

# PALOMAR COLLEGE INSTITUTIONAL REVIEW 2005 INSTRUCTIONAL PROGRAMS DATA COLLECTION FORM

PLEASE READ "2005 Instructional Programs Guidelines Form" BEFORE PROCEEDING.

**Name of Instructional Program Reviewed in this Document: Administration of Justice\_**

**1. Progress Report. Review previous year's institutional review.** Describe the progress made on any recommendations or areas of need identified in your previous year's review. Specifically, describe progress made toward the areas of program assessment, current program goals and objectives, and learning outcomes.

Under the new budget development process, Administration of Justice was allocated the minimum budget needed for instructional equipment, supplies, clerical, and skills evaluators required under our external accreditation (P.O.S.T.). This was outlined in the previous program assessment as the number one priority. The program goals and objectives completed included remodeling Campus Police offices at the Public Safety Training Center into revenue generating classrooms, completing the first year "Institute of Public Safety" outreach program at Mission Hills High School, and fulfilling the public safety industry needs for training in the region. Public Safety Programs continues to gather, evaluate, and incorporate student and employer feedback for program improvement to evaluate student learning outcomes.

**2. Insert quantitative data for this program.** Access this data at <http://sharepoint.palomar.edu/ir>

Program Data Elements	Fall 02	Fall 03	Fall 04
Enrollment	977	946	830
WSCH	2692.3	2819.4	2449.9
FTES	89.7	94.0	81.7
WSCH/FTEF	538.5	480.2	442.8
Retention Rate	81.4	83.8	82.0
Success Rate	79.0	80.8	72.0
% Enrollment to Max	N/A	88.8	78.2

Staff Data Elements	Fall 02	Fall 03	Fall 04
Contract FTE	3.00	3.00	2.80
Overload FTE	0.20	0.30	0.60
Hourly FTE	1.80	2.57	2.13
Total FTE	5.00	5.87	5.53

**3. Program assessment.** Assessment of program offerings, faculty/staff needs, etc.

Administration of Justice is in the process of expanding the existing associate degree program to include degrees in Homeland Security, Investigations, and General Studies. Curriculum has been submitted to the Curriculum Committee, Regional Dean's, and the State Chancellor's Office for

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implementation in Fall 2006.

The Police Academy has been reconfigured to three (3), sixteen (16) week blocks. Transition to the new format required a complete cycle of the Police Academy be completed without an overlap class.

#### 4. List accomplishments program has made in the last academic year.

1. Participated in new budget development process resulting in sufficient department funding for FY 05/06 (Goal: Resource Management).
2. Faculty participated in "Mentoring Program" resulting in facilitating student learning and goal attainment (Goal: Student Success).
3. Restructured Police Academy program to three (3), sixteen (16) week blocks to meet student needs (Goal: Teaching & Learning Excellence).
4. Expanded professional development opportunities for faculty and staff by stressing the importance of attending professional workshops to improve skills (Goal: Professional Development).
5. Completed Public Safety Training Center remodel to convert Campus Police offices to revenue generating classrooms (Goal: Facilities Improvement).
6. Replace outdated computers for faculty and staff (Goal: Organizational Development).

#### 5. List current program goals and objectives. (2-3 measurable goals that are congruent with Palomar College Strategic Planning Goals)

1. Expand associate degree programs in Administration of Justice to include Homeland Security, Investigations, and General studies (Goal: Student Success).
2. Develop an Administration of Justice service learning internship requirement (Goal: Teaching & Learning Excellence).
3. Develop a Police Ethics course as a core requirement (Goal: Teaching & Learning Excellence).
4. Develop non-credit courses in Rape Aggression Defense (RAD), Senior Volunteer Patrol Academy, and Laws of Arrest (Goal: Student Success).
5. Participate in Campus Explorations by lecturing on Police Ethics (Goal: Teaching & Learning Excellence).
6. Expand on-line course offerings (Goal: Student Success).
7. Continue to increase classroom efficiency rates through effective enrollment management (Goal: Organizational Development).
8. Submit position authorization forms to convert a portion of hourly personnel to 45%

\*Note: Your institutional review submission will be posted on IRC password-protected sharepoint site.  
Form prepared on 12/22/2005

