

UNIVERSITY OF HAWAI'I COMMUNITY COLLEGES
ANNUAL INSTRUCTIONAL PROGRAM REVIEW
PROCEDURES, COMPONENTS, AND MEASURES

**HAWAII COMMUNITY COLLEGE
ADMINISTRATION OF JUSTICE PROGRAM**

Introduction:

The mission of the Administration of Justice Program is to provide our students with a solid background in the field of Administration of Justice to meet the pre-service needs of those preparing for careers within the criminal justice system and other related fields and to academically prepare students who choose to continue their degree at a four-year institution of higher learning.

The Administration of Justice Program is an Associate of Science degree program which is designed to prepare individuals for careers within our criminal justice system; i.e., law enforcement, courts or corrections, private security and other agencies that service adult and adolescent offenders. In addition, the AJ Program prepares students seeking to continue their AJ degree at four-year institution that has an administration of justice program. The AJ program combines the scientific study of law enforcement, the court system and corrections. 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.

AJ majors are encouraged to develop all academic skills while completing the two-year degree program. AJ majors have a strong liberal studies background, preparing students who wish to continue their degree at a four-year institution. HawCC's AJ program works collaboratively with University of Hawaii at Hilo (UHH), which offers a Bachelor of Arts degree in Administration of Justice. HawCC AJ students who are planning to transfer to the UHH AJ Program are encouraged to meet with the HawCC and UHH AJ advisors for transfer counseling prior to graduating from HawCC.

AJ Program's Student Learning Outcomes:

- Develop and initiate personal career plans to obtain jobs or continue degree in the Administration of Justice or related fields.
- Use critical observation skills.
- Communicate with diverse population in a culturally sensitive and professional manner.
- Assess and respond appropriately to conflict situations.
- Work independently and interdependently to accomplish shared professional outcomes.

- Use technology to access information and communicate effectively in a professional manner.
- Practice within the legal/ethical parameter of their profession.

Part I. Quantitative Indicators for Program Review

ADMINISTRATION OF JUSTICE	AY 04-05	AY 05-06	AY 06-07
1. Annual new and replacement positions in the State	3009	3009	3009
2. Annual new and replacement positions in the County	78	78	78
3. Number of majors	60	60	79
4. Student Semester Hours for program majors in all program classes	222	213	210
5. Student Semester Hours for Non-program majors in all program classes	213	216	264
6. Student Semester Hours all program classes	435	429	474
7. FTE Program enrollment	29	28.6	31.6
8. Number of classes taught	8	7	9
9. Determination of program's health based on demand (Health, Cautionary, or Unhealthy)	Healthy	Healthy	Healthy
10. Average Class Size	18.13	20.14	19.22
11. Class fill rate	72.5%	68.78%	65.28%
12. FTE of BOR appointed program faculty	1	1	1
13. Student/Faculty ratio	60:1	60:1	79:1
14. Number of Majors per FTE faculty	40.82	47.24	47.31
15. Program Budget Allocation (Personnel, supplies and services, equipment)	\$70,281.10	\$61,922.10	\$80,454.10
16. Cost Per Student Semester Hour	\$161.57	\$144.34	\$169.73
17. Number of classes that enroll less than ten students	2	1	1
18. Determination of program's health based on Efficiency (Healthy, Cautionary, or Unhealthy)	Healthy	Healthy	Healthy
19. Persistence of majors fall to spring	75%	66.67%	53.16%
20. Number of degrees earned (annual)	3	10	15
21. Number of certificates earned (annual)	0	0	0
22. Number of students transferred (enrolled) to a four-year institution in UH	1	0	0
23. Perkins core indicator: Academic Attainment(1P1)	57.14%	86.67%	84.21%
24. Perkins core indicator: Technical Skill Attainment (1P2)	85.71%	100.00%	95.00%
25. Perkins core indicator: Completion Rate (2P1)	28.57%	11.76%	40.00%
26. Perkins core indicator: Placement in Employment Education, and Military (3P1)	75.00%	66.67%	50.00%
27. Perkins core indicator: Retention in Employment (3P2)	100.00%	100.00%	100.00%
28. Perkins core indicator: Non Traditional Participation (4P1)	60.94%	65.15%	62.50%
29. Perkins core indicator: Non Traditional Completion (4P2)	87.50%	100.00%	70.00%
30. Determination of program's health based on effectiveness (Healthy, Cautionary, Or Unhealthy)	Healthy	Healthy	Healthy
31. Determination of program's overall health (Healthy, Cautionary, or Unhealthy)	Healthy	Healthy	Healthy
32. Number of FTE Faculty	1.47	1.27	1.67

Part II. Analysis of the Program

The AJ program is one of the largest and cost efficient vocational education programs at HawCC, with an enrollment of 79 student majors and one full-time BOR appointed faculty member, who teaches and coordinates program activities, including outreach, marketing, and recruitment and scheduling of adjunct faculty members who teach specialized courses in their field of expertise.

Program Demand/Centrality:

During the 2006 - 2007 Academic Year (AY), the program's enrollment increased 24%, from 60 – 79 AJ student majors. This indicated that there was high demand among students seeking careers in the administration of justice field. In addition, 31% of student majors attended full-time and 59% attending part-time during the 2006-07 Academic Year (AY). This indicated that a majority of AJ student majors work while attending the program part-time.

Program Efficiency:

During the 2006 - 07 AY the average class size was 19.22 students for AJ courses, and fill rate was 65.28%. This indicated that enrollment of AJ courses surpassed the minimum requirement of 18 students based on a 30 student cap per class. This also indicated that the AJ program utilizes human, technological and physical resources to meet the demand of students through face-to-face and distance education instruction.

In addition, the cost per student semester hour (SSH) was \$169.73, with a student/faculty ratio of 17:1. The program operated with a budget of \$80,454.10 for personnel, equipment, supplies and services. This indicated that the program was cost effective and efficient in regards to class size and costs per student semester hours.

Fifteen students were awarded their Associate of Science Degrees in AJ, and five students transferred to UH-Hilo to continue their studies, with a goal of obtaining a Bachelor of Arts Degree in AJ.

Program Outcomes (Perkins III)

The Administration of Justice Program has performed consistently strong in Academic Achievement (1P) 82.21%, Technical Skills (1P2) 95%, and Job Retention (3P2) 100%. In addition, Completion Rate (2P1) increased significantly, from 11.76% in the previous AY to 40%. Nontraditional participation (4P1) 62.50% fell slightly compared to the previous AY (65.15%).

Job Placement (3P1) decreased significantly, from 66.67% in the previous AY to 50%. Efforts to increase job placement for AJ majors will occur with the assistance of HawCC's Student Services Job Placement Counselor and the modification of the AJ program curriculum in the next AY to include the AJ 290 B Practicum course as a program requirement for the AS Degree.

Nontraditional Program Completion (4P2) 70% decreased significantly compared to the previous AY (100%). Efforts will be made to identify and support students having difficulty completing the program.

Significant Program Actions

Court Monitoring Program:

In October 2006, the AJ Program received an \$89,654 grant from the State Department of Transportation to implement a new DUI Court Monitoring Program. The grant provided funding for a program coordinator, technology equipment, office supplies and student stipends. This program provides AJ students with an experiential environment, where they learn how DUI cases are adjudicated in the Third Circuit District Court. Students are able to earn practicum credits, and they are paid a monthly stipend of \$100 for their participation as court monitors. Students are trained as court monitors to research the court calendar provided by the Third Circuit Court and observe and collect data from DUI court proceedings. Students input case data into a SPSS program, which is then analyzed and shared with the criminal justice system. In 2007, ten AJ students and three community volunteers observed and collected data from 819 DUI cases adjudicated in the Hilo, Keaau and Kona District Courts. In October 2007, the AJ Program was awarded \$90,000 to continue DUI court monitoring and outreach activities to decrease the number of DUI crashes and fatalities in East Hawaii.

Additional Office Space:

The AJ program was able to secure office space large enough to share with the Court Monitoring program and AJ lecturers. The Court Monitoring Program utilizes the office space for daily operations, including meeting and training court monitors. AJ lecturers are able to use the office space to meet with students and prepare for their classes.

Perkins Grant:

The AJ program received a \$5,000 grant to buy two laptop computers and a projector for students to use for class presentations.

Police Cadet Program

The AJ Program collaborated with Hawaii Police Department (HPD) to encourage support students join HPD's Police Cadet Program. AJ students participating in the police cadet program receive reimbursements for tuition and books through a \$250,000 Hawaii County grant. The purpose of the police cadet program is to address the shortage of police officers by supporting the educational needs of college students interested in becoming police officers.

Part III. Action Plan

- Request an additional 1.0 FTE AJ faculty to respond to program growth.
- Modify AJ program curriculum to include AJ 290 B AJ Practicum as a requirement for the AS degree.
- Complete SLO's AJ 103, 150, 220, 221, 234, and 285
- Learn how to assess SLO's

Part IV. Resource Implications (physical, human, financial)

The AJ program would like to request a 9-month, 1.0 FTE tenure track faculty position to assist in teaching and other related program activities.

COST: Based on Salary Schedule for B Lecturer (UH System)

Salary: 1.0 FTE = 44,224

Fringe: 36% = 15,921

Total Cost = \$ 60,145

Justification:

The AJ program has grown significantly in the past four years. Student majors increased from 60 majors in AY 2004-05 to 79 majors for the 2006-07 AY, and it is expected to continue to grow as the demand for police officers and other professionals working with adult and youth offenders increases.