Administration of Justice  
Department chair meeting  
March 12, 2015  
5:30 – 6:30 pm  

Attendees:  
Paul Jefferson, Lance Heard, Kirk Smith, Mario Yagoda.  

Closed Captioning:  
Faculty reminded of the requirement that all multimedia videos shown in class must be closed captioned. A handout on how to embed video on demand streaming videos available through the library was distributed. Faculty advised that funds may be available to add closed captioning to personal videos used in class. Faculty asked to submit a prioritized list of videos to the chair by March 20th.  

Class Pre-requisites;  
In reviewing a number of issues related to ADJU courses it was noted that several of our classes require pre-requisites. However, there is inconsistency in the rational for the requirements. Furthermore, there is no difference in the success rate of students in classes that require pre-requisites and those that don’t. The consensus of the faculty that the only class that should require a prerequisite is ADJU 68, report writing. It is ADJU faculty’s recommendation that all pre-requisites, except for ADJU 68 report writing be removed.  

The ADJU Advisory committee to be surveyed regarding this issue.  

Student Success;  
Mario Yagoda reminded faculty to remind students of the link on the Peace Officer Standards and Training, (POST) website, POST.ca.gov that list all statewide sworn and non-sworn law enforcement related job opportunities.  

Adjournment;  
The meeting adjourned at 6:25 pm.  

Minutes submitted by Paul Jefferson