Administration of Justice

ANNUAL REPORT OF PROGRAM DATA 2021
July 1, 2020 through June 30, 2021
1. Program or Unit Description

Program Description:

According to the 2020-2021 college catalog, 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 degrees at a four-year institution. A student who successfully completes 12 credits of AJ courses at Hawai‘i CC may receive up to six 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 six credits, which can be applied to the program. Students interested in the internship program should contact the AJ Coordinator.

What is the target student or service population?

The target student population is anyone who is interested in working within and around the justice system in law enforcement, the judiciary, corrections, government departments, and non-profit and other service agencies.

2. Analysis of the Program/Unit

UHCC Annual Report of Program Data (VARPD) of the Administration of Justice Program

The ARPD data shows that the AJ program is HEALTHY overall.

The DEMAND indicators show as HEALTHY.

1. There is an increase in state (from 335 to 344) and county (from 29 to 36) pro-rated positions in AJ in the last year. There are many occupations in the state such as bailiffs, detectives and criminal investigators, police and sheriff's patrol officers and private detectives and investigators listed in the Standard Occupational Classification. At Hawaii Community College there are also academic and community connections with the court system, public safety and Homeland Security and security management.

2. AJ majors decreased from 47 to 41 from 2019-2021, but there is a rising interest in AJ classes by non-majors from 258 to 267. There has been steady decrease in AJ
majors since the Liberal Arts with AJ concentration (LBRT-AJ) degree that took effect in Fall 2018.

3. Data in #8 Number of Classes Taught in 2021 – 2021 is questionable because in Fall 2020, there were seven AJ classes taught and in Spring 2021 – six AJ classes were taught totaling 13 classes, while the ARPD data showing 8 is an error.

The EFFICIENCY indicators show as HEALTHY overall.

1. Average class size increased from 14 to 22 students – an increase of 57.14%. The increase is the result of a major shift in AJ course offerings effective Spring 2020 discussed and agreed upon by the Dean, the DC, and Program Coordinator to improve class enrollment. See #2 for further explanation.

2. Fill rate increased from 49.2% to 82.3%, but there is no data about actual number of students enrolled. Nevertheless, the fill rate increase by 33.1 percentage points is substantial. The increase is the result of a major shift in AJ course offerings effective Spring 2020 discussed and agreed upon by the Dean, the DC, and Program Coordinator to improve the fill rate. Currently, this is the schedule of AJ courses offered by semester:

   Fall = AJ 101; AJ 131; AJ 220; AJ 280; AJ 180; AJ 256; AJ 290B
   Spring = AJ 101; AJ 210; AJ 221; AJ 150; AJ 208

Due to budget restrictions, the program could no longer sustain our AJ lecturers. Currently, the majority of the AJ classes are being taught by the AJ faculty with the exception of one lecturer who taught AJ 131 Ethics in Public Services which is cross-listed with HSER and SUBS and a SSCI faculty that taught AJ 256 which is cross-listed with Human Services and Women Studies.

However, with the current plan of scheduling, there will be a need to expand instructors and return to the use of qualified lecturers and other faculty to assist the offerings.

During this review period, in Spring, no AJ classes have been canceled due to low enrollment.

However, due to change of course offerings by semester, there were two students that needed AJ 131 Ethics in PS and AJ 280 Current Issues in AJ in Spring 2020 in order to graduate, requiring the AJ faculty to offer AJ 199V and AJ 299V Independent/Directed study respectively. Only one student graduated, while the second student did not graduate. The latter student successfully completed and graduated from the Department of Public Safety (DPS) Corrections Academy in the Spring 2020 semester. They are currently an Adult Correctional Officer at Hawaii Community Correctional Center (HCCC) in Hilo.
In addition, the conversion to Zoom conferencing due to the Covid-19 pandemic contributes to an increase in the fill rate as there has been an increase in non-Hawaii CC home-based students from UHH, Honolulu CC, Kapiolani CC and UH Maui College enrolling in AJ classes.

3. Although “majors to analytic FTE faculty” decreased from 47 in 2019-2020 to 41 in 2020-2021 there are students declaring LBRT-AJ degree as it is more transferable to UHH.

The **EFFECTIVENESS** indicators show as **PROGRESSING**

1. There is an increase in successful completion with a C or higher by 8%.

2. Withdrawals decreased by nine from 13 in 2019-2020 to four in 2020-21.

3. The persistence rate from Fall to Spring increased by 26% from 48% in 2019-2020 to 74% in 2020-2021.

4. The persistence rate from Fall to Fall increased by 10% from 40% in 2019-20 to 50% in 2020-2021.


**Distance Indicators**

According to the ARPD, the program’s online course offerings increased by 42% from three in 2019-2020 to seven in 2020-2021.

In researching Banner, the number of AJ distance education (DE) courses offered in 2019-2020 and 2020-2021 differ from ARPD data. There were a total of six (6) AJ DE courses offered in the **2019 - 2020** academic year. In addition, there was a total of twelve (12) AJ DE courses offered in the **Fall 2020 - Spring 2021** academic year. Having said this, the data should read six DE courses in 2019-2020 and 12 in 2020-2021 resulting in a 50% increase in AJ DE courses offered.

The enrollment in distance education courses saw a significant increase of 112 from 42 in 2019-2020 to 154 in 2020-2021, which is a 272% hike. Successful completion with a C or higher increased by 20%, and withdrawals with “W” decreased by three from seven in 2019-2020 to four in 2020-21.

The increase in the number of distance education classes dramatically increased enrollment from 42 to 152 students with a fill rate of 86%. There is an 80% successful completion rate of a C or higher. The persistence rate from Fall to Spring is 78%, which is a major strength of the program.
Perkins Indicators
Perkins indicators are successful as it shows that the program met both 1P1 (Postsecondary Placement) and 2P1 (Earned Recognized Credential). The 1P1 goal was 33 and the actual was 81.82. The 2P1 goal was 33 and there were 69.44 actual. Students were advised and encouraged throughout the AJ program and in conjunction with AJ club events and activities prior to graduation of postsecondary options.

Other Program Activities for 2020 – 2021 AY

Weekly meetings with AJ Club for the Fall 2020 – Spring 2021 academic year.

AJ club domestic violence awareness sign-waving activities throughout October.

Participated in a virtual Career Opportunities Expo promoting the AJ program to public middle and high school youth.

Hosted the first virtual AJ club Career Conversations activity and Pu`uhonua event.

The AJ and the Department Chair attended the PCC information sessions held in Spring 2020 with faculty from AJ programs at UH Maui College, Honolulu CC on O`ahu. The group decided to maintain the status quo in program offerings at each campus. It is felt that the individual programs are unique in meeting the needs of their respective islands and regions, and at this time, the “hub and spoke” idea should remain in discussion until there is clear direction from UHCC Administration.

3. Program Learning Outcomes or Unit/Service Outcomes

a) List all Program Learning Outcomes (PLOs) or Unit/Service Outcomes (UO) and their alignment to the College’s Institutional Learning Outcomes (ILOs).

PLO1: Express a foundational understanding of the three components (law enforcement, courts, and corrections) of the Administration of Justice system and how they interrelate and affect individuals and society.

ILO1: Communicate effectively in a variety of situations.

ILO2: Utilize critical thinking to solve problems and make informed decisions.

ILO3: Apply knowledge and skills to make contributions to community that are respectful of the indigenous people and culture of Hawai`i Island, as well as other cultures of the world.

PLO2: Work independently and interdependently with diverse populations to produce personal, professional, and community outcomes.

ILO1: Communicate effectively in a variety of situations.
ILO2: Utilize critical thinking to solve problems and make informed decisions.

ILO3: Apply knowledge and skills to make contributions to community that are respectful of the indigenous people and culture of Hawai`i Island, as well as other cultures of the world.

ILO4: Utilize quality comprehensive services and resources in the on-going pursuit of educational and career excellence.

PLO3: Use technology to access, synthesize, and communicate information effectively in written and oral reports.

ILO1: Communicate effectively in a variety of situations.

PLO4: Develop and initiate career plans to obtain jobs or continue a degree in Administration of Justice or related fields.

ILO1: Communicate effectively in a variety of situations.

ILO2: Utilize critical thinking to solve problems and make informed decisions.

ILO3: Apply knowledge and skills to make contributions to community that are respectful of the indigenous people and culture of Hawai`i Island, as well as other cultures of the world.

ILO4: Utilize quality comprehensive services and resources in the on-going pursuit of educational and career excellence.

There were no PLO or CLO assessments conducted in the 2020-2021 academic year as planned. The death of the AJ coordinator’s mother along with having to comply with distance education mandates for instruction due to the Covid-19 pandemic prevented the AJ coordinator from completing PLO or CLO assessments.

20% Assessment reviews were done on the following via Kuali:

AJ 101 Intro to AJ
AJ 131 Ethics in PS
AJ 150 Correctional Process
AJ 180 Intro to HLS
AJ 182 Intelligence Analysis & Security Management
AJ 210 Juvenile Justice
AJ 221 Criminal Law
AJ 234 Police and Community Relations
AJ 256 Dynamics of Family Violence and Sex Assault
AJ 280 Current Issues in AJ
AJ 290B AJ Practicum I

No assessment results for this review year. AJ faculty will work with the assessment coordinator to develop an action plan to complete PLO and CLO assessments. The AJ faculty will coordinate support from SSCI faculty to assist with assessment in the future.

4. Action Plan

Based on findings in Parts 1-3, the development of the current action plan for the AJ program is flexible and is able to meet the changing dynamics in the Administration of Justice industry.

The Action Plan noted in the 2020-2023 Comprehensive Program Review is current and ongoing.

Goal #1: Review and evaluate the core AJ courses in accordance with the existing 5-year assessment plan. (HGI Action Strategy 2: Implement structural improvements that promote persistence to attain a degree and timely completion.)

This goal is ongoing and will be reported on in the next review period.

Goal #2: Review and evaluate Pālamanui student needs and opportunities. (HGI Action Strategy 4: Solidify the foundations for Hawaii CC at Pālamanui, and establish large-scale student support services…)

Goal #3: Increase virtual capacity of the AJ program and club to recruit majors and members respectively. (HGI Action Strategy 2)

Goal #4: Implement a virtual version of Career Conversations to promote career planning and professional networking opportunities. (HGI Action Strategy 3: Anticipate and align curricula with community and workforce needs.)

The Covid-19 Pandemic with the health restrictions created an opportunity for all AJ courses and activities to switch to on-line virtual platforms during this review period. Both instruction and AJ club meetings and activities and events continued but were all held virtually using synchronous Zoom or Asynchronous modality. This event although it presented challenges, increased participation and enrollment.

Goal #5: Create leadership development, academic skill building, and transfer opportunities for AJ students via the AJ club to address 2P1 an 3P1. (HGI Action Strategy 2)

The Career Conversations event and student attendance in the monthly meetings of the Family Violence Interagency Council created experiences for students to participate and develop leadership, academic skill and transfer opportunities. This is a major strength and central offering of the AJ program.

Goal #6: Continue to pursue developing an AJ pathway (2+2) partnership to other UH and non UH four year institutions. (HGI Strategy 2)
Ongoing.

**Goal #7:** Continue summer enrichment for high school teens to explore careers in the justice field. (HGI Action Strategy 2)

AJ Faculty will assist with EdVance programing and Early College requests.

**Goal #8:** Remove PLO#3 based on the 20% course reviews of AJ 101, 130, 131, 150, 208, 210, 221, 234, and 280, and start a full cycle of assessment of courses. New schedule to be determined.

In progress.


5. **Resource Implications -
* ONE-TIME BUDGET REQUESTS ONLY *

Detail any ONE-TIME resource requests that are not included in your regular program or unit operating “B” budget, including reallocation of existing resources (physical, human, financial).

*Note that CTE programs seeking future funding via UHCC System Perkins proposals must reference their ARPD Section 4. Action Plan and this ARPD Section 5. Resource Implications to be eligible for funding.

XX I am NOT requesting additional ONE-TIME resources for my program/unit.

☐ I AM requesting additional ONE-TIME resource(s) for my program/unit.

Total number of items being requested: ___________(4 items max.)

*For each item requested, make sure you have gathered the following required information and all relevant documentation before you upload this Review; you will submit all information and attachments for your Resource Request as part of your Review document submission via the Hawaii CC - Program & Unit Review Submission portal

https://hawaii.kualibuild.com/app/builder/#/app/60ef56c477b0f470999bb6e5/run

✔ Item Description
✔ Justification
✔ Priority Criteria (must meet at least one of the following):
  1. Ensure compliance with mandates and requirements such as laws and regulations, executive orders, board mandates, agreements and contracts and accreditation requirements.
  2. Address and/or mitigate issues of liability, including ensuring the health, safety and security of our Kauhale.
3. Expand our commitment to serving all segments of our Hawaii Island community through Pālamanui and satellite centers.
4. Address aging infrastructure.
5. Continue efforts to promote integrated student support in closing educational gaps.
6. Leverage resources, investments with returns, or scaling opportunities
7. Promote professional development.

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<th>Category-Specific Information</th>
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<td>Equipment</td>
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<td>Estimated Date Needed</td>
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<td>Quantity / Number of Units; Cost per Unit</td>
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6. Optional: Edits to Occupation List for Instructional Programs

Review the Standard Occupational Classification (SOC) codes listed for your Instructional Program and verify that the occupations listed align with the program learning outcomes. Program graduates should be prepared to enter the occupations listed upon program completion. Indicate in this section if the program is requesting removal or additions to the occupation list.

☐ I am NOT requesting changes to the SOC codes/occupations listed for my program.

XX I am requesting changes to the SOC codes/occupations listed for my program.

O*Net CIP-SOC Code Look-up

*in the Crosswalks box, choose “Education,” then enter CIP number to see related SOC codes

Since the 2014-2017 AJ CPR and subsequent AJ APRs, it has been reported that the CIP 43-0107 (Criminal Justice/Police Science) is an obsolete tool that is being used to assess the AJ program’s Health Demand because its focus is on Police Officer education and training programs.

According to the National Center for Education Statistics (NCES), CIP 43-0107 is defined as:
A program that prepares individuals to perform the duties of police and public security officers, including patrol and investigative activities, traffic control, crowd control and public relations, witness interviewing, evidence collection and management, basic crime prevention methods, weapon and equipment operation and maintenance, report preparation and other routine law enforcement responsibilities, http://nces.ed.gov/ipeds/cipcode/cipdetail.aspx?y=55&cipid=88546

CIP 43-0107 would have been an appropriate tool to assess the AJ Program before 1987 when it was known as the “Police Science Program,” as its primary focus was placed solely on educating students interested in becoming police officers. However, in 1987 the “Police Science Program” was modified and changed to the Administration of Justice Program (AJ Program). This change was due to student education and workforce development needs in areas other than policing but related to the criminal justice system. From 1987 to the present, Hawaii Community College’s AJ program’s curriculum along with AJ programs at UH Maui College and Honolulu Community College have diversified and broadened their focus to include courses on Corrections, Criminology, Homeland Security, Law (Courts) and Substance Abuse. Students now have the opportunity to learn and explore careers in the three major components of the criminal justice system, namely Policing, Courts and Corrections. In fact, only about 30% of program majors are seeking careers in law enforcement, and 70% are interested in careers that relate to the Courts or Correctional components, or peripheral agencies that service juvenile and adult offenders. As such, the AJ program graduates are able to obtain jobs as judiciary clerks, adult and juvenile probation aides, child welfare (CPS) aides or case managers and residential staff working in group homes or halfway houses that service court-ordered juvenile and adult offenders that have substance abuse issues. If program majors are seeking careers that require BA or higher degrees, the AJ Associate of Science degree has prepared them for transfer to four-year universities.

There is a solution, however. CIP 43-0104 Criminal Justice/Safety Studies is a perfect CIP to apply to this AJ Program and those at Maui College and Honolulu Community College. The National Center for Education Statistics defines CIP Code 43-0143 as a program that focuses on the criminal justice system, its organizational components and processes, and its legal and public policy contexts which includes instruction in criminal law and policy, police and correctional systems organization, the administration of justice and the judiciary, and public attitudes regarding criminal justice issues. https://nces.ed.gov/ipeds/cipcode/cipdetail.aspx?y=55&cip=43.0104

AJ Program Coordinator Committee (Hawai`i CC, Maui College, Honolulu CC) have been in agreement for this change since February 2021 are in agreement with this change. The former department chair who is now retired was informed of this information.
With that said, it is recommended that the Dean of Arts and Sciences and the Vice Chancellor of Academic Affairs strongly advocate to the UH System that CIP Code 43-0107 Criminal Justice/Police Science be replaced with CIP Code 43.0104 Criminal Justice/Safety Studies.