Ohlone College
Program Review Report

Program Description and Scope:

1. **Program Review Title:** Administration of Justice
2. **Academic year:** 2012/2013
3. **Review Type:** Instructional Disciplines
4. **Program/Departments:** Administration of Justice (21000)
5. **Authority Code:** 47-Dean, Language and Communication
6. **External Regulations:** Yes _ No X
7. **Provide a brief narrative that describes the instructional program/discipline.**

Our goal in the Ohlone College Administration of Justice Department is: Introduce the students to the American Criminal Justice System so they can leave the program with a general knowledge of how this system benefits both the constitutional rights of each individual as well as how it protects society in general. Students who desire to pursue a career within the system are expected to come away with a general foundation of the procedures involved to arrest and convict defendants, and attempt to understand the criminal mind. Depending on which AJ class taken the student will be exposed to one or more of the learning domains. (Affective, Cognitive, and Psychomotor.)

This program in the past has been more of the traditional vocational curriculum concentrating on preparing students for careers in the field of law enforcement. Although this program continues to do this, within the last four years, it also has incorporated intellectual study as it applies to the criminal justice system. The intellectual study of research methods in the psychological and sociological academic disciplines as they apply to the criminal mind. Currently 14 courses are offered.

8. **Describe how the program specifically serves students, faculty and staff.**

Currently the core curriculum offers both the traditional two-year program to allow students to begin in any vocational law enforcement career as well as allowing students to pursue a four year degree. AJ students may concentrate at the four year level on careers in law, criminal profiling, forensic criminology, criminology or cyber crime. This will allow at either the local or federal level of law enforcement a career opportunity with a four year degree as required to begin such a career.

9. **Describe how the program addresses current needs and applies current technologies.**

Cybercrime, the crime of the future, has been updated and uses new technologies.

10. **Discuss the impact of the program on the college and/or other programs.**

The Administration of Justice program includes both traditional vocational and
intellectual research curriculum. Student and program needs apply to current technology and issues; always being mindful of how the history of our criminal justice system began and has evolved.

The program applies new standards of understanding on how to arrest and convict criminals and to try and understand the diverse criminal minds. This approach is to ultimately try to identify potential criminals and prevent crimes from occurring.

11. Discuss the impact of the program on the community and the impact of the community on the program.

Upon program completion students may be employed at various levels of the criminal justice system which can influence the legal and law enforcement communities at all levels. Students and community members have a better understanding of our justice system in conjunction with constitutional procedures and rights.

- **College Mission**
  1. **Mission Statement**
     The mission of Ohlone College is to serve the community by offering instruction for basic skills, career entry, university transfer, economic development, and personal enrichment for all who can benefit from our instruction in an environment where student learning success is highly valued, supported and continually assessed.
  2. **Vision Statement**
     Ohlone College will be known throughout California for our inclusiveness, innovation and superior rates of student success.
  3. **Core Values, Goals & Objectives:**
     - **College Core Values**
       - We provide life-long learning opportunities for students, college personnel and the community.
       - We open access to higher education and actively reach out to under-served populations.
       - We promote diversity and inclusiveness.
       - We maintain high standards in our constant pursuit of excellence.
       - We value trust, respect and integrity.
       - We promote team work and open communication.
  
- **College Goals/Objectives**
  1. Through innovative programs and services, improve student learning and achievement.
    1. By 2013, have in place an ongoing system for identifying and assessing student learning outcomes at the program and course levels, which includes faculty dialogue and appropriate improvement plans.
  2. Support the economic vitality of the community through educational programs and services that respond to identified employment needs.
    4. By 2013 provide opportunities across the curriculum for students to
acquire key skill sets and concepts that will help them succeed in the workplace.

6. Enhance college-wide interaction with, and acceptance of, diverse peoples, cultures, arts, and perspectives.
   1. By 2015, increase the number of course offerings which meet the General Education Plan A Intercultural/International Studies requirement.

4. Briefly describe how the program supports the college mission, vision selected college values.

   A mission of Ohlone College is to serve our diverse community by providing convenient and cost effective leaning, cross-cultural awareness and acculturation. The AJ program meets this mission by allowing student to seek various career paths by obtaining an A.A degree in AJ or a transfer to a four year state college or university.

   The Administration of Justice program continues to develop and present course material in conjunction with the college mission, vision, and values. Illustration of these values is an extremely important aspect of dealing with members of the community and working within our governmental system of justice at any level, position, or component.

5. Briefly describe how the program supports selected college goals.

   Goals 1, 2, and 6: The Administration of Justice curriculum prepares students to transfer to a 4 year college or university or to seek employment in law enforcement by preparing students to interact with diverse individuals within the community which encourages the development of people skills.

6. Briefly describe how the program supports selected college objectives.

   1.1 and 2.4: Assessment of student outcomes occurs on a regular basis for individual student work. Student work is assessed as a whole in relation to homework, pop quizzes, term papers, and oral presentations, mid-term exams and the final exam. Results of the holistic review results in curriculum revisions to improve student learning. The higher a student scores in the course, the better prepared they are to transfer to a 4-year college or to work in law enforcement.

   6.1: AJ 101, 102, 106, 117, 119 have been added to the Ohlone College GE Plan A

• Program SLOs & Assessment
  1. Program SLO -
Examine historical and current events in criminal psychology such as analyzing psychological and sociological theories of killers/offenders and their victims,

a. Indicate program assessment strategies used.
   i. Other
      Pop quizzes, midterm exams, oral presentation or term paper, final exam.

b. Describe the criteria and standards used to appraise student work.
c. Enter assessment results and analyze student success in achieving this program SLO.
d. Describe revisions in curriculum or teaching strategies implemented to promote student success.

   1. All PSLOs reviewed and updated in Fall 2012. AA degree SLOs are the same as the program SLOs.

   2. SLO Matrix reviewed and updated in Fall 2012.

   3. CSLOs for AJ 101, Administration of Justice, were reviewed and aligned with PSLOs in Fall 2012.

   4. Assessment project for AJ 101 is in development, Fall 2012. Will be implemented Spring 2013 with results available at the end of the semester.

e. Future Action (Improvements)
   Describe changes you will make to promote improved student learning
   See above plan.

2. Program SLO -

Examine the role of police within the United States.

a. Indicate program assessment strategies used.
   i. Other
      Role Play -
         1. Scenarios to assess student's ability to think and apply legal concepts in the right manner.
         2. Scenarios involving police, community interaction, and negotiations.
         3. Scenarios to begin development of interpersonal skills related to role as a police officer.

b. Describe the criteria and standards used to appraise student work.
California legal procedure.

c. Enter assessment results and analyze student success in achieving this program SLO.
d. Describe revisions in curriculum or teaching strategies implemented to promote student success.

See plans for SLO #1

e. Future Action (Improvements)
   Maintain current student learning plan

3. Program SLO -

Apply appropriate investigative and forensic techniques to analyze crime scenes, collect and preserve evidence for laboratory analysis, and maintain and preserve chain of evidence to prepare for testimony and to provide prosecution with evidence to convict.

a. Indicate program assessment strategies used.
   i. Other
      Mock Crime Scenes. Conduct correct investigation, i.e., approach, determine if people need medical assistance, prevent contamination of scene, take photos, maintain chain of evidence.

      Class and/or instructor then analyzes and assesses process used by student.

   b. Describe the criteria and standards used to appraise student work.
   c. Enter assessment results and analyze student success in achieving this program SLO.
   d. Describe revisions in curriculum or teaching strategies implemented to promote student success.
   e. Future Action (Improvements)
      Maintain current student learning plan

4. Program SLO -

Examine the workings of the criminal justice system by applying definitions, concepts and principles to law enforcement, courts and correctional settings.

a. Indicate program assessment strategies used.
   i. Other

      Pop Quizzes
      Role Plays
      Case Studies
      Review of legal case law which sets precedents
      Objective tests which assess concepts and the application of those concepts within a case scenario

      Term papers or oral presentations
b. Describe the criteria and standards used to appraise student work.
c. Enter assessment results and analyze student success in achieving this program SLO.
d. Describe revisions in curriculum or teaching strategies implemented to promote student success.
e. Future Action (Improvements)
   Maintain current student learning plan

• SLO Matrix

*Key: I-Introduced, P-Practiced with Feedback, M-Demonstrated at the Mastery Level*

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• SLO Matrix Comments

AJ 132, Civil Law, was deactivated in Fall 2012 due to lack of enrollment despite efforts to publicize.

• Course SLO & Assessment

**AJ 101 Administration of Justice**

1. Analyze and compare the criminal justice system of the U.S. with other countries.
2. Identify competing theories related to crime causation.
3. Name the components of the criminal justice system and their interrelationships.
4. Identify career opportunities in the criminal justice system.
5. Identify theories of the origin and history of law enforcement in the U.S. and distinguish federal, state, and local level agencies based on geographical consideration.
6. Analyze the organization, function, operation and jurisdiction of the court systems at the federal, state, and local levels.
7. Contrast and compare theories concerning both the purpose and the strengths and weaknesses of institutional as opposed to community treatment programs.
8. Compare and contrast the positive aspects as well as any negative aspects concerning the criminal justice system.
Indicate planned course assessment strategies

Department Testing

Describe the criteria and/or performance standards used to appraise student work.

Enter assessment results and analyze student success in achieving course SLOs.

Describe revisions in curriculum or teaching strategies implemented to promote student success.

Course SLOs were aligned with the newly revised program SLOs.

Future Action (Improvements)

Describe changes you will make to promote improved student learning

- Develop course assessment project fall 2012: Revise pretest to align with course SLOs.
- Implement same pre and post test spring 2013.
- Analyze results from this test and post results summer/fall 2013.

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**Student Achievement: A series of measures including course completion, course retention, persistence, program completion, and others.**

1. List expected student achievement outcomes:
2. Analyze changes in data, identify trends, and provide possible contextual explanations for each measure used. (Example measures include: course completion, course retention, persistence, program completion).

   2011-12: Retention rates remain high at 97%. Success rates remain high at 92% (fall) and 94% (spring).

3. Analyze program budget trends and expenditures. Comment on how the program can best use budget resources.
4. Analyze the program's current use of staff, equipment, technology, facilities, and/or other resources. Comment on how the program can best use these resources.
5. Describe any additional notable program achievements(optional).
6. Additional Program Table Data
7. Future Action
   - Current levels of student achievement indicators maintained.
• **Program Analysis**
  After assessing student learning outcomes/impacts, student/program achievement, and the status of previous program improvement objectives (PIOs), analyze the data and any identified trends, and summarize your findings. Use these data and trends to prioritize, revise, or develop new PIOs.

  1. *Describe program achievements and successes.*

     2011-12: On the CTE Core Indicators, the AJ program scored very high in the following areas: Skill Attainment, Completion, Persistence in Higher Ed, Non-Traditional Student Participation and Completion Rates.

  2. *According to the evidence, what are the areas needing improvement?*

     1. Collect and analyze data related to course and program student learning outcomes and make improvements as needed.
     2. Broaden the awareness that the AJ program curriculum encompasses more components than just law enforcement officers.
     3. Purchase and implement the technology needed for the cyber crime course.

• **Program Improvement Objectives:**

  1. **Objective:**

     Increase student exposure to modern computer forensics tools to understand how to seize, analyze and process digital evidence to respond to growing instances of cybercrime coinciding with the growth of the internet as documented in the Program Review and Advisory Committee input.

     a. **Action Plan**

        **Year 1:**

        Identify topics discussed in Cybercrime class which cannot be taught/demonstrated effectively with current lab tools. Begin acquiring better tools.

        **Year 2:**

        Offer lab experience consistent with techniques discussed in textbook and covered in lectures.

        **Year 3:**

        Enhance lab experience based on input from Advisory committee. (see below).

     b. **Staffing**

        **Year 1:**

        Maintain current level.
c. Technology (Include items that fit under IT budget codes)
   Year 1:
   Purchase and install commercial and public-domain software useful for forensic analysis.

   Year 2:
   Purchase forensically-certified

   Year 3:
   Acquire additional forensic software as needed to bring lab experience up to Advisory committee's expectations.

d. Assessment Plan: List Assessment Strategies
   Year 1:
   Compare available lab tools with topics discussed in available texts. Identify deficiencies.

   Year 2:
   Identify agencies employing graduates of Ohlone's AJ program, particularly AJ-115, and form Advisory committee on Cybercrime.

   Year 3:
   Solicit input from members of Advisory committee on strengths/weaknesses of Cybercrime training provided by AJ-115.

e. Which college goal(s) does this program improvement objective work to achieve? Clearly describe how your PIO will help achieve one or more of the college goals and objectives, has impact beyond the particular department, and contributes to student learning/success.
   1. Through innovative programs and services, improve student learning and achievement.
   Rationale:
   Updates the curriculum to include current day computerized forensic tools which promotes student learning and trains students for current cybercrime positions in criminal justice.

2. PIO Assessment
Enter assessment results with analysis.

1. Cybercrime course topics were updated to reflect current industrial standards.

2. New program software purchased and implemented.

3. Lab experience revised to be consistent with techniques in textbook.

b. Describe how PIO achieved one or more of the college goals and objectives, had an impact beyond the particular department, and contributed to student success/learning.

Updated curriculum and software better prepares students for current cybercrime positions in criminal justice.

c. Analyze the impact of reallocation or addition of resources. If money or resource was not used, give rationale.

Funds used to purchase needed software.

d. Future Action

Current level of focus maintained. Describe.

Software needs to be updated regularly to stay current with changes in the cybercrime industry.

- **Outside Review Results**
  1. List each team members name and title.
     None.
  2. Discuss key feedback provided by team and how it was incorporated into the report.
     None.

- **Attached Files**