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
Police Academy

Department Chair Name
Wayne Hooper

Division Name
Career, Technical and Extended Education

Website address for your discipline
https://www2.palomar.edu/pages/policeacademy

Discipline Mission statement
The mission of Palomar College Police Academy is to develop and maintain strong law enforcement training partnerships within our criminal justice communities, and provide each recruit who accepts the challenge of becoming a law enforcement officer with the best training and instruction available. This is provided in a motivated educational environment complimented by experienced instructors dedicated to their profession. Our focus is to provide professional training opportunities for individuals attempting to enter the profession, and to assist current peace officers seeking to enhance their knowledge and skills in furtherance of their careers.

(click here for information on how to create a mission statement)

Does your discipline have at least one degree or certificate associated with it?
Yes

Are any of your programs vocational (CTE/CE)?
No

List all degrees and certificates offered within this discipline.
State of California Peace Officer Standards and Training (POST) Basic Course certificate.

Certificate of achievement from Palomar College.

Please list the names and positions of everyone who helped to complete this document.
Michael G. Andrews, Director

Full-time faculty (FTEF)	**Part-time faculty (FTEF)**
3	18

Classified & other staff positions that support this discipline
Director (1.0 FTE), Coordinator (1.0 FTE), Academic Department Assistant (1.0 FTE), Police Academy Training Officer (.45 FTE) and Administrative Specialist I (.45 FTE).

Additional hourly staff that support this discipline and/or department
32 short-term employees (varies based on instruction of course curriculum).

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.

How well do your program's learning outcomes communicate the scope and depth of the degree/certificate offered and align with employer and transfer expectations?
The police basic academy program is designed as a twelve month program consisting of three modular formats (Mod. III, Mod. II and Mod. I). Each modular format presents predetermined student learning outcomes as set by the Commission on Peace Officer Standards and Training (POST), the regulatory agency overseeing all law enforcement academies in the State of California. Upon successful completion of the three modular formats, the student receives certification from POST allowing employers to hire the candidates as sworn peace officers throughout the state.

Describe your program's plan for assessing program learning outcomes.
Each modular format is monitored closely and evaluated by three independent sources (Instructor, Academy, and the Commission on Peace Officer Standards and Training) to determine the success or necessary remediation of program presentation. These evaluations determine the student learning capability, retention of mandated course curriculum, and overall success of the student demonstrating by scenario applications consisting of written, verbal and physical skills.

Summarize the major findings of your program outcomes assessments.
Based upon an eleven month evaluation, the program outcome assessments as outlined in the most current Program Review and Planning for 2018-2019, are on target as described. and as follows:
1. Course content and curriculum as mandated by the Commission on Peace Officer Standards and Training (POST) is strictly adhered to and revised accordingly.
2. Implementation of a marketing and recruitment program continues to be developed and presented as an effective tool to increase course enrollment and public outreach.
3. Development of an Advanced Officer Training program is now accomplished with course enrollment and presentations slated for Fall through Summer 2019-2020.

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.](#)

PROGRAM COMPLETIONS

Student success is at the core of what we do in assisting students in achieving their goals.

The Chancellor's Office Vision for Success stresses the importance of Program Completion as a major goal for our students. In addition, transfer and career readiness are key components of Palomar College's mission statement. This year, our funding formula has also changed reflecting this emphasis, providing additional funding as a function of the number of completions.

In this section we will identify a program standard and a stretch goal (what you would like to move toward) for program completions.

The standards represent the lowest number of program completions deemed acceptable by the College. In other words, if you were to notice a drop below the set standard, you would seek further information to examine why this occurred and strategies to increase completions.

In this section we will identify a program standard and a stretch goal (what you would like to move toward) for programs.

List the number of completions for each degree/certificate for the previous year.
Each Modular format presents eligibility for certification upon successful completion of the program. In 2019, Modular III presented twenty-seven students, Modular II presented twenty-four students, and Modular I (currently in session) is presenting 22 students.

Have your program completions Increased, decreased, or stayed the same over the last 5 years?
Increased

What factors have influenced your completion trends?
The police academy modular formats (III, II and I), are established, and presented by the Commission on Peace Officer Standards and Training (POST), the regulatory agency for all police academies in the State of California. Currently, there is a demand in the state for peace officers, and a need to fill these vacancies with graduating academy students. Palomar College has now entered into a partnership in both communication and adherence as one of the recognizable extended format academies in Southern California. Recent graduates of our program have attained job placement as peace officers locally in San Diego County and as far east as Indio, California. Our current enrolled students are likely to attain placement in police departments from Riverside, Escondido, San Diego, Palomar, and from the Riverside County Sheriff's Department.
As Palomar College Police Academy continues to receive statewide recognition, our success rate should escalate and attract greater enrollment from local communities, military personnel, and others looking to

establish a career.

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?
80.0%

Why did you choose this standard?
It is not possible to accurately compare police academy success rates to instructional classes (disciplines offered) on campus. These mitigating factors are based on the fact POST sets the curriculum and mandates strict adherence to course content and testing success factors. However, an accumulative total of the combined Modular formats for 2019, demonstrate a success course rate proposed at 79.6%. This based on the number of students that entered Modular III and continued to completion of graduation in Modular I.

What is your Stretch goal for COURSE success rates?
89.0%

How did you decide upon the goal?
By ensuring, the students receive a stable learning environment provided with experienced instructors, course preparation, and administrative support to achieve a level of success in the state-mandated curriculum.

COURSE OUTCOMES

How have you improved course-level assessment methods since the last PRP?
An evaluation of the Palomar Police Academy program was initiated in January 2019 and continued through September 2019, by the newly appointed Police Academy Director and staff. Core content, class participation and overall presentation were all mitigating factors used to streamline processes and better prepare academy recruits for the year-long modular program. Implementing changes to curriculum and redefining credentials and subject matter experts to strengthen the overall validity of the academy program has been productiv and advantageous to the outcome of recruit success.

Summarize the major findings of your course outcomes assessments.
Revised core content, class participation and overall presentation were all mitigating factors used to

streamline processes and better prepare academy recruits for the year-long modular program. Implementing changes to curriculum and redefining credentials and subject matter experts to strengthen the overall validity of the academy program has been productive and advantageous to the outcome of the recruit's and program's success.

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

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

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
Recruitment, Advertisement & Marketing

Is this a new or existing goal?   **Goal Status**
Existing   Ongoing

How will you complete this goal?
A key component to the Police Academy enrollment and success is to have a structured and established marketing and recruitment program, and to ensure the outreach is effective in local communities of North San Diego County.

Outcome(s) expected (qualitative/quantitative)
Academy staff to openly address and represent the program in diverse communities, military installations, and continuing education institutions. A formal and structured marketing plan will be developed and disseminated accordingly and followed for optimum success in recruitment and retention. Efforts are ongoing to reach perspective recruits through print and electronic media outlets. Secondary efforts will be job fairs, high school and military presentations.

How does this goal align with your department mission statement, the college strategic plan, and /or Guided Pathways?
This specific goal aligns with narrative and application in all areas as noted.

Expected Goal Completion Date
12/31/1920

Goal 2

Brief Description
Delivery of Advanced Officer Training (AOT) Courses

Is this a new or existing goal?
Existing

Goal Status

Ongoing

How will you complete this goal?
Develop instruction (Perishable Skills Training Courses) in accordance to POST mandates and directives as defined in state legislation. Deliver the course content to law enforcement agency personnel in North San Diego County and surrounding counties of Riverside, Imperial, Orange and San Bernardino.

Outcome(s) expected (qualitative/quantitative)
Increase enrollment, provide certification, and generate revenue.

How does this goal align with your department mission statement, the college strategic plan, and /or Guided Pathways?
This specific goal aligns with narrative and application in all areas as noted.

Expected Goal Completion Date
12/31/2020

Goal 3

Brief Description
Establish a duly appointed Advisory Board

Is this a new or existing goal?
Existing

Goal Status

Ongoing

How will you complete this goal?
Selection process established by Academy staff, Program Dean, and recognized members of POST Regional Consultants.

Outcome(s) expected (qualitative/quantitative)
Appointment of a chief of police or designee (local agency) as chairperson, appointment of chief of police (state educational institution) as co-chairperson, appointment of a two chiefs of police (county law enforcement agencies), and appointment of Palomar College Administrator.

How does this goal align with your department mission statement, the college strategic plan, and /or Guided Pathways?
This specific goal aligns with narrative and application in all areas as noted, and conforms to POST standards and regulations.

Expected Goal Completion Date
3/1/2020

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

RESOURCE REQUESTS AND BUDGET ALLOCATION REVIEW

Budget Analysis: This section should be completed by department chairs by the end of September.

Are there areas in your budget where there has been a historical surplus (See three year trend)?
No

Are there processes that need to be examined to ensure we are being the most efficient with funding?
No

Are there ongoing needs in your department budget that you currently do not have the resources for?
No

Do you have non-general fund sources of funding?
No

One Time Needs

For more information about funding sources available, see IELM BLOCK GRANT, LOTTERY PERKINS AND STRONG WORKFORCE GUIDELINES (on the left menu of the web page.)

Please check with your department chair on the availability for this cycle.

Do you have one-time funding requests?
No

Review
Chair Review

Chair Comments
Revisions made to page 2 of 8 (Program Outcomes). The goals are very appropriate and align with the college Mission Statement. The increase in enrollment is positive. Good work.

Chair Name
Wayne Hooper

Chair Sign Date
10/30/2019

Dean Review

Strengths and successes of the discipline as evidenced by the data and analysis:
Having educational administrators as the Director and Coordinator have made a huge difference in the image the program now conveys to POST. Marketing efforts are making a difference in the enrollment. Enrollment of women is also improved.

Excellent goals.

Areas of Concern, if any:

 Recommendations for improvement:
Police Academy is a vocational program so please change this on page 1.

Dean Name	**Dean Sign Date**
Margie Fritch	11/6/2019

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:
This is an extremely well done summary. Great to see the increased completions. Im excited for the AOT courses to launch- thanks for all of the hard work.

Areas of Concern, if any:

Recommendations for improvement:

Vice President Name	**Vice President Sign Date**
Jack S. Kahn Ph.D.	1/15/2020