CitrusCollege

Administration of Justice
PROGRAM REVIEW REPORT
2014 - 2015

Faculty and Staff (List all)

Full Time	Adjunct	Support Staff
Woolum, James	Dennis, Paul	
	Elias, Brian	
	Gold, Peter	
	Gregoire, Monique	
	Hunt, Stephan	
	Landeros, Robert	
	Provencher, Henry	
	Wong, Kerwin	

Administration Of Justice

I. Executive Summary

Program Description:

Administration of Justice examines the structure, function, laws, procedures, and decision-making processes of agencies that deal with crime management. Administration of Justice courses provide both the theoretical background and practical experience necessary for employment and promotion in the criminal justice system and related fields, such as community responders and volunteers, and for transfer to four-year institutions. Courses in Administration of Justice satisfy general education requirements for an associate degree and transfer. In addition, students may earn an associate degree or a certificate of achievement in Administration of Justice.

Strengths/Effective Practices:

The Administration of Justice program has one full time faculty member and eight adjunct faculty members. The variety of experience and training of the faculty is an asset to students who seek knowledge and employment in specialized areas of the profession. During 2013-14, we added two new adjunct faculty members; Robert Landeros who will primarily be a substitute instructor and Monique Williams who is a Deputy Public Defender bringing expertise from the court system. Classes are scheduled in a manner that allows a student to complete the program in less than two years. Restoration of class sections has enhanced our program.

We continue to see students advancing academically and professionally throughout their time of study. AJ student retention and success rates exceed those of the campus as a whole. An energetic advisory committee provides guidance that keeps the discipline current and meaningful. The number of Associate in Science in Administration of Justice for Transfer degrees increased this year by more than 30%. This is the fifth consecutive year that the number of degree completions has increased. Employment is also increasing due to the recovery of the California economy.

Introduction to the Administration of Justice (AJ 101) and Concepts of Criminal Law (AJ102) meet CSU and UC general education requirements in area 4H and CSU Breadth in area D8 so we are seeing an increasing number of students exploring the topic while completing GE requirements.

We purchased six "point of View" cameras for use in class exercises. These devices are the emerging technology in the area of policing and provides a video and audio record of officer contacts and actions. Evaluation of the use of the devices will be provided in next year's program review.

The full time faculty member in this area will be on sabbatical leave in spring 2015 to prepare materials for student use in Criminal Procedures (AJ 109).

Weaknesses/Lessons Learned:
The majority of our class sections are taught by adjunct faculty. Student interest in the program and workload has increased to the point that a second full time faculty member is needed to support class activities and student contact as well as reoccurring duties (program review, SLO assessment, curriculum updates - textbook changes and course currency requirements, C-ID updates of specific classes to align with the CSU system for the transfer degree, preparation of new courses, community outreach, CTE advisory committees, etc), campus engagement and faculty leadership (Academic Senate, shared governance committees, coordinating adjunct faculty, committee participation etc).

Recommendations/Next Steps:
We will seek approval to hire a second full time instructor during 2014-15 to begin assignment in fall 2015.

We will complete the application process for a local AS degree and Certificate of Achievement in Correctional Science. Data was submitted to the LAOC Consortia who approved our application. The request is currently in review by the Curriculum Committee prior to being forwarded to the Board of Trustees in fall 2014. Following local review and approval, an application will be submitted to the Chancellor's Office.

The local Administration of Justice degree title and core course requirements have been reviewed in light of the ADT Administration of Justice degree. A request has been submitted to the Curriculum Committee that the title of these local awards be modified to "Criminal Justice" to avoid confusion among students and that a core course requirement be established for the AS degree which currently indicates completion of any eighteen units of AJ courses and a GE pattern is sufficient to complete the degree.

Courses associated with the AS-T degree have been submitted to C-ID for approval. While several were approved as submitted, others were returned with suggestions for modification. Work will be continued to meet the June 2015 deadline established by the Chancellor's Office.

We will develop curriculum for an Introduction to Forensics course to support the Administration of Justice ADT degree elective options. This is the only course in the Transfer Model Curriculum for the degree that is not currently offered at Citrus College.

We will look at an area of focus in Court Services based on national studies indicating a shortage of trained employees in the area of court reporting (a high paying career that is attractive to non-traditional students). This is a long term endeavor that will be introduced to the Advisory Committee in 2014-15. There are overlaps in this area with other campus disciplines such as Language Arts due to a need for court interpreters and Recording Arts as many trials are audio recorded as well as documented by a court reporter.

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II. Curriculum

Course Number and Title (Courses must be reviewed every six years to remain active)	Date of last Curriculum Committee Review	2013 - 2014 Course offerings By Term and # of Sections				SLOs Assessed (Semester / year)
		Summer	Fall	Winter	Spring	
AJ 101 Intro to Admin of Justice	S09	1	4	1	4	S 14
AJ 102 Concepts of Criminal Law	S09	0	2	1	2	S 14
AJ 103 Legal Aspects of Evidence	S09	0	1	0	1	S 14
AJ 105 Criminal Investigation	S10	0	1	0	1	S 14
AJ 106 Patrol Procedures	S12	1	1	0	0	F 14
AJ 107 Traffic Control	S10	0	0	0	0	Deactivation in progress
AJ 108 Juvenile Procedures	S10	0	1	0	1	S 14
AJ 109 Criminal Procedures	S10	1	1	0	2	S 14
AJ 111 Narcotics and Vice Control	S10	0	0	0	1	S 14
AJ 112 Community Relations	S09	0	1	0	1	S 14
AJ 121 Death Investigation	S10	0	0	0	1	S 14
AJ 123 Writing for Criminal Justice Professionals	S10	0	0	0	0	F 11
AJ 130 Intro Probation & Parole	S10	1	0	0	1	S 14
AJ 131 Intro To Corrections	S10	0	1	0	0	F 13
AJ 133 Correctional Writing	S10	0	0	0	0	F 11
AJ 135 Control and Supervision in Corrections	S10	0	0	0	1	S 14

AJ 136 Correctional Interviewing and Counseling	**S10**	0	0	1	0	**W 14**
AJ 137 Legal Aspects of Corrections	**S10**					**F 11**
		0	0	0	0	**Will be assessed when offered again**
AJ 698C Cooperative Education						**S 12** **Will be assessed when offered again**
		0	0	0	0	
AJ 699C Cooperative Education		0	0	0	0	**When offered**

III. Degrees and Certificates

Title	Type	Date Approved by Chancellor's Office	Number Awarded 2011	Number Awarded 2012	Number Awarded 2013	Number Awarded 2014
Administration of Justice	AS-T	2012		5	31	47
Administration of Justice	AS	1966	46	57	38	33
Administration of Justice	C	1966	72	33	40	31

TYPE: AA = Associate in Arts   **AS** = Associate in Science Degree   **C** = Certificate   **S** = Skill Award
          AA-T = Associate in Arts for Transfer   **AS-T** = Associate in Arts for Transfer

IV. Sections Offered

The Administration of Justice program has been able to restore course offerings that had been cut due to economic uncertainty. Enrollment has increased in each session during the past three years. Hispanic students constitute the majority of our students. Males outnumber the females but the difference is minimal. Our retention and success rates are above the campuswide average with rare exception.

We offer the major core primarily during morning and afternoon blocks. Evening courses are mainly core elective in nature. With the expansion of course offerings, we will be offering more major core courses during the evening block. Fast track classes are scheduled for fall 2014.

We are currently not scheduling courses in the Distance Education format due to the need to modify material and procedures to improve student engagement and identification. This work will be enhanced if we are successful in obtaining a second full time faculty member.

V. Student Demographics

Administration of Justice courses primarily attract students who are in the 25 – 49 age group who are interested in a career in the field or advanced degrees. Many of our veteran students fall into this age group. Our second largest group by age is the 20 – 24 year old student, and students "less than 20" years old is our third largest group and is close in size to the 20-24 year old group.

By gender, males outnumber the females, but it is not a wide separation. The career field is growing in terms of females in entry level, supervisory, and leadership positions. The pay and working conditions (compressed work weeks) are attractive to females with families.

Hispanic students comprise the largest portion of our student population. Our second largest group is whites. Black and asian students comprise the minority of the student population.

The discipline has open enrollment and does not recruit students in terms of gender or ethnicity. This is generally true of the career field, however we do advise students when opportunities based on these characteristics become available in the career. For example, the California Highway Patrol has a goal too increase the number of female State Traffic Officers and offers targeted recruiting and exam preparation for females.

The retention rate in Administration of Justice courses tends to be above the campus average range.

The success rate for Administration of Justice courses generally exceed the campus average by 5% to 10%. The success rate of Black students was noted a being below the campus rate for all ethnic groups.

VI. Student Accomplishments

Law enforcement and corrections agencies have increased hiring efforts following hiring freezes and staff reductions. Many of the agencies had reached a critical low point of staffing which was affecting their ability to protect communities. We have seen an increase in the number of students applying for and achieving employment in entry level positions. We are seeing an increase in the number of students gaining employment in their field of study. We have been able to reconnect with several agencies that curtailed college recruiting efforts during the economic crisis and are being contacted by agencies that we have not had a working relationship with in the past.

The state Prison Realignment Program (AB 109) has created a number of entry level positions at the county level.

VII. Student Learning Outcomes Assessment Reflection

At the completion of each term or session, Student Learning Outcome reflection is prepared by the full-time faculty member regarding the courses taught by that instructor. The full-time faculty member also coordinates collection of data from adjunct faculty members.

When an adjunct faculty member is the instructor of record for a course also taught by the full-time faculty member, the instructors agree on a SLO to be assessed during the semester, gather data, and discuss the outcomes at the end of the course. When a course is taught exclusively by the full-time faculty member or an adjunct faculty member, that person is responsible for identification of an SLO to be assessed, gathering data, and identifying modifications to class activities that would enhance the learning process. Data and reflections are recorded on the appropriate college websites.

An overview of the SLO reflection is discussed at our annual Administration of Justice Advisory Committee meeting which is attended by full-time and adjunct faculty members as well as representatives from the various agencies representing administration of justice. This process allows input from other instructors through validation of the process, suggestions, and / or constructive criticism. It also allows professionals from the career field to have input into the learning process and steps to improve learning.

Full time and adjunct faculty are working together to coordinate SLO assessment (ie assess communication in the same term or session) and standardize tools to be used.

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VIII. Progress toward previous goals

During 2013 - 2014, we accomplished:

	Previous Goals	**Progress/ Persons Responsible**	**Status**	**Institutional Goal**
Goal 1 EMP	Modify curriculum as needed to align with degree patterns proposed in response to SB 1440	The Associate in Science in Administration of Justice for Transfer (ADT) degree has been approved by the Chancellor's office.	Complete	EFMP 1 SP 1.1.1 SP 6.1.1
Goal 2 EMP	Create a correctional science degree and certificate with attention to articulation with requirements for this major at four-year institutions	The 2013 AJ Advisory Committee recommended applying for a local AS degree and Certificate of Achievement in Correctional Science. The proposal has been approved by the LAOC Consortia and will be reviewed on campus during fall 2014.	In Progress	EFMP 2 SP 1.1.1 SP 6.1.1
Goal 3 EMP	Create an accelerated schedule for completion of the associate degree and certificate requirements	Bottlenecks for students have been reduced through restoration of class sections. Two fast-track courses have been scheduled for fall 2014 (AJ 101 & AJ 102). We will review data regarding student interest, retention, and success to see if this format should be continued.	Ongoing	EFMP 3 SP 1.1.1
Goal 4 EMP	Record and store lectures for student access and enhance Section 508 compliance requirements by using "real-time" captioning software associated with the lecture capture system	This goal is on hold pending additional resources or identification of a grant supporting this activity. We have placed a "hold" on AJ classes offered in the distance education format pending resolution of this issue.	Not Feasible at this time	EFMP 4
Goal 5 EMP	Streamline the process for students to enter the internship program	Agencies are hesitant to offer internship programs to students on a short term basis (one semester) due to the amount of resources required to support the program versus	Pending	EFMP 5 SP 2.2.4

		benefits returned to the agency. We will review agency interest and research curriculum changes that would be required at our 2014 – 15 Advisory Committee meeting.		
	Previous Goals	**Progress/ Persons Responsible**	**Status**	**Institutional Goal**
Goal 6 2008-09	During 2009 - 2010 faculty should review courses which have not been offered during the past two years to determine the need for the courses, remove courses that are no longer appropriate for the program, and update curriculum for courses to be retained and placed in the class schedule.	Courses were reviewed and AJ 118 Police Supervision was deactivated. We will deactivate AJ 107 Traffic Control in fall 2014.	Complete	SP 1.1
Goal 7 2008-09	Administration of Justice instructors should continue to network with professional colleagues both locally and statewide	Instructors met with representatives of Azusa, Covina, Glendora, and Los Angeles Police Departments as well as members of the Los Angeles County Sheriff's Department, California Department of Corrections, and California Highway Patrol throughout the year.	Ongoing	SP 6.1.1
Goal 8 2008-09	Faculty should continue its outreach both on campus and in the community with the goal of expanding opportunities for students.	AJ faculty were not able to participate in an outreach program with Azusa Pacific University that was directed toward middle school students due to conflict with teaching schedules. We will review this event in 2014 with the hope of participating. Addition of a second full time instructor would enhance these efforts	Ongoing	SP 6.1.1
Goal 9 2008-09	During 2009 - 2010 meet with the articulation officer and university representatives to review and enhance articulation agreements where	Instructors met with Michelle Plug to review C-ID criteria.	Ongoing	SP 6.1.1

	possible.			
Goal 10 2008-09	Distance Education courses should be reviewed annually regarding accessibility compliance.	Courses were reviewed and it was felt that modifications needed to be implemented to enhance student engagement, validate student identification, and improve course completion rates. We have temporarily removed Administration of Justice courses from the distance learning course offerings pending modifications.	Pending	SP 2.2.4

In addition to previous goals, during 2014-2015, we plan to:

	Description	**Actions / Target Date**	**Data Index***	**Institutional Goal****
Goal 1 2014-15	We will seek approval to hire a second full time instructor.	Application Fall 2014 – Hiring Spring 2015 – Begin contract Fall 2015		SP 1.1 SP 1.2
Goal 2 2014-15	We will complete the application process for a local AS degree and Certificate of Achievement in Correctional Science.	Review by the Curriculum Committee prior to being forwarded to the Board of Trustees in fall 2014. Following local review and approval, an application will be submitted to the Chancellor's Office.		SP 1.1
Goal 3 2014-15	We will complete modification of the title of the local Administration of Justice degree and core course requirements and the title of the Certificate of Achievement.	Fall 2014 - a request has been submitted to the Curriculum Committee that the title of these local awards be modified to "Criminal Justice" and that a core course requirement be established for the AS degree to replace the current standard that any eighteen units of AJ courses and a GE pattern is sufficient Spring 2015 – material will be forwarded to the Chancellor's Office to initiate these changes following local approval.		SP 1.1
Goal 4 2014-15	Complete the approval process for courses associated with the ADT degree in Administration of Justice.	Fall 2014 – submit course modifications to Curriculum Committee Spring 2015 – submit course outlines of record to C-ID for review to meet the June 2015 deadline established by the Chancellor's Office.		SP 1.1
Goal 5 2014-15	Initiate curriculum proposal for an Introduction to Forensics course to support the ADT elective option.	Fall 2014 – Submit course proposal to Curriculum Committee		SP 1.1
Goal 6 2014-15	Initiate review of an area of focus in Court Services	2014 – 2015 Review national studies indicating a shortage of trained employees in the area of court reporting (a high paying career that is		SP 1.1

		attractive to non-traditional students) with the AJ Advisory Committee. If they concur, form an advisory committee to gather local job market data and employer input.		

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IX. Budget Recommendations for 2014 - 2015

Certificated Personnel (FNIC)

Position	Discuss impact on goals / SLOs	Impact	Priority
AJ Instructor (full time)	A second full time instructor is needed to increase the number of sections taught by full time instructors and to meet the reoccurring requirements of a high interest / high success rate discipline (program review, SLO assessment, course development and maintenance).	M, N, Q	2

Classified Personnel

Position	Discuss impact on goals / SLOs	Impact	Priority
N/A			

Staff Development (Division)

Item	Discuss impact on goals / SLOs	Cost	Impact	Priority
Simmunitions Scenario Instructor training	Train two adjunct instructors through the Simmunitions program as Scenario Instructors to enhance safety of students and volunteers and ensure content currency.	$700 tuition each plus expenses	M, N, Q	2

Facilities (Facilities)

Describe repairs or modifications needed	Discuss impact on goals / SLOs	Building / Room	Impact	Priority
N/A				

Computers / Software (Tecs)

Item	Discuss impact on goals / SLOs	Cost	Impact	Priority
N/A				

Equipment

Item	Discuss impact on goals / SLOs	Cost	Impact	Priority
Six sets of safety equipment for use by volunteer role players	Our Simmunitions exercise volunteers have requested a dedicated set of safety equipment (helmet, vest, gloves, neck protector, and crotch protector) for their use for sanitary reasons (perspiration etc).	$3,000 ($500 ea set)	M, N, Q	2

Supplies (Division)

Item	Discuss impact on goals / SLOs	Cost	Impact	Priority
Simmunitions cartridges (two cases) and springs	Consumable items needed for Simmunitions exercise of Patrol Procedures class.	$800	M, Q	2

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X. Career Technical Education

TOP CODE: 2105

1. Advisory Committee meeting date(s):   **November 15, 2013**

2. Advisory Committee recommendations

1.	Continue work towards an AS Degree and Certificate of Achievement in the area of Correctional Science.
2.	Develop a course outline for Introduction to Forensics.
3.	Expand course sections when fiscally possible.
4.	Investigate volunteer or intern positions with criminal justice agencies for students
5.	Review feasibility of development of courses in Gangs and Spanish for the field officer.

3. Are these Advisory Committee minutes on file with Academic Affairs?

YES _____**X**_____   NO _____

4. Vocational Funds

Source	Purpose	Amount
VTEA / Perkins	Firearms simulation system	$14,176.39
VTEA / Perkins	Point of View Cameras	$3,311.68

5. Labor Market Data 2008 – 2018
   (California Employment Department Labor Market Information for Los Angeles County)

Occupation	Soc Code	Employment Estimated	Employment Projected	Change

Police / Sheriff patrol officers	33-3051	22,530	24,350	8.1%
Detectives & criminal invest.	33-3021	3,460	3,860	11.6%
Security Guards	33-9032	54,330	57,260	5.4%
Correctional officers & jailers	33-3012	4210	4440	5.5%
Public safety dispatcher	43-5031	870	1080	24.1
Animal control workers	33-9011	560	610	8.9

6. **Discuss demand for workers in this TOP code based on CA Employment Development Department Labor Market Information for Los Angeles County and Advisory Committee input. Describe the rationale for use of data regarding additional geographic areas.**

The advisory committee discussed career opportunities in the local area. Many agencies have resumed hiring. Azusa (3), Covina (4-5), Glendale (10), and Glendora (3) police departments have current openings. Los Angeles County Sheriff's department is currently hiring for Custody Assistant, Deputy Sheriff Trainee, and Security Officer positions. We have been contacted by several Los Angeles and Orange County police departments regarding Police Officer Trainee positions with their agencies. The Federal Bureau of Prisons reported a need for 20 new employees every two months at the Victorville facility and additional openings at other federal facilities. The California Department of Corrections has identified a need for multiple thousand entry level employees during the next three years. We have had over a dozen students initiate applications with this agency.

AB 109 – Prison Realignment Act – has created many openings for entry level positions at the county level throughout the state.

CORE INDICATORS

Indicator	2009-10 (Actual)	2010-11 (Actual)	2011-12 (Actual)	2012-13 (Proposed)	2013-14 (Planned)
1. Technical Skill Attainment	85.71	86.99	81.76	85.03	89.58
2. Credential, Certificate, or Degree	75.71	86.67	80.95	96.05	96.15
3. Persistence or Transfer	80.16	86.32	85.71	95.18	92.71
4. Placement	87.72	83.33	100.00	92.31	82.35
5. Nontraditional Participation	38.10	47.15	44.59	5.26	43.75
6. Nontraditional Completion	29.51	43.75	39.39	0.00	42.98

Total Count is 10 or Greater	Total Count is Less Than 10

Core 1 - Skill Attainment, GPA 2.0 & Above:
Core 2 - Completions, Certificates, Degrees and Transfer Ready :)
Core 3 - Persistence in Higher Education :)
Core 4 - Employment: 79.86% Performance Goal

Core 5 - Training Leading to Non-traditional Employment:

Source: CCCCO MIS Database, EDD Base Wage File, CSU Chancellor's Office, UC Office of the President, 2000 Census, Student Loan Clearing House

CITRUS COLLEGE Negotiated Level	2009-10 (Actual)	2010-11 (Actual)	2011-12 (Actual)	2012-13 (Proposed)	2013-14
1. Technical Skill Attainment	92.46%	87.93%	88.81%	88.82%	87.27%
2. Credential, Certificate, or Degree	66.13%	78.95%	82.05%	80.93%	81.50%
3. Persistence or Transfer	82.18%	83.62%	85.96%	85.86%	86.50%
4. Placement	79.86%	80.33%	82.21%	81.48%	76.97%
5. Nontraditional Participation	12.58%	19.05%	20.37%	22.08%	22.60%
6. Nontraditional Completion	12.02%	19.72%	22.10%	25.00%	26.50%