Program:	Administration of Justice
Division:	SLPC
Date:	October 22, 2018
Writer(s):	Michael McQuiston
SLO/SAO Point-Person:	Michael McQuiston

Audience: Deans, Vice Presidents of Student Services and Academic Services, All Planning and Allocation Committees. This document will be available to the public.

Uses: This Program Review will be used to inform the campus and community about your program. It will also be used in the processes of creating Division Summaries, determining College Planning Priorities and allocating resources. A final use is to document fulfillment of accreditation requirements.

Time Frame: This Program Review should reflect on program status during the 2017-18 academic year. It should describe plans starting now and continuing through 2018-19. This document also provides the opportunity to describe more long-term plans (optional).

Sections: The first section of this Program Review focuses on general program reflection and planning. The second section has specific questions to be filled out by all programs this year. The third section is an SLO/SAO update. The fourth section is a review of curriculum. Only programs with curriculum need to complete Section 4.

Topics: A list of topics of particular interest to Program Review readers can be found here: https://goo.gl/23jrxt
Help: Contact Karin Spirn: kspirn@laspositascollege.edu

Instructions:

1) *Please respond to each question as completely as possible.*
2) *If the requested information does not apply to your program, write "Not Applicable."*
3) *Optional: Meet with your dean to review this document before _____.*
4) *Send an electronic copy of this form to Karin Spirn and your Dean by _____.*

Links:

Program Review Home Page: https://goo.gl/XATgjJ
Fall 2017 Program Review Updates : https://goo.gl/pkv76m
Frequently Asked Questions: https://goo.gl/iIhRtt

Section One: Program Snapshot

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No Significant Changes Option

☐

Contact person:
_____

By marking an X inthe box above, the writers of this Program Review indicate that there have been no significant changes to their program or their program's needs in the past year. In this case, programs may opt not to complete Program Review Section One: Program Snapshot. **Programs must still complete all other sections (as applicable).**

Please note: Choosing this option means that your program's information may not be included in the yearly Division Summary.

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A. Program Description: Briefly describe your program, including any information or special features of your program that will provide helpful context for readers of this Program Review.

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The Administration of Justice program offers courses that lead to an Associate in Arts (AA) or Associate Degree in Science for Transfer (AS-T).

The degree program helps prepare students for employment, transfer to a four-year college or university, or continuing education in the areas of corrections, law enforcement and security. Correction includes work in probation, parole and in correctional institutions. Law enforcement includes work in police departments, sheriff's departments, the California Highway Patrol, and various federal agencies. Security personnel work for various private or public employers and including private security patrol and guard services.

The program (in association with the Alameda County Sheriff's Office) also offers a CA State Commission on Peace Officers Standards and Training (POST) certified Basic Peace Officer Academy for students seeking full-time employment in law enforcement. The Basic Peace Officer Academy program prepares students for direct job entry with a California law enforcement agency. A California POST Basic Academy Certificate is awarded upon successful completion of the POST Academy.

B. Changes to Program and Needs: Describe any significant changes to your program or your program's needs since the previous Program Review Update (Fall 2017).

As projected in the Fall 2017 Program Review, the tenured full-time Administration of Justice faculty member/AJ Program Coordinator retired in June 2018. A new full-time faculty member was hired August

9, 2018. A New Public Safety Programs Manager was also hired to oversee the AJ, Fire Service Technology and Emergency Medical Service program.

AJ Program Coordinator release time has been increased to 2 CAH, which will provide more time to market the LPC AJ program, conduct community outreach, network with local criminal justice agencies and professionals, and regularly interact with our partners at the Alameda County Sherriff's Office Regional Training Center (RTC).

Following a successful pilot year, the Tri-Valley Regional Occupational Program (ROP) Justice Academy has returned to LPC this year. This program represents a significant step in cementing a "pipeline" from K-12 to college to the academy and employment. The Tri-Valley ROP Justice Academy program is populated by high school juniors and seniors who earn concurrent college credit while in the justice academy through articulation agreement. It is intended that many of these students will subsequently move into one of the AJ degree programs upon graduation from high school. Upon completionof the AJ degree, they can either transfer to a four-year college, or seek entry into our POST Recruit Basic Training Academy run by the Alameda County Sheriff's Office in Dublin.

Mark an X before each area that is addressed in your response.			Definitions of terms: https://goo.gl/23jrxt		
X	Community Partnerships/Outreach		Facilities, Supplies and Equipment, Software	LPC Planning Priorities	X	Services to Students
	Curriculum committee items		Financial/Budgetary	LPC Collaborations		SLO/SAO Process
X	Enrollment Management	X	Human Resources	Pedagogy		Technology Use
	External Factors		Learning Support	Professional Development		

C. **Reflection: What plans from the 2017 Program Review or any previous Program Reviews/Updates have been achieved and how? You may also describe achievements that were not planned in earlier Program Reviews.**

The development and approval of a Certificate of Completion for POST academy graduates.

Some Title V updates have been completed to stay within the 5 year cycle, but others still need to be done.

Mark an X before each area that is addressed in your response.			Definitions of terms: https://goo.gl/23jrxt		
	Community Partnerships/Outreach		Facilities, Supplies and Equipment, Software	LPC Planning Priorities		Services to Students
X	Curriculum committee items		Financial/Budgetary	LPC Collaborations		SLO/SAO Process
	Enrollment Management		Human Resources	Pedagogy		Technology Use
	External Factors		Learning Support	Professional Development		

D. **IR Data Review: Describe any significant trends in your program's data from the office of Institutional Research and Planning. (Note: Not all Programs have IR data packets available; if your program does not have a data packet, you may note that in the response box). You may also discuss any other data generated for your program by the Office of Institutional Research and Planning.**

IR Data packets are available here: http://www.laspositascollege.edu/research/progrev.php

Course Success Rates Dashboard can be found at the bottom of this page:
http://www.laspositascollege.edu/research/outcomes.php

There are no significant changes in student demographics with regard to age and gender. AJ students continue to be ~75% male, with ~60% being between 22-39 years old. The most significant demographic trend among program students is in race-ethnicity, where white student enrollments continue to decline as Latino student enrollments continue to trend upward. This is no surprise as this pattern is occurring at the institutional level as well.

Also of significance are the historically "flat" numbers for African American and female AJ students.

Mark an X before each area that is addressed in your response.			Definitions of terms: https://goo.gl/23jrxt		
	Community Partnerships/Outreach		Facilities, Supplies and Equipment, Software	X	LPC Planning Priorities		Services to Students
	Curriculum committee items		Financial/Budgetary		LPC Collaborations		SLO/SAO Process
X	Enrollment Management		Human Resources		Pedagogy		Technology Use
	External Factors		Learning Support		Professional Development		

E. **Other Data Review (Optional): Describe any significant findings based on other data regarding your program. Possible sources of relevant information might include, but are not limited to, the following:**

   o **Data generated by your program**
   o **CEMC Data**
   o **Labor Market Data**

Mark an X before each area that is addressed in your response.			Definitions of terms: https://goo.gl/23jrxt		
	Community Partnerships/Outreach		Facilities, Supplies and Equipment, Software		LPC Planning Priorities		Services to Students
	Curriculum committee items		Financial/Budgetary		LPC Collaborations		SLO/SAO Process
	Enrollment Management		Human Resources		Pedagogy		Technology Use
	External Factors		Learning Support		Professional Development		

F. **Impacts to Students (Optional): Discuss at least one example of how students have been impacted by the work of your program since the last Program ReviewUpdate (only if you did not already answer this in Questions B-E).**

Mark an X before each area that is addressed in your response.			Definitions of terms: https://goo.gl/23jrxt		
	Community Partnerships/Outreach		Facilities, Supplies and Equipment, Software	LPC Planning Priorities	Services to Students
	Curriculum committee items		Financial/Budgetary	LPC Collaborations	SLO/SAO Process
	Enrollment Management		Human Resources	Pedagogy	Technology Use
	External Factors		Learning Support	Professional Development	

G. Obstacles: What obstacles has your program faced in achieving plans and goals?

Limited faculty reassign time has been an obstacle to achieving plans and goals, however this time has been slightly increased from 1.5 CAH to 2 CAH.

The retirement of a long-time faculty member as well as the resignation of the first Public Safety Programs Manager (and resulting vacancy) have affected continuity and the forward motion of the program.

These obstacles have been addressed by providing more release time to market the program, and the hiring of new staff.

Mark an X before each area that is addressed in your response.			Definitions of terms: https://goo.gl/23jrxt		
X	Community Partnerships/Outreach		Facilities, Supplies and Equipment, Software	LPC Planning Priorities	Services to Students
	Curriculum committee items		Financial/Budgetary	X LPC Collaborations	SLO/SAO Process
	Enrollment Management	X	Human Resources	Pedagogy	Technology Use
	External Factors		Learning Support	Professional Development	

H. Short Term Planning: What are your most important plans (either new or continuing) for next year? Describe plans starting now and continuing through AY 2018-19.

Using reassign time to effectively outreach and market the program, network with local partners (e.g., Tri-Valley ROP) and employer agencies.

Improve adjunct faculty communication and professional development.

Prepare for the loss of the RTC contract as it begins being administered by Chabot College.

Mark an X before each area that is addressed in your response.				Definitions of terms: https://goo.gl/23jrxt		
X	Community Partnerships/Outreach		Facilities, Supplies and Equipment, Software		LPC Planning Priorities		Services to Students
	Curriculum committee items	**X**	Financial/Budgetary	**X**	LPC Collaborations		SLO/SAO Process
	Enrollment Management		Human Resources		Pedagogy		Technology Use
X	External Factors		Learning Support		Professional Development		

I. Long Term Planning (Optional): Please detail any long-term plans for the next 3-5 years. (Only if you have significant plans, such as implementation of a grant project, creation of long-term initiatives including those using restricted funds such as Equity or SSSP, construction and outfitting of a new building).

Design and construction of the LPC Public Safety Training Center. This facility will combine Fire, EMT/Paramedic and AJ into one area. Work has already begun to solicit input from our community partners to insure our new facility will meet a wide array of needs for our students and their prospective employers.

A state-of-the-art, dedicated public safety facility, equipped to properly and safely conduct specialized training and education will serve students enrolled in our public safety programs as well as provide customized training (e.g., homeland security, disaster preparedness, and emergency response) that meets the needs of local, regional, state and national public agencies and private industry.

Development of new course offerings such as a modular police academy hosted at LPC, which would allow those who wish to attend a POST academy but cannot devote the time and money to an intensive format, such as the RTC. This would serve those in the community who are eligible to be peace officers, but cannot devote six-months to an intensive format because of family, work or other issues.

With a new Public Safety Facility on campus, LPC, for the first time, will be in a position to offer such a program to non-affiliated students and those persons in the community who wish to be reserve peace officers and would not need a full academy.

Mark an X before to each area that is addressed in your response.				Definitions of terms: https://goo.gl/23jrxt		
X	Community Partnerships/Outreach	**X**	Facilities, Supplies and Equipment, Software	**X**	LPC Planning Priorities		Services to Students
	Curriculum committee items		Financial/Budgetary	**X**	LPC Collaborations		SLO/SAO Process
X	Enrollment Management		Human Resources		Pedagogy		Technology Use
X	External Factors		Learning Support		Professional Development		

Section Two: Current Topics (Required for All Programs)

A. Educational Master Plan: A list of goals and strategies appears on page ii of the Educational Master Plan, which can be accessed here:(https://goo.gl/1AefkX**).If applicable, describe how your program's upcoming plans reflect the goals described in the college's Educational Master Plan**

(your plans are described in Section 1, Questions H-I, or on a previous program review if you did not complete this year's Program Snapshot).

1. Grow and promote the on-campus portion of the Administration of Justice program including, perhaps, courses in Corrections, Homeland Security, Law Enforcement, and Industrial Security under the Associate Degree program. Look at developing an additional Associate Degree in one or more of these areas such as Homeland Security. In addition, consider interdisciplinary classes in Forensics that could contain a Science or computer component.
2. Promote a student-based community service component of these programs and classes.
3. Develop relationships with four-year colleges to promote the transfer of students in the on-campus Administration of Justice program.
4. Provide a multitude of work based learning opportunities for students, including work experience, internships, service learning, and workforce training.
5. Continue to work through the Tri-Valley Educational Collaborative to expand high school articulation agreements and to develop career/ curriculum pathways from secondary schools to Las Positas College.

B. Program-Set Standard (Instructional Programs Only): Did your program meet its program-set standard for successful course completion? __X__ yes _____no *Target: 78% Success: 84%*

Program-set standard data can be found on this page:
http://www.laspositascollege.edu/research/outcomes.php

If your program did not meet your program-set standard, discuss possible reasons and how this may affect program planning or resource requests.

C. Facilities: Do you have any facilities needs that are currently unmet? If yes, please describe.

Facilities needs will be addressed through the construction of the public safety center.

D. Professional Development

Section 87153 of California Education Code specifies the type of Professional Development activities that may be funded by the Community College Professional Development Program. You can review these activities here: https://goo.gl/w8sqBM

D1. Summarize the aspects of professional development that have been working well for your program. This might include the process of obtaining funds, the types of training your program members have been attending, etc.

> **Due to recent staffing changes, professional development has been limited to periodic on-campus offerings and regional workshops (BACCC/Public Safety Regional Joint Venture), and have not required the process of obtaining funds.**

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D2. Summarize any needs, desires and visions your program has regarding professional development, as well as any challenges.

> **Increased professional development of adjunct faculty to include membership in professional associations and attendance at discipline specific conferences.**

E. Program Suggestions (optional): What questions or suggestions do you have regarding the Program Review forms or process?

> **A "fillable" PDF (or other) form would be great. The assistance and availability of faculty to help in Program Review preparation is very helpful and appreciated.**

Section Three: SLOs/SAOs (Required for All Programs)

A. In the box below, copy and paste your "Plans for Analysis of SLO/SAO Data" from last year's Program Review. This plan can be found in the [2017 Program Review](#) Section 1 Question L.

(If discussing multiple PSLO/SAOs copy the box below as needed.)

Circle One:
CSLO PSLO   SAO *Please note that I am retiring at the end of the 2017-2018 academic year. This should be the choice of my replacement. I would recommend though that the CSLOs for AJ50, Intro to AJ, be used for analysis as we are expanding it to three sections for the coming 2018 spring semester.*
Course, Program Name, or Student Service Area:
Text of CSLO/PSLO/SAO:
If you plan to analyze a PSLO, identify the courses that are mapped to the PSLO.

B. Below, report on your program's progress on the plan described in Question (A) above.

Text of CSLO/PSLO/SAO: No progress to date.
SLOs: Assessment data collected from _____ sections over _____ semesters.   SAOs: Assessment data collected from _____ students over _____ semesters.
Describe the quantitative or qualitative results:
Discuss and reflect upon student achievement for this CSLO/PSLO/SAO. Discuss any actions taken so far (and results, if known) and your action plan for the future:
What changes in student achievement are evident across the semesters you analyzed? What are some possible explanations for these changes?
Do you plan to continue tracking this SLO in the next year? Explain. In keeping with the recommendation of the previous AJ Program Coordinator, the CSLOs for AJ50, Introduction to Administration of Justice, will be used for analysis in next year's Program Review.

C. Planning: What are your future plans (either new or continuing) for SLO/SAO analysis for next year?   Identify the PSLOs, CSLOs, or SAOs that your program plans to focus on the upcoming year with subsequent analysis (next year's program review). (Copy the box below as needed.)

Circle One: **CSLO**   PSLO   SAO
Course, Program Name, or Student Service Area: In keeping with the recommendation of the previous AJ Program Coordinator, the CSLOs for AJ50, Introduction to Administration of Justice, will be used for analysis in next year's Program Review.
Text of CSLO/PSLO/SAO: Upon successful completion of AJ50, the student will be able to identify, discuss and explain the major components and sub-components of the American justice system and how they relate to each other.
If you plan to analyze a PSLO, identify the courses that are mapped to the PSLO.

D. SLO/SAO Suggestions (optional): What questions or suggestions do you have regarding SLO/SAO planning, assessment and reporting?

SectionFour: Curriculum Review
(Programs with Courses Only)

The following questions ask you to review your program's curriculum. To see the last outline revision date and revision due date:

> **1. Log in to CurricUNET**
> **2. Select "Course Outline Report" under "Reports/Interfaces"**
> **3. Select the report as an Excel file or as HTML**

Curriculum Updates

A. Title V Updates: Are any of your courses requiring an update to stay within the 5 year cycle? List courses needing updates below.

Yes, however according to the previous AJ Program Coordinator, documented inaccuracies contained in Curricunet regarding course updates; the following information may be incorrect.

Course	Last Outline Revision	Revision Due Date
AJ 54 Investigative Reporting (Active)	12/1/2003	12/1/2008
AJ 56 Fundamentals of Crime and Delinquency (Active)	4/1/2004	4/1/2009
AJ 60 Criminal Law (Active)	12/1/2003	12/1/2008
AJ 61 Evidence (Active)	12/1/2003	12/1/2008
AJ 64 Patrol Procedures (Active)	4/1/2003	4/1/2008
AJ 66 Juvenile Procedures (Active)	4/1/2004	4/1/2009
AJ 69 Sex Crime Investigation (Active)	4/1/2004	4/1/2009
AJ 70 Community Relations (Active)	4/1/2004	4/1/2009
AJ 79 Homicide Investigation (Active)	12/1/2003	12/1/2008
AJ 89 Family Violence (Active)	4/1/2004	4/1/2009

B. Degree/Certificate Updates: Are any degrees/certificates requiring an update to do changes to courses (title, units) or addition/deactivation of courses? List needed changes below.

No changes required.

C. DE Courses/Degrees/Certificates: Detail your department's plans, if any, for adding DE courses, degrees, and/or certificates. For new DE degrees and/or certificates (those offered completely online), please include a brief rationale as to why the degree/certificate will be offered online.

None.