CORE® COMMITTEE
Meeting Minutes
March 27, 2024 @ 3:00 p.m. ET

Attendees:

Kevin Bowling	Phil Knox	Tina Mattison	Rick Pierce
Lisa Burke	Greg Lambard	Norman Meyer	Ellen Procida
Janet Cornell	Rich Lynch	Dawn Palermo	Roger Rand
Kelly Hutton	Charles Mapp	Kent Pankey	Creadell Webb
Peter Kiefer			

1. **Welcome and Introductions**
   Greg welcomed everyone to the meeting.

2. **Review of the Minutes from February 28, 2024**
   The minutes were reviewed with no changes suggested.

3. **Check-in with working groups**

   a. **Curriculum Review – Focusing on IT (Greg)**
   The group is working on the next five curricula, which when done will get us to eight reviewed. By the next CORE Committee meeting the final three should be assigned, with completion hopefully by the June meeting.

   b. **Curriculum Review – Focusing on DEI (Richard)**
   The WG has reviewed the competencies under Principal and Vision. The WG is interested in developing a roadmap for the CORE®Committee on including DEI topics within competencies. They are also interested in the addition of a new CORE® curriculum, "Advancing Equity and Eliminating Bias" to the curricula. More discussion will be needed on this second point as the Board has indicated it is not looking to add an additional curriculum at this time. Lisa noted that there is also a need to review the curricula for the use of inclusive language.

   c. **CORE® Champion Trainings – Expanding beyond conference sessions (Charles)**
   It was previously noted that the Nevada Association for Court Career Advancement (NACCA) is interested in hosting two CORE® trainings in the Fall. Greg clarified that this would follow the "build you own" model where NACM will identify trainers willing to donate their time to conduct the training. The logistical costs, location, travel, lodging, and per diem for the trainers being the responsibility of NACCA. Greg asked Charles to pass along to NACCA that the Board is looking for an informal proposal from them to start the process. This will serve as an initial pilot run for such trainings. NACM is very happy that they have expressed interest in this. The WG is asked to discuss parameters for NACM to use in considering where to hold these sort of sessions in the future. Parameters on where to hold SJI sponsored trainings will be guided by grant guidelines.

   We can do one more CORE webinar this year. Charles said he will discuss this with his WG and come back with a suggestion on the topic. It was suggested that they consider a curriculum from Vision.

d.   Creating generic PowerPoint slides and Executive Summaries for each curriculum (Janet)
In about two weeks all thirteen executive summaries will be completed. Next up will be focusing on creating generic powerpoints for each curriculum, to assist presenters in creating their trainings.

e.   Getting/Training more CORE® presenters (Greg)
Greg said that an initial list of trainers has been developed by the WG. At this point the WG wants to give the Board an initial update and to run the next steps by the Board. A final initial list of trainers should be created by June.

f.   Adding self-assessment exercises to curriculums (Phil)
The WG discussed how to help learners best retain information. The writeup of this WG will be shared with the Committee, for comment and further direction.

g.   Having NACM speakers discuss CORE® courses and NACM (Jude)
Some standard slides will be required for non-CORE sessions. It was thought that if the presenter didn't want to review this at their session that the host could, briefly run through them at the beginning of the session.

4. Open Discussion

Janet asked about access to older power points. Kelly said they were removed because there has not been the person-power to periodically review the materials for accuracy, with the curricula continually being updated. Additionally, there are workgroups that are working on the templates that should at least act as a starting point for presenters.   [Post Meeting Note: We have received notification that we are beyond our storage capacity for the website and that the Board is looking at solutions to this problem that may include a separate repository.]

Future Meeting dates (Every 4th Wednesday at 3pm EST)
4/24/24   5/22/24   6/26/24