

This Annual update is due on March 25th of each year that your three year Program review and planning document is not due. Please email a copy of this to your Division dean, the VP of Instruction and the Academic Senate President.

- 1. What is the name of your Department and/or Division?**
Business/Technology Division – Administration of Justice
- 2. List the names of everyone who participated in developing this annual update.**
Michelle Schneider, Program Services Coordinator
Bill Curley, Instructor
- 3. Based on the elements in your Annual Update Data Sheet (Provided by IRP to your dean) and goals stated in your most recent Program Review, please identify any key successes and challenges.**

Enrollment numbers have declined over the last three years, due to a reduction in sections. Specifically, three separate courses were combined into one course (regulated by the State). There are no plans to change anything in the department at this time. Courses usually begin with between 20 and 30 students, with little attrition. Spring 2009 began with full classes and mostly full waiting lists. It is anticipated that enrollment numbers will continue to rise, due to the economy and job losses. Typically, when there is a downturn in the economy, public safety training programs see an increase in students as individuals look for stable employment that provides good salaries and benefits, and is not easily out-sourced. As the economy continues to weaken, enrollment numbers and course demand will be monitored and evaluated to determine if changes/additions are necessary.

The teaching staff for the ADMJ department consists entirely of Adjunct Faculty. The only full-time faculty member was the department head (Coordinator/Instructor), who retired December 2007. Until a replacement has been hired, current numbers should remain the same. However, without a full-time faculty member, there will be no improvements or adjustments to the curriculum, nor will any of the action steps be addressed. The only exception to this would be curriculum changes to the Peace Officer Standards & Training (POST) certified courses, to maintain compliance and certification. These courses are maintained by the Program Services Coordinator supporting ADMJ.

As has been the trend, the Administration of Justice (ADMJ) department's Load is well above the College's, averaging 769 over the last three academic years versus the College's average of 502 for the same time period. The current rotation of course offerings seems to be sufficiently addressing the needs of the students/community, and no changes are planned at this time.

- 4. Are you on track for meeting the goals/targets that your program identified in its most recent Program Review? If not, please explain possible reasons why. If needed, update your goal/targets based on these reason.**

Department goals outlined in the 2007-08 program review developed by the ADMJ Coordinator prior to his retirement have not been met, with very small exceptions.

The curriculum for the state regulated courses is updated twice a year, upholding its integrity and relevance; making these updates is mandatory for all presenters.

There has also been a continued partnership and communication with the department's industry contacts. Specifically with the San Mateo County Law Enforcement Training Managers' Association, which is our advisory committee, and with the California Commission on Peace Officer Standards and Training (POST), which is the regulating agency overseeing certain courses in the program.

SLO assessment has been continued by the course instructors, however there will be no evaluation without a program coordinator.

The remaining goals were not met because there is no department head to work on these goals, except for the Number 1 goal of hiring a new full-time coordinator/instructor, which is dependent on the administration of the college.

5. Have you identified any new goals or projects for the program to focus on during this next year? Please explain (grants, stipends, initiatives, etc.)

Until the Administration of Justice Department has a new Coordinator, there will be no new goals or projects identified or pursued. The goals outlined in the 2007-08 program review will stand until met or changed by a new coordinator.

6. Are there any critical issues you expect to face in the coming year? How will you address those challenges?

The continued lack of a department head will stifle any changes/updates to the major courses, including the assessment and evaluation of SLOs. It is hoped that the request for a new full-time instructor/coordinator will be approved soon.

There is an expectation that state regulations will be changed at POST, which will require a full-time person available to oversee the POST-certified training courses. Failure to meet this requirement will mean CSM will no longer be allowed to present POST courses. Other changes will be made to bring Modular Format presenters more in line with Academy presenters.

7. Student Learning Outcome and Assessment focus for this year:

- a. Academic areas: Identify at least one course SLO on which to focus. Describe the assessment strategies you will use and your method of reflection and documentation for this cycle.

Recognize the value of leadership and discuss the necessity of ethics, integrity and professionalism in the Criminal Justice System. This SLO is a major component of the program and many of the courses, however it is being assessed specifically in ADMJ 153 – Special Law Enforcement Issues this year. Assessment will be through written examination questions, to be evaluated by the instructor at the end of the semester.

- b. Student services areas: TBD
Not Applicable

8. Summary of resources needed to reach program action steps (Data resources: Educational Master Plan, GE-SLOs, SLOs; department records; Core Program and Student Success Indicators; previous Program Review and Planning reports)

- a. In the matrices below, itemize the resources needed to reach program action steps and describe the expected outcomes for program improvement.* Specifically, describe the

potential outcomes of receiving these resources and the programmatic impact if the requested resources cannot be granted.

**Note:* Whenever possible, requests should stem from assessment of SLOs and the resulting program changes or plans. Ideally, SLOs are assessed, the assessments lead to planning, and the resources requested link directly to those plans.

Full-Time Faculty Positions Requested	Expected Outcomes if Granted and Expected Impact if Not Granted	If applicable, <u>briefly</u> indicate how the requested resources will link to achieving department action steps based on SLO assessment.
Instructor/Coordinator	<p>If Granted – The full-time Instructor/Coordinator position provides the necessary full-time continuity of a combined classroom instructor and program director dedicated to the success of the ADMJ department and a commitment to participation in district, campus, and our public constituency affairs.</p> <p>If Not Granted – Failure to hire a full-time Instructor/Coordinator will erode the quality and overall continuity of the ADMJ department, while making growth and improvement impossible.</p> <p>It could also bring about another rift between CSM and the local constituency (the community and law enforcement agencies).</p> <p>Additionally, it will mean the loss of our POST certification to present ADMJ 771, 775, 780 and 781. Regulations will be changed at the state level requiring us to have someone to oversee the POST certified courses</p>	<p>Without a full-time coordinator, there will be no one to oversee SLO development, assessment and evaluation.</p> <p>Existing action steps will not be completed and new action steps will not be created.</p>

Classified Positions Requested	Expected Outcomes if Granted and Expected Impact if Not Granted	If applicable, <u>briefly</u> indicate how the requested resources will link to achieving department action steps based on SLO assessment.
None.	N/A	N/A

- b. For instructional resources including equipment and materials, please list the exact items you want to acquire and the total costs, including tax, shipping, and handling. Include items used for instruction (such as computers, furniture for labs and centers) and all materials designed for use by students and instructors as a learning resource (such as lab equipment, books, CDs, technology-based materials, educational software, tests, non-printed materials). Add rows to the tables as necessary. If you have questions as to the specificity required, please consult with your division dean. Please list by priority.

Resources Requested	Expected Outcomes if Granted and Expected Impact if Not Granted	If applicable, <u>briefly</u> indicate how the requested resources will link to achieving department action steps based on SLO assessment.
<p>Item: Office Copier/Fax Number: 1 Vendor: Xerox Unit price: N/A Total Cost: 3000 Status*: Maintenance</p> <p>This is a yearly cost needed to pay for the yearly contract of the Xerox Workcentre Pro shared by ADMJ & FIRE.</p>	<p>If Granted – Xerox contract can continue uninterrupted.</p> <p>If Not Granted – Xerox contract cannot continue uninterrupted. Loss of fax machine. Possible compromise of Test Security Agreement with POST; may result in program decertification.</p>	<p>N/A</p>
<p>Item: Chemical Agents Number: Varies Vendor: South Bay Regional Unit price: N/A Total Cost: 1400 Status*: New</p> <p>This is a yearly cost needed to procurement chemical agents for the Chemical Agents training portion of Module II training.</p>	<p>If Granted – State regulated training can continue uninterrupted, without fear of program decertification. Students from the pre-requisite course will continue with their training, and students from other presenters will come to CSM rather than wait for the next presentation (which starts 3 months later than ours).</p> <p>If Not Granted – State regulated training cannot continue uninterrupted. Course containing Chemical Agents training cannot be offered; program can be decertified by the State. This would affect student retention and enrollment numbers.</p>	<p>This equipment will allow the ADMJ department to maintain the integrity and currency of the state regulated curriculum for the POST training courses.</p> <p>Students will receiving the best possible training will be better prepared to become California State Peace Officers.</p> <p>Local agencies will receive well trained candidates.</p>
<p>Item: Defensive Tactics Training Aids Number: Varies Vendor: TBD Unit price: Unknown Total Cost: 1000 Status*: New and replacement</p>	<p>If Granted – State regulated training can continue uninterrupted, without fear of program decertification. Students from the pre-requisite course will continue with their training, and students from other presenters will come to CSM rather than wait for the next presentation (which starts 3 months later than ours).</p> <p>If Not Granted – State regulated training cannot continue uninterrupted. Courses containing Defensive Tactics training cannot be offered; program can be decertified</p>	<p>This equipment will allow the ADMJ department to maintain the integrity and currency of the state regulated curriculum for the POST training courses.</p> <p>Students will receiving the best possible training will be better prepared to become California State Peace Officers.</p> <p>Local agencies will receive well trained candidates.</p>

	by the State. This would affect student retention and enrollment numbers.	
Item: CPR/First Aid Training Aids Number: Varies Vendor: TBD Unit price: Unknown Total Cost: 1000 Status*: New and replacement	If Granted – State regulated training can continue uninterrupted, without fear of program decertification. If Not Granted – State regulated training cannot continue uninterrupted. Courses containing Defensive Tactics training cannot be offered; program can be decertified by the State. This would affect student retention and enrollment numbers.	This equipment will allow the ADMJ department to maintain the integrity and currency of the state regulated curriculum for the POST training courses. Students will receiving the best possible training will be better prepared to become California State Peace Officers. Local agencies will receive well trained candidates.

* Status = New, Upgrade, Replacement, Maintenance or Repair.

Primary faculty contact

Date

Additional faculty

Date

Additional faculty

Date