

This Annual update is due on March 25<sup>th</sup> 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

**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.**

There are no plans to change anything in the department at this time. Spring 2010 began with full classes and full, to almost full, waiting lists. It is anticipated that enrollment numbers will continue to rise, due to the economy, retraining efforts and the reduction of similar courses in neighboring districts. 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 cannot be easily out-sourced. 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 is hired, current numbers will probably remain the same, with some possible adjustment. Faculty members will be surveyed on their preferred class size when we move up to Bldg 12 at the end of Spring 2010, where we will have more room for additional students.

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, totaling 980.01 for the 2008-09 academic year versus the College's load of 554.5 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 permanent 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.

State regulations will be changed at POST, which will require a dedicated coordinator to oversee the POST-certified training courses, effective January 1, 2011. 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.

As soon as a draft version of the new regulations is available, consultation with the Division Dean and other administrators will be requested. Discussions will also be held with the Police Chiefs and Sheriff from the county, as they are our constituency, and our possible de-certification will directly affect them.

**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. All but two of the ADMJ courses have been assessed by our instructors; all but three of our courses were evaluated by the previous Coordinator prior to his retirement.

- 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.

<b>Full-Time Faculty Positions Requested</b>	<b>Expected Outcomes if Granted and Expected Impact if Not Granted</b>	<b>If applicable, <u>briefly</u> indicate how the requested resources will link to achieving department action steps based on SLO assessment.</b>
Instructor/Coordinator	<p><b>If Granted</b> – 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><b>If Not Granted</b> – 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 a dedicated coordinator to oversee the POST certified courses, effective January 1, 2011.</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>

<b>Classified Positions Requested</b>	<b>Expected Outcomes if Granted and Expected Impact if Not Granted</b>	<b>If applicable, <u>briefly</u> indicate how the requested resources will link to achieving department action steps based on SLO assessment.</b>
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, <b>briefly</b> indicate how the requested resources will link to achieving department action steps based on SLO assessment.
<p><b>Item:</b> Office Copier/Fax  <b>Number:</b> 1  <b>Vendor:</b> Xerox  <b>Unit price:</b> N/A  <b>Total Cost:</b> 5000  <b>Status*:</b> Maintenance</p> <p>This is a yearly cost needed to pay for the yearly contract of the Xerox Workcentre Pro shared by ADMJ &amp; FIRE.</p>	<p><b>If Granted</b> – Xerox contract can continue uninterrupted.</p> <p><b>If Not Granted</b> – 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><b>Item:</b> Chemical Agents  <b>Number:</b> Varies  <b>Vendor:</b> South Bay Regional  <b>Unit price:</b> N/A  <b>Total Cost:</b> 1500  <b>Status*:</b> Maintenance</p> <p>This is a yearly cost needed to procurement chemical agents for the Chemical Agents training portion of Module II training.</p>	<p><b>If Granted</b> – 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><b>If Not Granted</b> – 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><b>Item:</b> Instructional Videos  <b>Number:</b> Varies  <b>Vendor:</b> TBD  <b>Unit price:</b> Unknown  <b>Total Cost:</b> 1000  <b>Status*:</b> New/Replacement</p>	<p><b>If Granted</b> – Would allow the department to update their teaching aids, and present current information in the ever changing environment of the criminal justice system. New videos would also allow the ADMJ instructors another avenue of teaching for visual learners.</p>	<p>Law changes sometimes require adjustment of and changes to Student Learning Outcomes. These updates benefit from current information and visual aids.</p>

	<p><b>If Not Granted</b> – Continued use of outdated materials would not benefit the students and degraded the program overall.</p>	
<p><b>Item:</b> Score sheet scanner  <b>Number:</b> 1  <b>Vendor:</b> Scantron  <b>Unit price:</b> \$5000  <b>Total Cost:</b> \$5000  <b>Status*:</b> New</p>	<p><b>If Granted</b> – New scanner would allow the program to continue using the state software for grading tests, as well as utilize updates analysis options.</p> <p><b>If Not Granted</b> – Program will continue to utilize the current equipment</p>	<p>Score sheet scanners allow instructors to assess their tests in regards to their course and the program SLOs.</p>
<p><b>Item:</b> Defensive Tactics Training Aids  <b>Number:</b> Varies  <b>Vendor:</b> TBD  <b>Unit price:</b> Unknown  <b>Total Cost:</b> 1000  <b>Status*:</b> New and replacement</p>	<p><b>If Granted</b> – 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><b>If Not Granted</b> – 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.</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><b>Item:</b> CPR/First Aid Training Aids  <b>Number:</b> Varies  <b>Vendor:</b> TBD  <b>Unit price:</b> Unknown  <b>Total Cost:</b> 1000  <b>Status*:</b> New and replacement</p>	<p><b>If Granted</b> – State regulated training can continue uninterrupted, without fear of program decertification.</p> <p><b>If Not Granted</b> – 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.</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>

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

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*Primary faculty contact*

*Date*

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*Additional faculty*

*Date*

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*Additional faculty*

*Date*