

The Program Review process should serve as a mechanism for the assessment of performance that recognizes and acknowledges good performance and academic excellence, improves the quality of instruction and services, updates programs and services, and fosters self-renewal and self-study. Further, it should provide for the identification of weak performance and assist programs in achieving needed improvement. Finally, program review should be seen as a component of campus planning that will not only lead to better utilization of existing resources, but also lead to increased quality of instruction and service. A major function of program review should be to monitor and pursue the congruence between the goals and priorities of the college and the actual practices in the program or service.

~Academic Senate for California Community Colleges

INSTRUCTIONS

This *Annual Update for Program Review and Planning* is due each year that your *Comprehensive Program Review and Planning* report is not due.

(For information about program review cycles, see Instructional and Student Services program review rotation schedules posted online in their respective sections of the program review webpage:

http://collegeofsanmateo.edu/prie/program_review/program_review.php)

Resources for Supporting Documentation:

A listing of resources and documents which provide data or information for each section is included at the end of this document, after the final signature page. These resources are posted online and their URLs are listed at the end of this document.

(You may delete this section, when you submit your final program review.)

Next Steps:

All *Annual* and *Comprehensive Program Review and Planning* reports are due March 25, 2010. This date is aligned with CSM's *Integrated Planning Calendar*.

(See: http://collegeofsanmateo.edu/prie/institutional_documents.php.)

Upon its completion, please email this *Program Review and Planning* report to the Vice President of Instruction, the Vice President of Student Services, the appropriate division dean, the CSM Academic Senate President, and the Dean of Planning, Research, and Institutional Effectiveness (PRIE).

Diana Bennett, Academic Senate President, bennettd@smccd.edu

Susan Estes, Vice President of Instruction, estes@smccd.edu

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John Sewart, Dean (PRIE), sewart@smccd.edu

Department or Program: Administration of Justice

Division: Business/Technology

1. **Brief Description Of Program:**

The Administration of Justice Program prepares students for jobs in criminal justice field. Through the expertise of the faculty and the exposure to professional personnel from the criminal justice system, students can expect to be prepared for a career in various fields of the criminal justice system, including law enforcement, corrections, social services, probation, and law.

2. **Based on the elements in your *Core Program and Student Success Indicators* (provided by PRIE for each program) and the 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 2011 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 curriculum and student learning outcomes were updated to align with the Transfer Model Curriculum (TMC) for SB1440. The twice-a-year curriculum changes to the Peace Officer Standards & Training (POST) certified outlines have also been continued, 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 above the College's, totaling 686 for the 2010-11 academic year versus the College's load of 576 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.

A marked drop-off in WSCH and FTES can be attributed to the hiatus of the POST-certified courses, which have more hours per course than the traditional degree courses. Not being able to offer these courses has negatively affected our Load.

3. **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 reasons.**

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 will be continued by the course instructors using the updated SLOs beginning Fall 2012.

The Number 1 goal of hiring a new full-time coordinator/instructor, has not been met, and is dependent on the administration of the college.

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

Effective 2012-13, the ADMJ instructional staff will begin teaching the updated curriculum and focusing on the new SLOs. These SLOs will be assessed at the end of each semester and evaluated/adjusted as needed. Results will be entered into TracDat after assessment.

The program will continue to pursue a replacement for the full-time coordinator/instructor who retired in 2007. This will take the responsibility of SLOs assessment/evaluation away from the support staff, and encourage multiple means of assessment.

A new coordinator/instructor will also allow for presentations of POST certified courses. These are on hiatus due to state regulations, and the certification of these courses is in danger of being revoked.

5. **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 have a negative impact on 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 have been changed at POST, requiring 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.

Our continued hiatus of POST-certified courses has put their certification in jeopardy, with the possibility of de-certification. A verbal warning to possible de-certification has been issued by the Basic Course Training Bureau. If CSM is de-certified, POST would have to visit our training facilities to re-certify our courses.

6. **Student Learning Outcomes (SLOs) 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 and describe the key components of the Criminal Justice System.

This SLO is a foundational concept for the program, helping to tie all of the courses together. This SLO is from ADMJ 100 – Introduction to Criminal Justice. Students will be exposed to material outlining these components and then assessed via various methods of evaluation (i.e., quizzes, examinations, narratives or surveys).

- b. Student services areas: TBD
Not Applicable

7. Summary of Resources Needed to Reach Program Action Steps

(Data resources: Educational Master Plan, 2008, Institutional Priorities, 2008-2011, College Index, 2009-2010, 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 jeopardizing growth and improvement.</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 have been</p>	Without a full-time coordinator, there will be no one to oversee SLO development, assessment and evaluation.

	changed at the state level requiring us to have coordinator to oversee the POST certified courses, effective January 1, 2011.	
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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: 5000 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>	N/A
<p>Item: Forensic Course Equipment Number: Varies Vendor: TBD Unit price: Unknown Total Cost: 2000 Status*: New/Replacement</p>	<p>If Granted – Would allow the department to update/replace equipment. New lab exercises could be incorporated into the existing curriculum</p> <p>If Not Granted – Continued use of current equipment, which will wear out/break eventually.</p>	Lab exercises benefit “hands-on” learners. A higher level of learning can be achieved (i.e., comprehensive vs. knowledge).
<p>Item: Instructional Videos Number: Varies Vendor: TBD Unit price: Unknown Total Cost: 1000 Status*: New/Replacement</p>	<p>If Granted – 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</p>	Law changes sometimes require adjustment of and changes to Student Learning Outcomes. These updates benefit from current information and visual aids.

	<p>also allow the ADMJ instructors another avenue of teaching for visual learners.</p> <p>If Not Granted – Continued use of outdated materials would not benefit the students and degraded the program overall.</p>	
<p>Item: Chemical Agents Number: Varies Vendor: South Bay Regional Unit price: N/A Total Cost: 1500 Status*: 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>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: Score sheet scanner Number: 1 Vendor: Scantron Unit price: \$5000 Total Cost: \$5000 Status*: New</p>	<p>If Granted – New scanner would allow the program to continue using the state software for grading tests, as well as utilize updated analysis options.</p> <p>If Not Granted – Program will continue to utilize the current equipment</p>	<p>Score sheet scanners and specialized software could allow instructors to assess course and the program SLOs using student surveys.</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</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>Defensive Tactics training cannot be offered; program can be decertified by the State. This would affect student retention and enrollment numbers.</p>	
<p>Item: CPR/First Aid 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.</p> <p>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.</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.*

8. PROGRAM REVIEW PARTICIPANTS AND SIGNATURES

Date of this *Annual Update for Program Review and Planning* evaluation:

Please list the department's *Annual Update for Program Review and Planning* report team as appropriate:

Primary program contact person: Michelle Schneider
Phone and email address: x6177 or schneider@smccd.edu
Full-time faculty: Not Applicable
Part-time faculty: Bill Curley; Peter Nannarone
Administrators: N/A
Classified staff: Michelle Schneider
Students: N/A

_____ <i>Primary Program Contact Person's Signature</i>	_____ <i>Date</i>
_____ <i>Full-time Faculty's Signature</i>	_____ <i>Date</i>
_____ <i>Part-time Faculty's Signature</i>	_____ <i>Date</i>
(as appropriate)	
_____ <i>Administrator's Signature</i>	_____ <i>Date</i>
(as appropriate)	
_____ <i>Classified Staff Person's Signature</i>	_____ <i>Date</i>
(as appropriate)	
_____ <i>Student's Signature</i>	_____ <i>Date</i>
(as appropriate)	
_____ <i>Dean's Signature</i>	_____ <i>Date</i>

Annual Program Review RESOURCES FOR SUPPORTING DOCUMENTATION

This section contains a listing of sources for data and key documents referred to in this *Annual Update* along with other resources. Contact information for relevant people is also included.

Academic Senate

<http://www.collegeofsanmateo.edu/academicsenate/>

Contact: csmacademicsenate@smccd.edu

Diana Bennett, President, bennettd@smccd.edu, (650) 358-6769

College Catalogs and College Class Schedules are archived online:

<http://collegeofsanmateo.edu/schedule/archive.asp>

Course Outlines are found at:

<http://collegeofsanmateo.edu/articulation/outlines.asp>

Committee on Instruction

<http://www.smccd.net/accounts/csmcoi>

Contact: Laura Demsetz, Chair, demsetz@smccd.edu, (650) 574-6617.

Program Review Resources (includes forms, data, and completed program reviews for both instructional and student services program review)

Core Program and Student Success Indicators (see links for “Quantitative Data for Instructional Programs”)

Distance Education Program Review Data

Glossary of Terms for Program Review

Listing of Programs Receiving Program Review Data from PRIE

Rotation Schedule for Instructional Program Review, 2008-2014

http://collegeofsanmateo.edu/prie/program_review/program_review.php

Office of Planning, Research, and Institutional Effectiveness (PRIE)

<http://collegeofsanmateo.edu/prie/>

Contact: John Sewart, Dean, sewart@smccd.edu, (650) 574-6196

Contact: Milla McConnell-Tuite, Coordinator, mcconnell@smccd.edu, (650)574-6699

At PRIE Website:

College Index, 2009-2010, http://collegeofsanmateo.edu/prie/institutional_documents.php

Comprehensive Listing of Indicators and Measures, 2009-2010

http://collegeofsanmateo.edu/prie/institutional_documents.php

Division/Department Workplans, Spring 2009 (only)

http://collegeofsanmateo.edu/prie/institutional_documents.php

Educational Master Plan, 2008, <http://collegeofsanmateo.edu/prie/emp.php>

Institutional Priorities, 2008-2011

http://collegeofsanmateo.edu/prie/institutional_documents.php

Student Learning Outcomes (SLOs) website:

<http://www.collegeofsanmateo.edu/sloac/>

Contact: Frederick Gaines, Interim SLO Coordinator, gainesf@smccd.edu, (650)574-6183