

# 1. Assessment Plan - Four Column



## PIE - Technology & Health: Administrative Justice Unit PIE

### Narrative Reporting Year

**2018-19**

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**External Conditions, Trends, or Impacts:**

1. Interest by industry partners in creating Emergency Dispatch degree/certificate program.
2. Interest in the industry in availability of Emergency Management/Homeland Security expertise.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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. EMT approved for school of continuing education as a non credit program.
2. The 4th request to fill a fulltime ADJU faculty position was granted. This will slightly reduce the need for additional adjunct faculty from previous year. From 2012 to 2017 (5 year span) total course offerings in ADJU increased from 34 to 61. An increase of 27 courses, almost doubling in 5 years. The fulltime growth position justified by this increase was approved. However that will only account for a 10 additional class per year minimum. To cover the additional 17 to 21 courses (depending on who is hired) adjuncts will be needed.
3. Perkins funding not 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 being offered since 2017-18.
7. Need for part time classified staff to assist delivery of experiential learning for public safety students has been met. Part-time Career Specialist at \$55,000. Specialist to assist with work experience placements and employer panels, career fairs, etc.
8. Online re-certification requirements every 4 years now the District policy.

**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. 6 additional courses were added and completed during this decision process.
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.
7. Participation in the Improving Online CTE Pathways Grant Program.
8. Explore whether the program can be proposed for substantive change due to the online course offerings.
9. Reopen the Emergency Management/Homeland Security degree/certificate effort and reinitiate the curriculum review process to obtain approval.
10. Initiate the Emergency Dispatch degree/certificate program.
11. Initiate Strong Workforce grant application for Emergency Dispatch program development.

**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. 6 new adjuncts hired combined with a net loss of 3 adjuncts for a total of 11 adjuncts. Additional candidates are being considered for the pool. 3 adjuncts are certified to teach online. 4 adjuncts are currently working on certification.

**Notable Achievements for Theme B: To Support Student Access and Success:** 1. Increased course offerings in Summer and Winter intersessions, while also increasing fall and spring course offerings. 61 total courses offered per year now. An increase of 27 courses from 2012. On average, 6 courses total offered winter and summer per year. 15 % increase. This has provided the students the chance to reach degree attainment sooner.

2. Increased online course offerings from 2 courses - ADJU 1 and ADJU 4 - to 10 courses with ADJU 2, ADJU 3, ADJU 5, ADJU 9, ADJU 10, ADJU 20, ADJU 50, and ADJU 68. Students may now obtain the Administration of Justice Transfer degree/AS-T completely online as ADJU 1, 3, 4, 5, 20, and 50 satisfy the degree requirements along with SOC 1 and PSYC 1A, which are both offered online by the District. Students may now also obtain the Administration of Justice Associates degree - AS completely online as ADJU 1, 2, 3, 4, 5 and 68 satisfy the required courses and ADJU 9, 10. 20 and 50 satisfy the 4 elective courses.

**Notable Achievements for Theme C: Secure Human, Technological, & Financial Resources:** 1. Lottery funding secured to partially fund the ADJU lab.

2. Request to fill approved for full-time ADJU professor growth position. Job posting with anticipated hire to begin teaching fall 2019.

3. New student worker employed for ADJU lab to replace outgoing student worker.

**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. Alhambra PD interested in creating work experience.

2. Participation in the Improving Online CTE Pathways Grant Program.

3. Successfully completed dual enrollment offering for fall 2018 with Bonita Unified School District. Participating in dual enrollment for winter/spring 2019 with iPoly High School. Reached agreement to offer dual enrollment at iPoly in spring 2020. Reached agreement to offer dual enrollment with Baldwin Park School District in fall 2019.

**Contributors to the Report:** Lance Heard

Paul Jefferson

### *Unit Goals*

### *Resources Needed*

### *Where We Make an Impact: Closing the Loop on Goals and Plans*

#### **Develop career avenues for students**

- Explore potential career avenues available to students and facilitate contact between students and employers. Emergency Dispatch

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
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degree/certificate program.  
 Emergency Management/Homeland Security degree/certificate program  
**Status:** Active  
**Goal Year(s):** 2017-18, 2018-19  
**Date Goal Entered (Optional):** 09/01/2016

**Develop and maintain discipline appropriate academic programs -**  
 Explore applicable academic programs i.e. Homeland Security e.g.  
**Status:** Active  
**Goal Year(s):** 2016-17, 2017-18, 2018-19  
**Date Goal Entered (Optional):** 09/01/2016

**Request - 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 (Justification of Need):**  
 Development and Maintenance of Investigations Lab.  
**Lead:** Paul Jefferson  
**What would success look like and how would you measure it?:** Higher student persistence due to time spent with augmented lecture/lab work

**Type of Request:** INSTRUCTIONAL SUPPORT PROGRAM FUNDING (INSTRUCTIONAL EQUIPMENT):  
 Equipment, library material, or technology for classroom instruction, student instruction or demonstration, or in preparation of learning materials in an instructional program, equal or over \$500.  
**Planning Unit Priority:** High  
**Documentation Attached?:** No  
**On-Going Funding Requested (if applicable):** 3000

**Reporting Year:** 2018-19  
**% Completed:** 50  
 \$3000.00 Lottery funds were provided to the department along with \$1500.00 of NRA Phase funds. Lab equipment purchases were concluded as a result including 2 mannequins. The new student Lab Assistant was hired to replace the outgoing student. There is a remaining opening for an additional student lab assistant should one become available. Other purchases include discipline textbooks for the TERC and Library reserve. (05/02/2019)

**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

: 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)

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
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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><b>Develop and maintain partnerships -</b> Establishing and maintaining relationships with higher education institutions to assist Mt.SAC student transfer. Work with Mount Saint Mary's, Southern Illinois, and Brandman Universities to create transfer opportunities for ADJU students.  <b>Status:</b> Active  <b>Goal Year(s):</b> 2016-17, 2017-18, 2018-19  <b>Date Goal Entered (Optional):</b> 09/01/2016</p>	<p><b>Request - No Funding Requested -</b> None  <b>Describe Plans &amp; Activities Supported (Justification of Need):</b> Selected Mount Saint Mary's University. Continuing to assess other institutions.  <b>Lead:</b> Paul Jefferson  <b>What would success look like and how would you measure it?:</b> More discipline students transfer to 4 year universities  <b>Planning Unit Priority:</b> High  <b>Documentation Attached?:</b> Yes</p>	<p><b>Reporting Year:</b> 2018-19  <b>% Completed:</b> 75  Established pathways for MtSAC ADJU students now exist with Mount Saint Mary's University and Southern Illinois. We have initiated collaboration with Trinity Law school for MtSAC ADJU students interested in obtaining their law degree. We are also researching other bachelors degree programs including online schools such as Noter Dame de Namu University NDMU. A recommended prioritization criteria includes institutions that are in the immediate geographic region. This should maximize the availability of direct student support, which is related to student success rates. University of La Verne is one example. (05/02/2019)</p> <p><b>Reporting Year:</b> 2017-18  <b>% Completed:</b> 75  Spring semester students were advised regarding MSMU transfer degree. Held meetings to inform students about MSM.  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)</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 space with MSM advisors. (08/10/2017)</p>
<p><b>Secure Funding to provide exemplary programs to students -</b> Secure funding to provide Emergency Dispatch degree certificate program  <b>Status:</b> Active  <b>Goal Year(s):</b> 2018-19  <b>Date Goal Entered (Optional):</b> 05/02/2019</p>		