continue to offer these classes for no cost.

Court Management Program: 40 people completed and graduated from this program in May. There are seventeen people who are eligible to attend the next CMP.

Managing Diversity, part of the human resources program, was offered in April as part of the human resources class. It went very well, with very good evaluations.

CLIA is also developing the curricula as one of the seven pioneer states for NCSC this year, the first four are 1) Purpose & Responsibilities of the Courts 2) Financial Management, 3) Case Flow Management, 4) Technology. Once a curriculum is developed, NCSC/ICM will offer a faculty train-the-trainer which is scheduled January 13th & 14th in Williamsburg.

CLIA is also piloting a supervisor class on CENTRA by working with the Distance Learning unit. This will be a live program with instructor interaction.

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

The enrollment for the Southern Region Judicial staff conference held in Tucson in April was down with 110 people registered. Normally it is between 140-180. Because of budget constraints this was not a surprise to JSEC or staff.

The Northern Region Judicial Staff conference scheduled for July 23-25, 2008 in Flagstaff is underway. Faculty is being confirmed.

One new employee orientation computer based module has been completed. Scripts for the second and third are finished. Once staff is hired, development of the CBT will be completed.

Ten new JSEC committee members completed orientation at the April meeting. JSEC has one committee vacancy, support staff representation.

The June 12 satellite broadcast was cancelled, the next one is September 12, 2008.

- **Committee on Probation Education (COPE):** Tim Hardy, COPE Committee Chair, and Marie Holck presented the report:

Probation Certification Academy – March and April academies were back-to-back because of the Superbowl and lodging needs. Tim reported that one of the things that was different about each of these two academies was that some of the participants were on their second careers, some had been probation officers in the past as well as being with law enforcement. Because of this, instructors had to adjust to different levels of training. One person in each of these two classes did not pass.

Defensive Tactics and Firearms Academies – continue on schedule. COPE is starting to review its policies. With Marie Holck's pending retirement and Tim's appointment ending in December, they want to make sure everything is up to date for different leaders to step in.

The AOC has opened a new defensive tactics building located on 52nd Street in Phoenix. Right now this is only open for defensive tactics. The classroom will hold 16 students. The first class was taught last week.

- V. **Call to the Public** – Judge Song Ong made a call to the public. There was no response.
- VI. **Adjournment** – The next COJET meeting will be scheduled for **Tuesday, September 23, 2008** to allow for Supreme Court and AOC administrative participation. Materials and minutes will be sent in advance by e-mail. At this meeting fast-track planning will continue with a focus on identifying gaps in education services and recommending strategies to bridge them.

MOTION: Honorable Louraine Arkfled moved to adjourn the meeting. Darla Akers seconded the motion. The motion passed unanimously. COJET 2008-06-002

Judge Song Ong adjourned the meeting at 1:30 p.m.

Respectively submitted by: Diane Bouconi