

HAWAI‘I COMMUNITY COLLEGE ANNUAL PROGRAM REVIEW (APR)

Administration of Justice

April 10, 2019

**Review Period
July 1, 2017 to June 30, 2018**

Initiator: Lucy Jones
Writer(s): Donna Madrid

Program/Unit Review at Hawai‘i Community College is a shared governance responsibility related to strategic planning and quality assurance. Annual and 3-year Comprehensive Reviews are important planning tools for the College’s budget process. This ongoing systematic assessment process supports achievement of Program/Unit and Institutional Outcomes. Evaluated through a college-wide procedure, all completed Program/Unit Reviews are available to the College and community at large to enhance communication and public accountability. Please see <http://hawaii.hawaii.edu/files/program-unit-review/>

Please remember that this review should be written in a professional manner. Mahalo.

PART 1: PROGRAM DATA AND ACTIVITIES

Program Description (required by UH System)

<p>Provide the short description as listed in the current catalog.</p>	<p>This program provides students with a solid background in the field of Administration of Justice by offering a variety of courses designed to prepare students for careers within the criminal justice system. The program combines the scientific study of law enforcement, the court system and corrections, along with a focus on the administration of these systems. An important component of the program is the study of the causes and effects of crime and the ways in which society responds to such behavior. This program is designed to prepare students to obtain a two-year degree with the knowledge and skills needed to enter a career upon graduation. It also academically prepares students who wish to continue their degree at a four-year institution. A student who successfully completes 12 credits of AJ courses at HawCC may receive up to 6 additional AJ credits for completing basic police recruit training as required by government law enforcement agencies. An internship program is also available to students who wish to earn college credit by working in the AJ field. Students can earn up to 6 credits, which can be applied to the program. Students interested in the internship program should contact the AJ Coordinator.</p>
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Comprehensive Review information (required by UH System)

<p>Provide the year and URL for the location of this program's last Comprehensive Review on the HawCC Program/Unit Review website: http://hawaii.hawaii.edu/files/program-unit-review/</p>	
<p>Year</p>	<p>2017</p>
<p>URL</p>	<p>http://hawaii.hawaii.edu/files/program-unit-review/docs/2017_aj_comprehensive_program_review.pdf</p>
<p>Provide a short summary of the CERC's evaluation and recommendations from the program's last Comprehensive Review. Discuss any significant changes to the program that were aligned with those recommendations but are</p>	<p>It is noted that the last AJ APR produced was for the 2015-2016 AY dated/submitted Feb 20, 2017 written by Donna Madrid and Trina Nahm-Mijo. In summary, CERC recognizes that the program experienced challenges during the last three years. However, moving forward the program has the opportunity to evaluate and innovate to improve and grow the AJ program. At this time, CERC will recommend to the College Council that the program has adequate support to conduct assessments of all program courses and that faculty and/or staff positions that are vacant be filled in a timely manner.</p>

not discussed elsewhere in this report.	
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ARPD Data: Analysis of Quantitative Indicators (required by UH System)

Program data can be found on the ARPD website: <http://www.hawaii.edu/offices/cc/arpd/>

Please attach a copy of the program’s data tables and submit with this Annual Program Review (APR).

<p>Analyze the program’s ARPD data for the review period. Describe, discuss, and provide context for the data, including the program’s health scores in the following categories:</p>	
Demand	<p>The demand health call of the program is “healthy” based on (77) majors to (38) county job positions for the AY 17-18. This writer notes that there are many state job positions (371) such as adult probation and intake service worker with the Judiciary and in Public Safety Sheriff’s division that are offered at the county level that are also available for students.</p> <p>The current CIP code 43.0107 (Criminal Justice/Police Science) does not fit the program’s description as stated in the college’s catalog. CIP code 43.0107 fails to take into account the breadth and depth of the AJ program. The AJ does not focus primarily on educating and training law enforcement officers. Most AJ majors seek careers in the court system, corrections, and non-profit & private entities that interface with the criminal justice system, such as group and half-way houses, alcohol and drug treatment, reintegration projects that service offenders. It has been recommended by retired faculty in past program reports to change CIP code to 43.0104 (Criminal Justice/Safety Studies).</p>
Efficiency	<p>The efficiency indicator for the AJ program is “unhealthy” with a fill rate of 59.8% for the AY 17-18 with an average class size of 17 students. This is based on a thirty (30 students) enrollment caps for all AJ courses. This writer speculates that perhaps lowering enrollment caps to 25 for both face-to-face and online AJ courses. This would improve the fill rates accordingly.</p> <p>Annual program data shows that for the 77 majors to 1 FTE BOR faculty (77:1) which is unhealthy. Hawaii CC reported to the IES-NES (National Center for Education Statistics) that the student-to-faculty ration is 15 to 1 for the 2016-2017 AY. See link below:</p>

	<p>https://nces.ed.gov/collegenavigator/?q=Hawaii+Community+College&s=HI&zc=96720&zd=0&of=3&l=92&ct=1&ic=2&id=383190G</p> <p>This writer questions the ARPD data that there were 5 classes with low enrollment (<10) in AY 17-18. Per Banner for Fall 2017 and Spring 2018, it shows only 1 AJ course with low enrollment for Fall 2017 and no AJ courses with low enrollments in Spring 2018. See links below</p> <p>Hawaii CC Fall 2017 Course Schedule https://www.sis.hawaii.edu/uhdad/avail.classes?i=HAW&t=201810&s=AJ</p> <p>Hawaii CC Spring 2018 Course Schedule https://www.sis.hawaii.edu/uhdad/avail.classes?i=HAW&t=201830&s=AJ</p>
Effectiveness	<p>The AJ program effectiveness indicator is “cautionary.” Although the persistence rate from Fall to Spring semesters is at 69%, the persistence rated Fall to Fall semesters is at 42%. One reason for such a decrease could be because more frequently traditional students (recently graduated from high school and still live at home) that do not qualify for financial aid have to get a job to contribute to family related financial obligations such as rent, utility payments, car notes, etc. while they attend college. It has been this writer’s experience that traditional students will seek off campus swing shift work employment at Target, Walmart, or Home Depot that presents challenges in completing course assignments that can interrupt their higher education. Students’ lack of adequate rest leads to non-attendance of classes that makes catching up on course work very difficult whereby students choose to drop out of school.</p> <p>Perhaps considering other delivery methods of courses may improve effectiveness in persistence Fall to Fall for AJ courses:</p> <ul style="list-style-type: none"> • Offer more AJ classes online (16-week format) during regular semesters; • Develop accelerated 5-week format online courses; • Offer more AJ courses in the evening or on Saturdays <p>The degrees awarded dropped from 23 in AY 16-17 to 10 in AY 17-18. This substantial decrease could be occurring as effective Fall 2017, we now have a</p>

	<p>Liberal Arts with AJ concentration degree offering. This is very attractive for AJ majors that know they eventually want to transfer to UHH. Students that declare AS in AJ as their major, make it very clear that they only want to earn their 2-year degree.</p> <p>Should an AS in AJ majors decide late in their higher education journey that they would like to transfer to UHH, some courses may not be transferrable. A renewed and fair 2+2 MOA between Hawaii CC and UHH AJ programs that minimizes students having to retake courses will definitely benefit AS in AJ majors.</p>
Overall Health	<p>The overall health of the AJ program is “cautionary” due to “unhealthy” call on efficiency and a “cautionary” health call for effectiveness.</p>
Distance Education	<p>This writer disagrees with the # of distance education classes taught of 3 as indicated in ARPD. All AJ courses are distance education courses. All AJ courses are either delivered via video conferencing to Pāalamanui campus or they are offered online on Laulima. In Fall 2017, there were 9 AJ courses offered. Three out of the 9 were online courses and 6 were video conference courses. In Spring 2018, there were 8 courses offered. Of the eight, 3 were online courses and 5 were video conference courses.</p> <p>In addition, all Substance Abuse Counseling (SUBS) courses satisfy AJ electives. All SUBS courses are either video conferenced to Pāalamanui or offered online on Laulima.</p>
Perkins Core Indicators (if applicable)	<p>Student placement is “not met.” It’s this writer’s experience that AS in AJ majors who have no intention and know they ONLY want to earn a 2-year degree at the start of their higher education journey at Hawaii CC will change their minds and want to transfer to UHH. An immediate obstacle to the students’ ability to transfer, is that not all AJ courses are transferrable to UHH and students have to retake courses. A 2+2 MOA with UHH Political Science program that expired March 2014. It provided a career pathway directly into the UHH AJ program under previous leadership. There have been 2+2 meetings with UHH current leadership and dialogue to develop and renew a 2+2 agreement. UHH Political Science faculty work on a 2+2 proposal.</p> <p>Hawaii CC AJ graduates wanting to transfer to UHH eventually will remain at Hawaii CC to earn their Liberal Arts degree that articulates to UHH, and</p>

	students can transfer to UHH as a junior to major in AJ at UHH. This is supported by the increase of AS in AJ majors deciding to transfer to UHH as indicated by line 31 Student Retention or Transfer at 85.71 which exceeds the goal of 81.81.
Performance Funding Indicators (if applicable)	The ARPD is based on only AS in AJ majors. However, in Fall 2017, we instituted a Liberal Arts degree with a concentration in AJ. This could explain the decrease of # of degrees from 23 in AY 16-17 to 10 in AY 17-18.
What else is relevant to understanding the program's data? Describe any trends, internal/external factors, strengths and/or challenge that can help the reader understand the program's data but are not discussed above.	<p>Despite the AJ program operating without a faculty position during the 2017-2018 academic year, program staff person (APT position) with the support of the Department chair and VCAA Phase 1 of the AJ PCC Course alignment project with Maui College (UHMC) and Honolulu Community College (Hon CC) continued system course alignment MOU Draft 4 was completed in August 2017 (see link below) the draft agreement aligned AJ courses (in alpha, #, title, credit & contact hours) in the UH Community College system level to be circulated for respective signatures.</p> <p>AJ PCC MOU Draft Aug 17 2017: https://docs.google.com/document/d/1qBYWX7Ub_Ln3M0U8kyEZpVjZ7RCvg8LnwXeBEh8khNQ/edit</p>

PROGRAM ACTIVITIES

Report and discuss all major actions and activities that occurred in the program during the review period, including the program's meaningful accomplishments and successes. Also discuss the challenges or obstacles the program faced in supporting student success and explain what the program did to address those challenges.

For example, discuss:

- Changes to the program's curriculum due to course additions, deletions, modifications (CRC, Fast Track, GE-designations), and re-sequencing;
- New certificates/degrees;
- Personnel and/or position additions and/or losses;
- Other changes to the program's operations or services to students.

AY 2017-2018 AJ Club power point recapping activities

- https://docs.google.com/presentation/d/16DEVUte1S8fsWkKUEr6Q996yY_p0GGwr0JqWxfNE2Mo/edit#slide=id.p
- The AJ club met weekly on Fridays during 2017-2018 AY to plan and implement the following activities under the supervision of the AJ program APT staff:

Fall 2017

- Welcome Back picnic at Onekahakaha Beach Park
- 29th Annual Family Peace Walk and Candlelight Vigil
- Purple Ribbon (Domestic Violence Awareness) awarded to AJ club & program
- Monthly Community Pantry distributions on Manono campus (5)
- Recipient of Vagina Monologues proceeds award of \$1000 to be used for a Domestic Violence summit in Fall 2018.

Spring 2018

- Hawaii CC Day – AJ Program Exhibit
- Career Conversations event Feb 2018
- Pu`uhonua Forum event March 2018

PROGRAM WEBSITE

Has the program recently reviewed its website? Please check the box below that best applies and follow through as needed to keep the program’s website up-to-date.

Program faculty/staff have reviewed the website in the past six months, no changes needed.

Program faculty/staff reviewed the website in the past six months and submitted a change request to the College’s webmaster on _____ (date).

Program faculty/staff recently reviewed the website as a part of the annual program review process, found that revisions are needed, and will submit a change request to College’s webmaster in a timely manner.

Please note that requests for revisions to program websites must be submitted directly to the College's webmaster at <http://hawaii.hawaii.edu/web-developer>

PART 2: PROGRAM ACTION PLAN

AY18-19 ACTION PLAN

Provide a detailed narrative discussion of the program's overall action plan for AY18-19, based on analysis of the Program's AY17-18 data and the overall results of course learning outcomes assessments conducted during the AY17-18 review period. This Action Plan should identify the program's specific goals and objectives for AY18-19 and must provide benchmarks or timelines for achieving each goal.

Due to Associate Professor retiring on Dec 31, 2017, hiring new personnel to fill AJ program faculty position vacancy is a priority.

Build AJ program advisory council representation from probation, parole, and corrections are needed.

AJ Advisory Council course, curriculum, and community considerations such as:

– see meeting notes –

<https://docs.google.com/document/d/1I0odikhxEu0RO9Nn90pHWvPs9nbH-CyfkIUUV2eWefiA/edit>

- Engaging in community focused groups;
- STEM (forensics) in domestic violence and other crimes;
- Data mapping from pre-trial and policing to conviction;
- Update AJ 256 title to Dynamics of Family Violence & Sex Assault
- Correct SUBS 230 & 297 in brochure - both prevention specialist course.
- Offer course in reintegration of justice involved individuals;
- Dispatch training;
- Introductory to Policing - a course that would be an “umbrella” course that law enforcement at the County, State, & Federal levels.
- Communication skills: speaking English; report writing & interviewing as it relates to community relations perhaps making course mandatory for students interested in taking police recruit examination.

ACTION ITEMS TO ACCOMPLISH ACTION PLAN

For each Action Item below, describe the strategies, tactics, initiatives, innovations, activities, etc., that the program plans to implement in order to accomplish the goals described in the Action Plan above.

For each Action Item below, discuss how implementing this action will help lead to improvements in student learning and their attainment of the program's learning outcomes (PLOs).

Action Item 1:

Start recruitment of eligible candidates and hire personnel to fill AJ program faculty position by Fall 2018

Current staff will maintain status quo of coordinating of lecturer self assessments, student academic advising, and AJ club activities, while department chair along with other administrators proceed with the recruitment and hiring process.

Action Item 2:

Maintain current program community partnerships with Going Home Hawaii and Hawaii County Office of the Prosecuting Attorney special events in community needs in domestic violence, substance use/abuse, reintegration, and restorative justice projects.

Current staff maintain status quo by attending monthly meetings and recruit students to engage in community events through the AJ club.

Action Item 3:

Build AJ Advisory Council to include probation, parole, and corrections representatives when AJ faculty position is filled.

Current staff can explore potential new members from probation, parole, and corrections to AJ advisory council.

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RESOURCE IMPLICATIONS

NOTE: General “budget asks” are included in the 3-year Comprehensive Review. Budget asks for the following three categories only may be included in the APR: 1) health and safety needs, 2) emergency needs, and/or 3) necessary needs to become compliant with Federal/State laws/regulations.

BUDGET ASKS

For budget ask in the allowed categories (see above):	
Describe the needed item(s) in detail.	N/A
Include estimated cost(s) and timeline(s) for procurement.	N/A
Explain how the item(s) aligns with one or more of the strategic initiatives of <u>2015-2021 Strategic Directions</u> : http://hawaii.hawaii.edu/sites/default/files/docs/strategic-plan/hawcc-strategic-directions-2015-2021.pdf	N/A

PART 3: LEARNING OUTCOMES ASSESSMENTS

For all parts of this section, please provide information based on CLO (course learning outcomes) or PLO (program learning outcomes) assessments conducted in AY17-18.

Evidence of Industry Validation and Participation in Assessment (for CTE programs only)

Provide documentation that the program has submitted evidence and achieved certification or accreditation (if applicable) from an organization granting certification/accreditation in the program’s industry/profession. If the program/degree/certificate does not have a certifying body, you must submit evidence of the program’s advisory committee’s/board’s recommendations for, approval of, and/or participation in the program’s assessment(s).

Please attach copy of industry validation for the year under review.

Courses Assessed

List all program courses assessed during AY17-18, including Initial and “Closing the Loop” assessments.			
Assessed Course Alpha, No., & Title	Semester assessed	CLOs assessed (CLO#s)	PLO alignment (PLO#s)
No AJ courses were assessed in AY16-17 or AY 17-18 due to the absence of AJ faculty on sick leave for two years.			

Other Comments

<p>Include any additional information that will help clarify the program’s course assessment results, successes and challenges.</p> <p>No comment</p>
<p>Discuss, if relevant, a summary of student survey results, CCSSE, e-CAFE, graduate-leaver surveys, special evaluations, or other assessment instruments that are not discussed elsewhere in this report.</p> <p>The last student survey for AS in AJ graduates was done in 2015. Another survey should be done by Fall 2019.</p>

Next Steps – ASSESSMENT ACTION PLAN for AY18-19

Describe the program’s intended next steps to improve student learning, based on the program’s overall AY17-18 assessment results.

Include any specific strategies, tactics, activities or plans for improvement in program or course assessment practices, methods or tools, rubrics, schedules, etc.

1. Reset AJ programs 5-year assessment plan by Fall 2019.
2. Assess at least 2 AJ courses per semester in accordance with updated AJ program assessment plan.

PART 4: ADDITIONAL DATA

Cost Per SSH (to be provided by Admin)

Please provide the following values used to determine the total fund amount and the cost per SSH for your program:

General Funds = \$ _____
Federal Funds = \$ _____
Other Funds = \$ _____
Tuition and Fees = \$ _____

External Data*

If your program utilizes external licensures, enter:

Number sitting for an exam _____
Number passed _____

***This section applies to NURS only.**