

1. Assessment Plan - Four Column



PIE - Technology & Health: Administrative Justice Unit PIE

Narrative Reporting Year

2017-18

Contact Person: Paul Jefferson

Email/Extension: pjefferson@mtsac.edu/3901

External Conditions, Trends, or Impacts:

1. Increased industry need for better qualified hiring pool, particularly in the area of critical thinking and written communication. CSU San Bernardino offering fully on-line bachelors degree in Criminal Justice. Mt.SAC students are transferring to attend.
2. Mount Saint Mary's University B.S. Criminology now aligned with Mt.SAC Administration of Justice in a partnership to transfer students who complete their A.S.
3. The region experienced an increased demand to higher large numbers of officers in a short period of time to include major employers LAPD, CHP, LASO and other mid sized agencies, as well as CDCR. In addition to continued hiring by large and midsized agencies in the region and state employer hiring, there is a significant increase in recruitment from large northern California cities such as San Jose and San Francisco.
4. The Chancellor's Office is implementing a OEI expansion of online enrollment into local community college course statewide, including Mt.SAC ADJU (ADJU1) via the Canvas LMS which Mt.SAC now utilizes.
5. Ongoing articulation agreements with area secondary schools. Local schools districts formally requesting dual enrollment from Mt.SAC

Internal Conditions, Trends, or Impacts :

1. EMS department dissolved and EMT/Paramedic programs were absorbed into the Public Safety Programs Department with Administration of Justice and Fire Tech.
2. The request to fill a fulltime ADJU faculty position was not granted. Continued need for additional adjunct faculty from previous year.
3. Perkins funding no available for Administration of Justice Lab in 2018-2019. \$3000 ongoing annual needed for that lab.
4. Reached the timeline for exploration of expansion of ADJU distance learning courses to 100% online ADJU certificate/AS and AS-T degrees.
5. Anticipated increase student demand for courses due to development of new Homeland Security program and new Homeland Security course offerings.
6. Contextualized Spanish 1 and Spanish 2 for Public Safety now being offered 2017-18.
7. Need for part time classified staff to assist delivery of experiential learning for public safety students. Part-time Career Specialist at \$55,000. Specialist to assist with work experience placements and employer panels, career fairs, etc.

Critical Decisions Made by Unit:

1. Request to fill new Fulltime ADJU Faculty position to meet need.
2. Facilitate process of incorporating EMT/Paramedic into Public Safety Department. Research inventory control, security and costs associated with new lab.
3. Selected ADJU3 and ADJU5 as next two distance learning course modifications. We will work on the course modifications.
4. Discuss training opportunities for officers with local law enforcement agencies.
5. Seek input from local agencies on content for contextualized Spanish.
6. Contact Mental Health/Psychiatric Tech staff regarding potential modification of ADJU courses to incorporate mental health topics for first responders.

Notable Achievements for Theme A: To Advance Academic Excellence and Student Achievement:

1. Increased adjunct professor pool by with active career upper management personnel that increased the diversity of the faculty in both gender and ethnicity.

- Notable Achievements for Theme B: To Support Student Access and Success:**
1. Increased course offerings in Summer and Winter intersessions.
 2. Merged ADJU and Fire Tech and EMS into Pubic Safety. This effort is to better serve students with similar career interest. Increases the opportunities for addition classes and or certificates and degrees.
 3. Pathways: completion of mapping and contributions to contextualized English assignments.

- Notable Achievements for Theme C: Secure Human, Technological, & Financial Resources:**
1. Perkins grant application successful in obtaining approximately partial funding for ADJU lab.
 2. New computer lab and ADJU lab being used by all three disciplines.
 3. Student worker employed for ADJU lab.

Notable Achievements for Theme D: To Foster an Atmosphere of Cooperation and Collaboration: 1. Work experience, expanded the number of participating agencies, and number of students in the program.

2. Continued participation in OEI. Fully certified to participate in Chancellor's Office OEI launch fall 2017 with 5 students per class reserved to non District students. Contributed input into campus decision to adopt Canvas as the new distance learning LMS. Completed transition from Moodlerooms to Canvas

3. AJ110 OEI Exchange ready to statewide student enrollment Spring 2018 semester.

4. Contributed to new contextualized Spanish 1 and Spanish 2 courses for Public Safety

5. Approved partnership with Mount Saint Mary's University for Mt.SAC ADJU students to transfer to B.S. Criminology.

6. Successfully completed Dual enrollment with Rowland Unified School District. Agreed to dual enrollment offering for fall 2018 with Bonita Unified School District.

Contributors to the Report: Lance Heard
Paul Jefferson

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
-------------------	-------------------------	---

Develop career avenues for students
- Explore potential career avenues available to students and facilitate contact between students and employers
Status: Active
Goal Year(s): 2017-18, 2018-19
Date Goal Entered (Optional): 09/01/2016

Full Funding Requested - 1. Increase adjunct hiring pool.
2. Train and certify more adjuncts to teach online.
3. Request to fill full-time tenure track faculty \$90,000
4. Part-time Career Specialist" at \$55,000. Specialist to assist with work experience placements and employer panels, career fairs, etc."

Reporting Year: 2017-18
% Completed: 75
Have hired new adjunct faculty. Will continue to provide distance learning certification training for new adjunct faculty to qualify to teach online. Will submit request for full-time faculty hiring position for 2018-19
Faculty position requested but denied. Student enrollment continues to be strong. The denial continues to negatively impact the programs expansion in the areas of curriculum development, distance learning, and student activities such as student clubs and outreach. (05/25/2018)

: At this point there are sufficient amount of adjunct faculty. The number of qualified adjunct online instructors should be equivalent to the demand for online instruction at Mt.SAC. Instructors must be in place to teach the newly approved distance learning courses. This could also be met with a new fulltime professor. (08/10/2017)

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>	
-------------------	-------------------------	---	--

Lead: Paul Jefferson
Type of Request: Staffing
Planning Unit Priority: High
What would success look like and how would you measure it?: Increase in the number of professors who can teach online
Documentation Attached?: No

<p>Develop and maintain discipline appropriate academic programs - Explore applicable academic programs i.e. Homeland Security e.g. Status: Active Goal Year(s): 2016-17 Date Goal Entered (Optional): 09/01/2016</p>	<p>Full Funding Requested - Seek augmented funding above the \$1,500.00 amount for lab supplies options and recurring costs to \$3,000.00. Describe Plans & Activities Supported: Development and Maintenance of Investigations Lab. Lead: Paul Jefferson On-Going Funding Requested (if applicable): 3000 Type of Request: Facilities , Instructional Equipment, Instructional Supplies Planning Unit Priority: High What would success look like and how would you measure it?: Higher student persistence due to time spent with augmented lecture/lab work Documentation Attached?: No</p>	<p>Reporting Year: 2017-18 % Completed: 25 \$8000 Perkins funding obtained for lab for 2017-18. The Perkins grant partially equipped the lab with computers and software that provided hands on lab practice for students and enabled them to professionally document their work product. Additional one time funds of \$5000 spent on lab supply kits. Evaluation of purchased lab kits and found alternate equipment that does not need to be re-supplied and requested Perkins funding for those items. Perkins grant funding was denied for those items in 2018-19. Student worker cost and effectiveness evaluation revealed that one student part-time was enough to support 6 classes in fall 2017 and 5 classes in spring 2018 because the student was able to work on the dates and times the labs were scheduled. A total of \$11,784.00 was requested from Perkins to replace the need for the lab kits. Fall 2018 lab classes will be evaluated to learn the effect on classes of not having necessary equipment. A total of \$1,755.00 has been identified as the minimum funding needed to buy alternate equipment to enable the lab to function on going. That pays for 1 crime scene kit, 1 photography kit, and 4 digital camera sets. The ongoing fund request of \$3,000 reflects the annual amount needed to maintain the lab. (05/25/2018)</p>	<p>: There are 7 courses offered for fall 2017 under the new format. ADJU 3 ADJU 68 ADJU 20 and ADJU 50. SLOs for these courses will be compared with prior results. (08/10/2017)</p>
<p>Develop and maintain partnerships - Establishing and maintaining relationships with higher education institutions to assist Mt.SAC student transfer. Work with Mount</p>	<p>No Funding Requested - None Describe Plans & Activities Supported: Selected Mount Saint Mary's University. Continuing to assess other institutions.</p>	<p>Reporting Year: 2017-18 % Completed: 75 Spring semester students were advised regarding MSMU transfer degree. Held meetings to inform students about MSM.</p>	<p>: Evaluated to schedule of fall AJ students to accommodate largest potential number of students to meet with MSM representatives. New commitment to share office</p>

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>	
-------------------	-------------------------	---	--

Saint Mary's, Southern Illinois, and Brandman Universities to create transfer opportunities for ADJU students.
Status: Active
Goal Year(s): 2016-17, 2017-18
Date Goal Entered (Optional): 09/01/2016

Lead: Paul Jefferson
Planning Unit Priority: High
What would success look like and how would you measure it?: More discipline students transfer to 4 year universities
Documentation Attached?: Yes

Completed the fall 17 and spring 18 student meetings. MSMU representatives provided office space for individual student meetings after general student meetings.
 (05/25/2018)

space with MSM advisors.
 (08/10/2017)