



# Program Review and Planning 2019-2020

## OVERVIEW OF PROGRAM REVIEW AND PLANNING FOR INSTRUCTIONAL PROGRAMS

Program Review is about documenting the plans you have for improving student success in your program and sharing that information with the community. Through the review of and reflection on key program elements, program review and planning identifies program strengths as well as strategies necessary to improve the academic discipline, program, or service to support student success. With our new Guided Pathways plan, this review becomes even more crucial for the success of our students and college.

[We are using the Strengths, Opportunities, Aspirations, Results \(SOAR\) strategic planning technique to help us focus on our current strengths and opportunities, create a vision of future aspirations, and consider the results of this approach.](#)

### BASIC PROGRAM INFORMATION

**Academic Year**  
2019-2020

**Are you completing a comprehensive or annual PRP?**  
Annual

**Department Name**  
Public Safety Programs

**Discipline Name**  
Administration of Justice (AJ)

**Department Chair Name**  
Wayne Hooper

**Division Name**  
Career, Technical and Extended Education

**Website address for your discipline**

#### **Discipline Mission statement**

The program mission is to provide and engaging learning environment for students of diverse origins and needs in the field of Administration of Justice. To provide career and technical training in the area of criminal justice and create knowledge which will benefit the student in career opportunities and provide potential employers with more prepared job candidates.

[\(click here for information on how to create a mission statement\)](#)

**Does your discipline have at least one degree or certificate associated with it?**  
No

**Are any of your programs vocational (CTE/CE)?**  
Yes

**Please list the names and positions of everyone who helped to complete this document.**

Dr. Morgan Peterson  
Prof. Kevin Barrett  
Adjunct Prof. Jack Hook

**Full-time faculty (FTEF)**

**Part-time faculty (FTEF)**

**Classified & other staff positions that support this discipline**

Yolande Reilly- ADA

**Additional hourly staff that support this discipline and/or department**

None

**PROGRAM INFORMATION****PROGRAM OUTCOMES**

Begin this section by reviewing the Program Review reports for courses and programs in TracDat. All active course and program outcomes should be systematically assessed over a 3-year cycle.

- **Program** = Leads to a degree or certificate
- **Discipline** = A group of courses within a discipline

\*Programs will be able to complete program completion and outcome questions.

Depending on the degree or transfer goals of our students, they have the choice of three different GE pathways:

- [Associate Degree GE Requirements](#)
- [CSU GE Requirements](#)
- [IGETC Requirements](#)

Palomar College has identified a set of General Education/Institutional Learning Outcomes, which represent the overall set of abilities and qualities a student graduating from Palomar should possess. [Click here for a link to Palomar's GE/ILOs.](#)

The Chancellor's Office Vision for Success stresses the importance of reducing equity gaps through faster improvements of underrepresented groups.

ACCJC also requires that colleges establish institutional and program level standards in the area of success rates. These standards represent the lowest success rate deemed acceptable by the College. In other words, if you were to notice a drop below the rate, you would seek further information to examine why the drop occurred and strategies to address the rate.

[Click on this link to review the course success rates \(A, B, C, or Credit\) for your discipline.](#)

In this section we will identify a course success rate standards and a stretch goal (what you would like to move toward) for programs.

Course Success Rates by gender, age, ethnicity, special population, location, and modality (You can access the Student Equity Plan on the SSEC website <https://www2.palomar.edu/pages/ssec/> )

**COURSE INFORMATION****COURSE SUCCESS AND RETENTION**

**What is your program's standard for Discipline COURSE Success Rate?**

70.0%

**Why did you choose this standard?**

It is the College's institutional Standard and we concur.

**What is your Stretch goal for COURSE success rates?**

80.0%

**How did you decide upon the goal?**

By ensuring the students receive a stable learning environment provided with experienced instructors, course preparation, support to achieve a level success in the AJ Program.

## **COURSE OUTCOMES**

**How have you improved course-level assessment methods since the last PRP?**

The faculty and staff of the AJ program take the creation, use and analysis of Student Learning Outcomes seriously. The AJ Program has completed a second SLO for each course as required. The SLO's serve as an extension to achieving our mission of creating an engaging teaching and learning environment, which results in student learning for success.

**Summarize the major findings of your course outcomes assessments.**

The AJ SLO's have been very effective. The SLO's are written with expectation that 70% of the students will meet the SLO's in their class. Students have far exceeded those expectations. Those rates are between 80%-95% depending on the course. This indicates that our teaching methodology and assessment methods are effective and require no changes at this time.

**This section is intentionally blank for annual PRPs. Please click "Next" to continue.**

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## **Program Goals**

In the previous sections, you identified opportunities for improvement. Using these opportunities, develop 3-year [SMART goals](#) for your department. Goals should be Specific, Measurable, Attainable, Relevant, Time-Specific. Ensure your goals align with the mission of your department and/or [the College's strategic plan](#).

Please list all discipline goals for this three-year planning cycle. [Click here for previous PRPs and goal information](#).

## **Goals**

### **Goal 1**

#### **Brief Description**

Marketing and Recruitment

#### **Is this a new or existing goal?**

Existing

#### **Goal Status**

Ongoing

#### **How will you complete this goal?**

Community Outreach. Networking with various agencies to assess their needs from our AJ program. Supply the criteria that will enhance students chances of being a viable job applicant for that particular agency. These agencies provide guest speakers for our classes and develop a positive rapport with AJ students. By having our professors speak to community groups American Legion and Rotary Clubs. AJ also has classes in the local High Schools.

**Outcome(s) expected (qualitative/quantitative)**

Representation of our AJ programs in various areas by community outreach with special attention to diverse populations.

**How does this goal align with your department mission statement, the college strategic plan, and /or Guided Pathways?**

This goal aligns with in all applications as noted.

**Expected Goal Completion Date**

12/31/2020

## STAFFING AND RESOURCE NEEDS

### Instructions

1. Refer to [Strategic Plan](#).
2. See [Data](#).
3. See career info (In PRP)

**Are you requesting additional full-time faculty?**

No

**Are you requesting additional Staff, CAST or AA?**

No

## Review

### Chair Review

#### Chair Comments

Chair Name

Chair Sign Date

## Dean Review

**Strengths and successes of the discipline as evidenced by the data and analysis:**

good student success and retention.

**Areas of Concern, if any:**

Diversity in faculty

**Recommendations for improvement:**

Hire diverse adjunct faculty to get a better representation of the student population.

Dean Name

Dean Sign Date

Margie Fritch

11/20/2019

## **IPC Review**

**Strengths and successes of the discipline as evidenced by the data and analysis:**

**Areas of Concern, if any:**

**Recommendations for improvement:**

**IPC Reviewer(s)**

**IPC Review Date**

## **Vice President Review**

**Strengths and successes of the discipline as evidenced by the data and analysis:**

Stretch goals are appreciated. Brief here- not a lot to reflect on.

**Areas of Concern, if any:**

**Recommendations for improvement:**

**Vice President Name**

Jack S. Kahn Ph.D.

**Vice President Sign Date**

1/15/2020