Instructional Program Review – Annual Update
2019

Date:	December 1, 2020
Program and Department:	Administration of Justice
CTE Program?	☐ Yes ☒ No
Additional programs included in this review:	N/A
Date of last comprehensive review:	08/26/2016
Submitted By:	K. Kruse
Attachments (* as needed):	☒ 6-year assessment plan – All programs, when applicable ☐ 2-year scheduling plan ☐ Justification for Resource Requests (if needed)

I.   Alignment of the Program with the AHC Mission

AHC Mission: Allan Hancock College provides quality educational opportunities that enhance student learning and the creative, intellectual, cultural, and economic vitality of our diverse community.

a. Have there been any changes that would require a change to your Program Mission?

The mission of the Administration of Justice (AJ) Program mirrors AHC's mission by enhancing all AJ students with a solid educational platform preparing them for either an Associate of Science degree, the pathway for those to transfer to a higher institution, and/or immediate employment in the Criminal Justice field. The AJ program specifically focusses on the fundamental processes of the criminal justice system coupled with the continual changing of our laws and societal dimensions.

The Administration of Justice program offers students two associate degree options:
1. Associate in Science for Transfer (AS-T) degree
   The AS-T degree provides courses that enable students to complete lower division prerequisites and general education requirements to transfer to institutions of higher learning. The AS-T in Administration of Justice consists of two core courses
   (AJ 101 and AJ 103) and twelve units of course electives selected from a list of approved courses in Administration of Justice, for a total of eighteen units in the major and forty-five units of prescribed general education requirements.
2. Associate in Science (AS) degree.
   The AS degree is considered a basic degree designed to meet limited employment hiring and promotion (in the career field) requirements. The AS in Administration of Justice consists of twenty-seven units in administration of justice and thirty-three units of general education requirements. There are five core courses for this degree: AJ101, AJ102, AJ103, AJ104 and AJ105 and twelve units of electives selected from a list of approved courses in the administration of justice discipline.

b. Explain how your program mission aligns with the college mission.

The college mission and values can be found here:
http://www.hancockcollege.edu/public_affairs/mission.php

The vision of Allan Hancock College (AHC) as being the recognized leader in student success through excellence in teaching, learning, and services in an environment of mutual respect follows the policies and guidance of the AJ program.

This program, unique from most colleges and universities, has a state-of-the-art Law Enforcement Academy. Those in the AJ Program are groomed to reach their specific goals to achieve success in garnering a career in the field. An example is the access for each student to attain their goals to attend the AHC Law Enforcement Academy.

The course instructors, who have each dedicated their professional career within this discipline, are from an array of careers within the criminal justice system. These professionals have the tools to successfully guide the students to their desired career path.

The example below denotes the dedication each instructor provides to the field of study:

6 Majors Admin of Justice for Transfer, Administration Of Justice, Administration of Justice - Headcount

	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
Admin of Justice for Transfer	96	149	232	268	372	495
Administration Of Justice	789	1,079	1,078	987	940	891
Grand Total	882	1,222	1,291	1,231	1,270	1,344

II.   Student Success, Program Accessibility and Program Capacity

*Data for this section provided by the office of Institutional Effectiveness.

Administration of Justice	2013-14	2014-15	2015-16	2016-17	2017-18	95% of 5 yr. avg.
Sections	32	36	37	41	42	36
Headcount	562	557	608	619	672	573
Enrollment	930	927	1,038	1,098	1,167	980
Retention % F2F	90.50%	93.20%	93.70%	94.20%	92.70%	88.22%
Retention % Online						
Retention %	90.50%	93.20%	93.70%	94.20%	92.70%	88.22%
Success % F2F	76.10%	81.30%	80.50%	83.30%	77.10%	75.68%
Success % Online						
Success %	76.10%	81.30%	80.50%	83.30%	77.10%	75.68%

Administration of Justice	2013-14	2014-15	2015-16	2016-17	2017-18	95% of 5 yr. avg.
FTES	97.51	97.5	109.13	118.42	122.17	103.50
FTEF+	6.445	7.256	7.457	8.281	8.478	7.20
FTES/FTEF	15.13	13.44	14.63	14.3	14.41	13.66

Administration of Justice	2013-14	2014-15	2015-16	2016-17	2017-18	95% of 5 yr. avg.
Degrees	38	43	63	59	66	51.1
Certificates						
Total	38	43	63	59	66	51.1

As noted above, the Administration of Justice program ensures that the "Vision" of the college is blended into the program. As such, the program has maintained an outstanding academic integrity, emphasizing numerous pathways, adhering to the purview of "Democracy's College" for student success in obtaining a degree, college transfer and/or successful employment.

The Administration of Justice Program consistently ranks in the top five declared majors at this college and popular with the students. Careers in the Administration of Justice related field(s) continue to see growth and the projected employment outlook is above average even through this time of unrest in the country.

The Data demonstrates enrollment in the program has steadily increased; an overall retention rate percentage for the past 6 years of over 90%; and an overall success rate of over 85% with the 2019/2020 academic (2020-pandemic) year.
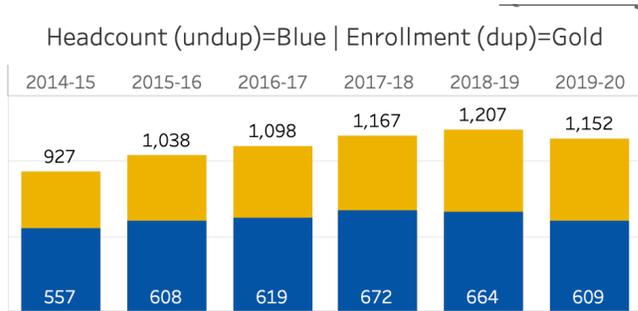
1 Retention & Success by academic year by course AJ

course_	2014-15		2015-16		2016-17		2017-18		2018-19		2019-20	
AJ101	75%	91%	78%	93%	76%	91%	71%	91%	76%	90%	86%	94%
AJ102	75%	91%	87%	94%	86%	97%	77%	93%	82%	89%	86%	92%
AJ103	85%	94%	81%	92%	84%	94%	87%	97%	81%	95%	67%	94%
AJ104	80%	93%	77%	98%	77%	93%	65%	92%	75%	86%	93%	97%
AJ105	92%	99%	87%	93%	92%	97%	94%	96%	95%	97%	96%	98%
AJ111	89%	98%	94%	99%	93%	99%	90%	96%	94%	98%	86%	95%
AJ120	81%	92%	89%	97%	84%	95%	68%	91%	78%	87%	68%	93%
AJ130	91%	93%	76%	84%	93%	98%	82%	93%	89%	96%	93%	97%
AJ150	88%	94%	83%	96%	94%	98%	90%	95%	84%	92%	94%	96%
AJ315	81%	96%	59%	92%	87%	94%	70%	87%	80%	87%	86%	86%
Grand Total	81%	93%	81%	94%	83%	94%	77%	93%	81%	92%	85%	95%

					Academic Year 2019-20			
	Headcount	Enrollment	EW count	FTES	Retention %	PPG Retention Mod	PPG Retention Impact	Success %
Under 20	306	531	16	56	94.4%	-0.3%	2	83.1%
20-24	240	472	14	50	94.8%	0.4%		86.7%
25-29	48	93	1	10	94.6%	0.0%		87.0%
30-34	16	27	1	3	92.3%	-2.3%	1	88.5%
35-39	8	13	1	1	100.0%			100.0%
40-49	7	12	0	1	100.0%			100.0%

a. Please comment on data and trends

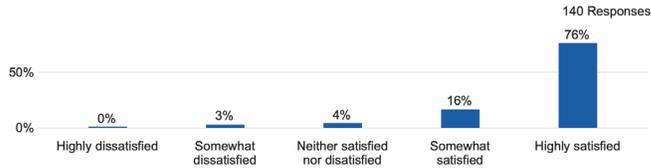The Program is the top 5 disciplines listed at this institution and is continually growing with the recent transfer to the Public Services Section.

Headcount (undup)=Blue | Enrollment (dup)=Gold

	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
Enrollment	927	1,038	1,098	1,167	1,207	1,152
Headcount	557	608	619	672	664	609

Q2_4 - The way this program meets your educational goals

142 Responses

Highly dissatisfied	Somewhat dissatisfied	Neither satisfied nor disatisfied	Somewhat satisfied	Highly satisfied
0%	2%	3%	18%	77%
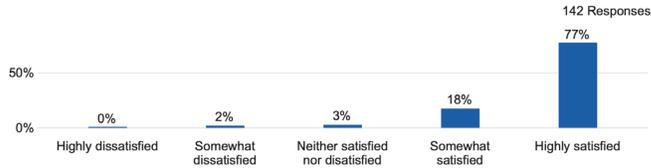
Q2_5 - Contribution towards your intellectual growth

140 Responses

Highly dissatisfied	Somewhat dissatisfied	Neither satisfied nor disatisfied	Somewhat satisfied	Highly satisfied
0%	3%	4%	16%	76%

b. If this year's figures for the program are below the set standard explain steps you will take to improve.

Though the data reflects positive effectiveness, adjustments while constantly monitoring the overall system are continually established.

AJ Academic Year
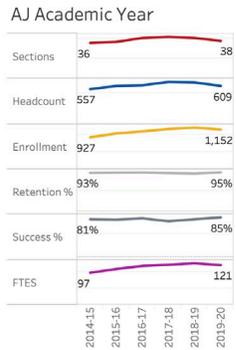
The above graph shows the positive direction the program consistently travels, taking into consideration the adjustment for faculty to offer more opportunities for courses has also made the program successful.

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c. If your program offers certificates and/or degrees, has existed for at least five years and has awarded fewer than 6 degrees/certificates over the last two years explain the reason for the low number and your plan to improve.

Program Desc	Degree	Degree Major	Student Major	Degree Desc (group)	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
Administration O..	AS-T	Admin of Justice for Transf..	Admin of Justice for Transfer	Associate in Science - Tr..		9	11	23	36	51
	Total					9	11	23	36	51
Administration O..	AS	Administration Of Justice	Administration Of Justice	Associate in Science (S)	19	19	16	18	27	12
	Total				19	19	16	18	27	12
Total					19	28	27	41	63	63

The data above demonstrates the success of the students in the program.

d. Describe how the program works to promote student success (completions job placement, transfer). Include teaching innovations and use of academic and student support.

Careers in the administration of justice related fields continue to see tremendous growth, taking into account the current national stances. In the 2014-2015 assessment, the above question was formulated. Since then, the program has provided an enhanced learning environment such as:

1. Additional equipment and props for a realistic learning environment
2. Scenario based activities for the students to receive a hands-on type learning.
3. A $600.00 grant was awarded to the program for supplies required to enhance the courses forensic(s) abilities.
4. An updated list of textbooks and interactive modes.
5. Agencies within the program (guest speakers) to provide recruitment tools for the students.
6. Instructional support for various programs within the discipline to enhance the marketability of each student.
7. Use of various college programs, such as the career center and LAP program to encourage awards and grants.
8. The introduction to the college's state-of-the-art training facility to promote job placement within the area.

e. List any notable accomplishments of the program (student awards, honors, or scholarships can be listed here also)

The program has seen a steady increase in those students completing the basic requirements for the program, then transferring to a higher institution.

Program Desc	Degree	Degree Major	Student Major	Degree Desc (group)	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
Administration o..	AS-T	Admin of Justice for Transf..	Admin of Justice for Transfer	Associate in Science - Tr..		9	11	23	36	51
	Total					9	11	23	36	51

III.   **Quality and Innovation in the Program and Curriculum Review**

Please refer to the current SLO data set for your program found at:
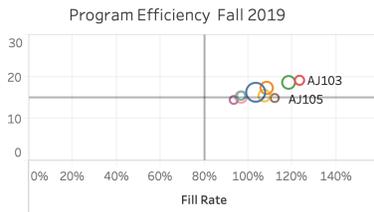http://research.hancockcollege.edu/student_learning_outcomes/matrix.html#Top

a. Are you on track in your assessment plan for course and program SLOs? If not, please explain why.

There are established student learning outcomes for selected administration of justice course which are assessed on an annual basis. The data provided demonstrates the following:

Historical Course Performance- This is SLO assessment by course, including percent and number of students that met standards.
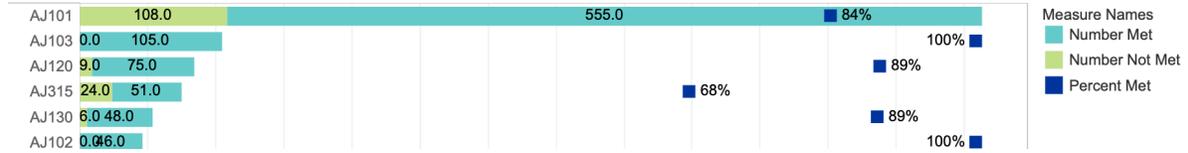

Note: AJ315 taught only one semester (Spring 2020-Covid)

1 Retention & Success by academic year by course AJ

course_	2014-15		2015-16		2016-17		2017-18		2018-19		2019-20	
AJ101	75%	91%	78%	93%	76%	91%	71%	91%	76%	90%	86%	94%
AJ102	75%	91%	87%	94%	86%	97%	77%	93%	82%	89%	86%	92%
AJ103	85%	94%	81%	92%	84%	94%	87%	97%	81%	95%	67%	94%
AJ104	80%	93%	77%	98%	77%	93%	65%	92%	75%	86%	93%	97%
AJ105	92%	99%	87%	93%	92%	97%	94%	96%	95%	97%	96%	98%
AJ111	89%	98%	94%	99%	93%	99%	90%	96%	94%	98%	86%	95%
AJ120	81%	92%	89%	97%	84%	95%	68%	91%	78%	87%	68%	93%
AJ130	91%	93%	76%	84%	93%	98%	82%	93%	89%	96%	93%	97%
AJ150	88%	94%	83%	96%	94%	98%	90%	95%	84%	92%	94%	96%
AJ315	81%	96%	59%	92%	87%	94%	70%	87%	80%	87%	86%	86%
Grand Total	81%	93%	81%	94%	83%	94%	77%	93%	81%	92%	85%	95%

Q12 - What is your final academic goal?
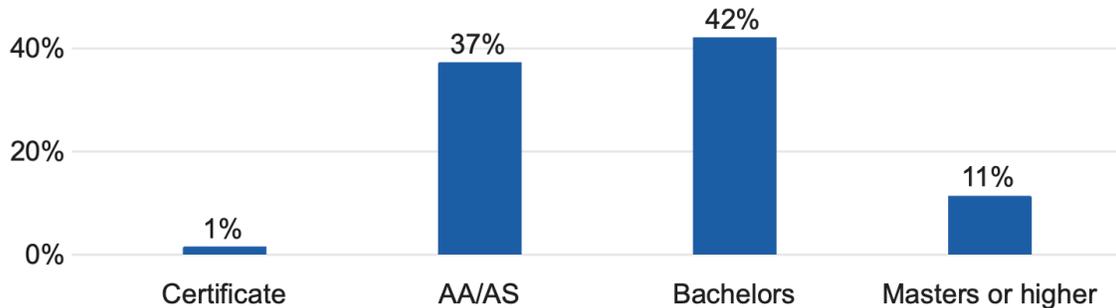
b. Have you shared your assessments or improvement plans with your department, program or advisory committee? If so, what actions resulted? If not, how do you plan to do so in the future?
    I have shared my results with the Department chair. Please refer to section IV for the information.

c. Did any of section, course or program improvement plans indicate that your program would benefit from specific resources in order to support student learning and/or faculty development? If so, please explain.

The Administration of Justice program is a constant developmental discipline. In order to properly provide the educational platform to the students, each instructor must update the material provided. The success of this program has been with the overall enthusiasm of the instructors. These instructors remain within the system, hence the updates mentioned are continuously completed.

During the inspection of the program, 3 courses were identified as not being selected for on-going instruction. Of those courses, one (1) course is being considered for instruction. The course in question is referenced as AJ305, Patrol Procedures, which is the study of the Police patrol system. This type of course is offered in other institutions. Note: This course remains active in the course outline eligibility.

In the Spring of 2019, the Department Chair retired and has not been replaced. A fulltime facility member, assigned to the Santa Maria campus, within this discipline would provide a vital role with the tradition of this program and work to enhance, provide administrative functions and be the voice of the program for the students. Further, the faculty member would be able to assist in the growth of this program at the Lompoc campus.

Part of the assessment experience is to reach out to other institutions to understand their specifics on their program. Each facility I contacted has a unique feature which may be an asset for the college's success in this program. That is a pathway for the students to understand each class required for their specific experience. Here is an example:

1st Term				
	CRIM B1 CORE 3.0 Units Introduction to Criminal Justice	**CRIM B2** CORE 3.0 Units Criminal Law	**PSYC B1A or SOCI B1** CORE 3.0 Units Choose a course	**ENGL B1A** 3.0 Units Expository Composition
	Oral Communication GEN 3.0 Units Choose a course from Area A.1.			
15.0 UNITS				

2nd Term				
	PSYC B5 CORE 4.0 Units Elementary Statistics for the Behavioral and Social Sciences	**Criminal Justice List A** CORE 3.0 Units Choose a course	**Critical Thinking** GEN 3.0 Units Choose a course from Area A.3.	**Arts** 3.0 Units Choose a course from Area C.1.
	American Institutions History GEN 3.0 Units Choose a course			
16.0 UNITS				

3rd Term				
	Criminal Justice List A CORE 3.0 Units Choose a course	**POLS B1** GEN 3.0 Units American Government: National, State and Local	**Humanities** GEN 3.0 Units Choose a course from Area C.2.	**Lifelong Learning and S Development** 3.0 Units Choose a course from Area E.
	Life Sciences with lab GEN 3.0 Units Choose a course			
15.0 UNITS				

4th Term				
	Arts, Literature, Philosophy, and Foreign Language GEN 4.0 Units Choose a course from Area C.	**Physical Sciences without Lab (IGETC)** GEN 3.0 Units Choose a course	**CSU Transferable course** ELEC 3.0 Units Choose a course	**CSU Transferable cours** 3.0 Units Choose a course
	CSU Transferable course ELEC 1.0 Units Choose a course			
14.0 UNITS				

d. In reviewing your outcomes and assessments have you identified any and all that indicate a modification should be made to the course outline, the student learning outcomes or the program outcomes? Please state what modifications you will be making.

> In 2009, the Administration of Justice program suffered resource losses in each category. Those losses were mentioned in the 2014-2015 program Review, however, funding, full-time faculty, support staff and improved technology were not addressed. Recently we secured an office space where the program can utilize space for course preparations and administrative functions.

e. Have all course outlines been reviewed within the last 5 years? If not, please explain the plan to bring course outlines up to date and include timelines for the review and submission to AP&P.

> The Administration of Justice has five core courses and several elected classes. During this evaluation, three courses have been identified, one course were specifically found to have been reviewed (2014-15 assessment) and updated for utilization as a viable course for students to consider. This course is in the process of being updated and if approved, will be brought into the student course list for the Fall/2021.

f. For **CTE courses/programs only**, as per §55003, have prerequisites, core requisites and advisories (PCAs) for courses and/or programs been reviewed within the last 2 years?
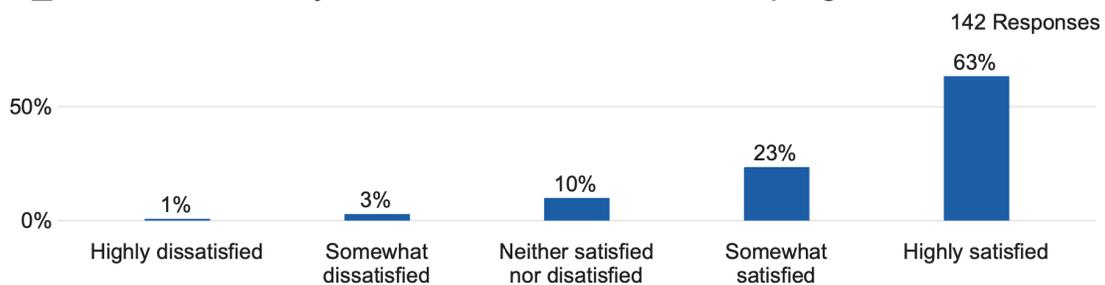
> N/A

IV.   Focus and Engagement of the Program

a. Summarize major trends and opportunities as well as challenges that have emerged in the program

1. A program assistant would provide as valuable resource to the instructors and program.
2. When all other programs at the college observing a decline in student enrollment, due to the Covid-19 pandemic, the Administration of Justice program enjoys immense popularity. In fact, the program remains the top five academic program. Unfortunately, the program remains one of the only without a full-time faculty member. This fact may greatly hinder the programs steady popularity, but an alarming fact for the Spring 2021, recently noted the program was forced to reduce the number of available courses.
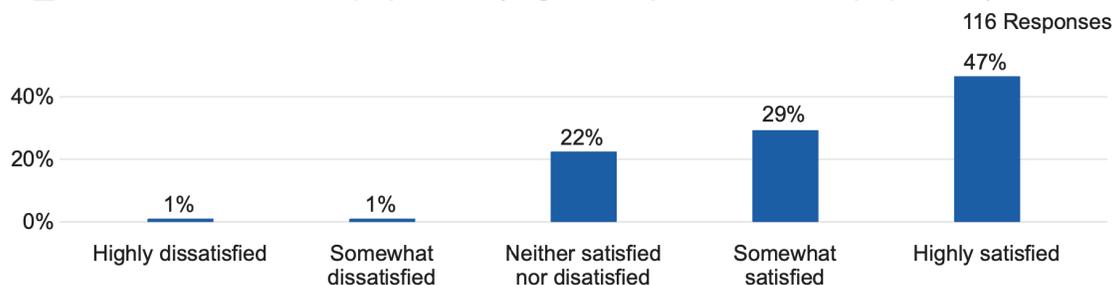
Student response:

Q2_8 - The availability of courses offered in the AJ program

142 Responses

Highly dissatisfied	Somewhat dissatisfied	Neither satisfied nor disatisfied	Somewhat satisfied	Highly satisfied
1%	3%	10%	23%	63%

3. A dedicated and designed classroom with a lab space and equipment would greatly enhance the program.
4. Though we received budgetary equipment, additional resources/props would be appreciative.
5. Student interactive technology devices.

Student Response:

Q2_12 - Instructional equipment (e.g., computers, lab equipment)

116 Responses

Highly dissatisfied	Somewhat dissatisfied	Neither satisfied nor disatisfied	Somewhat satisfied	Highly satisfied
1%	1%	22%	29%	47%

6. Provide onsite dedicated academic counseling for each student in the program as referenced in III C. This would open the path for achievement to each student that gives the students the real goal(s). As research in other institutions, a counseling program has greatly enhanced retention levels in the other institutions assessed.

b. List any (internal or external) conditions that have influenced the program in the past year.

The pandemic has provided a condition within the program for which we have had to adjust methods of instruction. Three instructors plus the Department Chair have retired from the program. The full-time employee as referenced above has not been replaced.
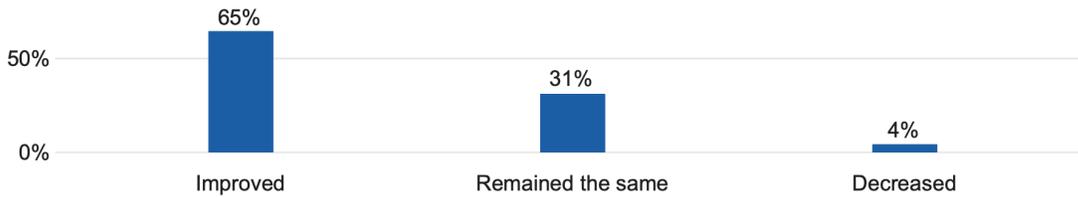
Student responses:

Q6_2 - I plan on taking additional courses in the AJ program

140 Responses

	Agree	Neither agree nor disagree	Disagree
	85%	13%	2%
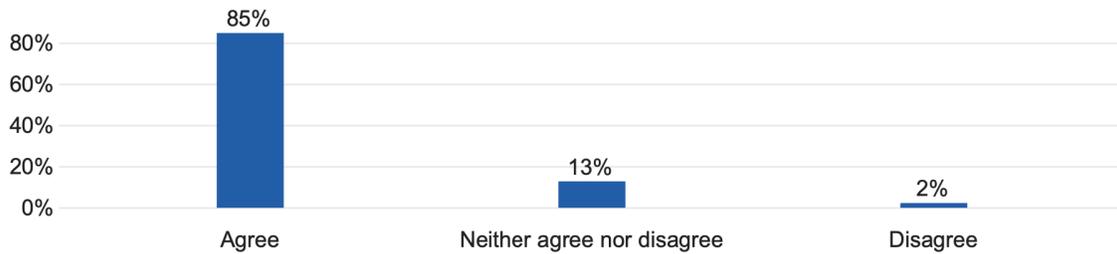
Q5 - Compared to the beginning of the semester, your attitude about the AJ program has

141 Responses

	Improved	Remained the same	Decreased
	65%	31%	4%

Data for Program with Vocational TOP Codes (CTE):
http://www.hancockcollege.edu/institutional_effectiveness/reports.php
Please review the data and comment on any trends.

c.   Current industry employment and wage data (please cite sources) (College choice.net and Indeed.com)

CAREER	MEDIAN ANNUAL SALARY	PROJECTED GROWTH RATE (2018-2028)
Lawyers/Attorneys	$120.910	6%
Judges and Hearing Officers	$117,190	6%
Police and Detectives	$63,380	5%
Paralegals	$50,940	12%
Arbitrators	$62,270	8%
Private Detectives and Investigators	$50,090	8%

Top companies for Entry Level Police Officers in California

City of Woodburn 4.0 ★★★★☆ 12 reviews 5 salaries reported		**$160,893** per year
Salt Lake City Corporation 3.9 ★★★★☆ 57 reviews 6 salaries reported		**$98,683** per year
Star Protection Agency 3.6 ★★★☆☆ 156 reviews 6 salaries reported		**$85,961** per year
City of Kirkland 4.5 ★★★★☆ 14 reviews 9 salaries reported		**$79,955** per year
Anchorage Police Department 4.5 ★★★★☆ 15 reviews 5 salaries reported		**$79,787** per year

d.   Industry employment and wage trends

The U.S. Bureau of **Labor** Statistics anticipates that this category of **criminal justice** work will grow at a rate of 19 percent by 2020. The BLS also reports that forensic technicians typically earned about $51,000 a year in 2010.

> The United States Bureau of Labor Statistics (BLS), for instance, forecasts that more than 53,000 new jobs for police officers and detectives will become available by 2026.

e. TOP code employment CORE indicator report

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f. Advisory committee recommendations

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V. Continuous Improvement of the Program

a. Status of Final Plan of Action – Post Validation
   Summarize the progress made on the recommendations from your last comprehensive program review plan of action

PLAN OF ACTION	ACTION TAKEN/RESULT AND STATUS
Obtain separate office space	Awarded office space ion Building H-Santa Maria Campus
Obtain full-time faculty	

b. List any new resources that the program received in the past year and the results

Source	Specific Resource	Est. Amount $	Impact on program or course outcomes
Behavior Science Section budget	Forensic supplies	600.00	Provides props/tools for investigations

c. List any new or modified recommendations below, including rationale for these in the table.

Program Improvement Plan (Program ,Priority Number, year)	Anticipated Outcome (Goal)	Program Goal Status (Indicate if this goal is ongoing from a previous Annual Or Comprehensive Program Review or new this year).	Alignment to Strategic Directions and planning goals (see " Alignment to Strategic Directions" Attached	Activities	Justification (Evidence of need)	Resource Request (From table Below)	Anticipated Completion Date or On-going

d. Summary of request for resources. Please list the type of request (facility, technology, staffing, equipment, other) and rank their priority.

Resource Requests (Program, RRX year)	Item	Program Goal	Type	One-time cost	On-going cost (per fiscal year)	Anticipated Completion Date or On-going