

Santa Rosa Junior College

Program Resource Planning Process

Administration of Justice 2019

1.1a Mission

The mission of the Public Safety Department is to provide an education and training environment, which fulfills the diverse needs found within the professions involved in public safety. This environment promotes the opportunity for intellectual, social and occupational growth in three major areas:

- 1.) A comprehensive pre-employment curriculum leading towards an Associate Degree and/or transfer to a four-year institution;
- 2.) Basic academy programs for state and federal mandated certificate programs; and
- 3.) In-service training programs which provide current and professional course offerings reflecting the needs of the professions.

1.1b Mission Alignment

The Public Safety Department is completely aligned with the tenants of the district's mission. Public safety provides vocational education from entry-level through advanced and continuing education for the Public Safety professions. We provide access to a career path for students desiring to enter the public safety professions and provide an academic path for acquiring a college degree (A.S. Administration of Justice). Education and training provided by the department enables graduates to enter direct service jobs, administrative and regulatory positions at the local, State and National levels.

The department is committed to maintaining an exceptionally high (but realistic) academic standard and employs an "academy" and semester approach to training in its core class offerings. Students learn strong leadership skills which promote respect and integrity both personally and professionally. Faculty and staff maintain the professional standard expected of the Public Safety community and are active and respected members of that community. We are dedicated to providing the most comprehensive, effective and current teaching methodologies, technological applications and facilities to support student learning and development.

The goals and initiatives of the district are consistent with the goals and initiatives of the department. The Public Safety department provides entry-level course offerings at regional high schools and articulates with an Introduction to Public Safety course which promotes awareness of all Public Safety professions.

As part of a Multi-Campus plan for coordination, Public Safety maintains an active relationship with administration and faculty on the Petaluma, Santa Rosa and Windsor campuses. Many faculty members teach on multiple campuses and the administration of Public Safety is actively involved in each of these areas. This serves to maintain a current link between facilities.

Public Safety participates in continual self-study efforts to maintain accreditation standards in each aspect of the program disciplines.

Public Safety curricula are learning objective driven. Program Student Learning Outcomes are completed and are reviewed periodically for relevancy pursuant to the changing climate of the

demands of the Public Safety sector.

The department as a whole recognizes the evolution in student preparation and motivation entering the Public Safety careers as well as the preparation, motivation and needs of the continuing education and in-service student. The department recognizes and responds to trends in student populations, demographics, ethnicity, gender, and cultural aspects. The department seeks the most highly qualified staff and faculty who not only represent the student populations, but understand the unique challenges faced by our students.

1.1c Description

The Public Safety Department includes the discipline of Administration of Justice (courses held at Santa Rosa, Petaluma and Windsor) the center is located in Windsor known as the Santa Rosa Junior College Public Safety Training Center (PSTC). The course offerings are degree-bearing courses in preparation for transfer, vocational offerings that include state-certified entry-level academy programs as well as a variety of in-service and management certifications, the breadth and scope which are approximately 200 separate offerings annually.

The Public Safety Department includes the disciplines of Fire Technology (Fire) and Emergency Medical Care (EMC) that are being reviewed separately in the PRPP process.

1.1d Hours of Office Operation and Service by Location

The Public Safety Program courses are offered throughout the region. While centered at the Public Safety Training Center, the Administration of Justice Program is offered primarily at the Santa Rosa Campus and the Petaluma Campus. In addition, courses are offered at various Santa Rosa hotel locations and public safety departments throughout the college district as well as out of district including Marin, Southern Mendocino and San Francisco Counties. Hours of operation and staff coverage varies depending on class size, activity and location. Courses are offered during daytime and nighttime, as well as on weekends. PSTC Administrative Office hours are 8am to 4:30pm Monday through Friday.

1.2 Program/Unit Context and Environmental Scan

The labor market for the students in our programs is government agencies, which have been significantly impacted by the past budget crisis. Many government employers are now forecasting a positive change to this situation in the next two years, which will result in a recruitment increase for entry-level positions in next two years. Students are being encouraged by our department and government employers to complete a four-year degree before seeking employment.

The CSU and UC systems have also experienced similar cuts to criminal justice course scheduling as SRJC. State-level press releases from this year has announced an increase in spring admissions, but continues to encourage students in the CSU and UC systems to attempt to obtain enrollment seats in the community college system. The transfer degree was updated and approved to facilitate student transfer to the CSU system. Across the discipline, we experienced approximately a 12% decrease in course offerings during 2016/2017; however, we experienced a 1% increase in student enrollment when comparing semester to like semester.

Mandated in-service training needs have decreased slightly, being affected by the current budget climate. Licensing and accrediting agencies' requirements remain constant, thus, no decrease in these course offerings are anticipated.

2.1a Budget Needs

The Administration of Justice budget is very complex. While it does not compare to other budget units in the district, it is effectively allocated and used with a few minor exceptions.

The AJ Department mixes both district general funds with student fee-based funds and covers multiple locations. It covers a center (Windsor) as well as the AJ department at the Santa Rosa and Petaluma campuses.

\$65,000 is needed in the 4000 account to cover the increasing cost of fuel, tires, maintenance and varying costs associated with the Emergency Vehicle Operations course of instruction. In addition, overall supply cost continue to increased. (The change from 2011-2012 FY, 2011-2013 FY, 2013-2014 and 2014-2015 was a decrease in the 4000 account by 36.20%, and as of 2017-2018 has not been restored.)

The PSTC does not have a travel fund at this time; due to the increase of mandatory meetings, training conferences \$10,000 is needed for travel.

The following cost savings measures were implemented in 2017/2018:

- Full Implementation of electronic "handouts" in each course of instruction, in the form of file depot links, pdfs on CD's or thumbdrives.
- Use of wireless technology and laptop computers for testing, further reducing copying and paper costs.
- Monitoring of office supplies, postage and other goods resulting in reduction of total amount spent.
- Soliciting "donations" of supplies from agencies, reducing expenditures for supplies.

Administration of Justice - FY 2017-18

2.1 Fiscal Year Expenditures

Santa Rosa Campus

Expenditure Category	Unrestricted Funds	Change from 2016-17	Restricted Funds	Change from 2016-17	Total	Change from 2016-17
Faculty payroll	\$104,105.24	27.24%	\$0.00	0.00%	\$104,105.24	27.24%
Adjunct payroll	\$16,993.41	-47.32%	\$0.00	0.00%	\$16,993.41	-47.32%
Classified payroll	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
STNC payroll	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
Student payroll	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
Management payroll (and Dept Chairs)	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
Benefits (3000's)	\$30,048.43	10.46%	\$0.00	0.00%	\$30,048.43	10.46%
Supplies (4000's)	\$16,993.72	11.27%	\$0.00	0.00%	\$16,993.72	11.27%
Services (5000's)	\$40.57	148.59%	\$0.00	0.00%	\$40.57	148.59%
Equipment (6000's)	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
Total Expenditures	\$168,181.37	7.42%	\$0.00	0.00%	\$168,181.37	7.42%

Petaluma Campus (Includes Rohnert Park and Sonoma)

Expenditure Category	Unrestricted Funds	Change from 2016-17	Restricted Funds	Change from 2016-17	Total	Change from 2016-17
Faculty payroll	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
Adjunct payroll	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
Classified payroll	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
STNC payroll	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
Student payroll	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
Management payroll (and Dept Chairs)	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
Benefits (3000's)	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
Supplies (4000's)	\$30.40	76.13%	\$0.00	0.00%	\$30.40	76.13%
Services (5000's)	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
Equipment (6000's)	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
Total Expenditures	\$30.40	76.13%	\$0.00	0.00%	\$30.40	76.13%

Other Locations (Includes the PSTC, Windsor, and other locations)

Expenditure Category	Unrestricted Funds	Change from 2016-17	Restricted Funds	Change from 2016-17	Total	Change from 2016-17
Faculty payroll	\$186,254.00	6.27%	\$0.00	0.00%	\$186,254.00	6.27%
Adjunct payroll	\$1,438,819.35	13.80%	\$0.00	0.00%	\$1,438,819.35	13.80%
Classified payroll	\$674,433.31	0.95%	\$0.00	0.00%	\$674,433.31	0.95%
STNC payroll	\$33,672.16	-28.54%	\$0.00	0.00%	\$33,672.16	-28.54%
Student payroll	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
Management payroll (and Dept Chairs)	\$519,581.76	7.25%	\$0.00	0.00%	\$519,581.76	7.25%
Benefits (3000's)	\$733,053.63	9.65%	\$0.00	0.00%	\$733,053.63	9.65%
Supplies (4000's)	\$514,961.58	16.40%	\$0.00	0.00%	\$514,961.58	16.40%
Services (5000's)	\$50,053.83	-30.51%	\$0.00	0.00%	\$50,053.83	-30.51%
Equipment (6000's)	\$1,641.67	0.00%	\$160,005.89	319.84%	\$161,647.56	324.14%
Total Expenditures	\$4,326,432.54	8.20%	\$160,005.89	319.84%	\$4,486,438.43	11.15%

Expenditure Totals

Expenditure Category	Amount	Change from 2016-17	District Total	% of District Total
Total Expenditures	\$4,654,650.20	11.01%	\$154,788,480.66	3.01%
Total Faculty Payroll	\$1,746,172.00	12.39%	\$50,884,933.44	3.43%
Total Classified Payroll	\$674,433.31	0.95%	\$22,270,301.15	3.03%
Total Management Payroll	\$519,581.76	7.25%	\$10,134,908.88	5.13%
Total Salary/Benefits Costs	\$3,736,961.29	8.34%	\$111,941,187.45	3.34%
Total Non-Personnel Costs	\$743,727.66	30.97%	\$16,406,746.64	4.53%

2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale
0001	Windsor	01	06	\$65,000.00	We continue to experience an overdraw on this account due to large needs for tires, maintenance on vehicles, and supplies.

0002	ALL	08	04	\$10,000.00	Travel fund needed for conferences and training
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2.2a Current Classified Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Administrative Assistant II	40.00	12.00	Perform administrative duties requiring a high degree of expertise in the areas of office management, fiscal management, customer relations, or other specialized services.
Administrative Assistant III	40.00	12.00	Perform administrative duties requiring initiative, independence, and confidentiality in the areas of office management, fiscal management, customer relations or other specialized services.
Executive Assistant	40.00	12.00	The Executive Assistant coordinates component administrative tasks of a highly complex nature; provides administrative and clerical support to assigned supervisor(s); initiates and recommends changes in procedures as required; provides technical assistance to others; and manages complex projects as assigned.
Admissions & Records Technician	26.00	12.00	Perform moderately complex clerical work in the areas of admissions and records; performs related work as required.
Coordinator Facilities Operation	40.00	12.00	Coordinates maintenance and custodial activities on campus; perform skilled maintenance in construction trades; act as lead worker to designated classified employees at facility; and perform related work as required.
Custodian (2)	80.00	12.00	Perform a wide variety of custodial and maintenance duties in order to provide a clean, orderly and safe environment
Groundskeeper I	40.00	12.00	Perform grounds maintenance and gardening work
Administrative Assistant I VACANT	24.00	12.00	Perform administrative duties requiring proficiency in office management, fiscal management and customer relations.
Administrative Assistant II	40.00	12.00	Perform administrative duties requiring proficiency in office management, fiscal management and customer relations. Support for the Modular Basic Law Enforcement Academy and Ranger programs.
Administrative Assistant II	40.00	12.00	Perform administrative duties requiring a high degree of expertise in the areas of office management, fiscal management, customer relations, or other specialized services.
Administrative Assistant II	24.00	12.00	Performs administrative duties to support the In Service/Corrections programs.
Lab Assistant In Service/Corrections	40.00	12.00	Ensures adequate resources are available for programs, set up of labs/classrooms
Lab Assitant Ranger/Modular Academies VACANT	40.00	12.00	Ensures adequate resources are available for prgrams, set up of labs/classrooms
Mechanic	40.00	12.00	Maintains all vehicles and small equipment at the PSTC

2.2b Current Management/Confidential Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Senior Dean , Public Safety	40.00	12.00	Management of the Santa Rosa Junior College Public Safety Training Center programs, equipment and facilities, as well as the Administration of Justice, Emergency Medical Care and Fire Technology programs at multiple campus locations.
Ass Dean Public Saf./Basic Acad	40.00	12.00	Specific responsibilities for the Basic Academy.
Ass. Dean Pub.Saf./In-Service	40.00	12.00	Specific responsibilities for the In-Service and Corrections Programs.
Director Ranger Academy	40.00	10.00	Specific responsibilities for the Ranger Academy.

2.2c Current STNC/Student Worker Positions

Position	Hr/Wk	Mo/Yr	Job Duties
17 Contract Evaluators	9.60	12.00	Responsible for explanation, demonstration, supervision, evaluation and documentation of

			discipline specific subject matter and related skills under the direct supervision of lead instructor.
7 Fee-Based Evaluators	2.60	12.00	Responsible for explanation, demonstration, supervision, evaluation and documentation of discipline specific subject matter and related skills under the direct supervision of lead instructor.
10 AJ Recruit Training Officer	16.60	12.00	Counsels recruits regarding professional matters; supervises and monitors recruit discipline; supervises other temporary academy staff members as needed.
14 Instructional Aids	8.70	12.00	Demonstrates subject matter skills; supervises students in practical labs; tutors students on problem areas related to subject matter

2.2d Adequacy and Effectiveness of Staffing

The Public Safety Department, including the Administration of Justice courses, current staffing ratios are not barely adequate to meet the needs of our students and department members, facilities and equipment maintenance. The managers at the Public Safety Training Center has absorbed many of the clerical duties once handled by the administrative assistance. The PSTC currently has one .65 FTE vacant Administrative Assistant position and two vacant Lab Assistant positions that previously supported the front desk and all the programs. The Administration of Justice faculty previously had student workers for assistance with clerical needs; but due to budget concerns, the student worker position was also vacated.

The nature of our program at the Public Safety Training Center demands numerous instructional employees to provide a wide diversity of highly technical and current public safety related training courses, which is difficult to measure and compare to district-wide totals. These courses are of short duration and offered numerous times during each semester. This structure increases the demand on our classified, management, professional experts and STNC employees. Our professional expert employees are used as direct instructional support staff; therefore, the statistics received from the district are not accurate for our department.

There are three out of four positions filled for the faculty instructing in the Administration of Justice academic transfer program. The courses continue to indicate flat enrollment efficiency with eight out of nine courses at 80% or better efficiency with six of those at or above 100% efficiency. The remaining vacant position is currently filled by adjunct faculty hired on a semester-to-semester basis, which runs the risk of instructional inconsistencies.

Student, faculty, and facility needs are being met and maintained to a degree that indicates effective use of our classified and management employees. Due to external and State certification requirements our classified employees often have additional duties not typically assigned to district classified employees.

The Public Safety Training Center is fortunate to obtain a new multi-use facility that will be available for use by June, 2019. Our most critical need will be an additional custodian to met the demands of maintaining this new facility.

2.2e Classified, STNC, Management Staffing Requests

Rank	Location	SP	M	Current Title	Proposed Title	Type
0002	Windsor	04	07	None	1 FT General Maintenance	Classified
0003	Windsor	08	01	None	Student Worker 12 hrs. per/week	STNC

2.3a Current Contract Faculty Positions

Position	Description
AJ Faculty	Instructs the courses that introduce students to the criminal justice system.
AJ Faculty	Instructs the courses that introduce and continue students in criminal law and corrections.
AJ Faculty	Instructs the courses that introduce and continue students in criminal law and corrections.
AJ Faculty VACANT	

2.3b Full-Time and Part-Time Ratios

Discipline	FTEF Reg	% Reg Load	FTEF Adj	% Adj Load	Description
Administration of Justice	3.0000	0.4800	2.5600	0.2100	The ratio FTE-AF to FTE-CF is 1.466, which continues to be high with one contract faculty positions remaining vacant and being filled by adjunct faculty. There is a concern that instructional inconsistencies may occur without the continuity of instruction by full-time, contract instructors.

2.3c Faculty Within Retirement Range

We have two contract faculty member within retirement range. If not replaced with a FT faculty member, the positions would be covered by adjunct faculty, resulting in no loss to FTES. If not replaced, this would leave one FT faculty member in the Administration of Justice Department (down from 3 FT faculty members), resulting in less assessment of SLOs and updating curriculum due to no full time faculty member to complete the tasks.

Faculty nearing retirement age	Age Group			
Department	Under 49	50-54	55+	Grand Total
Dept of Public Safety	1	0	2	3

At this time the District is considering implementing an "Early Retirement Option" that could effect the Public Safety Department depending on the number of employees participating in the program. Once participants are identified it may become necessary to re-organize the PSTC and AJ Department in order to continue offering quality training programs and courses.

2.3d Analysis of Faculty Staffing Needs and Rationale to Support Requests

The total enrollment and average class size in the AJ department remained higher than the district-wide enrollment averages. The average class size at the Santa Rosa campus where there are one vacant contract faculty position was 32.7 students per class in 2017/2018. The average class sizes at the Santa Rosa and Petaluma campuses are at or above the District average.

Annual interviews are held for our adjunct faculty pool. However, a majority of our adjunct instructors prefer to work the short courses offered at the Public Safety Training Center instead of the semester-length courses since many are still employed full-time in the criminal justice system. Due to the schedule reductions in 2017/18, only approx. 5 % of our semester base courses are instructed by adjunct instructors. Faculty/Staff ratios are adequate at this time.

2.3e Faculty Staffing Requests

Rank	Location	SP	M	Discipline	SLO Assessment Rationale
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2.4b Rationale for Instructional and Non-Instructional Equipment, Technology, and Software

At the Public Safety Training Center (PSTC) instructional equipment needs continue to focus on replacement of worn/outdated items, student safety and effective educational delivery to adult learners.

Due to the high-risk activities and job-specific equipment demands of the Training Center's client base, instructional equipment must be current and meet the safety requirements set forth by our certifying state and federal agencies.

Rifle and Electronic Control Device training has been newly added to the Federally Accredited Law Enforcement Ranger Program. Ongoing need for pistols and shotguns remains due to the high use/breakage of the weapons. Additionally, there is an ongoing need for additional EVOG vehicles due to the age of some of the vehicles and the high use in all of the disciplines at the PSTC.

Many training tools like laptops and weapons were previously donated by partner agencies, but PSTC has no ability to maintain the gifts or loans. Instructional technology will be a challenge in the coming year due to police, rangers, paramedic, corrections, and in-service using on line testing with a short supply of laptops to do so. Fire Technology Program has convert to on line testing, which has impacted the use of the very limited supply of laptop computers.

The Administration of Justice Department courses are mostly taught in the SHUHAW building on the Santa Rosa Campus. The classrooms are not "smart" classrooms, lacking in media technology. Additionally, the individual desk type seating and the HVAC system in the classrooms are inadequate. The Administration of Justice Department is scheduled to move to the "swing space" during the teardown of SHUHAW and construction of the new STEM building; this will alleviate the problems now present with the SHUHAW building.

2.4c Instructional Equipment Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0000	Windsor	01	01	Video System Upgrade in Scenario Village	1	\$18,500.00	\$18,500.00	Brown	800	A. Chapman
0000	Windsor	01	01	Blue Batons by BlueTraining Systems	30	\$70.00	\$2,100.00	Chapman	400	April Chapman
0000	Windsor	01	01	EVOC Vehicles	6	\$34,000.00	\$204,000.00	AChapman	evoc track	AChapman
0000	Windsor	04	01	car radios	8	\$1,000.00	\$8,000.00	aChapman	evoc track	AChapman
0000	Windsor	01	01	radio repeater system	2	\$10,000.00	\$20,000.00	aChapman	all	AChapman
0000	ALL	05	01	Shooting Range Control System Update	1	\$20,000.00	\$20,000.00	Brown	500	Brown
0000	Windsor	04	01	laptops	5	\$1,000.00	\$5,000.00	A Chapman	All	S Malouf
0000	ALL	04	01	LAPTOP Batteries	75	\$40.00	\$3,000.00	Brown	All	Brown
0000	Windsor	01	01	portable sound system (for laptops)	5	\$400.00	\$2,000.00	Chapman	all	A.Chapman
0000	Windsor	01	01	portable radio charging station	6	\$1,000.00	\$6,000.00	Chapman	all	Achapman
0000	Windsor	01	01	Simunition Protection Ensembles	10	\$420.00	\$4,200.00	MacNeil	400	MacNeil
0000	Windsor	01	01	Small tool Kit	1	\$1,000.00	\$1,000.00	MacNeil	600	MacNeil
0000	Windsor	01	01	Streamlight Flashlights for range	6	\$150.00	\$900.00	MacNeil	600	MacNeil
0000	Windsor	01	01	Mag-Pul MS3 GEN2 slings for all long guns	30	\$80.00	\$2,400.00	MacNeil	600	MacNeil
0000	Windsor	01	01	Army cot for Ranger Cabin	1	\$100.00	\$100.00	MacNeil	scenario village area	MacNeil
0000	Windsor	01	01	Delux Mouflage Kit for scenarios	1	\$800.00	\$800.00	MacNeil	sceanrio village area	MacNeil
0000	Windsor	01	01	Metal citation holders	40	\$22.00	\$880.00	MacNeil	sceanrio village area	MacNeil
0000	Windsor	01	01	Citation cheat sheets (custom made)	1000	\$5.00	\$5,000.00	MacNeil	all	MacNeil
0000	Windsor	01	01	Gun vise for workbench	1	\$200.00	\$200.00	MacNeil	range	MacNeil
0000	Windsor	01	01	Digital Cameras for Ranger "306"	20	\$100.00	\$2,000.00	MacNeil	all	MacNeil
0000	Windsor	01	01	Safety cones for Range & Mat room	24	\$60.00	\$1,440.00	MacNeil	range mat room	MacNeil
0000	Windsor	01	01	Magazines AR 15	45	\$35.00	\$1,375.00	MacNeil	range	MacNeil
0000	Windsor	01	01	Small tool kit	1	\$600.00	\$600.00	MacNeil	all	MacNeil
0000	ALL	01	01	3 row, 15 foot, tip and roll, low rise, bleacher	8	\$926.00	\$7,408.00	Brown	all	Macneil
0000	ALL	01	01	Bianchi Sam Brown Belt w/buckle/belt keeper/cuff c	100	\$325.00	\$3,250.00	Arnold	all	Arnold
0000	ALL	01	01	Peerless Handcuffs	100	\$38.00	\$3,800.00	Arnold	all	Arnold
0000	ALL	01	01	Brother Desktop Labeling System/supply of Tape	1	\$750.00	\$750.00	Arnold	all	Arnold
0000	ALL	01	01	Quartet Easel/Whiteboard	6	\$130.00	\$780.00	Arnold	all	Arnold
0000	ALL	01	01	Rubbermaid Storage Boxes	10	\$65.00	\$650.00	Arnold	all	Arnold
0000	ALL	04	01	classroom chairs	45	\$300.00	\$1,350.00	Bell	200,700,600	Bell
0000	ALL	04	01	classroom tables	12	\$300.00	\$3,600.00	Bell	200,700,600	Bell
0001	Windsor	01	01	padded suit for defensive tactics (RedMan XP4)	3	\$1,500.00	\$4,500.00	Marvin	400	Marvin
0001	Windsor	01	01	Printers for room 201	2	\$400.00	\$800.00	Brown	201	Brown

0001	Windsor	01	01	Document Projector	2	\$450.00	\$900.00	Brown/Marvin	201 203	Brown/Marvin
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2.4d Non-Instructional Equipment and Technology Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
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2.5a Minor Facilities Requests

Rank	Location	SP	M	Time Frame	Building	Room Number	Est. Cost	Description
0000	Windsor	04	06	Urgent	ALL		\$30,000.00	Shop tools
0000	Windsor	04	07	1 Year	PSTC	scenario village	\$40,000.00	repair of flooring and staircase, repainting
0000	Windsor	04	07	1 Year	PSTC	slow speed track area	\$45,000.00	permanent shade structure w/cement pad
0000	Windsor	04	06	1 Year	ALL	ALL	\$25,000.00	blinds for classrooms/office
0000	Windsor	04	01	1 Year	all	all	\$20,000.00	emergency generator

2.5b Analysis of Existing Facilities

Petaluma Campus: Facility is adequate and is ADA compliant.

Santa Rosa Campus: Facility is ADA compliant, however, the current classroom spaces located in Shuhaw is lacking support for the use of technology due to not being "smart" classrooms. This lack of support has hindered the use of numerous instructional techniques by the faculty members. Additionally, the classrooms are aged and HVAC does not work properly. As stated in section 2.4b the Administration of Justice Department is scheduled to move to the "swing space" during the teardown of SHUHAW and construction of the new STEM building; this will alleviate the problems now present with the SHUHAW building.

PSTC: The largest area impacted by the number of students attending course at the PSTC is the multi-purpose room. At peak periods the space is inadequate to meet the numerous course requirements. At this time the college is in the process of building an additional multi-purpose building to alleviate this lack of this space, with the project use date beginning in June, 2019. The building was made possible by using some of the measure "H" bond funds.

3.1 Develop Financial Resources

Future and Current Grant Funding

Among the programs in Public Safety, Administration of Justice, the ones which grant funding plays an integral role is the Police and Ranger Academy and the In Service Programs. As CTE programs that train individuals to become law enforcement officers or continue skill sets as law enforcement officers, it is necessary to maintain the same body of equipment required by not law enforcement agencies. That has made the success of the program extremely dependent upon grants and donations.

While donations far remain the largest source of our equipment, in the future we will continue to rely on Perkins (CETA) funding to purchase that we cannot obtain through donations. However, we will also explore other potential opportunities such as the *Institutional Education and Library Materials (IELM)* grants for which we were successful in obtaining equipment in 2018.

3.2 Serve our Diverse Communities

As part of the ongoing hiring process for all adjunct and regular faculty, emphasis is placed on selection criteria which demonstrate a prospective candidate's sensitivity and understanding of the cultural and gender diversity of our population both in terms of our student body and the society which we serve.

The program promotes awareness and sensitivity to diversity through ongoing instructor development. Instructors and staff are encouraged to learn more about our students as

individuals as well as representatives of the great variety of cultural backgrounds, and utilize our students as a learning laboratory for our improved awareness and sensitivity.

The department recognizes and responds to trends in student populations, demographics, ethnicity, gender, and cultural aspects. The department seeks highly qualified staff and faculty who not only represent the student populations, but understand the unique challenges faced by our students.

AJ programs attract a high number of White students (53.1%), next highest is Hispanics (30.3%) and the fewest number of Pacific Islanders (0.4%). These numbers are consistent with the population in the industry, though not the population of Sonoma County.

Administration of Justice - FY 2017-18 (plus current FY Summer and Fall)

5.7a Students Served - by Ethnicity The number of students in each Discipline at first census broken down by ethnicity (duplicated headcount).

ALL Locations (Combined totals from ALL locations in the District)

Administration of Justice	Ethnicity	2015-16	Percent	2016-17	Percent	2017-18	Percent	2018-19	Percent
	White	1979	56.7%	2040	56.1%	1920	53.1%	1313	45.4%
	Asian	74	2.1%	90	2.5%	118	3.3%	73	2.5%
	Black	68	1.9%	75	2.1%	83	2.3%	74	2.6%
	Hispanic	1072	30.7%	1003	27.6%	1096	30.3%	1125	38.9%
	Native American	21	0.6%	25	0.7%	29	0.8%	14	0.5%
	Pacific Islander	12	0.3%	28	0.8%	13	0.4%	12	0.4%
	Filipino	19	0.5%	41	1.1%	36	1.0%	39	1.3%
	Other Non-White	139	4.0%	135	3.7%	136	3.8%	80	2.8%
	Decline to state	104	3.0%	199	5.5%	187	5.2%	160	5.5%
	ALL Ethnicities	3488	100.0%	3636	100.0%	3618	100.0%	2890	100.0%

3.3 Cultivate a Healthy Organization

Permanent classified staff and their managers engage in a dialogue during their annual evaluations regarding formal staff development goals. During the evaluation period, classified staff is encouraged to identify and engage in staff development programs which will be beneficial to them and assist the Department to meet its goals.

All classified staff are invited to departmental workshops and are encouraged to attend other SRJC activities, PDA day activities, as well as to participate in SRJC committees/councils/forums, etc. Staff are given release time to enroll in credit classes that support their work, and several have taken that opportunity.

STNC classified staff and Professional Experts, engaged in student evaluation, receive formal and informal training focusing on meeting college and state criteria required of students.

Examples of training completed by classified staff:

- Short term seminars delivered by college staff in the software applications, including
- Disaster roundtop exercises
- "In Design", "Excel" and "Access"
- On-line course development training (CATE)
- Enrollment Management System training
- PRPP training workshops
- Convergence software
- DreamWeaver
- Sharepoint
- PDA Day

3.4 Safety and Emergency Preparedness

The Districts illness and prevention program is reviewed yearly with employees and they are advised the District policy is section 6.8.2 and the procedures are located at 6.8.2 in the procedure manual. Representatives of the Environmental Health & Safety department completed presentations on the program.

The Department needs additional yearly training on the Districts' Illness and prevention program, specifically in the area of Hazard Assessment; Accident/Exposure Investigations; Hazard Correction; Training & Instruction; and Record Keeping.

Building	BSC Area	ASC Area	Name	Department	Responsible Area	Management Support
ALL Windsor	All	All	Tim Bell	PSTC	present position at time of need	A. Chapman
All Windsor	ALL	ALL	Randy Collins	PSTC	present position at time of need	A. Chapman
Windsor Admin. #100			Lanny Brown	PSTC	Bld.#100	A. Chapman
Classrooms	All	All	C. Arnold	PSTC	Classrooms	A. Chapman

3.5 Establish a Culture of Sustainability

AJ department faculty reduced the use of printed paper by having students submit assignments electronically through the District email and/or programs such as Turnitin.com. Many instructors placed many previous handouts on transparencies so the activity is projected by the overhead projector and students turn in activity responses on separate pages that can hold two to four activity responses. Many handouts are now posted on instructor homepages and/or posted in File Depot for student access.

The PSTC parking structure has solar panels to generate electricity. The majority of light fixtures have been fitted with LED lights.

4.1a Course Student Learning Outcomes Assessment

We have begun a regular cycle of assessment in our department per the recommendations of the District and Project Learn. A spreadsheet has been set up for tracking which courses have been assessed. All offered courses SLO's are assessed, the cycle will start over in order to complete the next assessment within the 6 year cycle.

Department 6-Year Cycle SLO Assessment Plan

Course	SLO #s	Participating Faculty	Semester Initiated or to Be Initiated	Semester Completed	Comments	Year of Next Assessment
AJ51	1,2,3	Grabowski	Fall 2011	Spring 2018		2024
AJ70	1,2,3,4	Grabowski	Fall 2011	Spring 2018		2024
AJ21	1,2,3,4	Dybach	Fall 2011	Spring 2018		2024
AJ22	1,2,3	Anderson	Fall 2009	Spring 2016		2022
AJ25	1,2,3	Anderson	Fall 2011	Spring 2018		2024
AJ54A	1,2	Grabowski	Fall 2011	Spring 2018		2024
AJ54B	1,2,3	Dunn	Fall 2015	Fall 2014		2020
AJ152	1,2,3,4	TBA	Fall 2014	Fall 2014		2020
AJ53	1,2,3,4	Grabowski	Fall 2014	Fall 2014		2020
AJ55	1,2	Anderson	Fall 2010	Spring 2017		2023
AJ56	1,2,3,4,5	TBA	FALL 2014	Spring 2014		2020
AJ70	1,2,3	Grabowski	Fall 2010	Spring 2018		2024
AJ71	1,2,3	Grabowski	Fall 2014	Fall 2014		2020
AJ200.1					**discontinued re-numbered to AJ223	NA
AJ200.13					**discontinued re-numbered to AJ222 A,B,C	NA
AJ200.3					**discontinued, now AJ203	
AJ205.17		Arnold	Fall 2014	Fall 2014		2020
AJ200.3		Marvin	Fall 2015	Fall 2014		2020
AJ223		Schoenstein	Spring 2013	Fall 2014		2020
AJ222C		Marvin	Spring 2013	Fall 2014		2020
AJ306		TBA			**assessment to be completed at next offering	
AJ353		Arnold	Fall 2014	2014		2020
AJ355		Arnold	Fall 2014	2014		2020
AJ305.10		Arnold	Fall 2014	2014		2020
AJ366		Arnold	Fall 2014	2014		2020

AJ357		Arnold	Fall 2014	2014		2020
AJ305.1		Arnold	Fall 2014	2014		2020
AJ310.1		Arnold	Fall 2014	2014		2020

4.1b Program Student Learning Outcomes Assessment

The 18 unit AA degree and the 21 unit certificates for Corrections and Law Enforcement were approved and posted. The assessments for the program degree (AA) were completed in 2011/2012 academic year and the three program certificates (Children in the Justice System, Corrections, and Law Enforcement) were completed in the 2014 academic year. At this time AJ Department is beginning the new 6-year cycle for Student learning Outcomes Assessments.

4.1c Student Learning Outcomes Reporting

Type	Name	Student Assessment Implemented	Assessment Results Analyzed	Change Implemented
Course	AJ51 Intro to Evidence	Fall 2011	Spring 2012	N/A
Course	AJ70 Intro to Corrections	Fall 2011	Spring 2012	N/A
Course	AJ21 Intro to Adm of Justice	Fall 2011	Spring 2012	N/A
Course	AJ22 Concept of Criminal Law	Fall 2009	Spring 2010	Fall 2010
Course	AJ25 Community Relations	Fall 2011	Spring 2012	N/A
Course	AJ54A Intro to Evidence	Fall 2011	Spring 2012	Spring 2012
Course	AJ54B Basic Criminal Invest	Fall 2014	Fall 2014	N/A
Course	AJ154 Adv Criminal Invest	N/A	N/A	N/A
Course	AJ152 Public Safety Commun	N/A	N/A	N/A
Course	AJ53 Juvenile Procedures	Spring 2013	Spring 2013	N/A
Course	AJ55 Criminal Procedures	Fall 2010	Spring 2011	Fall 2011
Course	AJ56 Crime & Crim Jus in Soc	N/A	N/A	N/A
Course	AJ70 Intro to Corrections	Fall 2010	Spring 2012	N/A
Course	AJ70 Intro to Corrections	Fall 2010	Spring 2012	N/A
Course	AJ71 Corr Interview & Couns	Fall 2012	Spring 2013	N/A
Course	AJ98 Independent Study	N/A	N/A	N/A
Course	AJ223 Intsv Basic Law Enf	Spring 2013	Fall 2014	Fall 2014
Course	AJ222 A Modular Basic Law Enf	Spring 2013	Fall 2014	Fall 2014
Course	AJ306 Instructor Development	N/A	N/A	N/A
Course	AJ353 Public Safety Dispatch	Spring 2013	Fall 2014	Summer 2015
Course	AJ 714 Law Enforcement Career	N/A	N/A	N/A
Certificate/Major	Law Enforcement Certificate	Fall 2011	Fall 2011	Spring 2012
Certificate/Major	Corrections Certificate	Fall 2011	Fall 2011	Spring 2012
Certificate/Major	Child in Just Sys Certificate	Fall 2011	Fall 2011	Spring 2012
Certificate/Major	Admin of Justice AA Degree	Fall 2011	Fall 2011	Spring 2012

4.2a Key Courses or Services that address Institutional Outcomes

Course/Service	1a	1b	1c	2a	2b	2c	2d	3a	3b	4a	4b	5	6a	6b	6c	7
AJ 152 Pub Safety Communications		X	X	X				X	X	X	X	X				X
AJ 152 Pub Safety Communications		X	X	X				X	X	X	X	X				X
AJ 152 Pub Safety Communications		X	X	X				X	X	X	X	X				X

AJ 152 Pub Safety Communications		X	X	X				X	X	X	X	X				X
AJ 154 Adv Criminal Investigation			X	X				X	X	X	X	X				X
AJ 21 Introduction to AJ			X	X				X	X	X	X	X	X	X	X	X
AJ 22 Concepts of Criminal Law			X	X				X	X	X	X	X			X	X
AJ 223-Basic Police Academy		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
AJ 25 Community Relations			X	X				X	X	X	X	X	X	X	X	X
AJ 361 LE Supervisor Techniques		X	X	X	X			X	X	X	X	X	X	X	X	X
AJ 53 Juvenile Procedures			X	X				X	X	X	X	X	X		X	X
AJ 54A Introduction to Evidence			X	X				X	X	X	X	X				X
AJ 54B Basic Crim Investigation			X	X				X	X	X	X	X				X
AJ 55 Criminal Court Process			X	X				X	X	X	X	X		X	X	X
AJ 56 Crime and Society			X	X			X	X	X	X	X	X	X	X	X	X
AJ 70 Introduction to Corrections			X	X				X	X	X	X	X	X		X	X
AJ 71 Corrections Counselling			X	X				X	X	X	X	X	X	X	X	X
AJ161 Intro to Patrol/Security		X	X	X		X	X	X	X	X	X	X	X	X	X	X
AJ200.12/13/14 Mod B		X	X	X		X	X	X	X	X	X	X	X	X	X	X
AJ200.3 Ranger Acad		X	X	X		X	X	X	X	X	X	X	X	X	X	X
AJ205.17 Background Investigations			X	X	X			X	X	X	X	X	X	X	X	X
AJ305.10 PS Disaptcher Basic Course	X	X	X	X	X			X	X	X	X		X	X	X	X
AJ310.1 Concealed Weapons (Firearms)		X		X			X				X					X
AJ355 Penal code 832 Powers of Arrest			X		X			X	X	X	X		X	X		X
AJ357 Concealed Weapons Firearms Update		X	X	X				X	X		X					X
AJ366 Juv Corrections Officer Core Cours			X	X	X			X	X	X	X		X	X		X
AJ370 US Army Corps of Engineers Ranger		X	X	X	X	X	X	X	X	X	X	X	X	X		X

4.2b Narrative (Optional)

As a program that relies heavily on Adjuncts for the delivery of instruction, the burden of assessing our SLO's has fallen primarily on them. For courses that follow an academy type format using multiple instructors, their SLO's have been delivered by the Program Director. The "Core" classes required for a Certificate or Degree are assessed by the AJ Department F/T instructors.

5.0 Performance Measures

NA

5.1 Effective Class Schedule: Course Offerings, Times, Locations, and Delivery Modes (annual)

The department offers courses every weekday and Saturdays, and approximately 4 Sunday offerings (short courses) per semester excluding summer session. Courses are offered mornings (0700 – 1200), afternoon (1300 – 1700) and evening (1800 – 2200) to accommodate student school, work, and family schedules.

Course demands are analyzed for each class offering every semester (and summer session) to determine efficiency of scheduling to benefit day, evening, and distance education students. The department regularly polls students about preferred class times and uses these data in determining additions to the class schedules.

Due to budget concerns a reduction in course scheduling is necessary and not all courses will be offered in 2019/2020.

Administration of Justice - FY 2017-18 (plus current FY Summer and Fall)

5.1 Student Headcounts The number of students enrolled in each Discipline at first census (duplicated headcount).

Santa Rosa Campus

Discipline	X2015	F2015	S2016	X2016	F2016	S2017	X2017	F2017	S2018	X2018	F2018	S2019
Administration of Justice	30	712	718	24	637	650	186	654	678	217	669	

Petaluma Campus (Includes Rohnert Park and Sonoma)

Discipline	X2015	F2015	S2016	X2016	F2016	S2017	X2017	F2017	S2018	X2018	F2018	S2019
Administration of Justice	0	120	30	0	73	39	0	46	37	0	44	

Other Locations (Includes the PSTC, Windsor, and other locations)

Discipline	X2015	F2015	S2016	X2016	F2016	S2017	X2017	F2017	S2018	X2018	F2018	S2019
Administration of Justice	627	641	849	659	750	1043	631	793	951	162	856	

ALL Locations (Combined totals from ALL locations in the District)

Discipline	X2015	F2015	S2016	X2016	F2016	S2017	X2017	F2017	S2018	X2018	F2018	S2019
Administration of Justice	657	1473	1597	683	1460	1732	817	1493	1666	379	1569	

5.2a Enrollment Efficiency

The enrollment efficiency for the Administration of Justice Department is in alignment with college efficiency goals. The Administration of Justice program enrollment efficiency for all locations was 79.8% in Fall 2018 .

Last-minute agency emergencies along with State and local budgeting constraints have created an unstable market for in-service courses that have a direct impact on enrollment efficiency. The College remains in direct contact with the Training Managers Group and AJ Advisory Committee to plan training that is efficient for the College and the agencies.

Administration of Justice - FY 2017-18 (plus current FY Summer and Fall)

5.2a Enrollment Efficiency The percentage of seats filled in each Discipline at first census based on class limit (not room size).

Santa Rosa Campus

Discipline	X2015	F2015	S2016	X2016	F2016	S2017	X2017	F2017	S2018	X2018	F2018	S2019
Administration of Justice	64.4%	88.2%	79.3%	53.3%	83.1%	72.7%	68.9%	75.7%	79.0%	96.4%	80.6%	

Petaluma Campus (Includes Rohnert Park and Sonoma)

Discipline	X2015	F2015	S2016	X2016	F2016	S2017	X2017	F2017	S2018	X2018	F2018	S2019
Administration of Justice	0.0%	70.6%	66.7%	0.0%	91.3%	52.0%	0.0%	102.2%	49.3%	0.0%	97.8%	

Other Locations (Includes the PSTC, Windsor, and other locations)

Discipline	X2015	F2015	S2016	X2016	F2016	S2017	X2017	F2017	S2018	X2018	F2018	S2019
Administration of Justice	65.4%	60.8%	73.9%	68.0%	74.4%	75.9%	77.5%	78.5%	68.3%	19.1%	78.2%	

ALL Locations (Combined totals from ALL locations in the District)

Discipline	X2015	F2015	S2016	X2016	F2016	S2017	X2017	F2017	S2018	X2018	F2018	S2019
Administration of Justice	65.3%	73.1%	76.1%	67.3%	78.8%	73.8%	75.1%	77.8%	71.9%	38.7%	79.8%	

5.2b Average Class Size

The average class size for the Administration of Justice Department at the time of the Fall 2013 first census was 32.7 students and at the Spring 2013 first census was 31.2 students, which is above the District totals of 30.5 students for both Fall and Spring semesters.

State and local budget restraints are directly impacting the in-service courses, resulting in a lower than average headcount.

Administration of Justice - FY 2017-18 (plus current FY Summer and Fall)

5.2b Average Class Size The average class size in each Discipline at first census (excludes cancelled classes).

	FTEF	0.00	12.00	3.00	0.00	7.30	3.14	0.00	4.60	2.87	0.00	4.40	
	FTEF	0.00	0.80	0.20	0.00	0.40	0.20	0.00	0.20	0.20	0.00	0.20	
	Ratio	0.00	15.00	15.00	0.00	18.25	15.68	0.00	23.00	14.33	0.00	22.00	

Other Locations (Includes the PSTC, Windsor, and other locations)

Administration of Justice		X2015	F2015	S2016	X2016	F2016	S2017	X2017	F2017	S2018	X2018	F2018	S2019
	FTEF	35.73	121.43	176.53	66.08	121.68	216.15	66.42	140.21	203.19	2.00	151.51	
	FTEF	6.25	13.34	20.14	7.91	14.82	25.00	11.26	17.10	26.60	11.02	19.17	
	Ratio	5.72	9.10	8.77	8.35	8.21	8.65	5.90	8.20	7.64	0.18	7.90	

ALL Locations (Combined totals from ALL locations in the District)

Administration of Justice		X2015	F2015	S2016	X2016	F2016	S2017	X2017	F2017	S2018	X2018	F2018	S2019
	FTEF	38.81	207.97	254.47	68.49	194.48	286.78	85.03	211.89	276.09	23.70	224.08	
	FTEF	6.46	18.14	24.94	8.12	19.02	29.60	12.49	21.50	31.00	12.05	23.37	
	Ratio	6.01	11.46	10.20	8.44	10.23	9.69	6.81	9.86	8.91	1.97	9.59	

5.4 Curriculum Currency

All course offerings are up to date.

5.5 Successful Program Completion

The Public Safety Training Center and the Administration of Justice Department support student completion of certificates and majors by offering courses at a variety of times and days and at a variety of locations when applicable. All faculty members keep regular office hours and meet with students during those hours. Faculty members also communicate with students outside of office hours via email and the SRJC portal. The courses at the Public Safety Training Center are governed by state boards, which manage course completion requirements.

Males make up 58.9% of the Administration of Justice Department student population, which has remained fairly constant over the last two academic years. The two largest ethnic groups participating in our programs are White and Hispanic students, with White students at 45.5% and Hispanic at 38.9%, which was an increase for the Hispanic group and a decrease in the

White student group since last year. The percentage of students declining to indicate their race or ethnicity was 5.5%, up from previous years.

Administration of Justice - FY 2017-18 (plus current FY Summer and Fall)

5.6b Successful Course Completion The percentage of students receiving a grade of A,B,C, or CR in each Discipline (duplicated headcount).

Santa Rosa Campus

Discipline	X2015	F2015	S2016	X2016	F2016	S2017	X2017	F2017	S2018	X2018	F2018	S2019
Administration of Justice	93.3%	63.6%	62.8%	83.3%	62.0%	63.0%	42.9%	60.9%	55.0%	0.0%	57.4%	

Petaluma Campus (Includes Rohnert Park and Sonoma)

Discipline	X2015	F2015	S2016	X2016	F2016	S2017	X2017	F2017	S2018	X2018	F2018	S2019
Administration of Justice	0.0%	69.2%	73.3%	0.0%	82.2%	82.1%	0.0%	58.7%	73.0%	0.0%	70.5%	

Other Locations (Includes the PSTC, Windsor, and other locations)

Discipline	X2015	F2015	S2016	X2016	F2016	S2017	X2017	F2017	S2018	X2018	F2018	S2019
Administration of Justice	75.8%	95.3%	90.2%	75.5%	98.4%	91.0%	68.9%	98.1%	89.1%	100.0%	97.6%	

ALL Locations (Combined totals from ALL locations in the District)

Discipline	X2015	F2015	S2016	X2016	F2016	S2017	X2017	F2017	S2018	X2018	F2018	S2019
Administration of Justice	76.8%	77.0%	77.2%	75.8%	81.2%	79.3%	62.4%	79.4%	73.8%	100.0%	78.3%	

5.7b Students Served - by Gender The number of students in each Discipline at first census broken down by gender (duplicated headcount).

ALL Locations (Combined totals from ALL locations in the District)

Administration of Justice	Gender	2015-16	Percent	2016-17	Percent	2017-18	Percent	2018-19	Percent
	Male	2227	63.8%	2480	68.2%	2336	64.6%	1701	58.9%
	Female	1181	33.9%	1040	28.6%	1177	32.5%	1120	38.8%
	Unknown	80	2.3%	116	3.2%	105	2.9%	69	2.4%
	ALL Genders	3488	100.0%	3636	100.0%	3618	100.0%	2890	100.0%

5.6 Student Success

For fiscal year 2017/2018 students in the Administration of Justice program demonstrated successful course completion rates of 78.3% for all locations. The grade point averages for AJ program students is slightly higher for all locations, changed from Fall 2017 at 2.53 to 2.62 for FII 2018.

Administration of Justice - FY 2017-18 (plus current FY Summer and Fall)

5.6b Successful Course Completion The percentage of students receiving a grade of A,B,C, or CR in each Discipline (duplicated headcount).

Santa Rosa Campus

Discipline	X2015	F2015	S2016	X2016	F2016	S2017	X2017	F2017	S2018	X2018	F2018	S2019
Administration of Justice	93.3%	63.6%	62.8%	83.3%	62.0%	63.0%	42.9%	60.9%	55.0%	0.0%	57.4%	

Petaluma Campus (Includes Rohnert Park and Sonoma)

Discipline	X2015	F2015	S2016	X2016	F2016	S2017	X2017	F2017	S2018	X2018	F2018	S2019
Administration of Justice	0.0%	69.2%	73.3%	0.0%	82.2%	82.1%	0.0%	58.7%	73.0%	0.0%	70.5%	

Other Locations (Includes the PSTC, Windsor, and other locations)

Discipline	X2015	F2015	S2016	X2016	F2016	S2017	X2017	F2017	S2018	X2018	F2018	S2019
Administration of Justice	75.8%	95.3%	90.2%	75.5%	98.4%	91.0%	68.9%	98.1%	89.1%	100.0%	97.6%	

ALL Locations (Combined totals from ALL locations in the District)

Discipline	X2015	F2015	S2016	X2016	F2016	S2017	X2017	F2017	S2018	X2018	F2018	S2019
Administration of Justice	76.8%	77.0%	77.2%	75.8%	81.2%	79.3%	62.4%	79.4%	73.8%	100.0%	78.3%	

Administration of Justice - FY 2017-18 (plus current FY Summer and Fall)

5.6c Grade Point Average The average GPA in each Discipline (UnitsTotal / GradePoints).

Santa Rosa Campus

Discipline	X2015	F2015	S2016	X2016	F2016	S2017	X2017	F2017	S2018	X2018	F2018	S2019
Administration of Justice	3.94	2.38	2.48	3.30	2.48	2.68	2.24	2.46	2.49	0.00	2.27	

Petaluma Campus (Includes Rohnert Park and Sonoma)

Discipline	X2015	F2015	S2016	X2016	F2016	S2017	X2017	F2017	S2018	X2018	F2018	S2019
Administration of Justice	0.00	2.61	2.88	0.00	3.04	2.35	0.00	2.63	2.00	0.00	3.08	

Other Locations (Includes the PSTC, Windsor, and other locations)

Discipline	X2015	F2015	S2016	X2016	F2016	S2017	X2017	F2017	S2018	X2018	F2018	S2019
Administration of Justice	0.96	2.46	1.35	0.31	2.62	1.59	0.22	2.57	1.45	0.00	2.83	

ALL Locations (Combined totals from ALL locations in the District)

Discipline	X2015	F2015	S2016	X2016	F2016	S2017	X2017	F2017	S2018	X2018	F2018	S2019
Administration of Justice	1.05	2.44	1.83	0.40	2.59	1.95	0.50	2.53	1.80	0.00	2.62	

5.7 Student Access

Ethnicity

Overall, enrollment in the Administration of Justice (AJ) discipline is very similar, except for one area, to enrollment for the District as a whole. The exception to this is for the percentage of White students. At the District level, White students comprise 42.5% of the student population, whereas within the AJ discipline the percentage is 45.4%. The second largest group served in the AJ discipline is the Hispanic/Latino population at 38.9%. The most underrepresented group within the AJ discipline is the Pacific Islander at 0.4%. This is nearly equal to that of the District at 0.6%.

The ethnicity and gender populations have remained relatively the same for the last four years, with a slight decrease in the male population. The needs of our students have remained the same in that a large number of students lack basic English skills. This is a recurring theme in the Police and Corrections Academies. In addition, given the economic climate of the last few years more and more students are returning to school after being displaced from the job market. They are in search of a new career, but experience financial hardship. Therefore, financial assistance is often needed by students in the AJ discipline, specifically in the Police Academies.

The faculty and academy directors invite guest speakers and evaluators from surrounding government agencies to promote stronger attendance by females and other minority groups. In addition, the use of multimedia presentations that reflect personnel diversity in justice system careers is a tool used by the AJ program. Last, participation by our diverse AJ staff in

Career Fairs at both the elementary and high school levels is important in that it introduces justice system careers to children and teens at young ages.

Administration of Justice - FY 2017-18 (plus current FY Summer and Fall)

5.7a Students Served - by Ethnicity The number of students in each Discipline at first census broken down by ethnicity (duplicated headcount).

ALL Locations (Combined totals from ALL locations in the District)

Administration of Justice	Ethnicity	2015-16	Percent	2016-17	Percent	2017-18	Percent	2018-19	Percent
	White	1979	56.7%	2040	56.1%	1920	53.1%	1313	45.4%
	Asian	74	2.1%	90	2.5%	118	3.3%	73	2.5%
	Black	68	1.9%	75	2.1%	83	2.3%	74	2.6%
	Hispanic	1072	30.7%	1003	27.6%	1096	30.3%	1125	38.9%
	Native American	21	0.6%	25	0.7%	29	0.8%	14	0.5%
	Pacific Islander	12	0.3%	28	0.8%	13	0.4%	12	0.4%
	Filipino	19	0.5%	41	1.1%	36	1.0%	39	1.3%
	Other Non-White	139	4.0%	135	3.7%	136	3.8%	80	2.8%
	Decline to state	104	3.0%	199	5.5%	187	5.2%	160	5.5%
	ALL Ethnicities	3488	100.0%	3636	100.0%	3618	100.0%	2890	100.0%

Administration of Justice - FY 2017-18 (plus current FY Summer and Fall)

5.7b Students Served - by Gender The number of students in each Discipline at first census broken down by gender (duplicated headcount).

ALL Locations (Combined totals from ALL locations in the District)

Administration of Justice	Gender	2015-16	Percent	2016-17	Percent	2017-18	Percent	2018-19	Percent
	Male	2227	63.8%	2480	68.2%	2336	64.6%	1701	58.9%
	Female	1181	33.9%	1040	28.6%	1177	32.5%	1120	38.8%
	Unknown	80	2.3%	116	3.2%	105	2.9%	69	2.4%
	ALL Genders	3488	100.0%	3636	100.0%	3618	100.0%	2890	100.0%

Administration of Justice - FY 2017-18 (plus current FY Summer and Fall)

5.7c Students Served - by Age The number of students in each Discipline at first census broken down by age (duplicated headcount).

ALL Locations (Combined totals from ALL locations in the District)

Administration of Justice	Age Range	2015-16	Percent	2016-17	Percent	2017-18	Percent	2018-19	Percent
	0 thru 18	233	6.7%	200	5.5%	226	6.2%	311	10.8%
	19 and 20	540	15.5%	507	13.9%	447	12.4%	558	19.3%

	21 thru 25	884	25.3%	816	22.4%	901	24.9%	664	23.0%
	26 thru 30	555	15.9%	574	15.8%	594	16.4%	429	14.8%
	31 thru 35	368	10.6%	457	12.6%	452	12.5%	330	11.4%
	36 thru 40	318	9.1%	352	9.7%	308	8.5%	239	8.3%
	41 thru 45	224	6.4%	269	7.4%	265	7.3%	146	5.1%
	46 thru 50	171	4.9%	212	5.8%	230	6.4%	104	3.6%
	51 thru 60	151	4.3%	212	5.8%	156	4.3%	86	3.0%
	61 plus	44	1.3%	37	1.0%	39	1.1%	23	0.8%
	ALL Ages	3488	100.0%	3636	100.0%	3618	100.0%	2890	100.0%

5.8 Curriculum Offered Within Reasonable Time Frame

Most courses in the Administration of Justice program are offered in the Fall and Spring semesters in either an in-class or distance delivery format of the material. Four courses are offered once a year due to the advanced material in the courses: Basic Criminal Investigations (AJ51A), Advanced Criminal Investigations (AJ51B), Public Safety Communications (AJ52), and Correctional Interviewing (AJ71). Courses for evening-only students in the AJ program are offered at a minimum of once during an academic year.

The Dean and faculty are currently scrutinizing the courses in the degree and certificate programs to assist students with completion of the course work given the reduction in course offerings.

5.9a Curriculum Responsiveness

The nature of the academic transferrable courses in the Administration of Justice program addresses current issues in all communities and populations, which is an important component of all careers in the justice system. As societal issues arise, faculty members update curriculum to allow exploration and analysis of the impact of those issues on the career and society.

The transferrable general education course in the AJ program, which is Crime and Criminal Justice in Society (AJ56), is current and meets the criteria for Area D in the CSU diversity requirements for the social sciences. Courses in the AJ program support majors and certificates in Human Services: Advocacy, Social and Behavioral Sciences, and Child Development.

Our law Enforcement Advisory Committee has 25 members and meets on a quarterly bases. The Ranger Academy Advisory Committee has 17 members and meets after each Ranger Academy graduation. In addition, the Sonoma County law Enforcement Training Managers meets monthly and has over thirty members.

5.9b Alignment with High Schools (Tech-Prep ONLY)

5.10 Alignment with Transfer Institutions (Transfer Majors ONLY)

The Administration of Justice Transfer Model Curriculum (TMC) was approved in 2012 and is accepted by California State University: Chico, East Bay, Long Beach, Sacramento, San Francisco State University, San Jose State University, Sonoma State University, and UC Irvine.

5.11a Labor Market Demand (Occupational Programs ONLY)

The demand for educated and trained criminal justice employees remains in spite of the economic slowdown that is impacting the local and regional economies. Public safety employees remain in relatively high demand as many criminal justice agencies must provide basic services in their respective jurisdictions.

The Basic Police Academy, the Corrections Course and the Public Safety Dispatch courses are operated in accordance with state-mandated training requirements. Graduates of these programs meet state certification requirements for employment in their respective fields. Law enforcement employers are more likely to hire entry-level officers who have successfully completed the Basic Police Academy.

The certificate programs in the Administration of Justice academic program provide students with foundational knowledge to assist them in preparing for careers. The certificates are useful in demonstrating to prospective employers that the student has a basis of knowledge in their chosen field. The student's education serves as a foundation for additional state mandated training.

The AJ degree program demonstrates to the prospective employer that a student has foundational knowledge in the criminal justice field. Prospective employers in the criminal justice field are more apt to hire students who have earned a degree as there have been studies that have shown that entry level law enforcement candidates who have earned a degree suffer less job related injuries; are less apt to be the subject of misconduct complaints; are more likely to successfully complete a career, and are more likely to be successful in assignments that require critical analysis and thinking such as investigations, crisis response teams and supervisory and training positions.

The labor market demand for graduates of the Seasonal Law Enforcement Ranger Academy is extremely high. The demand is from both federal and local parks. The demand is enhanced by the National Park Service Centennial Initiative where the Park Service continues to build its workforce, demanding additional seasonal rangers.

Per the California Employment Development Department:

5% growth in Law Enforcement jobs:

Area	Estimated Year-Projected Year	Employment	Employment Change	Annual Avg Openings
Estimated	Projected	Number		
California	2016 - 2026	69,700	73,200 3,500	5.04,860

5.11b Academic Standards

The implementation of student learning outcomes and assessments of our courses and program opened the dialogue within the department on maintaining academic standards for transferability and employability of our students. The review and update of our AA degree program and three certificate programs evolved from using the information about student success from past program review reports.

6.1 Progress and Accomplishments Since Last Program/Unit Review

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0000	ALL	01	01	Increase productivity while decreasing course offerings	work within budget constraints	1-3 years	Presently reducing course offerings
0002	Windsor	01	01	Make progress on seven goals listed in 3.1a.	As listed below in priorities 5-11.	3-5 years	As described in 3.1b
0003	Windsor	01	01	- Growth of Police Academy	Meet POST standards	3-5 years	Staffing, training equipment included in 2.4c
0004	Windsor	01	01	- Changing role for In-Service course due to growth and new course offerings	met demand of shareholders while reducing course offerings	3-5 years	classroom, training equipment included in 2.4c, staffing
0006	Windsor	04	06	- Equipment and facilities challenges.		3-5 years	as noted in 2.4c and 2.5a
0007	Windsor	04	06	- New construction project.	Classrooms and student lounge space	1-5 years	Measure "H" funding-1st building due to be completed by June, 2019
0009	Windsor	06	06	- Relationship building/Advisory Committees	Continue to meet shareholder training needs	3-5 years	Equipment, classroom, staffing s noted in 2.4C and 2.2e

6.2b PRPP Editor Feedback - Optional

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6.3a Annual Unit Plan

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0000	ALL	01	01	increase productivity while decreasing course offerings	work within confines of budget	1-3 years	funding
0002	Windsor	01	01	Make progress on seven goals listed in 3.1a.	As listed below in priorities 5-11.	3-5 years	As described in 3.1b
0004	Windsor	01	01	- Changing role for In-Service course due to growth and new course offerings	met demand of shareholders	3-5 years	classroom, training equipment included in 2.4 c, staffing
0006	Windsor	04	06	- Equipment and facilities challenges.		3-5 years	as noted in 2.4c and 2.5a
0007	Windsor	04	06	- New construction project.	Classrooms and student lounge space	1-5 years	Measure "H" funding-1st building completion due June 2019.
0009	Windsor	02	06	- Relationship building/Advisory Committees	Continue to meet shareholder training needs	3-5 years	Equipment, classroom, staffing s noted in 2.4C and 2.2e