

**UHCC December 2009 Coversheet –
Annual Report Program Data**

College: Hawaii Community College

Program: Administration of Justice

Assessment Period: Summer 2008 – Spring 2009

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Check All Credentials Offered	AA	AS	ATS	AAS	CA	CC	COM	ASC	APC
		X							

Introduction: Brief description of the program and program mission.

Brief Program Description

The Administration of Justice (AJ) Program is an Associate of Science degree program which is designed to prepare individuals for careers within the criminal justice system; i.e., law enforcement, courts or corrections, private security and other agencies that service adult and adolescent offenders. The AJ program combines the scientific study of law enforcement, the court system and corrections and society’s response to crime.

AJ majors are encouraged to develop all academic skills while completing the two-year degree program. In addition to the AJ curriculum focus, writing composition, reading, speech and math or philosophy requirements ensure that those with a two year associate degree are literate and able to pass civil service exams for police and corrections officers and/or prepared to continue on to four-year universities.

Program Mission

The mission of the Community Colleges of the University of Hawaii system with regards to the AJ program is *“To meet the needs of the community by providing workforce development opportunities for students seeking entry-level careers within the criminal justice system and to provide a springboard for student majors intending to seek advance degrees in administration justice or other related social science disciplines at four-year universities.”*

Part I.

Quantitative Indicators (Reported on 2009 Summary Report Program Data excel sheet --includes health calls based on system scoring rubric).

Annual Report of Program Data for Administration Justice
Hawaii Community College Program Major(s): AJ

Overall Program Health					Cautionary	
Demand Indicators		Academic Year			Demand Health Healthy	
		Fall 06	Fall 07	08-09		
1	New & Replacement Positions (State)	108	185	470		
2	New & Replacement Positions (County Prorated)	13	0	27		
3	Number of Majors	79	69	103		
4	SSH Program Majors in Program Classes	204	249	747		
5	SSH Non-Majors in Program Classes	315	255	327		
6	SSH in All Program Classes	519	504	1,074		
7	FTE Enrollment in Program Classes	35	34	36		
8	Total Number of Classes Taught	9	8	15		
Efficiency Indicators		Academic Year			Efficiency Health Cautionary	
		Fall 06	Fall 07	08-09		
9	Average Class Size	19.2	21.0	23.9		
10	Fill Rate	65%	86%	91%		
11	FTE BOR Appointed Faculty	1.0	1.0	1.0		
12	Majors to FTE BOR Appointed Faculty	79.0	69.0	103.0		
13	Majors to Analytic FTE Faculty	47.3	46.9	64.7		
13a	Analytic FTE Faculty	1.7	1.5	1.6		
14	Overall Program Budget Allocation	\$80,454	\$75,057	\$183,133		
14a	General Funded Budget Allocation	n/a	n/a	\$83,181		
14b	Special/Federal Budget Allocation	n/a	n/a	\$99,953		
15	Cost per SSH	\$169.73	\$149.92	\$170.52		
16	Number of Low-Enrolled (<10) Classes	1	1	1		
Effectiveness Indicators		Academic Year				Effectiveness Health Cautionary
		2006	2007	08-09		
17	Successful Completion (Equivalent C or Higher)	n/a	n/a	91%		
18	Withdrawals (Grade = W)	n/a	n/a	8		
19	Persistence (Fall to Spring)	53%	83%	73%		
20	Unduplicated Degrees/Certificates Awarded	n/a	n/a	10		
20a	Number of Degrees Awarded	10	15	10		
20b	Certificates of Achievement Awarded	0	0	0		
20c	Academic Subject Certificates Awarded	n/a	n/a	0		
20d	Other Certificates Awarded	n/a	n/a	0		
21	Transfers to UH 4-yr	8	6	4		
21a	Transfers with degree from program	n/a	n/a	2		
21b	Transfers without degree from program	n/a	n/a	2		

Distance Education Completely On-line Classes		Academic Year		
		Fall 06	Fall 07	08-09
22	Number of Distance Education Classes Taught	n/a	n/a	2
23	Enrollment Distance Education Classes	n/a	n/a	38
24	Fill Rate	n/a	n/a	84%
25	Successful Completion (Equivalent C or Higher)	n/a	n/a	74%
26	Withdrawals (Grade = W)	n/a	n/a	3
27	Persistence (Fall to Spring Not Limited to Distance Education)	n/a	n/a	43%
Perkins IV Core Indicators				
Perkins IV Measures 2007-2008		Goal	Actual	Met
28	1P1 Technical Skills Attainment	90.00	100.00	Met
29	2P1 Completion	44.00	50.00	Met
30	3P1 Student Retention or Transfer	55.00	88.89	Met
31	4P1 Student Placement	50.00	55.56	Met
32	5P1 Nontraditional Participation	25.00	58.67	Met
33	5P2 Nontraditional Completion	25.00	18.18	Did Not

Part II.

Analysis of the Program (strengths and weaknesses in terms of demand, efficiency, and effectiveness based on an analysis of the data).

- Note:** 1) Career Technical Education (CTE) programs must include in analysis any Perkins IV Core indicator for which the program did not meet the goal.
2) If using alternative “program capacity” method to determine program efficiency, include in analysis.

- The overall Program Health is Cautionary.
 - **Demand is healthy**, as the number of majors (103) to new and replacement positions is 27 in the County and 470 in the State.
 - **Efficiency is Cautionary because the number of majors to FTE BOR Appointed Faculty was 103 student to 1 faculty for 2008-09.** Between 2008-09 Academic Years, the number of AJ students majors increased significantly by 49.3%, from 69 to 103, making the AJ program the third largest academic program at Hawaii Community College. The AJ program is having difficulty responding to the increase of student majors in regards to providing academic advising and other program operation due to one full-time BOR faculty to 103 AJ student majors.

Despite this the Fill Rate is 91%, and Cost per SSH is \$170.52, making the program cost effective and efficient.

- **Effectiveness is Cautionary:** Persistence from Fall to Spring was 73%. The 2008-09 Number of Degrees Awarded was 10, which appears to be erroneous. This number should be rechecked with HawCC's Registrar's Office. The program believes the number is above 15 for 2008-09.
- **Distance Education (Online Classes):** The data shows a Fill Rate of 83%, and Successful Completion of 74% for 2 AJ online classes.
- **Perkins IV Core Indicators:** The AJ program met 5 (1P1, 2P1, 3P1, 4P1, and 5P1) measures of the 6 core indicators. The program did not meet the goal of 25.00 for 5P2 measure (18.18).

Significant Program Actions (new certificates, stop-out; gain/loss of positions, results of prior year's action plan).

2008 Action Plan:

- **Increase enrollment for AJ program;**
 - Enrollment increased by 49.3%, from 69 to 103 AJ majors.
- **Review AJ program curriculum;**
 - The AJ program coordinator met with the AJ Advisory Council to discuss program curriculum. The Advisory Council made two curriculum recommendations: 1) Report writing course to strengthen report writing skills; and 2) Substance Abuse course as most criminal offenders have issues with substance abuse.
- **Assessment of AJ courses;**

AJ 210 was assessed in Spring 2009 and AJ 280 is in the process of being assessed in Fall 2009.
- **Follow-up on data collection for program reviews;**

Meetings with assessment coordinator and institution researcher were conducted in Spring 2010 to determine regarding data discrepancies.
- **Request additional 1.0 FTE BOR appointed faculty in next Comprehensive Program Review.**

Request made for FTE APT Education Specialist was made in Comprehensive Review to assist AJ Coordinator with the increased enrollment of 103 majors.

Part III. Action Plan

- Increase enrollment for AJ program;
- Work with English Dept. to collaborate and develop new Report or Technical Writing course for AJ and related vocational fields.
- Cross-list SUBS 268 with AJ 268 Survey of Substance Abuse Problems and include as AJ Elective;
- Assessment of AJ 101 and 208 courses;
- Request 1.0 FTE APT Education Specialist for AJ program.

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

The AJ program is having difficulty responding to the increase of student majors in regards to providing academic advising and conducting other program operations due to the increase of 103 AJ student majors in 2008-2009. The program is expected to grow as students are seeking jobs with high wage potential and industry growth like the criminal justice field.

Annual Report Program Data and analysis located on college website at:

[AY 2009 Completed Annual Program-Unit Reviews](#)