

**ANNUAL**  
REPORT OF PROGRAM DATA

**2022**

UNIVERSITY of HAWAI'I

**HAWAI'I**  
COMMUNITY COLLEGE



**July 1, 2021 through June 30, 2022**

**Administration of Justice**

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attachments and supporting documentation may be uploaded in WORD, PDF, or EXCEL

## 1. Program or Unit Description

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According to the 2020-21 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 degree 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 In alignment with Section 4, Goal #6 and to provide more transfer options for AJ students who want to pursue a 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 can contact the following: Counseling AJ Advisor – Kaleo Quintana, AJ Faculty Donna Madrid or Department Chair Claudia Wilcox-Boucher.

## 2. Analysis of the Program/Unit

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[UHCC Annual Report of Program Data \(VARPD\)](#)

The Overall Program Health is **HEALTHY!**

There was a decrease in positions in the state and county, and the number of Administration of Justice majors reflected a similar decline from 41 in 2020-21 to 38. However, the trend of increased students that enroll on a part-time basis continues. Another reflection is that a student trend shown in AJ program statistics is the increase in students who are part-time at HawCC but full-time in the system. There are more students taking the distance education AJ courses who are not HawCC majors. There was a decrease in Student Semester Hours (SSH) in indicators 4-6, which reflects the overall decrease in enrollment at HawCC. Nine classes were taught in the review period with 13 students identified as FTE Enrollment in Program Classes. The Demand Health remains **Healthy**.

Efficiency Indicators continue to show a decrease with the average class size down to 14 from 22 students. The Fill Rate also decreased from 82.3% to 60.5%. Only two classes were low-enrolled with under 10 students. Efficiency Health is **Progressing**.

Fortunately, the Effectiveness Indicators showed an Effectiveness Health status of **Healthy. Noted Strengths:**

- Eighty-two percent of AJ students had a successful completion of C or Higher.
- Ten degrees Awarded and
- Five students transferred to UH 4-yr

UH Hilo's BA in Admin of Justice program has sought out a pathway partnership with both Hawai'i CC's AS Admin of Justice and the AA in Liberal Arts with a Concentration in Admin of Justice programs that is in the process of being reviewed and approved.

A significant program transition is that eight of the nine courses taught were distance online courses with a fill rate of 66%, and 83% received a grade of C or higher. The persistence rate with the distance education courses from Fall to Spring is 73%. There were only five withdrawals with 390 student semester hours in all program classes.

Administration of Justice Club (AJ Club) continues to provide students an opportunity to get together on a weekly and bi-monthly basis to fellowship, plan, and participate in activities and workshops such as domestic violence awareness sign-waving activities throughout October, the planning of the DV Summit, virtual Career Opportunities Expos promoting the AJ program to public middle- and high-school youth. In the Spring 2022, the AJ Club sponsored and hosted Career Conversations, and Pu`uhonua virtual events were planned and well attended.

The program will need to review the Criminal Justice Addictions Professional Certificate of Competence and the Homeland Security Certificate of Competence. Scheduling of courses such as AJ 181 and AJ 182 are required for the degrees and need to be scheduled in the future, although they may be low-enrolled.

There is one BOR faculty assigned to the Administration of Justice program that offers three tracts of learning: 2-year Associates degree and two certificates of competence (CJAP and Homeland Security). This is a daunting task for one person, and additional instructors are needed to continue the programs.

### **3. Program Student Learning Outcomes or Unit/Service Outcomes**

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- a) List all Program Learning Outcomes (**PLOs**) or Unit/Service Outcomes (**UOs**) 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.

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

**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 2021-22 academic year as planned.

## **4. Action Plan**

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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. (HG1 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. The overall program status is currently Healthy and with only one dedicated program faculty, the AJ core courses will continue to be the priority to promote persistence and attain timely completion for the LBRT Associate in Arts with a Concentration in Administration of Justice.

There is ongoing discussion regarding the future of HawCC to continue offering the Criminal Justice Addictions Professional (CJAP) and Homeland Security Certificates of Competence. The CJAP course offerings are closely related to the Substance Abuse Program (SUBS), and majority of those SUBS courses are not offered on a regular basis due to the loss of qualified faculty (CSAC) and a history of low enrollment.

**Goal #2:** Review and evaluate Pāalamanui student needs and opportunities. (HGI Action Strategy 4: Solidify the foundations for Hawai'i CC at Pāalamanui, and establish large-scale student support service)

This goal will be discussed at the Advisory Council meeting scheduled for February 2023 as most of the courses are being offered online via distance education, and there is only one dedicated program faculty based on the Manono campus.

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

**Achieved!** A significant program successful transition is that eight of the nine courses taught were distance online courses with a fill rate of 66%, and 83% received a grade of C or higher.

The AJ Club is a current registered RISO and is very active with bi-weekly meetings and regular participation in school activities and events. The AJ Club has had representatives and officers volunteer and participate in the monthly food distributions on the Manono campus and help plan and coordinate the DV Summit held in October 2022. The DV Summit was held virtually and in person at the Manono Cafeteria.

**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.)

Overall, there continues to be improvement and success with Goals 2, 3 and 4 as the Covid-19 Pandemic with the health restrictions created an opportunity for all AJ courses and activities to switch to online 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.

The AJ Program is able to serve island wide and statewide with its virtual course offerings, activities, and events. The program is transitioning into a hybrid program offering 80% distance learning and only 20% in person courses. This happened organically with the COVID-19 Pandemic and the need to transition courses to distance education - virtual online formats. This challenge was met and actually strengthened the program.

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

Achieved and ongoing. The purpose of the AJ Club is to support Goal 5 with creating leadership, academic skill building and transfer opportunities. The Career Conversations, Pu'u honua, DV Summit, and related events are major strengths and central offerings of the AJ program.

**Goal #6:** Continue to pursue developing an AJ pathway (2+2) partnership to other UH and non-UH 4-year institutions. (HGI Strategy 2)

Ongoing. In alignment with Section 4, Goal #6 and to provide more transfer options for AJ students who want to pursue a Bachelor's degree, the AJ program partnered with Chaminade University in the Summer of 2022 to create a 2+2 Memorandum of Agreement. Students who complete their AS AJ degree have an opportunity to transfer to Chaminade to attain a Bachelor of Science degree in Criminology/Criminal Justice. This Bachelor program is offered completely online and it is a seamless transfer to where the student who has completed their AS AJ degree can transfer into a junior standing with all general education and pre-requisites deemed met.

As mentioned earlier, UH Hilo's BA in Admin of Justice program has sought out a pathway partnership with both Hawai'i CC's AS Admin of Justice and the AA in Liberal Arts with a Concentration in Admin of Justice programs that is in the process of being reviewed and approved. The progress of this process will be discussed in further detail in the 2023 APR.

**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 as possible. The program will explore and recruit lecturers, additional faculty and alumni to assist with the 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. In progress.

The faculty will need to coordinate a new cycle of assessments that takes into account the scheduling of courses.

The Administration of Justice Overall Program Health remains **HEALTHY**. The program is popular with a strong standing at Hawai'i Community College. The program successfully transformed to provide all instructional courses virtually and continues to provide additional academic and career support, events, and activities for its students.

<https://Hawai'i.Hawai'i.edu/sites/default/files/assets/docs/strategic-plan/hawcc-strategic-directions-2015-2021.pdf>

## 5. Resource Implications

### \* **Special Resource Requests not included in operating “B” budget \***

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Detail any special, one-time or personnel resource requests in the categories listed in the table below that are **not included in your regular program or unit operating “B” budget**.

\*Note: 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.

**I am NOT requesting additional resources for my program/unit.**

**I AM requesting additional 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**

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✓ **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.



**Administration of Justice**

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 Hawai'i Island community through Pāalamanui 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.

<b>CATEGORY</b>	<b>Category-Specific Information Needed</b>			
<b>Equipment</b>	Estimated Date Needed	Quantity / Number of Units; Cost per Unit	Total Cost (with S&H, tax)	On Inventory List (Y/N); Decal #, Reason replacing
<b>Facilities Modification</b>	Estimated Date Needed	Total Cost	Monthly/Yearly Recurring Costs	Utilities Required
<b>Personnel Resource</b>	Estimated Date Needed	FTE; Position Type; Position Title	Estimated Salary	Was an Existing Position Abolished? (Y/N); Position #
<b>Professional Development</b>	Estimated Date Needed	Have you applied before (Y/N); was it approved?	Professional Development Type	PD Details; Impact; Total Cost
<b>Reallocation of Funds</b>	Estimated Date Needed	Total Cost	Monthly/Yearly Recurring Costs	Reallocation Proposal

## 6. Optional: Edits to Occupation List for Instructional Programs

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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.**

**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*

List below each SOC code for which change is being requested and include details of requested code deletions and/or additions. Include justification for all requested changes.

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\*All requested changes to the SOC codes/occupations listed for programs must be discussed with and approved by the Department/Division Chair.