Public Service: Administration of Justice Department
AUP for Academic Year 2022-2023
October 2021

Describe Department/Unit

Connection to College Mission

The mission of the Public Services department aligns with Cerro Coso's overall mission for student success, equity and workforce training. The Administration of Justice Program is a two-fold program. The first serves the core training requirements for an Associate's of Science for Transfer (AS-T) Degree and the Administration of Justice Certificate. The second offers State of California Commission on Peace Officer Standards and Training (POST) Certified training for potential employment within the criminal justice community. The purpose of the Administration of Justice degree tract is to provide high quality courses required for completion of an AS-T degree, which will further a student's potential employment within the criminal justice system and transfer to 4 year universities. This facet of the program is a central link to the Career Technical Education component of the college. The POST Certification portion of the program has the most direct link to the Career Technical Education component. Through these programs students can gain the training to apply for employment as police officers, detention/correctional officers, and private security officers. This program additionally strives to continually meet the in-service training needs of current law enforcement officers. Over this next year, the Public Services program is splitting the Administration of Justice and Academy programs into two separate offerings with separate outcomes that better serve students and enhance Cerro Coso's Mission.

Report on Improvements Made and Gaps Identified in the Prior Year

Student Equity

Actions Taken Last Year

Last year had numerous hurdles with the pandemic; however, the Public Services department retained a commanding offering in our ISEP course sections at both prison facilities via correspondence with 20 total sections in the prison, approximately 40% of all our Academic offerings.

The prison arguably closes the equity gaps based on race/ethnicity, but the picture is incomplete and needs more analysis of online and on-ground offerings, once those return to normal.

Across the board, the overall success rates increased in both race/ethnicity (lowest category is 82% success for African Americans, which is still well above average statewide and collegewide). AY 20-21 marks a 5% increase over AY 19-20 and a 27% increase in success since AY 16-17. A resounding gap closure.

Online success had an abnormal result last year, at 62% in AY 19-20, but increased substantially to 78% in AY 20-21.

A specific area that continues to lag is the success of females online.
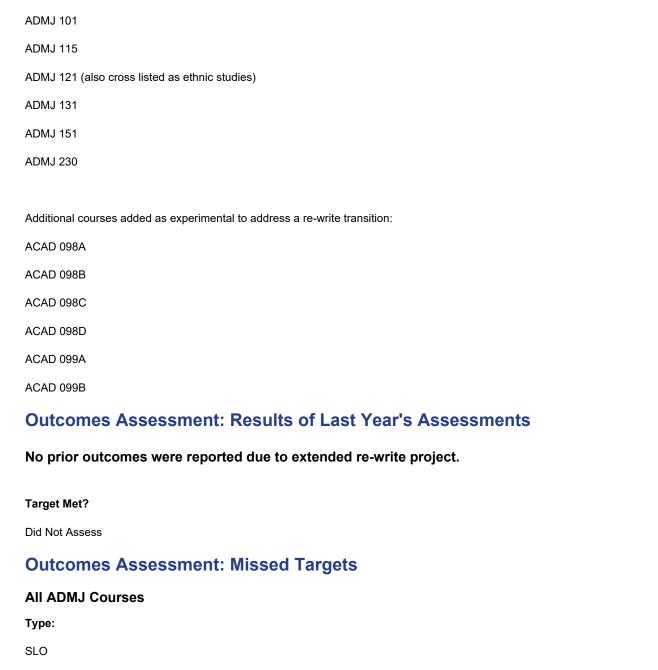
Gaps to be Addressed

Our largest equity gap is reflective of the national equity gap in criminal justice studies, where females only account for approximately 30% of the total student population taking courses or receiving awards. Females participate more in the online courses, but have a lower level of success than males in the same online course (81% to 91%).

Ensuring a reflective hiring practice that is ideal with our goals is a task that will be considered when hiring adjunct.

Outcomes Assessment: Loop-Back Improvements Made

Actions taken in the prior academic year

Almost all courses have now adopted OER as the primary text book, provided multiple options for a zero text degree course pathway for students online and on-ground. A comprehensive re-write of SLOs was undertaken and is now in it's initial implementation phase. SLOs were revised for the following courses:

ADMJ 101

ADMJ 115

ADMJ 121 (also cross listed as ethnic studies)

ADMJ 131

ADMJ 151

ADMJ 230

Additional courses added as experimental to address a re-write transition:

ACAD 098A

ACAD 098B

ACAD 098C

ACAD 098D

ACAD 099A

ACAD 099B

Outcomes Assessment: Results of Last Year's Assessments

No prior outcomes were reported due to extended re-write project.

Target Met?

Did Not Assess

Outcomes Assessment: Missed Targets

All ADMJ Courses

Type:

SLO

Target Missed/Gap Detected:

Unable to Assess

Type of Gap:

Need for revision to outcomes. Need to alter/refine course content.

Analysis and Plan for Improvement:

The first semester of the re-written SLOs implementation is Fall 2021, they will be assess over this next academic year.

Anticipated Semester for Implementing Planned Improvements:

Spring 2022

Anticipated Semester of Next Assessment:

Fall 2022

Outcomes Assessment: Schedule of This Year's Assessments

Fall 2022

ADMJ 101

ADMJ 105

ADMJ 115

ADMJ 121

ADMJ 131

ADMJ 230

Program Review

Administration of Justice

Year of Last Program Review:

2017

Actions Taken in the Prior Year to Address Strategies:

A major restructuring of the Public Services department is underway to better achieve the 2 and 5 year goals of a sustainable Academy program and a future fire program.

Strategies Still to be Addressed:

The restructuring of the essential components (ADMJ and ACAD) will be complete, but future development of the (Private Security/BSIS and Forestry/Fire) courses still need to be addressed.

Academy

Year of Last Program Review:

2017

Actions Taken in the Prior Year to Address Strategies:

Program outcomes. Related to the goal below, the restructuring of PSER is now poised to offer multiple degree pathways and COAs for students.

Corrections COA

Correctional Science AS

Modern Policing COA

Modern Policing Sciences AS

Strategies Still to be Addressed:

Awaiting CIC approval of courses to create a program for subsequent approval at CIC.

Last Year's Initiatives

POST Program Re-Launch

This initiative is ongoing and succeeding at a high degree. Two successful modular academies have been conducted at the Tehachapi Location with one more in Spring 2022.

The Module 1 offering is still in the planning phases, but CIC corrections to the course, approval and pending POST approval with KCSO is ongoing.

OEI Degree Launch

This effort is still in progress and required us to first address the comprehensive rewrite of SLOs for our ADMJ AS-T to align with other programs state-wide in the AS-T pathway.

Reminder of Initiatives for the Current Year

Reminder of Initiatives for the Current Year

Increase Student Success

Program Sustainability

Program Housing

Plan Initiatives for Next Year

Initiatives for Next Academic Year

Forestry Pathway

Is this part of a multiyear initiative?

Yes

Specific Action Steps to be Taken:

Develop a comprehensive Forestry and Natural Resources Management degree pathway, focusing on work experience/CPL,

and multiple stacking certificates in the outdoor industry.

Early Observational Data, or "Lead" Measure(s):

Completion of curriculum and submission to CIC for approval.

Does the department request help developing these instruments?

No

Institutional Performance Data, or "Lag" Measure(s):

Development of a AS-T in Forestry and Natural Resources Management.

Wildland Fire Fighter COA

Environmental Technology COA

Outdoor Recreation Management COA

Person Responsible:

Peter Fulks, Jarrod Bowen, Nicole Griffin

Unit gap or institutional goals addressed:

It addresses a 2- or 5- year program review strategy, It addresses a Strategic Plan goal or objective, It addresses a Student Equity and Achievement Plan goal

Academy Pathway

Is this part of a multiyear initiative?

Yes

Specific Action Steps to be Taken:

Complete adoption of multiple COAs and Degree Pathways in an effort to align with SB89 - which seeks to have a transfer degree in modern police sciences by 2025.

Early Observational Data, or "Lead" Measure(s):

Get CIC approval of additional program pathways after individual course approval.

Does the department request help developing these instruments?

No

Institutional Performance Data, or "Lag" Measure(s):

Degree completions and COA achievements.

Person Responsible:

Peter Fulks

Unit gap or institutional goals addressed:

It addresses a 2- or 5- year program review strategy, It addresses a gap in outcomes assessment, It addresses a Strategic Plan goal or objective

Evaluate Resource Needs

Facilities

Public Services again requests the adequate classroom and storage space at the Tehachapi campus (or future local campus location) to appropriately run courses for the Academy and ADMJ programming. Consideration for future Forestry pathway should also be given.

A minimum of 2 classrooms (40'x40'), an exercise area (60' x 60') and one storage room no less than 20'x40'. This space can be shared with other programs, but needs to allow access for weekend and night time training in the modular academy.

A single large building with partitioned classrooms and storage would also be adequate.

Information Technology

Ongoing support for our Public Service Tablets is requested for replacement planning and solving software update issues.

Marketing

A comprehensive review of marketing efforts, target markets, and broadly dispersed geographical advertising is requested from marketing. This comprehensive plan must take action to increase student enrollment in Mammoth, Bishop, IWV, KRV and TEH by assessing current plans and increasing reach with upgraded efforts in social media ads to target markets, news releases and long term partnerships with feeder schools (i.e. high schools and middle schools) beyond the IWV geography. Since the Public Service Modular Academy program is unique to Cerro Coso, I request advertising cross over into the Bakersfield and Antelope Valley region where there is no similar programming.

- 2 News releases and Local news channel interviews on modular academy program (Bakersfield local news and Bishop/Mammoth) $Free

- 800 Newly developed 3 fold program flier with updated images, and content that has changed within the program over the last two years $4,000

- Vehicle wrapping and CTE program logos on new CTE truck $3,000

- Complete re-envisioning of the ADMJ/ACAD website landing page that includes program video clips, direct links to registration support, and auto-populates the current CRNs for programs and courses.

- 2500 Cerro Coso Law Enforcement Academy branded pens with web-address $300

- 4 "enroll now" banners (two for private security and two for the modular academy) $800

Professional Development

New regulations by POST have increased the level of needed training and the Forestry pathway initiative will require certain certifications and training to be taken by adjunct and full time PSER faculty.

- 2 Conference trips for Forestry pathway $4,000

- 2 Additional certification courses for program chair $3,500

- 2 Updates/trainings for private security instructor $3,000

- POST certification summit (bring in outside instruction for certifying our instructors) $5000

Other Needs

The dynamic of launching a program (Forestry) in the ESCC region requires travel and overnight stays. Additional request of $3500 to cover travel costs.

Staffing Requests

1000 Category - Certificated Positions

Academy

Location:

EKC Tehachapi

Justification:

Request: Full-Time Faculty/Coordinator of Academy

1. Student enrollment has increased over the last 3 years and will necessarily increase due to the 50% increase in enrollment from re-writing the Academy Courses (adding 50% more units to the same courses). Course enrollment remains high across the program as the most filled courses by FTE and unique student count.

2. Adjunct and Full-Time Faculty are over worked or maxed out

3. The courses under ACAD are already a core mission, but has only been staffed via overload

4. Courses are appropriately scheduled, more could be scheduled with full time dedication to this pathway

5. A new Faculty would allow more course offerings at different locations by freeing up the chair to focus in the prison, and the new forestry program development

6. Public Safety is a top sector employer for livable wage and a 10% increase over the next 5 years. However, both the KCSO and local departments are between 10-30% understaffed.

7. The cost of not running or limiting programs stops approximately 50 additional FTES per year of Academy enrollment

8.

a. There are no waitlists since we strategically offer only courses we can instruct based on instructor availability. The issue is the years long overload that has more than justified the position.

b. The department productivity rating is higher than all other departments at over 25 (some data still pending, see below for estimate).

c. The FTEF for ADMJ is currently at 7.9, but only two full time faculty exist within the program. This is also underreported and does not reflect the ACAD program since it's been in transition phase and is calculated as director pay currently. Approximately FTEF is 8.3.

d. 5 Current adjunct that are maxed out on workload or availability. 2 more new hire adjunct inbound for Spring 22 that will also be maxed out.

e. certificate data unavailable as they are in process at CIC. Anticipated yearly output of 18 unit and above COA is

approximately 50

f. AY 20-21 (33 ASTs in ADMJ) nearly tripled the degree output over AY 19-20 (12 ASTs in ADMJ). The highest year yet in the existence of the degree by +43%.

g. Core curriculum classes include ADMJ 101 (area 4 IGETC), ADMJ 105 (area 4 IGETC), ADMJ 240 (CIC approval pending CSU Breadth), ADMJ 121 (Ethnic Studies)

h. ACAD 070, 071, 072, 073, 100, 101, 102, 200, 201, 202, 210, 211. ADMJ 050, 051, 052, 053, 054, 055. ADMJ 140, 142, 143, 144.

i. Reported on PR Data: ADMJ Students First Day 1483; After Census 1006. ACAD Students 213; 236

Unreported: ADMJ: 1283; 1280. ACAD 320; 315

The current increase in director duties from .2 to .4 has lead to a much more stabilized relationship with KCSO (which is projected to cover approximately 150 FTE per year). A full time Faculty who can teach, but also listed as a Coordinator with specific certifications under POST that meet Gov Code 1029 requirements for POST Coordinator Certification.

Unreported FTE for AY 20-21 is approximately 41.85.

Total annualized FTES is approximately 240.6

Approximate FTEF is 8.3

Approximate Productivity is 28.98. No department is as understaffed as PSER.

2000 Category - Classified Staff