

# **Public Service: Administration of Justice Department**

## **AUP for Academic Year 2025-2026**

**November 2024**

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## **Describe Department/Unit**

### **Connection to College Mission**

The mission of the Public Services department aligns with Cerro Coso Community College's overall mission for student success, equity and workforce training in our rural service area. Public Services department contains multiple programs. The Administration of Justice program serves as the core academic pathway for an Associate's of Science for Transfer (AS-T) Degree. The Academy (ACAD) pathways offers State of California Commission on Peace Officer Standards and Training (POST) and State Training for Corrections (STC) certified training for potential employment within the criminal justice field with industry matching certificates. The Fire Fighter Technician (FFT) training provides industry certification and employment placement assistance in the Eastern Sierra. The addition of the Forestry, Climate, and Conservation and Sustainable Outdoor Recreation Leadership courses, certificates, and degrees directly service the public land agencies and public service workforce that is the economy of the Eastern Sierra region. The Bureau of Security and Investigative Services (BSIS) provides private security certification required for California security guards. 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. Through these programs students can gain the industry certificates and training required to apply for employment as police officers, detention/correctional officers, wildland firefighters, public land managers, forest managers, conservation technicians, and private security officers. This program additionally strives to continually meet the in-service training needs of current law enforcement officers.

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## **Report on Improvements Made and Gaps Identified in the Prior Year**

### **Student Equity**

Attempts to address the largest equity gap in PUBS (under-representation of females) has improved significantly. This is a mix of additional course offerings, and more inclusive hiring practices with our agency partners, in FFT, and the modular academy courses. The growth from 19-20 AY to 23-24 AY was 21.8% and is now at 30.1%.

Other equity categories are in alignment with college-wide data.

The consistent college wide gaps for under-represented minorities, specifically African American males, is an area of focus for the next academic year.

Additionally, the work done for inclusivity of female participants in FFT and ACAD will continue, but at this time has closed the gap beyond industry reporting at this time.

### **Outcomes Assessment: Loop-Back Improvements Made**

#### **Actions taken in the prior academic year**

The PUBS department was an early OER adopter in 18-19 AY and continues to improve course content to better meet SLOs. However, the recurring review and updates in CIC have met the current standards in SLOs for the courses reviewed.

Courses identified for SLO review this current academic year are:

ADMJ 101ADMJ 115ADMJ 121ACAD 70ACAD 71ACAD 72ACAD 73ACAD 80ACAD 81

All targets have been met in the ACAD courses, but need to be documented in CAMS, the ADMJ courses will be entered into the Spring 25 term.

## Outcomes Assessment: Results of Last Year's Assessments

**ADMJ 101 ADMJ 115 ADMJ 121 ACAD 70 ACAD 71 ACAD 72 ACAD 73 ACAD 80 ACAD 81**

**Target Met?**

Yes

## Outcomes Assessment: Missed Targets

**ADMJ C121 SLO 4**

**Type:**

SLO

**Target Missed/Gap Detected:**

Minor and mostly due to online delivery method and assessment through research paper that is commonly failed due to cheating.

**Type of Gap:**

Impact of course delivery mode. Need for revision to assessment method.

**Analysis and Plan for Improvement:**

Improved student support with Library assistance in paper development

**Anticipated Semester for Implementing Planned Improvements:**

Fall 2025

**Anticipated Semester of Next Assessment:**

Fall 2025

## Outcomes Assessment: Schedule of This Year's Assessments

ADMJ 115

ADMJ 131

ADMJ 151

ACAD 200X, 201X, and 202X

## Program Review

### PUBS: Administration of Justice

#### Year of Last Program Review:

2023

#### Actions Taken in the Prior Year to Address Strategies:

The separation of the ADMJ program from the ACAD and FFT courses will help organize the departmental and school planning needs in the future.

#### Strategies Still to be Addressed:

The addition of the SORL and FRCC programs. Overhaul of PR needed for the entire department to separate the programs.

## Last Year's Initiatives

### Online Course Success

More course offerings were conducted, but there was no execution on the enhanced support. Still needs to be planned in conjunction with supporting departments (library, LRC, etc.).

### Academy Program Expansion

Significant improvements and growth in partnership with KCSO. However, the additional POST training certifications for presentation are still in development.

### Program Facilities

New campus project may solve these issues, but currently the improvements have not taken place.

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## Reminder of Initiatives for the Current Year

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#### Forestry Program Offering

#### Expansion of POST Training

#### Modular I Academy

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## Plan Initiatives for Next Year

### Initiatives for Next Academic Year

#### Forestry Program Offering

#### Is this part of a multiyear initiative?

Yes

#### Specific Action Steps to be Taken:

Development of MOUs with public agencies for direct hire, internship, and continued job opportunities for students in the programs. Grant funded partnership development and applications for various grants to support student learning.

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

Necessary ISAs, MOUs, and agreements completed. Grant applications made.

**Does the department request help developing these instruments?**

No

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

Placement of students in FRCC C191X work experience course, and receipt of grant funds.

**Person Responsible:**

Peter Fulks and Nicole Griffin

**Unit gap or institutional goals addressed:**

It addresses a Strategic Plan goal or objective (reminder to the right), It addresses a gap in student equity, It addresses a 2- or 5- year program review strategy, It addresses a Guided Pathways practice

**ACAD program review**

**Is this part of a multiyear initiative?**

Yes

**Specific Action Steps to be Taken:**

Develop an ACAD program review from scratch to bifurcate the PUBS areas of responsibility.

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

Achieve local curriculum chaptering of the CIC, Region, and State approved certificates.

**Does the department request help developing these instruments?**

No

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

Issue certificates in ACAD.

**Person Responsible:**

Fred Wheeler

**Unit gap or institutional goals addressed:**

It addresses a Strategic Plan goal or objective (reminder to the right), It addresses a 2- or 5- year program review strategy, It addresses a Student Equity and Achievement Plan goal, It addresses a Guided Pathways practice

## **Sustainable Outdoor Recreation Leadership Program**

**Is this part of a multiyear initiative?**

Yes

**Specific Action Steps to be Taken:**

Establish student cohorts, industry partnerships, and student activity group to support the program. Hire adjuncts and develop budget for equipment needs.

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

Course offerings in a variety of modalities.

**Does the department request help developing these instruments?**

No

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

Course completions, acquired equipment, and industry partnership MOUs.

**Person Responsible:**

Peter Fulks

**Unit gap or institutional goals addressed:**

It addresses a gap in student equity, It addresses a 2- or 5- year program review strategy, It addresses a Guided Pathways practice

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## **Evaluate Resource Needs**

### **Facilities**

The PUBS department has a long history of facilities requests in the planning process. Since the 20-21 AUP, the recurring request for dedicated storage space, classroom space, and secured office space has not been effectively addressed. This facilities hurdle has directly resulted in lost enrollment, reduced course offerings, and specific corrective action plans issued by POST to maintain our accreditation for training.

POST facilities space requests include:- minimum 600 sqft of storage space for equipment- secured parking area for academy vehicles (3 patrol vehicles and 2 trailers)- Arrest Control space 10sqft per student pair, minimum of 2,000 sqft, ideal 3500sqft- Work Sample Test Battery obstacle course, approximately .25 mi long and a 1.25 mi running track or space- 1500ft x 1500ft driving area without obstacles (i.e. parking curbs, basketball hoops, etc.)- Electronic sign usage during academy training with vehicles, approximately 10 days during the academy- 1 workout room, approximately 2,000 sq ft- 3 dedicated offices able to be secured to store academy files and private meeting space with students due to sensitive background issues, approximately 600 sqft total- shooting range access in the Tehachapi area- locker/changing room for students- break room/fridge area (students spend 24 hours a week minimum at the academy with weekend days exceeding 10 hours)- Open or modular classroom approximately 2,000 sqft

- Parking lot space to conduct CORE 5 driving testing and training

### **WILD AND FIRE**

Facilities for FFT include (some of these could be shared, but if it's storage space it would need to be at least 1.5x the size requested above). These training needs are contained, in part, in the CCIS manual for employment requirements from Cal-Fire:

- 1 mile track space for the 3 mile test (accessed to sloped area would be best)
- 500 ft x 500 ft outdoor open space for log storage and chain saw classes
- 400 sq ft of storage for tools and equipment
- 2,000 sq ft of modular classroom space (could be the same as academy)
- Locker room/changing area (same as academy)
- Workout room (same as academy)
- Dedicated parking for FFT trucks

### **Sustainable Outdoor Recreation Leadership program** (degree and cert, starts in S25)

- Outdoor classroom space to fit up to 30 students
- Walking path space (same as FFT and Academy path)
- Room for outdoor climbing wall
- Water bottle filling locations

### **Forestry, Climate, and Conservation** (program and certs will begin F25)

- Outdoor classroom space to fit up to 30 students
- Access to a bio lab set up
- Walking path with native plants for outdoor lab course
- Area for a green house or hoop and tunnel
- Pond area for outdoor lab

## **Information Technology**

None noted at this time.

## **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 EK 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

- Academy, FRCC, FFT, and SORL program videos \$4000

- 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

## 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 PUBS 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

None at this time.

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## Staffing Requests

### 1000 Category - Certificated Positions

### 2000 Category - Classified Staff

#### CTE Program Coordinator

**Location:**

EKC Tehachapi

**Salary Grade:**

**Number of Months:**

12

**Number of Hours per Week:**

40

**Salary Amount:**

**Justification:**

1. We have no dedicated staff to CTE that are non-instructional and able to coordinate multiple sites, extensive agreements, and most importantly the Admissions and Records aspects of the job. 2. The impact is that we have classified personnel working out of their scope or classification. This results in "unofficial" processes that are personality dependent versus a structural support position that is needed. This is an accreditation and quality of work issue in student services. 3&4. The work is currently assigned as portions to other classified staff workloads. So the total workload assignment can be streamlined into one person. This request is supported by CTE Dean and the Director of A&R.





AUP Budget Worksheet for Public Service - FY25

| Fund  | Org Description           | Account Description              | Program Title                   | Activity | Location | 2024           | 2024            | 2025           | 2026          | Notes  | Increase?         | In planning document | Data?   | If requesting increase of %5 or more  |   |  |
|-------|---------------------------|----------------------------------|---------------------------------|----------|----------|----------------|-----------------|----------------|---------------|--|-------------------|----------------------|---|---|---|--|
|       |                           |                                  |                                 |          |          | Adopted Budget | Actual Expenses | Adopted Budget | Request       |  |                   |                      |   | Relevance?  | Operational Efficiency?   |  |
| GU001 | Public Service Department | Acad Emp - Non-Inst Non Cont     | Instntrl Support/Academic Admin | CI       |          | \$ -           | \$ 12,755.83    |                |               |  |                   |                      |   |   |   |  |
| GU001 | Public Service Department | Direct Inst Prof Expt            | Police Academy                  | CI       |          | \$ 20,000.00   | \$ 899.88       | \$ 5,000.00    | \$ 5,000.00   |  |                   |                      |   |   |   |  |
| GU001 | Public Service Department | Direct Inst Prof Expt            | Police Academy                  | CT       |          | \$ -           | \$ 35,865.05    | \$ 35,000.00   | \$ 36,000.00  |  |                   |                      |   |   |   |  |
| GU001 | Public Service Department | Non-Library/Magazines/Bks/Prdcts | Police Academy                  | CI       |          | \$ 300.00      | \$ 355.06       | \$ 300.00      | \$ 350.00     |  |                   |                      |   |   |   |  |
| GU001 | Public Service Department | Employee Travel/DO               | Police Academy                  | CT       |          | \$ 100.00      | \$ 78.68        |                | \$ 100.00     |  |                   |                      |   |   |   |  |
| GU001 | Public Service Department | Other Services & Expenses        | Police Academy                  | CT       |          | \$ -           | \$ 48.20        |                | \$ 100.00     |  |                   |                      |   |   |   |  |
| GU001 | ADMJ with ISA             | Acad Emp - Non-Inst Non Cont     | Instntrl Support/Academic Admin | CI       |          | \$ -           | \$ 5,945.97     | \$ -           |               |  |                   |                      |   |   |   |  |
| GU001 | ADMJ with ISA             | Acad Emp - Non-Inst Non Cont     | Instntrl Support/Academic Admin | CI       |          | \$ -           | \$ 3,308.76     | \$ -           |               |  |                   |                      |   |   |   |  |
| GU001 | ADMJ with ISA             | Direct Inst Prof Expt            | Police Academy                  | CI       |          | \$ 435,000.00  | \$ 367,841.32   | \$ 500,000.00  | \$ 500,000.00 |  |                   |                      |   |   |   |  |
| GU001 | ADMJ with ISA             | Cont Instruction                 | Police Academy                  | CI       |          | \$ -           | \$ 891,138.96   | \$ 100,000.00  | \$ 100,000.00 |  |                   |                      |   |   |   |  |
| GU001 | Public Service Department | Student Travel                   | Wildland Fire Technology        | CI       |          |                |                 |                | \$ 5,000.00   |  |                   |                      |   |   |   |  |
| GU001 | Public Service Department | Student Travel                   | Wildland Fire Technology        | OK       |          |                |                 |                | \$ 5,000.00   | Programs have been operational now for 2 years with continued increase in enrollment, each site needs funds to spend for travel with students to work experience days required as part of the courses. |                   | AUP                  | Enrollment has grown from 25% since last AY   | Directly relevant to the CTE and College mission, a critical part of the growth plan for the PUBS department. | Course costs should not be passed on to students, nor should SWP fund recurring costs for the course. The most efficient and equitable manner of supporting students is to fund the minor request for travel to off site locations required for the course. |  |
|       |                           |                                  |                                 |          |          |                |                 |                |               |  |                   |                      |   |   |   |  |
|       |                           |                                  |                                 |          |          |                |                 |                |               |  |                   |                      |   |   |   |  |
| GU001 | Public Service Department | Student Travel                   | Wildland Fire Technology        | CB       |          |                |                 |                | \$ 5,000.00   | Programs have been operational now for 2 years with continued increase in enrollment, each site needs funds to spend for travel with students to work experience days required as part of the courses. |                   | AUP                  | New class began AY 24-25 with max capacity in the courses.  | Directly relevant to the CTE and College mission, a critical part of the growth plan for the PUBS department. | Course costs should not be passed on to students, nor should SWP fund recurring costs for the course. The most efficient and equitable manner of supporting students is to fund the minor request for travel to off site locations required for the course. |  |
|       |                           |                                  |                                 |          |          |                |                 |                |               |  |                   |                      |   |   |   |  |
|       |                           |                                  |                                 |          |          |                |                 |                |               |  |                   |                      |   |   |   |  |
| GU001 | Public Service Department | Student Travel                   | Wildland Fire Technology        |          |          |                |                 |                |               | Programs have been operational now for 2 years with continued increase in enrollment, each site needs funds to spend for travel with students to work experience days required as part of the courses. |                   | AUP                  | New class sequence beginning SP 25  | Directly relevant to the CTE and College mission, a critical part of the growth plan for the PUBS department. | Course costs should not be passed on to students, nor should SWP fund recurring costs for the course. The most efficient and equitable manner of supporting students is to fund the minor request for travel to off site locations required for the course. |  |
|       |                           |                                  |                                 |          |          |                |                 |                |               |  |                   |                      |   |   |   |  |
|       |                           |                                  |                                 |          |          |                |                 |                |               |  |                   |                      |   |   |   |  |
|       |                           |                                  |                                 |          |          |                |                 |                |               | Type of request  | 1 time or ongoing | Requested amount     | description/explanation   |   |   |  |
|       |                           |                                  |                                 |          |          |                |                 |                |               | Other  | ongoing           | \$25,000             | Comprehensive marketing plan for the public services department, East Kern Public Safety Training site. Expanded description in the AUP |   |   |  |
|       |                           |                                  |                                 |          |          |                |                 |                |               | Marketing  | 1 time            | \$ 1,500,000.00      |   |   |   |  |
|       |                           |                                  |                                 |          |          |                |                 |                |               | Facilities   |                   |                      |   |   |   |  |
|       |                           |                                  |                                 |          |          |                |                 |                |               |  |                   |                      | AUP   | Cancellation of CTE funded advertising in Fall 2024   | This has been a primary concern for the Public  | Absolutely critical to serving students, generating FTEs |
|       |                           |                                  |                                 |          |          |                |                 |                |               |  |                   |                      | AUP   | Each student represents 1-2 FTEs based on unit load   | Directly tied to the strategic plan for career  | Specific legislative requirements exist in the           |