



# Welcome to Program Review

Merritt College - 2019

ADJUS - Instruction

Annual Program Update

## Program Overview

**Please verify the mission statement for your program. If your program has not created a mission statement, provide details on how your program supports and contributes to the College mission.**

The mission of the Administration of Justice program is to provide all students with foundational knowledge of the criminal justice system so that students have equal access to college and universities with criminal justice pathways, as well as have the skills necessary to work various public safety careers.

### Program Total Faculty and/or Staff

#### Full Time

Margaret Dixon  
Elaine Wallace

#### Part Time

Mildred Oliver  
Howard Jordan  
Drennon Lindsey  
Austin Uwakewe  
Brian Tremper  
Stevie Daniels

**The Program Goals below are from your most recent Program Review or APU. If none are listed, please add your most recent program goals. Then, indicate the status of this goal, and which College and District goal your program goal aligns to. If your goal has been completed, please answer the follow up question regarding how you measured the achievement of this goal.**

Add 2 Credit/No Credit courses to to the program by September 2020.

Status

In-Progress

If Completed, What evidence supports completion of this goal? How did you measure the achievement of this goal?

College Goal

Employment: Maintain at least 82% of students attaining employment in the field of study.

District Goal

Advance Student Access, Equity, and Success

Assess 1 SLO per semester for each class being taught in Fall 2019 and Spring 2020.

**Status**

In-Progress

If Completed, What evidence supports completion of this goal? How did you measure the achievement of this goal?

**College Goal**

Time to Completion: Reduce the number of excess units earned by students.

**District Goal**

Advance Student Access, Equity, and Success

Assess 2 PLOs by May 2020.

**Status**

In-Progress

If Completed, What evidence supports completion of this goal? How did you measure the achievement of this goal?

**College Goal**

Transfer: Increase transfers to CSU and UC by 6% annually.

**District Goal**

Build Programs of Distinction

Map a two-year cycle of course offerings needed for a Administration of Justice degrees and certificates.

**Status**

In-Progress

If Completed, What evidence supports completion of this goal? How did you measure the achievement of this goal?

**College Goal**

Time to Completion: Reduce the number of excess units earned by students.

**District Goal**

Advance Student Access, Equity, and Success

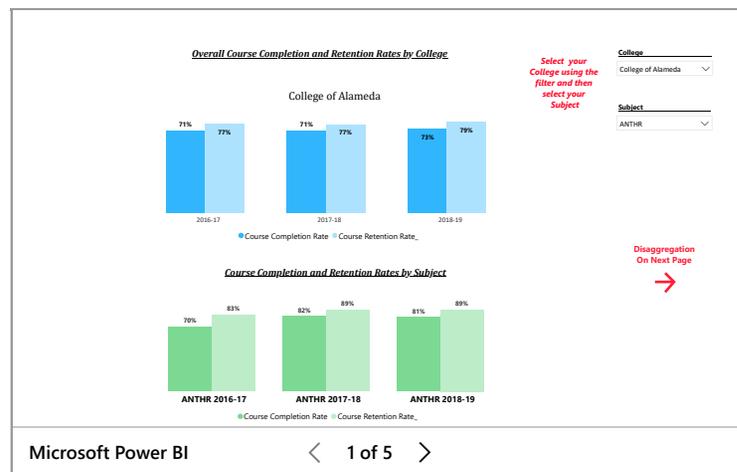
**Describe your current utilization of facilities, including labs and other space**

Currently we utilize classrooms in the A Building for all lectures. Room A-128 is being used in multiple ways. The room is used as the Safety Aide office, Dispatch Computer Lab, conference room, as well as office space for the program's full-time faculty. On occasion, we use a room in the S Building when we need lab space to use our microscopes.

## Program Update

### Semester End Enrollment/Usage Pattern

Review your Semester End Enrollment by setting the filter to your college and subject



**Using the dashboard, review and reflect upon the data for your program. Describe any significant changes and discuss what the changes mean to your program. Consider whether performance gaps exist for disproportionality impacted students. Focus upon the most recent year and/or the years since your last comprehensive program review. Cite data points from the dashboard to support your answer.**

One positive reflection from the data is that our program's enrollment has increased from the previous year. During the 2017-2018 school year our census data shows that we had 861 students, where as in comparison, the 2018-2019 academic year census enrollment increased to 950 students. This is a very positive trend for our program because enrollment declined during the 16-17 academic year. In addition, it is also good to see that our program's course completion and retention rates have remained close to the rates of the Merritt College. This lets us know that the our program trends mirror the overall progress of the college.

When looking at subgroups, our program is heavily populated with female students, Hispanic/Latino students, and students in the age range of 19-24 years of age. Female students and Hispanic students also have the highest completion rates in the program. Merritt College's goal is to address the performance gap with African-American/Black males. African-American students are the second highest ethnicity enrolled in the ADJUS program. Although the retention rate for this population was 86% in 2018-19, the 2018-2019 academic year yielded a low completion rate of 64%. In regards to male students, in general, had a completion rate of 64% as well. This topic will be brought to the Advisory Board to discuss possible solutions to raise completion rates for African-Americans and male students by at least 6% which would equal the College's average.

**Describe the department's progress on Student Learning Outcomes (SLOs) and/or Administrative Unit Outcomes (AUOs) since the last Program Review/APU. If your discipline offers a degree or certificate, please describe the department progress on Program Learning Outcomes (PLOs).**

Since the last program review, ADJUS faculty met with SLO coordinators to input assessment data. 100% of courses have SLOs, however we are still in progress of making sure all courses are updated with assessment data. During the 2017-2018 academic year 50% of courses had assessment data uploaded. This is below our department's goal. To help increase our completion, we are following the assessment plan given to the department chair and plan to give instructors specific student learning outcomes to review.

The ADJUS program has 3 degrees and 3 certificates being offered. This includes: AA and Certificate in Police Science, AA and Certificate in Corrections, AS-T in Administration of Justice, and a Certificate in Homeland Security. Currently, our program's goal is to align course to PLOs so that we may analyze the data. We are in the beginning stages of aligning our PLOs in order to create an assessment plan for the current academic year.

**Describe the outcomes and accomplishments from previous year's funded resource allocation request.**

Brief description of funded request	Source (any additional award outside your base allocation)	Total Award Amount	Outcome/Accomplishment
5 Student Workers	SWF	23K	Students were hired and they completed various tasks involving safety, security, and student support.
Dispatch Simulator	SWF	10K	Software arrived and is ready to be used with pending Dispatch program modification.
Shoot Simulator	SWF	12K	This software is our latest training simulator that will put students in realistic situations and challenge their judgement when using a fire arm. This is a very powerful training tool given the climate of the nation right now and police involved shootings.

**In the boxes below, please add improvement actions and resource requests that are directly related to the questions answered in this section. If there are no improvement actions or resource requested in this area, leave blank.**

Improvement Actions                      Improvement Action

**Improvement Action**

Action Item	Description	To be completed By	Responsible Person
Create a PLO Map	Map PLO to courses and create plan for assessment	2/29/2020	Margaret Dixon

**Resource Request**

Supplies	Software	Estimated Cost
Description/Justification Security Guard training software for Guard course and Safety Aide training		3000

**Resource Request**

Other	Other

Description/Justification	Estimated Cost
Host 3 Criminal Justice Workshops on select topics for students. Cost will cover lunch and speaker stipends	3500

**Resource Request**

Personnel	Classified Staff		
% Time	Description/Justification	Estimated Annual Salary Costs	Estimated Annual Benefits Costs
50	Provide clerical assistance to the program including grant preparation, LiveScan technician/supervision, and other clerical needs.	30000	5000
Total Costs			
35000			

**Resource Request**

Other	Other
Description/Justification	Estimated Cost
EVOC training for Pre-Academy students. This Emergency vehicle training is one of the number one areas of concern students are facing in law enforcement academies. Request will cover 2 semesters	6000

**Resource Request**

Supplies	Instructional Supplies and Materials
Description/Justification	Estimated Cost
Instructional Supplies needed for forensics class. Need to replace consumable items such as fingerprinting cards, and purchase additional microscope slides, and other forensic related items	2000

**Resource Request**

Professional Development	Department-wide PD needed
Description/Justification	Estimated Cost
1. Assessment Development Workshop for staff - includes fee for facilitator	700

**Resource Request**

Technology and Equipment	Replacement		
Description/Justification		Estimated Cost	
Golf Cart Maintenance. Our carts need to be serviced so that we may continue our job of escorting service for students and faculty.		6000	

**Resource Request**

Facilities	Other		
Description/Justification		Estimated Cost	
Need Smart Board put into A128 for use with labs and various instructional needs. The area was prepped, but never completed.		8000	

**Resource Request**

Facilities	Other		
Description/Justification		Estimated Cost	
A128 is need of a lot patchwork on the wall caused by heavy shelves being removed from the walls. It also needs to be repainted		6000	

**Resource Request**

Personnel	Student Worker		
% Time	Description/Justification	Estimated Annual Salary Costs	Estimated Annual Benefits Costs
50	4 - Bilingual Tutors for ADJUS. Our largest population is our Latino students. Some are not successful because of the language barrier	24000	6000
Total Costs			
30000			

**Resource Request**

Library	Library Collections
---------	---------------------

Description/Justification	Estimated Cost
Add 3 copies of the most recent addition of each text to the library. Some texts are extremely high priced and we want our students to have the opportunity to access the text in the library.	1500

## Resource Request Summary

Total Cost: \$101700  
 Total Resource Request: 11

<b>Program Update</b>					
<b>Personnel</b>					
Type	% Time	Description/Justification	Estimated Annual Salary Costs	Estimated Annual Benefits Costs	Total Costs
Classified Staff	50	Provide clerical assistance to the program including grant preparation, LiveScan technician/supervision, and other clerical needs.	30000	5000	35000
Student Worker	50	4 - Bilingual Tutors for ADJUS. Our largest population is our Latino students. Some are not successful because of the language barrier	24000	6000	30000
<b>Sub-Total: \$65000</b>					

<b>Professional Development</b>		
Type	Description/Justification	Estimated Cost
Department-wide PD needed	1. Assessment Development Workshop for staff - includes fee for facilitator	700
<b>Sub-Total: \$700</b>		

<b>Technology and Equipment</b>		
Type	Description/Justification	Estimated Cost
Replacement	Golf Cart Maintenance. Our carts need to be serviced so that we may continue our job of escorting service for students and faculty.	6000
<b>Sub-Total: \$6000</b>		

<b>Supplies</b>		
Type	Description/Justification	Estimated Cost
Software	Security Guard training software for Guard course and Safety Aide training	3000
Instructional Supplies and Materials	Instructional Supplies needed for forensics class. Need to replace consumable items such as fingerprinting cards, and purchase additional microscope slides, and other forensic related items	2000
<b>Sub-Total: \$5000</b>		

<b>Facilities</b>		
Type	Description/Justification	Estimated Cost
Other	Need Smart Board put into A128 for use with labs and various instructional needs. The area was prepped, but never completed.	8000

Other	A128 is need of a lot patchwork on the wall caused by heavy shelves being removed from the walls. It also needs to be repainted	6000
	<b>Sub-Total: \$14000</b>	
Library Type	Description/Justification	Estimated Cost
Library Collections	Add 3 copies of the most recent addition of each text to the library. Some texts are extremely high priced and we want our students to have the opportunity to access the text in the library.	1500
	<b>Sub-Total: \$1500</b>	
Other Type	Description/Justification	Estimated Cost
	Host 3 Criminal Justice Workshops on select topics for students. Cost will cover lunch and speaker stipends	3500
	EVOC training for Pre-Academy students. This Emergency vehicle training is one of the number one areas of concern students are facing in law enforcement academies. Request will cover 2 semesters	6000
	<b>Sub-Total: \$9500</b>	

## Sign and Submit

**Please provide the list of members who participated in completing this program review.**

Margaret Dixon

**Please enter the name of the person submitting this program review.**

Margaret Dixon