**Academic Program Review: Self-Study**

***Instructions:*** *The following pages will guide your submission of your comprehensive self-study. Please type your responses directly into the document. The completed self-study instrument and all attachments must be submitted to the Academic Program Review Coordinator by September 1.*

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| **Program Under Review** |
| Degree(s): Administration of Justice –- AAS Degree |
| Certificate(s): |
| Contact Information for lead on Self-Study:  Name: Sue Warner  Campus: SMC  Phone: 7706  Email: sue.warner@centralaz.edu |
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| **Program Mission** |
| What is the mission of the program:  The AAS Degree in AJS is designed to provide academic knowledge and professional training for those who desire or already have careers in law enforcement, corrections, parole, probation, the judiciary and juvenile social work. |
| Describe how the program mission aligns with the College’s Mission:  The AAS Degree is a workforce readiness program that assists students in finding or advancing careers in law enforcement types of occupations.  It aligns to the following strategic goals of the college:   1. Ensure broad access to high-quality innovative educational programs, services and training opportunities for Pinal County residents 2. Improve student retention, persistence, completion and job placement 3. Contribute to the economic vitality, workforce development, and job training needs of Pinal County and surrounding region |
| What are the outcomes for the degree or certificate:  1. (Comprehension Level) Identify the components of the criminal justice system.  2. (Comprehension Level) Identify and define at least five theories of criminal causation.  3. (Synthesis Level) Demonstrate the ability to understand the relationship of the legislature and judiciary to the enactment and interpretation of law.  4. (Evaluation Level) Demonstrate the ability to understand the criteria for the admissibility of evidence in a criminal trial.  5. (Knowledge Level) Identify at least three current trends in how modern police agencies interact with their communities.  6. (Knowledge Level) Identify the purposes and roles of Arizona Post.  7. (Knowledge Level) Identify the purpose and function of a criminal investigation unit.  8. (Comprehension Level) Identify the steps, from arrest through appeal that a criminal case flows through the criminal justice process.  9. (Comprehension Level) Identify and describe the objectives and normal activities of police patrol.  10. (Comprehension Level) Identify at least three major police administrative problems common to most police agencies.  11. (Comprehension Level) Identify the key points of each of the U.S. Constitutional Amendments 1 through 10 and the 14th as they relate to the rights of a criminal defendant.  12. (Comprehension Level) Identify the key concepts of Victims' Rights Legislation in Arizona. |
| Who is responsible for reviewing and updating the outcomes:  Until recently, the SBS Division includes a Professor of Administration of Justice who has the responsibility to review and update curriculum and outcomes for the AAS Degree. |

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| **Program Enrollment and Graduation Trends** |
| Summarize the program enrollment trends for the past 3 years:  Until the closure of CARLOTA, enrollment in AJS had been continuously growing, but since 2011 a major source of recruitment has been shut off for this program. In addition, with the loss of a full-time professor, recruitment has suffered. |
| What factors are influencing enrollment trends:  Positive factors: Recently, there has been an increasing interest in jobs related to law enforcement, corrections, homeland security and other types of law enforcement occupations. In recent years, the federal government gave grants to tribes and rural communities to train and hire new law enforcement officers. In addition, while an AAS degree in the past was considered a terminal degree, some universities (like ASU Polytech) have begun creating BAS degrees that these AAS degrees can articulate with. Just recently, NAU has created a 90/30 program that aligns very nicely with our AAS Degree in AJS, suggesting increased opportunities for students to transfer to a 4 year university.  Negative factors: With the closure of CARLOTA, many students who would have continued on for their AAS in AJS at CAC went elsewhere. In addition, we have been without a full-time Professor of Administration of Justice for over a year and a half now, which has definitely hurt the recruiting and retention of students in the program. |
| How has the program typically recruited students:  One of the major recruitment methods was through CARLOTA – the Central Arizona Regional Law Officers Training Academy. We offered CARLOTA graduates 33 credits towards an AAS Degree in AJS.  Another recruitment device was through dual enrollment courses with CAVIT.  The previous Professor of Administration of Justice also worked with local law enforcement agencies to promote the various AJS programs. |
| Discuss the program graduation rate trends for the past 3 years:  Number of Graduates with AAS Degree in AJS:  2013-14 10  2012-13 17  2011-12 12  2010-11 10  2009-10 10 |

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| **Program Curriculum** |
| **Discuss the strengths and weaknesses of the current program curriculum for each degree/certificate. Compare the CAC program to three other similar programs (ideally a program in Arizona, but out of state if necessary).** |
| Discuss how the program gets feedback on its program and curriculum from external **sources, such** as advisory boards or employers.  In addition to the AJS ATF, the AJS program works closely with the AZPOST (Arizona Peace Officer Standards and Training Board). While AZPOST does not certify or accredit the program, our MSLOs are closely aligned with AZPOST.  Feedback on the program also comes from surveys of Internship placement sites. |
| Discuss any external accreditations which the program has. Are there any available accreditations which the program does not have, but maybenefit from seeking?  N/A |
| Discuss how the program meets current or future needs for the job market in the county or state of Arizona:  The AAS Degree is in line with both what other community colleges in the state are offering and in line with AZPOST standards. Jon Heiden serves as a liason between CAC and AZPOST to ensure that continuity is maintained. |
| If your degree is a transfer degree please answer the following question:  Identify specific baccalaureate programs for which this program is intended for transfer to:  The AAS Degree in AJS was not designed to be a transfer degree. |

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| **Program Resources** |
| Discuss the adequacy of the financial and budgetary resources available to the program over the past 3 years:  Other than revamping and re-opening CARLOTA in some fashion, the financial and budgetary resources currently available to the program are adequate. |
| We have been without a full-time AJS professor for 3 semesters now and it is definitely hurting recruitment of students and the scheduling of classes. There are just not enough adjuncts to cover all classes necessary for a student to graduate in a timely fashion.  In order to grow the program, we really need 2 full-time AJS professors; one would cover the western portion of the county (SPC/MAR/CCC) and the other the eastern portion (SMC/STC/FLC/AVC). With the 90/30 program at CCC, the continuing AJS courses and degree programs offered at SPC, SMC, and STC, and the new Corrections Degree and Certificate (offered primarily at FLC and SMC), we could definitely have a thriving AJS program. |
| Discuss the adequacy of the technological resources available to the program over the past 3 years:  At this point, from a technological standpoint, the resources available are adequate. |
| Discuss the adequacy of the physical (building space, classrooms, labs, etc) resources available to the program over the past 3 years:  Once we hire at least one full-time faculty and begin to grow the program, the only additional physical space required would be additional classrooms (in particular iTV rooms in order to provide as many classes to as many campuses as possible with fewer human resources.) |
| Discuss the adequacy of the academic support resources available to the program and its students over the past 3 years:  Academic support has been adequate over the last 3 years. The AJS ATF not only holds an annual meeting but also holds a day long training/workshop at least once an academic year. |
| Discuss the adequacy of the student support resources available to the program and its students over the past 3 years:  Our previous full-time faculty member was the primary advisor/recruiter for the AJS programs. Additional advising support at campuses other than SPC would be useful. |

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| **Program Effectiveness** |
| Describe how well degree program graduates achieve the college’s general education outcomes during the past 3 years:  During 2013-14 academic year, I assessed our 2 degree programs in AJS for CSLO proficiency. One of the conclusions that I reached during the course of the program assessment was the need to incorporate a mandatory internship capstone course in both degree programs, starting with the AAS Degree, and to rewrite the MSLOs to more accurately reflect the level of rigor and quality in the program. A second recommendation that was a result of the program level assessment was the need to improve the rigor of the program level outcomes. |
| Describe how you measure the success of degree and certificate program graduates in achieving the program outcomes and how well students have achieved these outcomes during the past 3 years.  As a terminal degree, the measure of success would include employment data. How many graduates were currently employed or had received a promotion as a result of receiving the AAS degree. A survey of local law enforcement agencies that assessed employer satisfaction with our graduates would also help measure the success of the program.  I do not have that data available. It was collected and maintained by the previous full-time AJS faculty member and was not available after the individual was no longer employed at CAC. |
| **If your degree is a transfer degree please answer the following questions:** |
| What percentage of the program enrollees transfer to a baccalaureate level institution? |
| Describe the level of success programs students achieve at transfer institutions. |
| Describe the success of students who do not transfer to baccalaureate level institution in obtaining a job in the field of study upon graduation: |
| **If you degree or certificate leads directly in to the work place please answer the following questions:** |
| Describe the success of students in obtaining a job in the field of study upon graduation:  Unfortunately, as a result of the position being vacant and all data on post-graduation employment leaving with the faculty member, I do not have current data. |
| How many certificate completers continue their studies at CAC: |
| How many degree completers continue their studies another institution: |

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| **Program Continuous Quality Improvement** |
| Discuss how the program has used learning outcome assessment results to improve instruction over the past 3 years:  In many ways, this program and all AJS degree programs have been in a bit of a holding pattern. Without a full-time faculty member, little has been done in the way of assessment/curriculum development. Last spring, I did a program level assessment on for all AJS degrees and discovered that our MSLOs were in need of increased rigor and the revamping of some MSLOs to keep the program pertinent and timely. I also determined that an Internship Capstone course would be very beneficial to the students. Incorporation of an e-portfolio is also high on the list of improvements for the degree. |
| Discuss how the program has used operational planning goals to achieve quality improvement over the past 3 years:  Although we did have a recruitment plan for the AJS degrees, the lack of a full-time faculty has hindered the abilities of the program to achieve it’s goals. |
| Describe other ways the program has engaged in continuous quality improvement:  **In the past, the AJS program had a Criminal Justice club that was very involved in both campus-sponsored activities (only at SPC) and in law enforcement related activities (Family Court Open House). Expansion of the club to other campuses and expansion of opportunities for students to get involved in community activities would be very beneficial.**  **Over the summer, a group of AJS adjuncts and I met to discuss textbook selection and other curriculum related issues. Our current group of adjuncts are awesome and very willing to help improve the quality of the offerings and to help provide outside opportunities for our students.** |

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| **Program Alignment with Institutional Goals** |
| Describe how the program has directly or indirectly is helping the College achieve each of its current strategic goals. If you believe the goal is inapplicable to the program indicate so. |
| Strategic Goal 1: Ensure broad access to high-quality innovative educational programs, services and training opportunities for Pinal County residents:  The AAS degree provides Pinal County residents with the opportunity to gain a valuable skill set that can be put to use here in the county. It also provides opportunities for current law enforcement officers to gain a degree in their chosen field. |
| Strategic Goal 2: Improve student retention, persistence, completion and job placement:  Both student retention/persistence and job placement are enhanced through the use of an internship capstone course and the continuing efforts of the Criminal Justice club. |
| Strategic Goal 3: Ensure a safe, sustainable environment that promotes learning, communication, diversity and satisfaction among students, faculty and staff:  The courses that constitute the degree provide a well-round curriculum that promotes reflection on issues related to diversity in the classroom and on the job. |
| Strategic Goal 4: Enhance our physical and technological infrastructure to support changes in the learning and work environment:  N/A |
| Strategic Goal 5: Expand partnerships with Universities to provide advanced degrees to Pinal County residents:  N/A |
| Strategic Goal 6: Obtain approval from the state and regional accreditation body to offer baccalaureate degrees at CAC:  N/A |
| Strategic Goal 7: Optimize fiscal resources that support the needs and expectations of students and the community:  N/A |
| Strategic Goal 8: Contribute to the economic vitality, workforce development, and job training needs of Pinal County and surrounding region:  By providing training and education in law enforcement, homeland security and as a basis for the legal profession, the AJS degrees can greatly contribute to the economic vitality and workforce development in Pinal County. |