Administration of Justice

1. Briefly outline the department’s/program’s core goals and priorities for the next three years using the table below, and describe the rationale (e.g., supporting data, information, reasoning, etc.) for the goals in a short narrative following the table.

Complete the table below by: 1) stating your department’s/program’s goals for the next three years; 2) selecting if the goals are ongoing or new (all of your goals will be “new” this time); 3) aligning each department/program goal with LAMC’s Strategic Plan/Educational Master Plan goal(s), department/program SLOs/PLOs, and/or LAMC’s ILOs; 4) selecting the status of each goal (this time all of your goals will be “ongoing” or “delayed pending resources” because all of your goals are new); 5) reporting progress on stated goals and/or your planned activities to achieve the goals (this time you will only be reporting on planned activities since all of the goals are new); and 6) stating the anticipated outcome(s) and timeline of completion of the stated goals. There is no minimum or maximum number of goals you should set, but you may add rows to the table as needed.

DEPARTMENT/PROGRAM 3-YEAR PLAN
LAMC Strategic Goals: From Program Review

- 1. Expand access to educational programs and services and prepare students for success.
- 2. Strengthen institutional effectiveness through a culture of evidence-based decision making, planning, and resource allocation, process assessment, and activities that promote professional development and collegiality.
- 3. Improve quality of educational programs and services so as to increase students’ success in attaining their educational goals.
- 4. Maintain fiscal stability through effective planning and evaluation, and encourage a greater focus on revenue enhancement.
- 5. Sustain user-friendly and innovative technology to meet the needs of students, faculty, and staff.
- 6. Increase community engagement and expand business, community, and civic partnerships.

<table>
<thead>
<tr>
<th>Department/Program Goal</th>
<th>Type of Goal</th>
<th>Alignment with LAMC Strategic Plan/ Educational Master Plan Goal(s), Department/Program SLOs/PLOs, and/or LAMC’s ILOs</th>
<th>Status</th>
<th>Progress Made Toward Goal and/or Planned Activities to Achieve Goal</th>
<th>Anticipated Outcome(s) of Goal and Timeline of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Complete our CSI certificate program</td>
<td>New</td>
<td>Ongoing</td>
<td>Approved at district level. Submitted to state for approval.</td>
<td>Fall 2014.</td>
<td></td>
</tr>
</tbody>
</table>
---|---|---|---|---
4. Update Crime Lab to support AJ courses | On-going | On-going | Equip room with forensic science equipment. We have planned to hold activities in the lab that support some of our SLOs for some courses. | To use the lab as a resource in helping us access some of the learning outcomes for our courses. Spring 2015.

**What is the rationale (e.g., supporting data, information, reasoning, etc.) for these goals that you have stated for your department/program?**

Based on student surveys and labor market data, we had submitted a CSI certificate program for approval last year to fill a need in the workforce. It was approved by curriculum and at the district level. It has now been forwarded to state for approval.

To better accommodate students, we lowered the number of units required for the probation officer certificate to 18. Students will be able to finish their course of study much faster than before.

In addition, we are creating a new advisory board for AJ including industry professionals, representatives from Foundations, professional organizations, former students/alumni and political leaders. Our first meeting will be held in Spring of 2014.

We acquired an old biology lab on campus in January of 2013 and have been slowly converting it to a teaching crime lab. We have work stations for students to process and analyze different types of evidence and an adjacent room to create mock crime scenes for students to process. We plan this semester to start using the lab to access student learning in some of our courses. For example, in our criminal investigation class, students will be asked to process a mock murder scene in the lab using all the skills they learned over the semester. This will be a capstone project for the class. We have been collaborating with other instructors as well. As part of a course in report writing, one of our instructors will be setting up a mock crime scene in the lab for students to write a report as if they are the first police officer on the scene. This is an excellent way to access some of our classes using real world scenarios.

1. Do the curriculum and scheduling of courses in your discipline provide a coherent sequential path in which your students’ goals of transfer, graduation, and certificate completion can be realized in a timely manner? Please explain what data you use and how you make these evaluations.

Yes, we offer the required classes for the AJ degree and certificate every semester and at various times and days to make it convenient for students to finish within two years. We also have in place articulation agreements with the Sociology program at CSUN and the Criminal Justice Program at CSULA. For Academic year 2012-13, 18 A.S. degrees were awarded in Administration of Justice. The previous year was 23 and year 2010-11 was 28. The decline in sections offered is most likely the reason why our graduation numbers have declined.
2. Has the curriculum kept pace with changes and developments in areas that would affect the program, e.g. university articulation requirements, developments in pedagogy, developments at other LACCD campuses, or requirements for commercial/industry skills? Briefly explain.

   Yes, we keep in contact with our advisory board members and faculty at CSULA for any changes or developments and make necessary adjustments.

3. Are the department’s mission, goals, and objectives clearly articulated and communicated to faculty? Briefly explain how you involve your faculty in setting goals.

   Yes, we place them on our website and brochures.

4. Does your department/discipline have an adequate procedure in place to determine whether it is meeting its instructional goals and objectives? Briefly explain this procedure and what data is collected to inform your analysis.

   We conduct surveys of students every year to get feedback on Student Learning Outcomes and attitudes about the program. In addition, all of the offered AJ classes have Student Learning Outcomes and assessments. They are listed on the SLO website. Our program learning outcomes have also been assessed for the degree and certificate.

5. Describe the use of Social and/or instructional media, computers, and other technologies in your current program and any plans in this area for the coming year.

   Most of our instructors use PowerPoint in the classroom. Some also use the internet and whiteboard tablets.

6. How would you describe the morale and atmosphere within the department/program? How does your department/program promote collegiality among its faculty?

   Most program members meet with each other on a regular basis and members respect each other professionally and are very collegial.