INSTRUCTIONAL PROGRAMS AND AREAS
PROGRAM REVIEW / PLANNING AND EVALUATION PROCESS

QUESTIONNAIRE FOR INSTRUCTIONAL PROGRAMS

INSTRUCTIONS:

Complete all sections as instructed. Click the shaded sections to type your answer.
When completed, please save your file and e-mail it as an attachment to tanya_hanton@westvalley.edu.

A. INTRODUCTORY QUESTIONS

1. Program Name: ***Administration of Justice***

2. Person(s) completing the questionnaire: *Marge Faulstich, Instructor, Administration of Justice Department, Ken Colson, Chair, Administration of Justice Department, Jim Smith, Instructor, Administration of Justice Department*

3. Date of completion: 10/23/07

4. What are the primary purposes of the program? Check all that apply.

- ☒ WVC Degrees and Certificates
- ☒ Transfer Courses
- ☒ WVC General Education
- ☐ Lifelong Learning/Life Enrichment
- ☒ Occupational / Vocational Courses
- ☐ Student Support Services
- ☐ Academic Support Services
- ☐ Administrative Functions

5. In one paragraph, how does the program further the College's mission and goals? (only new information need be added)

The AJ Program provides vocational career preparation, skills & knowledge for jobs in criminal justice & allied fields offering an AS degree and general education courses for transfer to 4-year colleges, and continuing professional development courses for the law enforcement agencies in Santa Clara County

6. In one paragraph, what significant events have affected or impacted the program since the last program review?

- *A partnership between the Santa Clara County Office of the Sheriff, Santa Clara County Probation Department, and The City of Santa Clara Police Department and the WVC AJ Program to provide in-service Peace Officer Training.*
- *Additional ONLINE Distance Learning classes.*
- *Articulation of AJ courses with Central County Occupational Center AJ program.*
- *An Innovation Grant and a Mini-Grant to develop a program a) for increasing awareness of career opportunities in law enforcement and b) for providing an educational program in law enforcement employment testing and screening.*

B. DATA ELEMENT ANALYSIS SECTION (ANALYSIS AND RESPONSE)

1. Using the enrollment data from Table 1 from previous program review, add or revise as appropriate.

a) What significant trends are revealed in the data?
b) What factors might contribute to any program differences compared to the College data?
c) What conclusions do you draw from this analysis that could form the basis for an action, objective or request for resources?

There are no significant changes, up or down, in enrollment in our "regular" AJ courses. However, the in-service law enforcement classes have added a significant amount of FTE's. While the added FTES is not reflected in the PGC plan, we wish to highlight the AJ department's not insignificant contribution to the college's total FTES enrollment goals.

2. Using the demographic data from Table II from previous program review, add or revise as appropriate.

a) What significant trends are revealed in the data?
b) What factors might contribute to any program differences compared to the College data? See attachment for college-wide statistics.
c) What conclusions do you draw from this analysis that could form the basis for an action, objective or request for resources?

There are no significant changes up or down for gender ratios: males continue to outnumber females, which is the opposite of the college's ratio. The same holds for the age distribution: as with the college's figures, the majority of our student's are in the 25 to 18 age spread. White and Hispanic ethnics (P.S. White is not an ethnic category recognized by any social scientist) are the predominate representative groups. Success rate, like the college's rate has remained about the same: 65%

3. Using the success data from table III from previous program, add or revise as appropriate.

a) What significant trends are revealed in the data?
b) What factors might contribute to any program differences compared to the College data?
c) What conclusions do you draw from this analysis that could form the basis for an action, objective or request for resources?

The obvious pattern revealed in the college data on success rate is that there has been no significant improvement in the success rate over the four years.

Clearly there is a need for more information on why students are dropping out of particular courses or out of college before any program of action can be developed.

4. Are there any data or factors (e.g. integration of technology; college, district, or state expectation or mandates) concerning staffing in the program, that suggest a need for increasing or decreasing program staff (e.g. permanent and associate FTE, permanent and hourly classified staffing or administrative staffing)?

Besides providing general education and transfer courses, AJ is a career program. As such the department is expected to keep abreast of career opportunities and trends, maintain a close liaison with the law enforcement profession, and be cognizant and respond, both in the course content, and instructional delivery, to changing educational and skills requirements of the profession.

The assigned time given to the department's chair is neither enough nor acceptable for meeting the expectations and responsibilities for meeting the career objectives of the AJ program. At present the assigned time is .186 per semester. At a minimum, the assigned time needs to be bumped up by .014 to .2 per semester.

The in-service law enforcement agreements with the Office of the Sheriff, the County Probation Department, and now the Santa Clara Police Department, involves tracking and recording training hours, scheduling classes, and preparing accounting summaries. Currently these tasks are done by the department chair on a stipend. As it stands now, the program's operation will continue to be done by the current coordinator, Ken Colson. However, consideration should be given to how the program will be managed in the future once Ken steps down.

C. CURRICULUM SECTION (ANALYSIS AND RESPONSE)

1. Based on your program's curriculum information, as published in the most recent West Valley College catalog, what curriculum changes are anticipated in the next three years? (These changes could include major course revisions, curriculum deletions, new courses, revised or new options within a program, or proposed new programs.)

The addition/augmentation of Online classes

- *Amending Justice Field Experience, AJ30 to permit one, two, or three units to facilitate lesser or greater number of field visits to accommodate needs of students. This class is the only Field Trip class completely "hands-on" and a POPULAR magnet to attract students to the field: who've actually seen first hand the justice environment, jobs, etc.*
- *Changing AJ100 Special Topics to permit one-semester short-topic "Current Topic" AJ courses with one-reading Curriculum Committee approval. Presently the approval process is cumbersome. lengthy and often discouraging faculty efforts to initiate new/creative short classes.*
- *Revision of AJ 31 Academy Orientation to meet the recruiting needs of law enforcement.*
- *Developing a forensics major option in AJ*
- *Adding a new course in Corrections*
- *A relocation of AJ 41 Introduction to Forensics from the lab facilities at CCOC back to West Valley.*

2. The attached excel document shows classes that have not been offered since Spring 04. Please list the courses you intend to submit to the Curriculum Committee by February 8th for de-activation prior to publication of the 08/09 catalog.

AJ 25 Substantive Law

AJ 40 Campus Service Officer Internship

AJ 90A,B,C,D Campus Service Officer

AJ 301 to 304 Admin Occupational Work Experience

AJ 9 Firearms

3.Considering the new course and program level Student Learning Outcomes that have been developed since the last program review:

a) What relevant findings have been derived through the SLO assessment process since the last program review?
b) What changes have been implemented, or are planned, based on the findings since the last program review?
c) What conclusions do you draw from this analysis that could form the basis for an action, objective or request for resources?

NOTE: Please contact LeAnn McGinley (741-2402), Assessment Coordinator with any questions concerning SLOs.

An assessment of the SLO's developed for the new in-service courses have not been completed.

D. EXTERNAL INFLUENCES SECTION (ANALYSIS AND RESPONSE)

1.If applicable, considering the effects of external influences on the program's purposes and goals:

a) How do accreditation requirements, government regulations, advisory boards, labor market demand, transfer institution articulations or other external factors affect the program?
b) How might these influences form the basis for an action, objective, or request for resources?

The need for more and better trained law enforcement officers and personnel is greater now than ever. Every law enforcement agency in the State is finding it difficult to impossible to find enough qualified applicants to meet their staffing needs.

The dire need of law enforcement to recruit more and better prepared applicants offers a golden opportunity for AJ to develop a program for a) the promotion of careers in law enforcement and b) offer a pre-academy program to better prepare applicants for jobs in the criminal justice field.

The success of such a proposed program will require a dedicated level of management and supervision to insure that such activities as outreach, marketing, and course development and management are planned for continuity and consistency. This is a level of responsibility that cannot be simply added to the duties of the department chair. If the department and for that matter the college is going to realize the added FTES as well as keeping to its mission of serving the training needs of the professions in our community, additional assigned time and/or a stipend will be needed.

E. STUDENT FACTORS SECTION (ANALYSIS AND RESPONSE)

1. What program changes or initiatives has the program implemented in the last three years to meet the needs of its student population?
   -
   - *Augmentation and enhancement of various AJ ONLINE courses.*
   - *Addition of a Forensics class.*
   - *In-service classes for law enforcement and probation personnel.*
   - *Articulation of courses with Central County Occupational Center AJ program.*
   - *Securing two grants to develop promotional material for careers in law enforcement and for skills and knowledge building for law enforcement job applicants.*
   - *Establishing liaison with law enforcement agencies.*
   - *Keeping abreast of the changing needs of the law enforcement profession.*

F. SUMMARY AND CONCLUSION SECTION:

1. General conclusions and summary statement.

The AJ Department has continued to meet the changing needs of students and the law enforcement profession, despite an insufficient amount of assigned time for the Department Chair, a facility in need of upgrades e.g. a number of student desks in room 2 are broken, room AJ 1 needs additions to accommodate the Forensics course, the interior and exterior needs painting, and a less than adequate supply and conference budget appropriate for a career program.

It should be noted that the department has managed to continue with meeting the educational needs of its constituents largely due to the fact that an emeritus instructor has essentially served full time as chair. Once the chair steps down, the duties of chair will go to a full-time instructor who will be expected to manage all the initiatives required to run and grow the program while at the same time teaching full time. Whether the momentum of the department will continue, no matter the motivation and skill of the new chair, with the limited assigned time for the chair is questionable.

2. Program Strengths:

AJ is a respected program with fine, interested students and wonderfully motivated and knowledgeable instructors.

The program has worked very hard to do what it takes to meet the changing educational needs of students and the law enforcement community.

AJ has identified a significant FTES generating niche: law enforcement in-service training. Providing for the educational and training needs for this profession represents one area the college can capture new FTES.

3. Program Challenges:

Having a facility e.g. classrooms and office area that looks up to date, don't have broken student desks, have a level of custodial service to clean the white boards, improved lighting, and a new paint job that is less than institutional looking.

Attracting more students to careers in law enforcement

G. ACTIONS AND OBJECTIVES SECTION

Based on the foregoing analyses and findings in Sections A. through F., what are the program's intended actions or objectives for the next three years?

Attracting more students to careers in law enforcement.

Getting the needed facility upgrades.

Get the assigned time for the chair increased by at least .014 per semester

As per C 1 and 2: addition/augmentation of on-line classes, amending AJ 30, offering AJ 100 classes, revision of AJ 31, promotion of AJ work experience, developing an AJ major in Forensics, adding a new course in Corrections, relocation of AJ 41 to AJ building, deactivate three courses.

Getting a stipend for a coordinator for outreach, pre-academy program development and supervision, and expanding the in-service law enforcement training program.

Getting a budget augmentation for the media and supplies for Forensics.

Timelines

Over the next three years, what are the program's timelines (in terms of predicted initiation and completion dates) for the stated actions or objectives?

Student desk replacement and facility upgrades: Fiscal year 2008-2009

Stipend for coordinator of outreach and justice training: fiscal year 2008-2009

Deactivation of three courses: February 2008

Increase of ,014 for chair: January 2008

Curriculum proposals as per C1: 2008

Which of these actions or objectives would be initiated and completed within the coming year, given adequate resources?

Replacement of desks and facility upgrades to the AJ classrooms and office area.

A stipend for a coordinator who will have as the goal pf increasing FTES through an outreach program for the promotion of careers in law enforcement, pre-academy training, and expanding the in-service law enforcement training program.

Chair assigned time augmentation.

H. RESOURCE REQUESTS 2006-2007

1. Please indicate if any of the resource requests identified in the previous program review were funded through one or more of the various WVMCCD resource allocation processes that were available in 06 – 07 (e.g. FTE allocation, classified staff, one time funding, budget augmentation, facilities, Land Corporation):

Please complete the following table (leave blank if the answer is not applicable):

	FUNDED by WVMCCD?
Full-time faculty FTE:	☐ Yes ☐ No ☐ Partially
Associate faculty FTE: $23,500 requested for Justice In-Service Training Coordinator An increase in this amount tied to growth in the Justice In-Service Training Program is requested.	☐ Yes ☐ No X Partially
Classified Staff FTE: $12,000 for administrative support for Justice In-Service Training Program An increase in this amount tied to growth in the in-service program is requested.	X Yes ☐ No ☐ Partially
Classified Hourly (in dollars):	☐ Yes ☐ No ☐ Partially
Administrative Staff FTE:	☐ Yes ☐ No ☐ Partially
Facilities (brief narrative description): A request was made for facility upgrade. Nothing has been done. Given that career development in law enforcement was used in the promotion pieces to sell the Bond, we in AJ are disappointed that no recognition has been given to AJ's needs. No idea what desk replacement and painting will cost.	☐ Yes X No ☐ Partially
Equipment (brief narrative description with estimated total cost): Computer and projector upgrades	X\ Yes ☐ No ☐ Partially
Supplies (brief narrative description with estimated total cost): $1,500 requested for supplies for Forensics and Criminal Investigation.	X Yes ☐ No ☐ Partially
Staff Development (brief narrative description): The AJ Department needs adequate conference & training funds for faculty. The allocation is much too small to be appropriate for getting to meetings and conferences to remain up to date in this career field.	☐ Yes X No ☐ Partially
Other (please specify	☐ Yes ☐ No ☐ Partially

2. What have you been able to accomplish as a result of the resource obtained?
(e.g. improved retention success and persistence, improved equity, new SLOs, higher enrollment, new online or satellite campus classes….)

NOTE: The Program Review Committee realizes that in some cases, accomplishments and changes resulting from resource acquisition are too recent to be measurable. The current Program Review process is only one year old. Future reviews of funding requests will focus on accomplishments and change occurring over a two-year period.

1. *New online classes have been developed.*
2. *A partnership between the County Office of the Sheriff, County Probation Department, and the Santa Clara Police Department, and West Valley College has been tremendously beneficial in generating significant FTES; however, the AJ program itself has not benefited from WSCH obtained in said training despite the use of our curriculum for course offerings.*
3. *Offered an AJ Forensics course by renting CCOC's forensics laboratory.*
4. *Maintained, compared to other AJ programs in our neighboring colleges, a stable enrollment.*

I. RESOURCE REQUESTS 2007- 2008

1. What **new or additional** resources are required to accomplish the stated actions and objectives?

Please complete the following table (leave blank if the answer is zero or none):

Full-time faculty FTE

Associate faculty FTE Coordinator for promotion of our program, career development, pre-academy program, and in-service law enforcement training

Classified Staff FTE:

Classified Hourly (in dollars):
Administrative Staff FTE:

Facilities (brief narrative description):
As per above: replace desks and paint interior and exterior.

Equipment (brief narrative description with estimated total cost):

Supplies (brief narrative description with estimated total cost): $1,000 each per academic year for the two full-time faculty to purchase instructional supplies and equipment. $1,000 annually for AJ Adjunct faculty to purchase instructional supplies, $2,000 for AJ careers/enroll in WVC AJ promotional events and material: Total: $5,000

Staff Development (brief narrative description):

Other:

When completed, please save your file and e-mail (using the File: Send To menu) to tanya_hanton@westvalley.edu