PROGRAM REVIEW, ALLOCATION, AND INSTITUTIONAL STRATEGIES FOR EXCELLENCE (P. R. A. I. S. E ) REPORT

DEPARTMENT: ADMINISTRATION OF JUSTICE

PART I: ABSTRACT (EXECUTIVE SUMMARY)

The Admin of Justice program provides excellent instruction and training for Victor Valley College students interested in a career in the Criminal Justice field. The courses offered each semester is a balance between transferable and State Certified Training. Students enrolled in the transferable courses may be interested in Probation, State or Federal agencies; or they are taking courses as an elective. Students enrolled in the State Certified Training courses have a specific goal to become Law Enforcement or Correction Officers.

The Admin Justice Dept. retention and success rates are directly related to the students motivation for taking a specific course. Most students enrolled in the State Certified courses remain in the course and complete all course work. Many students enrolled in the transferable courses do not complete the course work or stop attending classes.

As employment opportunities increase in the areas of Forensic, Probation, Corrections and Law Enforcement; enrollment will increase in the State Certified Training courses and in specific AJ courses that prepare students in the fields of Forensic and Probation.

PART II: KEY MEASUREMENTS OF QUALITY (KQMs)

No additional department-specific data were considered.

PART III: ANALYSIS OF KEY QUALITY MEASUREMENTS (KQMs)

KQM 1: Enrollment trend for the past five years:

The enrollment trend reached a peak in 2003 with a 19% increase over 2002. Enrollment in 2004 and 2005 experienced a downward trend of about 5%, evidenced in the lower enrollment in the Law Enforcement Academy and Correction Officer Academy. In the Fall 06 semester, the Correction Officer Academy rebounded with full enrollment due to the recent contracts with the State and the Private and Local Prisons in the High Desert. Full enrollment in Corrections Officer Academy continued into the Spring 07 semester. Also, Spring 07 semester enrollment rebounded in the Law Enforcement Modular Academies. The Admin Justice Dept. expects enrollment in Correction Officer Academy and all Law Enforcement Basic Courses to have full enrollment over the next several years.
Since Fall 06 enrollment data is not available for this report, I have examined Spring semester enrollment between 06 and 07 for comparison purposes. Spring 07 has witnessed a 19% increase over Spring 06. Spring 07 enrollment data reflects the same increase in enrollment experienced in Fall 06, particularly in the Correction Officer Academy and Law Enforcement Basic Courses (PC 832 & Level III).

KQM 2: Enrollment projection for the next three years:

The Admin Justice Dept. is expected to grow approximately 16% over the next three years. The growth will be stimulated in the Law Enforcement, Forensic, and Correction Officer courses specifically. Law Enforcement agencies will continue to experience manpower shortages, relying on the community Colleges to train applicants for entry level positions. The State of California has negotiated new contracts with the Private and Local prisons for overflow capacities, which will necessitate additional Correctional Officers to be trained at the Community College. Lastly, the Forensic Field will expand with additional positions added for Field Evidence Techs and the Coroner Division of the Sheriff’s Dept. adding new positions for Autopsy Assistant.

KQM 3 – Retention Rate:

The retention rate has exceeded the goal for the past five years. The Admin. Justice Dept. has consistently retained over 80% of the student enrollment, retention rate peaked at 97.4% and had a low of 81.6% with a mode at 87%. The successful retention rate is attributed to Department Certificates that prepare students for immediate employment in the Criminal Justice field and the quality of transfer courses for those serious students who intend to transfer to the University.

KQM 5: Success rate:

The success rate has fallen short of the goal in each year measured. This is caused by students failing to withdraw from a course after the four week census but before the fourteenth (14) week deadline. Also, most of the students who receive a grade below the “C” target fail to complete all course work (research or legal papers) or fail to take a written examination. An examination of student success in several transfer courses discovered that students receiving a grade below “C” did NOT complete the writing assignment and/or did not take the second and final examinations. All students who received a grade of “C” or higher completed all course work. Students who fail a written exam in any of the State Certified courses receive NC for the course.

KQM 7: Course Transferability:

Admin Justice transfer courses are very important to any student serious of becoming a Probation Officer or work in the State or Federal Government. With the opening of a
new Juvenile Intake Center in Apple Valley, many of the AJ students are taking Transfer
courses in order to obtain their BA degrees and become a Probation Officer. However,
many students desiring to only enter Law Enforcement or Highway Patrol are only
seeking a AA degree and completing the State Certified Courses. Many other students
are taking the AJ transfer courses as electives.

KQM 10: Availability of Resources:

During the past 14 years, the College has provided only the minimum resources for the
Admin. Justice Dept.. However, starting in the Spring 07 semester new facilities outside
of the College have been contracted in order for Skills training in the State Certified
courses (Law Enforcement and Corrections) may be accomplished. The contracted
facilities are a major improvement and will provide superior facilities for the safe and
effective delivery of training service to our students. Also, faculty received upgraded
computers that are very efficient and reliable.

PART IV: CONCLUSIONS

1. Enrollments experienced a sharp rise (19%) in 2003 only to decrease
   approximately 5% each year for two years. Recent enrollments demonstrate a
   strong rebound of approximately 19%.

2. The trend for the next three years projects a 16% increase in enrollments and a
   steady increase in FTE’s.

3. The retention rate has been above the projected goal and there is no indication this
   measurement will change.

4. The success rate has been below the projected goal. With changes in the
   College’s policy toward financial Aid and enforcing existing College policies for
   Academic Probation, it is projected the success rate will improve dramatically.

5. Approximately half of the courses offered in Admin. Justice are transferable.

6. The resources for this department have been unsatisfactory until Spr 07 semester
   when outside facilities were contracted for skills training in the State Certified
   Law Enforcement and Corrections courses. Also VATEA and special ONE –
   Time funding has enabled the purchase of additional firearms for Law
   Enforcement/Corrections Officer training, and the purchase of a new Crime
   Scene Camera.
PART V: EXPLANATIONS

1. The Admin. Justice Dept. will experience enrollment fluctuations due to industry hiring priorities. There are over 8,000 positions, state-wide, that are unfilled in Law Enforcement alone. Current budget restrictions at the state level will cause the police and Sheriff’s departments to rely on and recruit from the College programs. As more agencies recruit from the College campuses, enrollment in the AJ courses will increase.

2. Many Law Enforcement Agencies are requiring applicants to complete a AA degree or have at least 60 units of completed college course work. All County Probation Departments require their Juvenile Corrections Officer to have either an AA/AS degree or a minimum of 60 semester units completed with at least fifteen (15) in AJ.

3. Civilian positions in the Law Enforcement and Sheriff’s Coroner Division will expand with an emphasis placed on the forensic application of crime scene processing. Students interested in these fields will require intense training in crime scene processing and crime scene photography.

PART VI: GOALS

Priority 1:

What is your goal for 2007-2008? To initiate a new certificate: Crime Scene Photography.

To which College-wide strategic goal is this related? Goal # 2 and 3: Institutional Commitment to Student Learning and Student Success. Economic and Community Development.

How will you know if the goal was successful:

Students will be enrolled in Crime Scene Investigation and Crime Scene Photography without any cancellations to the courses.

How will the goal be accomplished:

By not canceling any course offering with a class enrollment of 10 or more since these courses are required for a certificate.
What additional resources are you requesting?

General Description: Hourly faculty costs for each semester.
Projected cost: $ 6,000 approx.
One – time or base increase: Base increase for hourly budget
Additional comments: This will pay for two additional sections per year.

Priority 2:

What is your goal for 2007-2008:

To develop a new certificate: Autopsy Assistant.

To Which College Wide strategic goals is this related:

Goal #2: Institutional Commitment to Student Learning
Goal #3: Economic and Community Development

How will you know if the goal is successful:
Students will be enrolled in more Photo courses, Medical Terminology and AJ courses that are needed to acquire the certificate.

How will the goal be accomplished?
By not canceling any course offering with an enrollment of 10 or more.

What additional resources are you requesting?

General Description: Increase supply budget by $ 500 and add hourly faculty costs.

Projected costs: $ 2500 for hourly faculty; $ 500 for supply budget
One –time or base increase:
Base increase to hourly and 4000 accounts.

Additional Comments:
This will pay for one additional course each year and required supplies for the forensic photography and Crime Scene Investigator courses.