

Administration of Justice



2020

ANNUAL REVIEW OF PROGRAM DATA



UNIVERSITY of HAWAII®
MAUI COLLEGE

1. Program Description

- a) **Description:** The Administration of Justice program is one of three Public Service programs at the College. Program staff currently includes one full-time faculty, and as of fall 2020, no part-time lecturers are teaching AJ courses.

The AJ program is competency-based and stresses both theoretical and hands-on practical application of classroom information. Upon completing requisite coursework in AJ and Liberal Arts, students receive a Certificate of Achievement (CA) and/or an Associate in Applied Science (AAS) degree. AJ majors are also eligible to receive as many as six Certificates of Competence in Law Enforcement, Corrections, and Private Security. After successfully earning 12 credits at UHMC, Police Officers may receive up to 21 AJ credits for completing basic police training as required by government law enforcement agencies.

- b) **Mission:** The Administration of Justice (AJ) Program is a learner-centered program that prepares students for work in the criminal justice system. While the program's focus is to develop the pre-service needs of those preparing for careers in law enforcement, corrections, and private security, the program serves as a resource for providing various in-service education and training needs of professionals currently employed in the community. The program strives to create a student-focused educational environment that emphasizes high-quality teaching and learning. Characteristic to the University of Hawai'i Maui College, this program serves a diverse student population, many of whom are first-generation college students. We are responsive to the needs of both traditional and non-traditional students whose life experiences and commitment to learning enrich the overall educational environment.

The Administration of Justice program serves the following broad purposes:

- i) To provide general academic knowledge, concepts, and theory pertaining to the criminal justice system.
 - ii) To meet the pre-service needs of those preparing for careers in law enforcement, corrections, private security, or other fields related to the administration of justice.
 - iii) To meet various in-service education and training needs of professionals currently working in the administration of justice.
- c) Date Program Website Last Reviewed/Updated. October 30, 2019

d) Date Program Page Reviewed/Updated in Catalog. AY2018/19

2. Analysis of the Program

a) Quantitative Indicators

Administration of Justice	2016-17	2017-18	2018-19	2019-20
Majors	40	48	52	41
Unduplicated Degrees and Certificates	20	17	9	14
Demand Health	Cautionary	Healthy	Healthy	Healthy
Efficiency Health	Cautionary	Cautionary	Cautionary	Cautionary
Effectiveness Health	Unhealthy	Cautionary	Cautionary	Healthy

Source: 2020 Annual Reports of Program Data (APRD), Career Technical Education Programs:
<https://uhcc.hawaii.edu/varpd/>

Overall Program Health: Healthy

Majors Included: AJ Program CIP: 43.0107

b) Strengths and Weaknesses

Demand: Healthy

There is a 2:1 ratio for new and replacement County positions (28) to program graduates (14). The healthy demand for Administration of Justice graduates is especially evident in Statewide data, which identifies 391 job vacancies compared to the 51 total graduates from all three UHCC Administration of Justice programs.

Efficiency: Cautionary

One full-time faculty coordinates this program; whose primary duties include: instruction, student advising, curriculum development, program promotion, and recruitment. The program also depends on part-time lecturers whose expertise keeps the program instruction relevant and current with industry standards and advancements. Following the Spring 2020 semester, no lecturer contracts were renewed.

The 56.3% class fill rate and the Student/Faculty ratio of 41:1 both contribute to the Cautionary status of the Efficiency Health Indicator. Class averages for Fall 2020 semester show an increase in average class size to 24, while any attempt to reduce the current major count or add additional full-time faculty is unfeasible.

Effectiveness: Healthy

The Effectiveness Health Indicator for this program has improved from last year and is currently Healthy, with student persistence at 65%.

A total of 14 unduplicated degrees and certificates were awarded in Spring 2020. This increase from 9 in the previous year reflects an improvement in the effectiveness of the program. However, it should be noted that small programs often see significant fluctuations in awards from year to year. Active student advising and engagement of students with support services appears to have had a positive effect on retention and persistence.

Perkins Core Indicators

The Administration of Justice Program met all Perkins core indicators except for 2P1: Completion. This indicator reflects student stop-out rates following certificate or degree completion, compared to other concentrators who stop program participation without attaining a degree or certificate. While all students are encouraged to persist or continue their academic journey, various social and economic factors impact a student's decision to stop program participation. Acknowledging that many justice related careers do not require any college education or degree, some students discontinue seeking a degree or certificate when opportunities to enter the workforce become available.

Program Summary

Administration of Justice course objectives emphasize the importance of active student participation, social interaction, and hands-on learning, which is best achieved in a face-to-face educational setting. During the 2019-20 academic year, all Administration of Justice courses were presented in this traditional lecture format; however, all classes were moved to a virtual format as of mid-spring. Lectures continue to be offered synchronously via the Zoom teleconference platform. Students who prefer to enroll in asynchronous online classes are encouraged to enroll in online courses provided by Hawai'i and Honolulu Community College or from the University of Hawai'i, Hilo Political Science/AJ, or West O'ahu's Public Administration programs. Eligible credits earned are then applied toward fulfilling UHMC AJ AAS degree requirements.

The Administration of Justice program regularly designates AJ101: Introduction to Administration of Justice as a First-Year Experience (FYE) course, which helps guide first-year students in understanding, navigating, and successfully achieving their academic goals. Due to the broad scope of this "survey" course, it provides an excellent opportunity for students to explore a diverse range of Justice related careers and educational opportunities.

3. Program Student Learning Outcomes

The Administration of Justice Program Learning Outcomes reflect its mission to be recognized by the community for preparing self-confident, competent graduates who can perform effectively in a changing environment.

a) **Program Student Learning Outcomes**

1. Demonstrate the use of critical observation skills and decision-making within the legal/ethical parameters of justice professions.
2. Assess and respond appropriately to situations containing potential conflicts, hazards, and threatening situations.
3. Demonstrate physical and mental fitness maintenance, utilize stress management techniques, and maintain a drug-free lifestyle.
4. Perform independently and interdependently to accomplish shared professional outcomes.
5. Demonstrate the ability to interact with the public and co-workers in ways that effectively support "justice for all."

b) **PSLO Assessment**

Program Student Learning Outcome #1 was assessed in AJ 104: Criminalistics, during the 2020 semester. The assessment activity evaluated each student's critical observation skills and reviewed their decision-making during mock crime scene investigations.

c) **Assessment Method**

The method of assessment includes observing student performance in a mock crime scenario. After feedback is provided by the instructor and/or other stakeholders (MPD crime scene investigators/detectives) participating in the assessment process, each student prepares and submits a written account of their actions in the appropriate report format. In addition to evaluating overall student performance, the assessment evaluates student proficiency in responding appropriately, working collaboratively, communicating effectively, and demonstrating the appropriate use of crime investigation protocols and reporting procedures.

d) **Assessment Results**

Of the fifteen students enrolled in the AJ104 during the Spring 2020 semester, eleven or 73% were able to demonstrate the use of critical observation skills and decision-making within the legal/ethical parameters

with an appropriate level of proficiency for exit level skills required by industry. Of the four students who did not demonstrate proficiency at the minimum level, two students showed skill levels were still developing. In contrast, the remaining students did not perform sufficiently or failed to complete the assessment.

e) **Recommended Changes**

Overall, this assessment activity is an extremely effective tool in evaluating Program Student Learning Outcome #1; however, due to the assessment's hands-on and interactive nature, it is unlikely to be used in the future. As classes have moved to virtual formats, the Administration of Justice Program Coordinator will be working with industry partners and the AJ Community Advisory to develop new assessments that also account for revised industry standards brought on by the current pandemic.

4. Action Plan

a) **Program Performance**

The Administration of Justice program continues to support the mission of UHMC in helping students develop knowledge and skills that emphasize community engagement, lifelong learning, Hawaiian culture, and global understanding. While APRD data reflects strong demand for program graduates and that the program is performing effectively, efficiency remains "cautionary" due to a high Student/Faculty Ratio. While this is not ideal, class averages for Fall 2020 semester have also increased, and any attempt to reduce the current major count or add additional full-time faculty is unfeasible. The AJ program will also continue to advise/monitor AJ majors to reduce the frequency of student stop-out, thereby addressing shortcomings identified in Perkins Core Indicator 2P1.

b) **Program Student Learning Outcomes**

PSLOs intend to reflect skills and knowledge that meet or exceed industry standards for students seeking entry-level positions and employees who desire to become proficient or improve on existing abilities. While several of the AJ PSLOs reflect industry needs for effective employees who are good observers and decision-makers, who can conduct themselves in ethical and professional ways, regrettably, the standards for this and several other AJ PLOs are vague and difficult to measure. To address these shortcomings and build greater consistency across the three Administration of Justice Programs within the UHCC system, the AJ

Program Coordinator Council (PCC) is collaborating to align these Program Learning Outcomes better.

Input from industry stakeholders will continue to be collected. The Advisory Committee will be scheduling a virtual meeting during the Spring 2021 semester. Particular emphasis will be placed on pandemic response and changing industry standards required to meet current government and industry regulations.

c) Additional Program Actions/Highlights

- In response to the COVID-19 pandemic and to align AJ curriculum and course objectives across the UHCC system, the AJ Program Coordinator Council collaborated to evaluate OER materials and develop a shared virtual lesson that supports first-year students who show interest in becoming AJ majors.
- An articulation agreement with the Political Science/AJ program at the University of Hawai'i Hilo has been signed and implemented to allow a more effortless transition into a baccalaureate degree program.
- The current articulation agreement with the Public Administration program at the University of Hawai'i West O'ahu is currently under review to ensure that UHMC students continue to meet program entrance requirements, allowing for a seamless transition between UHMC and UHWO.
- The Memorandum of Understanding (MOU) with the Maui Police Department is currently being evaluated to determine if changes are needed due to the current pandemic.
- As of Fall 2020, Maui Police Department has re-implemented the MPD cadet program. Allowing AJ majors the opportunity to receive entry-level, non-law enforcement training, this internship is an excellent opportunity to gain experience while assisting the department and community. Of the eight cadets currently receiving cadet training, six are UHMC AJ majors, and one student is a 2020 graduate and enrolled at UHWO in the Public Administration program.
- Industry demand remains high as careers in both public and private sectors of law enforcement, adult and juvenile corrections, probations, and parole, and other administration of justice related fields continue to grow. The UHMC AJ program will continue to assess industry needs and revise curriculum, better-addressing student, and community needs.

5. Resource Implications

The only expenses incurred by the AJ program in AY 2019/20 were personnel-related costs for a single full-time faculty/program coordinator and lecturers. The Social Sciences Department has consistently supplied the program with all materials and consumable supplies as necessary. The program does not foresee any requests for additional resources or faculty positions for AY 2020/21.

However, it should be noted that lecturers are critical to the success of many single-faculty programs like Administration of Justice. While no lecturers have been contracted for AY2020/21, this is not sustainable and will negatively impact the academic progress of students who intend to graduate with an AAS degree in two-years. Besides providing students with diverse instruction from various personalities and perspectives, they benefit directly from the specialized training, experiences, and expertise that lecturers can provide. While substitutions are a short-term solution to remedy the shortage of elective course offerings, this is not sustainable as a long-term solution and will continue to impact student success and the quality of education that UHMC and the Administration of Justice program are committed to providing.

✓ **I am NOT currently requesting additional resources for my program.**