

Administration of Justice

1. Program or Unit Description

The Administration of Justice (AJ) Program is a learner-centered program that prepares students for work in the criminal justice system. Although many justice-related careers do not require a degree for employment, national trends indicate that employers are placing a greater emphasis on higher education. In addition to developing the pre-service needs of those preparing for careers in law enforcement, corrections, and private security, the program also serves as a resource for providing various in-service education and training needs of professionals currently employed in the community.

The AJ program is competency-based and stresses both theoretical and practical application of classroom information. Upon completion of requisite AJ and Liberal Arts coursework, students are eligible to receive a Certificate of Achievement (CA) and/or an Associate in Applied Science (AAS) degree. AJ majors are eligible also 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. Police officers who earn their degree are eligible to apply for promotion two years earlier than non-degree holders. Likewise, applicants to the Department of Land and Natural Resources (DLNR), Division of Conservation and Resource Enforcement (DoCARE), who are required to show two-years of law enforcement or related work experience can waive this requirement after earning their AAS in AJ.

In addition to program graduates who transfer to other institutions seeking a 4-year degree, recent AJ program graduates are currently employed in the following public and private sector careers.

Federal, State, and County Positions	Private Sector Positions		
Transportation Security Officer	Private Security Guard		
US Forestry Div. Fed. Park Enforcement	Armored Courier Service		
Deputy Sheriff and Adult Corrections Officer	Alarm System Install/Monitoring		
Court Clerk	Private Security Associate		
DLNR Resource Enforcement and Forestry/	Loss-Prevention Officers		
Wildlife Technician	Private Investigator		
Hawaii Plant Quarantine Inspector	Process Server		
Harbors Division Enforcement Officer	Legal Secretary/Paralegal		
Maui County Liquor Enforcement	Morturary Removal Technician		
Maui Police Department Officer			
County Park Enforcement Officer			

Check all that apply for the program:
XX Articulated Pathways for 4-year or graduate pathways: UHWO and UH Hilo
Articulated Pathways for High school:
Articulated Pathways for Other:

Program promotion and recruitment efforts continue to intentionally highlight non-traditional student effectiveness and success in administration of justice related careers. All course work continues to be presented with examples that emphasize the importance of females, ethnic minorities, and individuals that come from economically disadvantaged and underserved communities. Non-traditional (female), Native-Hawaiian and Pacific islander, and students that come from Hispanic backgrouds continue to make up the largest percentage of AJ program majors.

2. Analysis of the Program/Unit

Administration of Justice	2017-18	2018-19	2019-20	2020-21	2021-2022
Majors	48	52	41	36	18
Unduplicated Degrees and Certificates Awarded	17	9	14	12	4
Demand Health	Healthy	Healthy	Healthy	Healthy	Healthy
Efficiency Health	Cautionary	Cautionary	Cautionary	Progressing	Progressing
Effectiveness Health	Cautionary	Cautionary	Healthy	Progressing	Progressing

Source: 2021 Annual Reports of Program Data (APRD), Career Technical Education Programs: https://uhcc.hawaii.edu/varpd/

Overall Program Health: Cautionary

Majors Included: Administration of Justice Program CIP: 43.0107

Quantitative Indicators

Demand: Healthy

New and replacement State positions have increased for the third year in a row, whereas County have remained unchanged at 35 for the same three years. Demand for Administration of Justice graduates remains high and is expected to increase with the current national Law Enforcement Officer deficit, and proposed restructuring of the Hawai'i Department of Public Safety in that Deputy Sheriffs will perform in a greater enforcement capacity.

Efficiency: Progressing

Program: Administration of Justice

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 ensures that program instruction is relevant and current with industry standards and advancements. No lecturers were contracted from Fall 2020 through Fall 2021 due to budget restraints brought on by the COVID-19 pandemic.

While class fill-rate decreased from 71.4% to 59.4%, the Student/Faculty ratio of 29:1 continues to contribute to postive progress of the Efficiency Health Indicator. The effects of COVID-19 continue to impact average class size which has fallen from 21 to 18, however, consistant with system-wide efforts to return to face-to-face classes, enrollment in expected to increase.

Effectiveness: Progressing

The Effectiveness Health Indicator for the AJ program indicates that it is Progressing with student persistence from fall to spring increasing from 69% to 76%. This is a positive sign considering that degrees awarded between 2021 to 2022 fell from 12 to 4. It should also be noted that small programs often see significant fluctuations awards from year to year. Active student advising and, when appropriate, connecting students with support services appears to have a positive effect on retention and persistence.

Perkins Core Indicators: All Met

The Administration of Justice Program met both 1P1: Postsecondary Placement and 2P1: Earned Recognized Credential according to the Perkins core indicators. It appears that efforts to reduce student stop-out rates have been succssful and is still a priority for the AJ program. Regular student advising and active encouragement throughout the academic journey have contributed to improving student persistence. That being said, there are a variety of social and economic factors that impact a student's decision to stop program participation. It should also be acknowledged that most opportunities in justice-related fields do not require a college degree, therefore, students often opt to enter into the workforce when the opportunity arises as opposed to earning a degree or certificate first.

3. Program Student Learning Outcomes or Unit/Service 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.

Program: Administration of Justice

- 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) **PLO #1** was assed using embedded questions and performance benchmarks during the final evaluation for AJ 104: Criminalistics. The exam consisted of four simulated crime scene scenarios that assessed students on their understanding of professional ethics and practices involving identification of physical evidence, and demonstrated proficiency in proper collection, handling, and basic preservation techniques. Special emphasis was placed on maintaining an objective perspective while processing the crime scene, and for following proper protocols in preserving a legal chain of custody for the evidence collected. Students worked in pairs to document and process a mock-crime scene, and then presented their scene photos, documentation process, and initial conclusions to the class.
- c) Assessment Results: Of the nine students enrolled in the AJ104 during the Spring 2022 semester, six or 66% were able to demonstrate proficiency in applying an appropriate lever of critical observation skills and decision-making within the legal/ethical parameters. Two students or 22% of the class did not demonstrate proficiency at the minimum level, however they were somewhat proficient and showed skill levels that were still developing. One student did not perform sufficiently or failed to complete the assessment.
- d) Changes that have been made as a result of the assessment results: Although labor, time, and resource intensive, it's hands-on and interactive nature, makes this assessment activity an extremely effective tool in evaluating Program Student Learning Outcome #1. While virtual formats have been explored, they fail to accurately recreate the physical crime-scene and the unforseen environmental factors found in real scene work. For example, the mock scenes in the outdoors areas provided additional challenges related to poor lighting and wind moving evidence items.

For future consideration, the Administration of Justice Program Coordinator will continue to work with industry partners and the AJ Community Advisory to develop additional resources, assessments, and teaching stratagies to account for revised industry standards brought on by the current pandemic. Student feedback also raised concerns about the overall pace of the course the significant amount of information covered during the semester. Dividing the course content to be offered over two semesters is currently being considered.

4. Action Plan

In the continued effort to address efficiency and effectiveness concerns, the Administration of Justice program continues to revise the program map to support majors who wish to continue their education and seek baccalaureate degrees. Further program alignment will also allow AJ majors to utilize courses offered by other campuses to fulfill both program requirements and general education electives. The AJ program at UHMC has benefitted from recent revisions to the program map, which directly supports long-term scheduling for courses that meet program core requirements.

Program: Administration of Justice

The Administration of Justice PCC continues to work toward system-wide alignment in support of program consistency across the system through the following actions:

- Evaluate Program Learning Outcomes for industry relevance.
- Assess course content and outcomes to improve student success.
- Identify industry standards and modify course content to meet the demands brought on by the COVID-19 pandemic.
- Increase AJ instructor and GenEd instructor contact to support the development of activities and coursework that is relevant and engaging to AJ and other CTE majors.

5. Resource Implications

Currently, Administration of Justice is part of the Social Sciences Department, which adequately supports this program by supplying teaching materials, supplies and clerical support. Beyond the salary for one full-time faculty/program coordinator this program incurs no other expense and does not project any requests for additional resources or faculty positions for AY 2022/23.

It should be noted that lecturers are critical to the success of many single-faculty programs like Administration of Justice. In addition to providing students with diverse instruction from various personalities and perspectives, students benefit from the specialized training, experiences, and expertise that lecturers can provide. While no lecturers were contracted for the three semesters following the COVID-19 shutdown, it has impact academic progress and delayed timely graduation for some majors.

✓ I am NOT requesting additional resources for my program/unit.

6. Optional: Edits to Occupation List for Instructional Programs

The Administration of Justice program at UHMC continues its committment to student success and providing a quality education to our students and community. While the Standard Occupational Classification (SOC) codes listed for this program are not ideal, they somewhat align with program learning outcomes, therefore, the program is not requesting removal or additions to the occupation list.

☐ I am requesting changes to the SOC codes/occupations listed for my program/unit.