

Academic Program Review Committee

Program: ADMINISTRATION OF JUSTICE

Date Reviewed: 9/17/15

Resubmittal Date: October 2, 2015

Please use these notes along with the comments from APRC members and your dean when revising this document.

General Comments:

- Add recommendations at end of each section

1. Overview of the Program	Comments
a) Provide a brief narrative description of the current program, including the program's mission statement and the students it serves.	<ul style="list-style-type: none"> • Is this program similar to other programs in the state or is it unique to ECC? Police Chief supports innovative direction. • There is no hook in the beginning; need to strengthen with more "wow" info. • Need to show how it ties into the Corrections end; looking into a certificate program; expand on what specialties are available. • Include different job opportunities available after students leave this program. • Many new positions available in law enforcement, strictly Correctional, where students may want a specialty cert or degree; consider reaching out to police training facilities.
b) Describe the degrees and/or certificates offered by the program.	<ul style="list-style-type: none"> • Include the TSA or other plans for new certificates.
c) Explain how the program fulfills the college's mission and aligns with the strategic initiatives. (see Appendix A)	<ul style="list-style-type: none"> •
d) Discuss the status of recommendations from your previous program review.	<ul style="list-style-type: none"> •

2. Analysis of Research Data (include data provided by Institutional Research & Planning)	
Provide and <u>analyze</u> the following statistics/data	Comments
a) Head count of students in the program	<ul style="list-style-type: none"> • Add demographic section in data, add what the ed goal is (transfer, cert, etc), and then add appendix at the end.
b) Course grade distribution	<ul style="list-style-type: none"> •
c) Success rates (Discuss your program's rates in light of the college's success rate standard. Set a standard for your program.)	<ul style="list-style-type: none"> •
d) Retention rates	<ul style="list-style-type: none"> • Add small retention section; especially since rates are high.
e) A comparison of success and retention rates in face-to-face classes with distance education classes	<ul style="list-style-type: none"> •
f) Enrollment statistics with section and seat counts and fill rates	<ul style="list-style-type: none"> •
g) Scheduling of courses (day vs. night, days offered, and sequence)	<ul style="list-style-type: none"> •
h) Improvement rates (if applicable)	<ul style="list-style-type: none"> •
i) Additional data compiled by faculty	<ul style="list-style-type: none"> •
j) List any related recommendations.	<ul style="list-style-type: none"> • Consider adding Distance Ed growth rate

3. Curriculum Review	Comments
a) Provide the curriculum course review timeline to ensure all courses are reviewed at least once every 6 years.	<ul style="list-style-type: none"> •
b) Explain any course additions to current course offerings.	<ul style="list-style-type: none"> • New course is missing (AJ 142); include the direction with this. • Explain why the new courses were added.
c) Explain any course deletions and inactivations from current course offerings.	<ul style="list-style-type: none"> •

d) Describe the courses and number of sections offered in distance education. (Distance education includes hybrid courses.)	<ul style="list-style-type: none"> • Consider stating that all teachers are going through Distance Ed certification
e) Discuss how well the courses, degrees, or certificates are meeting students' transfer or career training needs:	<ul style="list-style-type: none"> •
1. Have all courses that are required for your program's degrees and certificates been offered during the last two years? If not, has the program established a course offering cycle?	<ul style="list-style-type: none"> • Add all certificate possibilities
2. Are there any concerns regarding program courses and their articulation?	<ul style="list-style-type: none"> •
3. How many students earn degrees and/or certificates in your program? Do students take licensure exams? If so, what is the pass rate? If few students receive degrees or certificates or if few students pass the licensure exam, should the program's criteria or courses be re-examined? Set an attainable, measurable goal	<ul style="list-style-type: none"> •
f) List any related recommendations.	<ul style="list-style-type: none"> • Need to better advertise new courses; low enrollment. If class is unique, should advertise to/can attract students from other schools.

4. Assessment and Student and Program Learning Outcomes (SLOs & PLOs)	Comments
a) Provide a copy of your alignment grid, which shows how course, program, and institutional learning outcomes are aligned.	<ul style="list-style-type: none"> • Under "Actions", try to tie in things to curriculum, new faculty
b) Provide a timeline for course and program level SLO assessments.	<ul style="list-style-type: none"> • **May not be most recent timeline • Consider reviewing Distance Ed more often because of the emphasis/focus.

c) State the percent of course and program SLO statements that have been assessed.	•
d) Summarize the SLO and PLO assessment results over the past four years and describe how those results led to improved student learning. Analyze and describe those changes. Provide specific examples.	• Mention specifics of course assessments (course name and number).
e) Determine and discuss the level your program has attained in the SLO rubric in Appendix B. (Awareness, Developmental, Proficiency, or Sustainable Continuous Quality Improvement)	•
f) Describe how you have improved your SLO process and engaged in dialogue about assessment results	• Consider pre and post tests to identify student learning vs student knowledge
g) List any related recommendations.	•

5. Analysis of Student Feedback	Comments
a) Describe the results of relevant surveys.	<ul style="list-style-type: none"> • Inclusion • Schools that track their alumni have strong foundations; need to get creative with methods of tracking using technology • "80% no longer enrolled"- write this differently; looks bad. Reword or remove.
b) Discuss the implications of the survey results for the program.	•
c) List any related recommendations.	•

6. Facilities and Equipment	Comments
d) Describe and assess the existing program facilities and equipment.	<ul style="list-style-type: none"> • State which needs are being met. • List all the new state-of-the-art improvements or additions. Nice to show that we did/received what we planned.

e) Explain the immediate (1-2 years) needs related to facilities and equipment. Provide a cost estimate for each need and explain how it will help the program better meet its goals.	<ul style="list-style-type: none"> • Think of any possible enhancements to your program.
f) Explain the long-range (2-4+ years) needs related to facilities and equipment. Provide a cost estimate for each need and explain how it will help the program better meet its goals.	<ul style="list-style-type: none"> •
g) List any related recommendations.	<ul style="list-style-type: none"> •

7. Technology and Software	Comments
a) Describe and assess the adequacy and currency of the technology and software used by the program.	<ul style="list-style-type: none"> • Add ongoing software maintenance costs
b) Explain the immediate (1-2 years) needs related to technology and software. Provide a cost estimate for each need and explain how it will help the program better meet its goals.	<ul style="list-style-type: none"> • Should add ipads/tablets in Report Writing course for simulation
c) Explain the long-range (2-4+ years) needs related to technology and software. Provide a cost estimate for each need and explain how it will help the program better meet its goals	<ul style="list-style-type: none"> •
d) List any related recommendations.	<ul style="list-style-type: none"> • Consider adding Forensic Photography class; will need their own cameras

8. Staffing	Comments
a) Describe the program's current staffing, including faculty, administration, and classified staff.	<ul style="list-style-type: none"> •
b) Explain and justify the program's staffing needs in the immediate (1-2 years) and long-term (2-4+ years). Provide cost estimates and explain how the position/s will help the program better meet its goals.	<ul style="list-style-type: none"> • Wrote 3, but really 2

c) List any related recommendations.	<ul style="list-style-type: none"> • Talk to Ann Garten to promote any program that is 100% evening or online—Existing support for request for more faculty to fill this area.
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9. Future Direction and Vision	Comments
a) Describe relevant changes within the academic field/industry. How will these changes impact the program in the next four years?	<ul style="list-style-type: none"> • Mention letter from South Bay Police here (when referring to Appendix C) – find correct letter.
b) Explain the direction and vision of the program and how you plan to achieve it.	<ul style="list-style-type: none"> • New certificates.
c) List any related recommendations.	<ul style="list-style-type: none"> • Numbered list is not clear whether recommendations or future plans. • Consider mentioning plans for 100% online program. • If thinking of any joint training facilities, this is where to put it. So much more going on in AJ, need to put more of the vision. • Should consider a bachelor's degree. If it's not in program review, it will never be considered. • Could have police training again (2 digit course). • Mention internships

10. Prioritized Recommendations	Comments
a) Provide a single, prioritized list of recommendations and needs for your program/department (drawn from your recommendations in sections 2-8). Include cost estimates and list the college strategic initiative that supports each recommendation (see Appendix A). Use the following chart format to organize your recommendations.	<ul style="list-style-type: none"> •
b) Explain why the list is prioritized in this way.	<ul style="list-style-type: none"> • Some justification of rank in a summary.