



Program Efficacy Team Report (Instruction)
2018 – 2019

Name of Department: Administration of Justice

Efficacy Team: Kenny Melancon, Kay Dee Yarbrough, Tim Hosford

Overall Recommendation:

- Continuation (checked), Conditional, Probation

Rationale for Overall Recommendation:

The Administration of Justice program does meet most requirements and is aligned with the college mission. However, the program document is lacking analysis and concrete evidence. The program is aware of some of its challenges and intends to address the challenges in the future department meetings. While the metrics from the EMP document are presented, the program does not provide an action plan to continue the growth of the department. There are many unanswered questions on the gap of students meeting SLO criteria (90s across the board) to the relative Success rate (70s) with little discussion of how SLOs are assessed. It would be helpful to emphasize plans and goals and provide detail evaluations. The previous "does not meets" were addressed from the last evaluation.

Part I: Questions Related to Strategic Initiative: Increase Access

Goal: SBVC will improve the application, registration, and enrollment procedures for all students.

SBVC Strategic Initiatives: Strategic Directions + Goals

Table with 4 columns: Demographics, Does Not Meet, Meets, Exceeds. Rows describe program performance on demographic analysis and service patterns.

Does Not Meet       Meets       Exceeds

**Efficacy Team Analysis and Feedback:**

The Committee has determined that the information provided for the demographics and the Pattern of Service satisfies the rubric of the institution percentages, though additional analysis would be beneficial to the document.

NOTE: It is the Committee’s recommendation that it would be useful to compare it to the demographics of the program to those of the active police force and other Administration of Justice track careers in SB and Riverside County.

The Pattern of Service 100% online accessibility, annual scheduling updates, and a low threshold for adding new sections seem to be a satisfactory Pattern of Service.

**Part II: Questions Related to Strategic Initiative: Promote Student Success**

**Goal: SBVC will increase course success, program success, access to employment, and transfer rates by enhancing student learning.**

SBVC Strategic Initiatives: [Strategic Directions + Goals](#)

	<b>Does Not Meet</b>	<b>Meets</b>	<b>Exceeds</b>
<b>Data/Analysis demonstrating achievement of instructional or service success</b>	Program <b>does not provide an adequate analysis</b> of the data provided with respect to relevant program data.	Program <b>provides an analysis</b> of the data which indicates progress on departmental goals.	In addition to the meets criteria, the program <b>uses the achievement data</b> in concrete planning and <b>demonstrates</b> that it is prepared for growth.
<b>Service Area Outcomes and/or Student Learning Outcomes and/or Program Level Outcomes</b>	Program <b>has not demonstrated</b> that it is continuously assessing Service Area Outcomes (SAOs) and/or Student Learning Outcomes (SLOs) and/or Program Level Outcomes (PLOs) based on the plans of the program since their last program efficacy.  Evidence of data collection, evaluation, and reflection/feedback, and/or connection to area services is <b>missing or incomplete</b> .	Program <b>has demonstrated</b> that it has fully evaluated within a four-year cycle and is continuously assessing <b>all</b> Service Area Outcomes (SAOs) and/or Student Learning Outcomes (SLOs) and/or Program Level Outcomes (PLOs).	In addition to the meets criteria, the program <b>demonstrates that it has fully incorporated Service Area Outcomes (SAOs) and/or Student Learning Outcomes (SLOs) and/or Program Level Outcomes (PLOs) into its planning, made appropriate adjustments, and is prepared for growth</b> .

Does Not Meet     Meets     Exceeds

**Efficacy Team Analysis and Feedback:**

The program **does not provide an adequate analysis** of the data provided with respect to relevant program. The committee’s recommendation would be to include a discussion on why the department considers the success rate to be acceptable compared to the retention rate.

The committee’s recommendation, while the numbers are a reflection of adequate results, the committee would like to see more attention given to the relationship between the high percentages of students meeting SLO criteria (90s across the board) to the relative Success rate (70s) with more discussion of how SLOs are assessed with conclusions during the consultations with Law Enforcement Professionals, and of how the SLOs and PLOs were affected.

**Part III: Questions Related to Strategic Initiative: Improve Communication, Culture & Climate**

**Goal: SBVC will promote a collegial campus culture with open line of communication between all stakeholder groups on and off-campus.**

SBVC Strategic Initiatives: [Strategic Directions + Goals](#)

	<b>Does Not Meet</b>	<b>Meets</b>	<b>Exceeds</b>
<b>Communication</b>	The program <b>does not identify</b> data that demonstrates communication with college and community.	The program <b>identifies</b> data that demonstrates communication with college and community.	In addition to the meets criteria, the program <b>demonstrates</b> the ability to communicate more widely and effectively, <b>describes</b> plans for extending communication, and provides data or research that <b>demonstrates</b> the need for additional resources.
<b>Culture &amp; Climate</b>	The program <b>does not identify</b> its impact on culture and climate or the plans are not supported by the data and information provided.	The program <b>identifies and describes</b> its impact on culture and climate. Program <b>addresses</b> how this impacts planning.	In addition to the meets criteria, the program provides data or research that <b>demonstrates</b> the need for additional resources.

Does Not Meet     Meets     Exceeds

**Efficacy Team Analysis and Feedback:**

The department recognizes it must address the area regarding communication with college and community. The department has a plan in place to address this with seminars, a LE recruitment day, and other, more nebulous plans that would include the college and the community.

The department will host public seminars and panel discussions on campus about issues and concerns in the law enforcement and criminal justice career fields.

The committee would like to see documentation on the results of these future events to be included in the report.

**IV: Questions Related to Strategic Initiative: Maintain Leadership & Promote Professional Development**

**Goal: SBVC will maintain capable leadership and provide professional development to a staff that will need skills to function effectively in an evolving educational environment.**

SBVC Strategic Initiatives: [Strategic Directions + Goals](#)

	<b>Does Not Meet</b>	<b>Meets</b>	<b>Exceeds</b>
<b>Professional Development</b>	The program <b><u>does not identify</u></b> currency in professional development activities.	Program <b><u>identifies current avenues</u></b> for professional development.	In addition to the meets criteria, the program shows that professional development has <b><u>impacted/expanded</u></b> the program and <b><u>demonstrates</u></b> that the program is positioning itself for growth.

Does Not Meet     Meets     Exceeds

**Efficacy Team Analysis and Feedback:**

The department does a fair explanation of the use of professional development during flex day activities and does address future planning about professional growth activities through a Professional Development Committee.

It is the committee’s recommendation to have the department give more input on Professional Development the faculty and staff are accessing with some measurement of success or evaluation. Comments on how professional development has impacted/expanded the program would be a great example of data comparison.

V: Questions Related to Strategic Initiative: Effective Evaluation & Accountability

Goal: SBVC will improve institutional effectiveness through a process of evaluation and continuous improvement.

SBVC Strategic Initiatives: [Strategic Directions + Goals](#)

	<b>Does Not Meet</b>	<b>Meets</b>	<b>Exceeds</b>
<b>Mission/ Statement of Purpose</b>	The program <b>does not have</b> a mission/ statement of purpose, or it <b>does not clearly link</b> with the institutional mission.	The program <b>has</b> a mission/statement of purpose, and it <b>links</b> clearly with the institutional mission.	
<b>Productivity</b>	The data <b>does not show</b> an acceptable level of productivity for the program, or the issue of productivity is not adequately addressed.	The data <b>shows</b> the program is productive at an acceptable level.	The program functions at a highly productive level and has planned for growth as appropriate.
<b>Relevance, Currency, Articulation</b>	The program <b>does not provide</b> evidence that it is relevant, current, and that courses articulate with CSU/UC, if appropriate.  <u>Out of date course(s) that were not launched into CurricUNET by Oct. 1, 2017 may result in an overall recommendation no higher than Conditional.</u>	The program <b>provides</b> evidence that the curriculum review process is up to date. Courses are relevant and current to the mission of the program.  Appropriate courses <b>have been articulated</b> or transfer with UC/CSU, or <b>plans are in place</b> to articulate appropriate courses.	In addition to the meets criteria, the program <b>discusses plans</b> to enhance current course offerings that link to student/community needs and positions the program for improved student outcomes.
<b>Challenges</b>	The program <b>does not incorporate</b> weaknesses and challenges into planning.	The program <b>incorporates</b> weaknesses and challenges into planning.	The program <b>incorporates</b> weaknesses and challenges into planning that demonstrate the need for expansion.

Does Not Meet     Meets     Exceeds

**Efficacy Team Analysis and Feedback:**

The department has a very clear mission statement and defined program goals.

The direction of the program analysis does not incorporate weakness and challenges into the planning.

Program has consistently been above the ‘break even’ ratio of 525 WSCH/FTEF. Analysis is again sparse, but it seems to be attributed to high demand and flexibility in scheduling. The goal of increased collaboration with CSUSB’s program is a worthy one, but does not address the challenges identified in the EMP. The program does produce evidence of curriculum being up to date and courses are relevant and current to the mission of the program.

The committee recommendation would be to have the department show productivity and currency in section IV added to this section. Also, in section III the department talks about partnerships; please add to this section.

**VI: Questions Related to Strategic Initiative: Provide Exceptional Facilities**

**Goal: SBVC will support the construction and maintenance of safe, efficient, and functional facilities and infrastructure to meet the needs of students, employees, and the community.**

SBVC Strategic Initiatives: [Strategic Directions + Goals](#)

	<b>Does Not Meet</b>	<b>Meets</b>	<b>Exceeds</b>
<b>Facilities</b>	The program <b><u>does not provide an evaluation</u></b> that addresses the sustainability of the physical environment for its programs.	Program <b><u>provides an evaluation</u></b> of the physical environment for its programs and <b><u>presents evidence</u></b> to support the evaluation.	In addition to the meets criteria, the program has <b><u>developed a plan</u></b> for obtaining or utilizing additional facilities for program growth.

**Does Not Meet**       **Meets**       **Exceeds**

The program mentions the facilities provided are adequate for needs of the students, faculty, and staff. However, the committee would recommend adding an evaluation of the current facilities, with documentation on how the program will plan for future analysis, which is especially glaring given that the program is seeking to grow.

**VII: Previous Does Not Meet Categories**

**Does Not Meet**       **Meets**       **Exceeds**

**Efficacy Team Analysis and Feedback:**

In review of the previous does not meet the committee believes the department has given an adequate explanation on the information requested in the previous review.