

**Illinois Forensic Science Commission  
 Training and Career Development Subcommittee  
 Open Meeting  
 Monday, November 18, 2024, at 12:00 p.m.  
 Meeting Minutes**

- I. Call to Order
  - a. Meeting called to order at 12:01 p.m. by Caryn Tucker
- II. Roll-call

<b>Subcommittee Member</b>	<b>Present (X)</b>
Jillian Baker, Commission Member	X
Jeff Buford, Commission Member	X
Judge Art Hill (ret.), Commission Member	X
Jodi Hoos, Commission Member	
Phil Kinsey, Commission Member	X
Jeanne Richeal, Commission Member	X
Caryn Tucker, Commission Member, Subcommittee Chairperson	X
Amy Watroba, Executive Director-Forensic Science Commission	X
Bill Demuth, Illinois State Police	X
Lisa Fallara, Illinois State Police	X

- III. Approval of Minutes
  - a. September 3, 2024, meeting minutes: Jillian Baker moved to approve minutes. Second by Art Hill. Motion passed.
- IV. New Business
  - a. None.
- V. Old Business
  - a. Ms. Watroba shared that the informational video about the Commission is available on the Commission’s website.
  - b. The subcommittee continued its discussion regarding the training videos for the core forensic science disciplines which were discussed at the September Forensic Science Commission meeting. These videos will provide foundational information regarding the core disciplines, will serve as an introduction to each discipline, and can be used as building blocks for future advanced training programs (in-person, virtual, or hybrid).

- c. The subcommittee decided to first create videos for Drug Chemistry (DC) and Latent Prints (LP) because ISP, DuPage County Lab, and NIRCL provide Drug Chemistry and Latent Print analysis and, thus, all labs could contribute to the videos. Mr. Demuth observed that neither DC nor LP have trainees at this time at ISP so it is an opportune time from a resources perspective to create videos for those disciplines first. Mr. Kinsey noted that DC and LP videos are a good starting point because both disciplines are straightforward from a content perspective compared to some other disciplines.
- d. Ms. Tucker shared that ISP has training materials for the disciplines in the format of power point slides with voice-overs which could be used as a starting point for the videos. Ms. Tucker, Mr. Demuth, and Mr. Buford will work on putting forth a request through ISP chain of command to allow them to share the materials with the subcommittee for this project.
- e. Two main aspects of the video project were identified: content creation and video/technology considerations. ISP will take the lead on putting together a group for each discipline with representatives from all 3 labs to begin working on content creation. Judge Hill highlighted the importance and value of collaboration between the three lab systems on this project. Ms. Baker and Mr. Kinsey will speak to each discipline at their labs and provide contact information for representatives on the project.
- f. The subcommittee discussed the importance of being able to easily edit the video content in the future as disciplines evolve, which will inform technological decisions related to the videos. Using a power point/voiceover format as the main format for content was discussed partly because it would be easy to update slides to ensure that the videos align with advancements in each discipline. It also may be possible to bookend such content with more sophisticated videos. Ms. Baker suggested looking into the availability of animations for technical content such as illustrating scientific concepts or lab procedures. Mr. Kinsey also indicated that NIRCL could provide access to shoot B-roll video footage for the videos.
- g. The subcommittee discussed whether there were any parameters for how long the DC and LP training videos should be. Consensus was that the videos should be long enough to cover whatever content the working groups feel is needed to convey fundamental information to possible audiences (public, students, lawyers, etc.), while also being mindful of not creating videos that are so long that viewer engagement could be adversely affected. Comprehensive but “short and sweet” was identified as a general guiding principle.
- h. While the initial collaboration and content creation is taking place, Ms. Watroba and Ms. Tucker will explore technical options. Ms. Watroba shared that she reached out to Prof. Leipold and Cris Hughes regarding the possible use of U of I’s Center for Innovation and Learning as a resource. Unfortunately, they only create videos

for classes taught at the U of I. They did provide a list of vendors. If the video project requires technology beyond ISP's in-house capabilities, then it may be possible to use a U of I vendor through the Commission's existing IGAs with the U of I. Another possible resource may be the vendor used by ISP for the 100<sup>th</sup> Anniversary videos. The subcommittee agreed that decisions about the substance or content of the videos will inform what the technical needs of the project will be and will allow the subcommittee to identify specific asks related to technology needs for the project.

- i. Ms. Watroba also shared that she would remain in contact with Prof. Leipold to continue dialogue and brainstorming for possible future advanced training programs that could be collaborations between the Commission and the U of I Law School. Ms. Watroba and Judge Hill will also discuss ideas for future trainings directed toward the legal community and report any updates to the subcommittee, especially in light of recent changes in leadership in government agency offices and bar associations.
- j. Ms. Tucker noted that the subcommittee still has other projects in the pipeline, such as a continuing education module on ethics for forensic scientists that could be used annually. The ethics module project is still a priority, but work on that project is paused at this time to prioritize the two fundamentals videos. The subcommittee discussed the importance of not taking on too many projects in the subcommittee at one time.
- k. Ms. Watroba and Judge Hill are attending the annual NAFSB conference in Albany and training is on the agenda. They hopefully will get ideas or lessons learned that could help guide this subcommittee's future work.

#### VI. Public Participation

No public comment was offered.

#### VII. Next Meeting/ Adjournment

- a. Next meeting will be scheduled at a later date after the Commission's quarterly meeting on December 16th, and will likely be in January 2025.
- b. Meeting adjourned by Chairperson Tucker at 12:28 p.m.