



Annual Program Review 2011-2012 - INSTRUCTIONAL

Division - Program **TECHNOLOGY & AVIATION DIVISION Administration of Justice**

Authorization

After the document is complete, it must be reviewed and submitted to the Program Review Committee by the Division Chair.

Author: Curtis Potter
Division Chair: Scott Rubke
Date Received by Program Review: November 28, 2011

Overview of the Program

All degrees and certificates are considered programs. In addition, divisions may further delineate and define programs based on their assessment needs (developmental sequences, career track, etc).

Statement of Purpose – briefly describe in 1-3 sentences.

The purpose of the Administration of Justice Program is to educate and prepare students for a career in the various professions related to the criminal justice system. Students receive both introductory and specific course content so as to matriculate to a university.

Please list the **most significant achievement** accomplished since your last program review.

The program added two new courses to the curriculum this year. They are Introduction to Forensic Science (ADMJ 165) and Ethics in Law Enforcement (ADMJ 170).

List the current major strengths of your program

1. Diversity of course offerings
2. Experience level of instructors
3. Relevance to career selection/preparation

List the current weaknesses of your program

1. Lack of sufficient course offering options for core courses
2. Need for updated course outlines
3. Program information available on college website

1.0. Trend Analysis

For each program within the division, use the data provided to indicate trends (e.g., steady, increasing, decreasing, etc.) for each of the following measures.

Program	Academic Year	FTES Trend	FTEF Trend	WSCH / FTEF Trend	Full-Time % Trend	Fill Rate Trend	Success Rate Trend	Awards Trend
Administration of Justice	2007-2008	56	3.8	466	10.5%	82.4%	69.7%	5
	2008-2009	62	3.8	519	10.5%	91.0%	71.4%	11
	2009-2010	74	4.0	592	5.0%	110.7%	73.1%	6
	2010-2011	66	3.8	550	0.0%	105.6%	72.8%	10
	% Change	+18.2%	+0.0%	+18.2%	-100.0%	+28.2%	+4.5%	+100.0%
	4-Yr. Trend	increasing	stable	increasing	decreasing	increasing	stable	increasing
Technology & Aviation Division TOTAL	2007-2008	532	37.5	451	38.1%	73.1%	74.3%	91
	2008-2009	591	37.2	505	30.9%	69.6%	74.9%	85
	2009-2010	757	45.4	530	32.7%	82.1%	74.4%	59
	2010-2011	675	44.7	480	33.7%	91.7%	76.1%	76
	% Change	+26.9%	+19.1%	+6.5%	-11.6%	+25.5%	+2.4%	-16.5%
	4-Yr. Trend	increasing	increasing	stable	decreasing	increasing	stable	decreasing

1.1. Describe how these trends have affected student achievement and student learning:

Administration of Justice remains a very popular program choice within the Technology & Aviation Division. This is evidenced by the significant increases shown in FTES and Fill Rate Trend. The FTES Trend is up 18.2% to 66, and the Fill Rate now stands at over 105%. The Awards Trend shows an increase of 100% over 2007/2008. This figure is somewhat deceiving, as award totals have remained roughly in the range of 5-10 per year over the same period. The increasing success rate combined with low total awards indicates that students in this program may be seeking educational and/or career goals other than a degree/certificate.

1.2. Is there other relevant quantitative/qualitative information that affects the evaluation of your program?

One very obvious trend is the comparison of FTEF with FTES. During the period dating to 2008/2009, the FTEF has remained stable and the Full-Time% has dropped to 0%. This can be compared with a 18.2% increase in FTES to show a very hard-working group of instructors who have accepted the fact that there are more students in the department seeking courses, but no additional faculty. Further, instructors are willing to accept more students than the class maximum calls for.

2.0. Student Learning and Curriculum

Provide the following information on each department and program within the division.

List each Department within the Division as well each degree, certificate, or other program* within the Department	Active Courses with Identified SLOs		Active Courses Assessed		Course Sections Assessed		If this area has program outcomes have they been assessed? Yes or No
	n/n	%	n/n	%	n/n	%	
ADMIN. OF JUSTICE	13/15	87%	0/14	0%	0/14	0%	No

2.1. Please comment on the percentages above.

The following courses were added to the curriculum during the rating period:

ADMJ 165 –Introduction of Forensic Science

ADMJ 170 – Ethics in Law Enforcement

These courses have current outlines with incorporated SLOs.

All other courses with the exception of 2 have minor outline revisions with SLO's added. The revisions are all very recent for the purposes of meeting accreditation standards for SLO's and assessment, and submission of the ADMJ TMC to the State.

- 2.2. a) Please provide a **link*** to all program assessment timelines here. This link could be to your division /department website, eLumen, etc.
 b) Briefly summarize any pedagogical or curricular elements of courses/programs that have been changed or will be changed as a result of developing assessment timelines and course/program alignment matrixes.
 c) Based on the program assessment timelines you have developed and the evidence you have gathered, please comment briefly on how far along your division/program is in the assessment process.

Pending

- 2.3 a) Please provide a **link** to any program and/or relevant course assessment reports. Does the evidence from assessment reports show that students are achieving the desired learning outcomes?
 b) Please briefly summarize any pedagogical or curricular elements of courses and/or programs that have been changed or will be changed as a result of the assessments conducted.

No assessments

- 2.4 Please list all courses which have been reviewed in the last academic year.
Note: Curriculum Review is required by the Chancellors Office every 6 years.

ADMJ 165 – Introduction to Forensic Science
 ADMJ 170 – Ethics in Law Enforcement

- 2.5 Please list all degree/certificate programs within the division that were reviewed in the last academic year.

ADMINISTRATION OF JUSTICE

2.6 For each program that was reviewed, please list any changes that were made.

The core for the ADMJ certificate was changed to add ADMJ 170 as a required course.

3.0. Reflection and Action Plans

3.1 What recent activities, dialogues, discussions, etc. have occurred to promote student learning or improved program/division processes?

This program has been without a full-time instructor since 2008. During the past academic year, there has been communication amongst and coordination with all adjuncts for the first time. Four courses have undergone textbook review. Two new courses have been added. The list of core courses has been reviewed and modified. One long-time instructor passed away and one new adjunct was added.

3.2 Using the weaknesses, trends and assessment outcomes listed on the previous pages as a basis for your comments, please briefly describe your plans and/or modifications for program/division improvements

Plans or Modifications	Anticipated Improvements
Revise all expired course outlines while concurrently establishing SLOs	Improvement in communication/coordination among adjuncts. Increased consistency of course content and outcomes.
Commence assessment of established SLOs and PLOs	Courses and program to benefit be modified as defined by Assessment results.
Re-introduce courses not currently taught back into the class schedule	Better course management to assure certificate/degree completion in a timely manner.
Partner with the Transportation Safety Administration (TSA) for courses in homeland security issues.	If successful, creation of a degree-applicable Homeland Security certificate.

2011 PROGRAM REVIEW

TECHNOLOGY/AVIATION
FT Instructor -
ADMJ/Pilot Training

I:TA.AJ-1

Section 4

IHAC Request

If this is a repeat request, please list the Resource ID code or year requested: 2010

- 4.1** The Office of Instruction will provide data on instructional hires during the past five years, including zzzz the full-time percentage of each new hire.

a) Number of full-time faculty currently assigned to the Program	1 @ 100% contract
b) Number of full-time faculty assigned to the Program in 2005	1 @ 60%
c) Does this position cover classes currently taught by adjuncts? Yes or No	No
c) Does this position contribute to program expansion? Yes or No	No

4.2 CPF Index (Committees Per Full-time Faculty)

1. Total number of full-time faculty members in this department/program.	1@100% contract
2. Total number of committees in which all FT faculty members in this area participate (Governance and other campus related committees & participation).	0
3. CPF INDEX (Total of # 2 divided by #1)	0

4.3 Status of Released Time Faculty

Faculty Name	Release Time Position	% RT	Term of Assignment
Not Applicable			

4.4 How does this assignment relate to the college's Mission Statement?

The Administration of Justice and Aviation/Pilot Training programs are directly tied to workforce development. They meet the mission of the college by providing students with the knowledge, skills, opportunity and support necessary to meet their career goals.

4.5 How does this position relate to the objectives and functions of the college?

- | | |
|--|------------------------------|
| a) Associate Degree | d) Basic Skills development |
| b) Transfer to a four-year institution | e) Noncredit Adult Education |
| c) Career and Technical Education | f) Personal enrichment |

- | |
|---|
| <p>a) An Associate in Science Degree is attainable for both the Administration of Justice and Aviation Pilot Training programs.</p> <p>b) Transfer to a four-year institution is also attainable for both programs as most offerings are articulated with the CSU system.</p> <p>c) Administration of Justice and Aviation Pilot Training are CTE programs with respective State approved Certificates.</p> |
|---|

4.6 Describe how this position enhances student success. Ex: enhances instructional skills, meets

It provides the leadership necessary to sustain and move forward with relevant curriculum and new technologies in both ADMJ and Pilot Training. The ADMJ program certainly impacts the quality of life in the community in the same ways as other CTE programs such as the Fire Academy, Verdugo Power Academy and Nursing. The Pilot Training program also must keep pace with new technologies now being applied to aircraft especially with regard to navigation systems and digital cockpit displays.

ADMJ/Pilot Training is the Technology and Aviation Division's 2nd largest program based on FTES data.

4.7 Are there anticipated negative impacts for not hiring this position? If so describe

The negative impacts for not hiring this position are:

- non participation in governance
- limited participation in program review
- proper and meaningful completion of SLO's and Assessment
- difficulty with class scheduling and instructor assignments
- lack of oversight to assure instructor currency in discipline
- FAA and TSA interface of our flight training program (operation and maintenance of 2 college owned aircraft at Whiteman Airport)
- inability to perform contract training with the Glendale Police Dept
- inability to have proper oversight of TSA training at Burbank Airport
- difficulty to manage the adjunct instructors in both programs especially on the pilot training side with FAA oversight.

These programs need real leadership to meet the mission of the college in all respects, not by proxy of the Division Chair.

4.8 Are there any other special concerns not previously identified? If so, please explain.

The split discipline ADMJ/Pilot Training position is supported for enhancement by the Academic Senate Sunset/Enhancement Task Force. (attachments)

Most ADMJ course outlines need to be updated for the proposed ADMJ Transfer Model Curriculum (TMC) submitted to the Curriculum Office. This is a must do!

The need for proper oversight of SLO's and Assessment in these disciplines is critical in meeting accreditation standards and cannot continue to languish for lack of discipline specific leadership.

The Technology and Aviation Division covers 16 programs and has only 4 tenured instructors plus the Division Chair. The loss of department leadership has come through 6 unfilled positions from 4 retirements, 1 resignation and 1 death. The need for full time tenure track leadership in a key area such as ADMJ and Pilot Training should be clear.

Attachments

CALL-TO MEETING

ACADEMIC SENATE

September 17, 2009

1:15-3:00 P.M. LR 105

The Senators: Allen, Andersen-Wahlberg, Conover, Cortes, Denhart, Dickes, Glanzer, Kolpas, Krestow, Langon, Martin, Mayer, Mecom, Miketta, Parker, Perkins, Queen, Renner, Rodemich, Scott, Shahoian, Ybarra, Andy Young, Jan Young

AGENDA

1. Call to order
2. Comments from the audience on agenda items only (5 minutes per speaker)
3. President's report a. Vice president Rick Perez on instructional technology
 - b. Status of presidential hiring committee
 - c. Future visitors to the Senate
4. Approval of the minutes
5. Call for additional items
6. Approval of the agenda
7. Old business
 - j. Motion 2009-49: The Senate adopts the report of the Pilot Training Enhancement/Sunset task force. (see 9/3 agenda)

Report on the Status of the Pilot Training Program

Pilot Training Sunset/Enhancement Task Force

July 1, 2009

Introduction

This report constitutes the findings of the Pilot Training Sunset/Enhancement Task Force which was formed in 2009. As required by the Glendale Community College Academic Senate's *Program Sunset/Enhancement Policy*, the task force (TF) has met several times and has by consensus decided to recommend to the Academic Senate that section II.B.2 be followed, with the additions listed in the Recommendations section. This program was recommended as a candidate for the Sunset/Enhancement process under section I.A, "Low or declining enrollment." Specifically there was a perception that the program was "costing the college funding, and was too expensive to operate." In addition, the only permanent faculty member, a 60% employee, whose time was split between Pilot Training and Administration of Justice (AJ), has moved his entire load to Administration of Justice. After its analysis, however, the TF has determined that only one of the criteria for consideration was met, I.D.3, "impending retirement of all full time faculty in the program." It was further determined by the TF that this is a vibrant program which serves a definite community need and which pays for itself.

Summary

In summary, the committee recommends to the Academic Senate that section II.B.2 of the *Program Sunset/Enhancement Policy* be followed, with the additions listed in the Recommendations section. The TF found that the program provides a service to the community which no other nearby college provides. Further, the program pays for itself, and it also provides surplus funding to the college. Finally, a permanent faculty member with a combination of qualifications in pilot training and administration of justice would allow the college to sustain the former and build the latter programs.

Respectfully submitted by the Members of the Pilot Training Sunset/Enhancement Task Force,

APPROVALS

AGENCY	DECISION							
The Program Review Committee has reviewed the data, outcomes and plans in the report and finds this request to be: NA	Well supported							
	Adequately supported							
	Not supported							
	Reason:	Sect.1: Data		Sect.2: SLOs		Sect.3: Plans	Other:	
Standing Committee Review of Resource Request Committee: Academic Affairs						Prioritization Score		

Rev. 10.31.11