

**MAUI COMMUNITY COLLEGE
ANNUAL ASSESSMENT REPORT
ADMINISTRATION OF JUSTICE PROGRAM
2004-2005
September 2005**

1. OVERVIEW OF THE PROGRAM

A. Mission and Vision of the College

The College Mission

Maui Community College is a learning centered institution that provides affordable, high quality credit and non-credit educational opportunities to a diverse community of lifelong learners.

The Vision

We envision a world-class college that meets current and emerging Maui County education and training needs through innovative, high quality programs offered in stimulating learning environments. The College mission, goals, and actions will be guided by the Native Hawaiian reverence for the *ahupua'a*, a practice of sustaining and sharing diverse but finite resources for the benefit of all.

B. Mission and Vision of the Program

The Mission of the Administration of Justice Program

The Administration of Justice (AJ) Program is a learner centered program that prepares students to work in the criminal justice system; to meet the pre-service needs of those preparing for careers in law enforcement, private security, or other fields related to administration of justice; and to meet various in-service educational and training needs of professionals in the administration of justice field.

Program Vision for the Next Five Years

The AJ Program has had no Coordinator since the fall of 2001. This severely limits program development and sustainability. Therefore, the first goal in our five-year vision is to hire a full time faculty member to be Program Coordinator. The Coordinator would be able to market the AJ program, advise and mentor students, and work on updating curriculum with appropriate community input. With the Coordinator in place, the program will have new curriculum, establish stronger ties with the community, and be able to provide a first-class education in the Administration of Justice field. Without an AJ Program Coordinator, this will not continue to be a viable program.

Contribution of the Program to the Mission of MCC

The Administration of Justice Program seeks to provide educational opportunities to a diverse community of learners and prepare them for employment in a sensitive area of our community where high-quality education will make a significant difference.

Goals of the Program

Please see Appendix A

Student Learning Outcomes (SLOs) of the Program

Please see Appendix B

The AJ Program is competency-based and stresses both theoretical and hands-on practical application of classroom information.

C. Relation to MCC Strategic Plan

Strategic Plan Goal 2, Objective 1 states:

Support the county and state economy, workforce development, and improved access to lifetime education for all by building partnerships within the UH system and with other public and private educational, governmental, and business institutions.

This objective is incorporated into the mission, student learning outcomes, and goals of the AJ Program.

The relationship between the AJ Program and the MCC Strategic Plan is clearly authentic, however there are no specific activities that demonstrate this association, because there has been no leadership in the program for over four years. The connection will become increasingly apparent with a faculty member at the helm to guide implementation.

Strategies under this goal are an integral part of a healthy AJ Program. Expanding law enforcement training and workforce development programs in coordination with the county and state will benefit Maui. Including liberal arts education as the foundation for an educated and competent workforce, particularly in the realm of law enforcement and administration of justice, will establish the basis of community trust. Facilitating dialogue and discussion with business and community partners to better serve workforce needs, and partnering with the community to identify education and training needs, especially in light of security issues in Maui and beyond, are vitally important.

This Program supports the Strategic Plan of Maui Community College. What the Program needs is support in return.

D. Program Faculty (full and part-time)

There is no full-time faculty in the Administration of Justice Program. There is no Program Coordinator for the AJ Program. This has been the case for four years.

Part time lecturers include:

Joseph Scuro, Esq. JD
Robert Hill, MBA in Business Administration;
Lieutenant, Maui Police Department
Philip Lowenthal, Esq., JD

Joseph Scuro is a noted attorney who has authored several books and many articles. He is retired from law practice and teaches at MCC on a regular basis. Lieutenant Hill is an active member of the Maui Police Department and has taught classes for the Program for a number of semesters. Philip Lowenthal is a practicing attorney here on Maui and teaches for the Program on an intermittent basis. Because all these teachers keep current in their fields and keep close contact with their colleagues and their community, student-learning outcomes are impacted positively. Students know that the faculty understand and are daily involved in the professional areas being examined, and that they are being given the most current information. Students' thinking is continually challenged and supported.

E. Ways in Which the Program Interacts with:

Community Groups

The AJ Program Advisory Committee is a large advisory group that gives feedback that directly affects the Program. The members are all active in the community, and most are engaged in the Administration of Justice profession. Please see Appendix H for a list of Committee members.

All Others

There is no information available on other interactions.

II. CURRICULUM AND STUDENTS

A. General Education Standards (COWIQs)

For General Education Standards (COWIQs), program goals, and student learning outcomes, please see Appendices C, A, B. Also refer to <http://www.hawaii.edu/ovppp/gened/gedwww.htm>.

B. COWIQ and Program Goals Curricular Grids

The Administration of Justice Program has not yet developed a curricular grid. This is due to the lack of a full-time faculty to direct the process.

C. Student Achievement (See Appendices E/F)

PHIs

The AY 2003-2004 Program Health Indicators (PHIs) reveal the overall status of the Administration of Justice Program is “Cautionary”. Actual performance is lower than the minimum level by 38%. However, performance that surpasses the satisfactory level is 38% as well, while performance within the satisfactory-minimum level is 25%. The overall program efficiency is rated as “Healthy” as is the overall program outcome. This is without the aid or benefit of any dedicated faculty or program coordinator.

Perkins

The Administration of Justice Program has met/exceeded in four of the seven performance levels for Perkins Achieving Standards: 3P1, 3P2, 4P1 and 4P2 from 1999-2004. This is astounding considering that the program has been without a program coordinator or dedicated faculty for four years. According to Wini Chung, Counselor for the AJ Program, it is quite probable that “because of the lack of a program coordinator there has been declining numbers in 1P1, 1P2, and 2P1. Not having a program coordinator limits the number of classes that can be taught and causes insufficient program cycle coverage.”

Other Students Achievement Measures

These are not available at this time.

D. Changes made in accord with the recommendations of the previous program review for Program Health Indicators (PHIs)

No changes have been made as there is no program coordinator, nor are there full-time faculty.

E. Changes made in accord with the recommendations of the previous program review for Perkins measures

No changes have been made, as there is no program coordinator, nor are there full-time faculty.

F. Measurable Benchmarks

There is no information available.

G. Program/Certificate/Degree Standards and their SLOs (see Appendices C, G)

Upon completion of 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 any one of six Certificates of Competence in Law Enforcement, Corrections, and Private Security. Police Officers may receive up to 21 AJ credits for completing basic police training as required by government law enforcement agencies, after successfully earning 12 credits at the College.

- Certificates of Competence (9 credits each)
 - Law Enforcement I*
AJ 101, AJ 221, Sociology 218
 - Law Enforcement II (prereq: Law Enforcement I)*
AJ 223, AJ 230, Psychology 100 or 170
 - Private Security I*
AJ 101, AJ 170, Sociology 218
 - Private Security II (prereq: Private Security I)*
AJ 221, AJ 270, Psychology 100 or 170
 - Corrections I*
AJ 101, AJ 150, Sociology 218
 - Corrections II (prereq: Corrections I)*
AJ 221, AJ 250, Psychology 100 or 170
- Certificate of Achievement (33 credits)
AJ 101, AJ 200, AJ 290, AJ 103 or 170, AJ 234 or 270, AJ 221, 226, 230, 231 or 232
Anthropology 200, Psychology 100 or 170, English 19, 22 or 100,
Communication 145, Mathematics 22 or higher
- Associate in Applied Science (AAS) Degree (63 credits)
All Certificate of Achievement courses plus:
AJ 221, AJ 224, AJ 223 or 210, Sociology 100 or 218, English 22, 55, 100 or 106
Humanities elective (3 credits), Natural Science elective (3 credits), plus 9 credits of
AJ electives from the following: AJ 103, 104, 150, 70, 2267, 230, 2231, 232, 234,
250, 270

Presently, student learning outcomes have been established only for the program itself, not individual AJ classes.

H. Program trends, including student goals, enrollment trends, retention, and time of completion

Students who enroll in the Administration of Justice Program have a variety of goals. Preparation for careers in police work, corrections and private security are presently being met. Other information is not available.

I. Changes in field, resources, shifts to respond to changes

Updating the curriculum and revitalizing the program is essential, particularly in light of the changing climate for homeland and airport security since 9/11. There has also been a recent surge of interest in the field of forensics. Studies in this area should be pursued, and could be a vital part of the AJ program. These changes in the program are directly related to the hiring of a full-time faculty/program coordinator.

J. Major curricular changes since last review

None

K. Student advising and the degree to which faculty participate in mentoring students

There is no full-time faculty in this program. Dedicated lecturers in the program, who take time to advise students, are very helpful. Wini Chung, MCC Counselor, is specifically assigned to the AJ Program and has been effective in mentoring and being supportive of students.

L. Opportunities for student involvement in program-related organizations, clubs, and governance

The AJ Club was, at one time, a strong presence on campus, providing many opportunities for program students. The club no longer exists; the program coordinator was the advisor for the Club.

M. Use of lecturers to teach courses; related concerns

All classes are presently being taught by lecturers. Part time lecturers include:

Joseph Scuro, Esq. JD
Robert Hill, MBA in Business Administration;
Lieutenant, Maui Police Department
Philip Lowenthal, Esq., JD

Joseph Scuro is a noted attorney who has authored several books and many articles. He is retired from law practice and teaches at MCC on a regular basis. Lieutenant Hill is an active member of the Maui Police Department and has taught classes for MCC for a number of semesters. Philip Lowenthal is a practicing attorney here on Maui and teaches at MCC on an intermittent basis. Because all these teachers keep

current in their fields and keep close contact with their colleagues and their community, student-learning outcomes are impacted positively.

It is obvious, however, that if the AJ Program is to remain viable or show any growth, a full-time faculty/program coordinator must be hired.

N. Admission policy

Currently there are no prerequisites for admission to the Administration of Justice Program. Consequently, students with a wide range of skills generally enroll in the program's introductory course, and some experience a degree of difficulty. If a program coordinator were in place, s/he would be able to direct students more effectively and help them achieve success.

O. Job placement, including job prospects, procedures for placing graduates, and success in placing graduates

According to *Industry Employment and Growth Rates, 200-2012, State of Hawaii*, growth in jobs for Correctional Officers and Jailers will be 33.5% by 2112, and are considered to be in the top 20 fastest growing occupations. There will be 480 job openings for Security Guards. PHIs for 2003-2004 indicate 87 annual job openings in Administration of Justice for Maui County alone, and 700 for the state of Hawaii. Public media has recently noted the largest deficit in Police Officers in Maui, ever. This program is desperately needed for the benefit of our county and state. Unfortunately, there are no program or College job placement procedures in existence for graduates of the program at this time.

P. Articulation with high schools, community colleges, and four-year Institutions

There is presently no information available.

Q. Centers or Institutes

Not applicable.

III. STAFF SUPPORT AND FACILITIES

A. Professional and Clerical staff

None

B. Space and equipment for instruction

No specific space or equipment has been allocated for this program.

C. Space and equipment for research, e.g. institutional

Not applicable

D. Space and equipment for external grants

Not applicable

IV. DISTANCE DELIVERED OFF-CAMPUS PROGRAMS

A. Description of programs delivered off-campus or via distance delivery modes

In order to add flexibility to the Administration of Justice Program, courses are offered via the College Cable Channel since Spring, 1987. AJ classes are broadcast on a live and repeat basis for greater access by police, sheriff, security and adult corrections officers, and others who work a shift schedule.

B. Faculty, student support, and facilities

Most distance classes are taught by the following lecturers:

Joseph Scuro, Esq. JD
Robert Hill, MBA in Business Administration;
Lieutenant, Maui Police Department

As noted previously, Joseph Scuro is an attorney who has authored several books and many articles. He is retired from law practice and teaches at MCC on a regular basis. Lieutenant Hill is an active member of the Maui Police Department and has taught classes at MCC for a number of semesters.

Access to faculty is the same as for campus taught classes, as is academic advising, financial aid advising, library materials and resources, tutorial support, etc. All classes by distance mode are assigned a media tech for each class by the Media Department.

C. Evidence that the educational student learning outcomes of program are being met

Student learning outcomes have just been established for the program, and have not yet been assessed except by traditional testing methods.

D. Evidence that educational effectiveness of off-campus or distance delivered programs is comparable to on-campus programs

Administration of Justice distance classes are offered as an ongoing, integrated part of the program, and are not assessed as a separate entity. These classes help accommodate those who might not otherwise be able to attend classes.

V. ANALYSES OF PROGRAM

A. Summary statement

Maui Community College's Administration of Justice Program currently meets the first goal of the Program (see Appendix A), by utilizing lecturers to teach basic AJ classes, and by following the recommendations of MCC Counselor Wini Chung on which of those classes are most needed at the moment by the largest number of majors. Through the extraordinary cooperation of all those involved, the Program has been able to provide general academic knowledge, concepts, and theory pertaining to the criminal justice system.

It is clear, however, that the other goals are either partially met, or not addressed at all. This is directly attributable to the lack of a Program Coordinator/faculty member, for Administration of Justice. The AJ curriculum needs to be redesigned to meet those goals, and to identify others that will lead this Program into the future.

The jobs for MCC students in the Administration of Justice field are abundant, not only in our County, but also the State of Hawaii, and nationally as well. In fact, this area has become critical to the safety and wellbeing of our citizens. And yet, this significant Program and its students have suffered from lack of support. The Administration of Justice Advisory Committee has shared the following:

- The AJ Program is especially crucial to the Maui Police Department and Maui Community Correctional Center, as well as private security.
- The Program Coordinator position is critically needed to strategize options on meetings those needs.
- The Program Coordinator will reexamine current curriculum and, based on community needs surveys, redesign or modify that curriculum as needed.
- Because of current security issues (international, national, and domestic), the present curriculum must be updated.
- The Program Coordinator will be able to revitalize and stabilize enrollment of AJ majors.
- Identified recruit base issues include:

Lack of English skills, both oral and written, in recruits.

Preference for hiring from Maui County due to higher turnover rate when hiring neighbor island applicants.

Need for more flexibility in class schedules to meet the demands of work schedules.

It is apparent that unless someone is at the helm of the AJ Program, and soon, that this program will collapse. We will then:

NOT meet any of the goals of the Program;

DEFALUT on the Memo of Understanding between Maui Community College and Maui Police Department wherein the college agrees to provide AJ classes and test for competencies in these (see MOA, 5/2/1996);

LOSE the opportunity to help the Maui Police Department fill its existing 45 vacancies, with another 20-30 lost through attrition yearly;

WASTE the chance to help fill the 50 existing vacancies for Adult Corrections Officers;

FAIL our students, as well as the larger community by assuring the end of this critical Program, which is essential for the community.

As Chief Thomas Philips of the Maui Police Department said, **“I need someone someone to coordinate the AJ Program.”**

B. Plans for Next Year

- Hire a Program Coordinator/Full-time Faculty
- Provide 6 credits each semester of assigned time for the Coordinator to:
 - i. redesign the curriculum;
 - ii. develop student learning outcomes for individual AJ courses;
 - iii. establish ties with the community and institutions AJ serves;
 - iv. mentor and counsel students;
 - v. establish assessment strategies;
 - vi. work on marketing approaches;
 - vii. assist the Program to fulfill the goals listed in Appendix A.

These would be accomplished by the use of lecturers for two classes per semester.

- Provide equipment and supplies to support the Program, particularly specialized courses such as Forensics and Fingerprinting.

C. Budget for Next Year

In order for the Administration of Justice Program to achieve next year's plans, the following budget is required for the academic year:

\$38,640	Minimum for Program Coordinator/Faculty
\$ 7,014	Lecturer for "fill-behind" Fall semester (6 cr @ \$1,169 per credit)
\$ 7,014	Lecturer for "fill-behind" Spring semester (6 cr @ 1,169 per credit)
\$10,000	Equipment for specialized classes, supplies specific to AJ, marketing of Program

\$62,668 TOTAL

This is the minimum budget required to fully support the AJ Program. It is an investment in the future of MCC and its students, as well as the community. Costs could be mitigated through the judicious use of grants, Perkins funds, etc. The Program Coordinator in conjunction with the administration of MCC would determine these.