Cerro Coso Community College

Administration of Justice

(Insert Program)

Program Review

March, 2011

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PROGRAM REVIEW
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Part 1 – Relevance

1. Program Mission:

Professionalism and ethics are a priority of the Public Service Department. We are committed to providing all students with the technical/vocational skills and knowledge to facilitate assimilation into the economic community. The students, the employers, and the college mutually benefit from an interactive partnership created within the areas of Public Safety.

The mission of the Administration of Justice Program is a two-fold program. The first serves the core training requirements for an Associate's of Science (AS) Degree and the Administration of Justice Certificate. The second offers State of California Commission on Peace Officer Standards and Training (POST) Certified training for potential employment within the criminal justice community.

The purpose of the Administration of Justice degree tract is to provide high quality courses required for completion of an AS degree, which will further a student's potential employment within the criminal justice system. This facet of the program is a central link to the Career Technical Education component of the college.

The POST Certification portion of the program has the most direct link to the Career Technical Education component. Through these programs students can gain the training to apply for employment as police officers, detention/correctional officers, and private security officers. This program additionally strives to continually meet the in-service training needs of current law enforcement officers.

Analysis:

The Administration of Justice Program supports the college mission, vision, and values. The program also supports and strives to achieve the six core goals of our Strategic Plan which help guide the departments planning process.

The Administration of Justice Program offers a wide variety of coursework to provide students with timely updated course offerings to continually stay abreast of current trends and laws affecting the field. The program shows its effectiveness to the students by the employment opportunities it prepares them to enter, the training of a wide number of personnel within industry, and to the college by its generation of FTES.

2. Statement of the Program's Student Achievement Outcomes:

After successful completion of the Administration of Justice Program students will be able to:
   A. Identify and apply communication skills when interacting with all people
   B. Identify the need for understanding diverse populations in the criminal justice field and establish strategies for effectively communicating with those diverse groups
   C. Identify the cultural differences found in most communities and apply methods of effectively bridging those differences
   D. Demonstrate and apply critical thinking skills in dealing with ethical decision making within the criminal justice system
   E. Demonstrate the ability to locate resources which enable the resolution of problems within the community and the participants of the criminal justice system
   F. Recognize the major impact ethics and morality has on the citizens the law enforcement profession serves and the daily interactions with others within the criminal justice system
   G. Develop effective writing skills to properly document law enforcement priorities

H. Demonstrate an understanding of the theory and application of law enforcement rules, regulations, and applicable laws

Over the last two years the Administration of Justice Program has updated all course outlines presented in the college catalog. The last program review did not include Student Learning Outcomes for the Administration of Justice Program, so these have been developed with input from the Administration of Justice Program advisory groups which is made up of representatives from employers, adjuncts and other criminal justice system professions. The state certified programs have been updated to meet all current state standards.

3. Catalog Description:

Administration of Justice Associate of Science Degree (60 units total, 21 units in the major) will prepare students for careers in the criminal justice field. This course of study offers a broad base of knowledge, which is designed to provide the foundation for the pursuit of advanced studies in criminal justice. The "note" portion of the description will be removed in future catalogs in order to open equivalency for coursework through evaluation of specific courses.

4. Program Requirements:

ADMJ C101	Introduction to Administration of Justice	3 units
ADMJ C105	Concepts of Criminal Law	3 units
ADMJ C111	Principles and Procedures of the Justice System	3 units
ADMJ C115	Legal Aspects of Evidence	3 units
ADMJ C131	Community Relations	3 units

6 units from the following courses:

ADMJ C125	Principles of Investigation	3 units
ADMJ C131	Juvenile Procedures	3 units
ADMJ C151	Introduction to Corrections	3 units
ADMJ C205	California Vehicle Code	3 units
ADMJ C211	Concepts of Enforcement Services	3 units
ADMJ C215	Patrol Procedures	3 units

Complete general education requirements and electives for a minimum of 60 total units.

*Note: Successful completion of the Basic Peace Officer Academy **may** substitute for ADMJ C101, ADMJ C105, ADMJ C111 and ADMJ C215.

ADMINISTRATION OF JUSTICE CERTIFICATE (21 units): Any student completing the courses required for the major qualifies for a certificate in Administration of Justice

Part 2 – Appropriateness

1. Student Demand Data:

School Year	Enrollment Census	Enrollment End	FTES Actual	# Sections Offered	Avg Size Section
2004-2005	617	617	94.48	28	22.04
2005-2006	1414	1414	87.92	108	13.09
2006-2007	2483	2483	142.89	126	19.71
2007-2008	2158	2158	294.56	130	16.60
2008-2009	1165	1165	277.1	71	16.40
2009-2010	1817	1818	270.6	164	11.10

(Institutional Data obtained from ODS)

The data referenced here is inclusive of all courses offered, not just those degree and certificate applicable. I feel this is important because a student attending multiple training courses dealing with a particular skillset might reach an equivalency to a degree course. An example would be a student who attends multiple courses dealing with investigative coursework that collectively meets or exceeds the rigor of the ADMJ C125 – Principles of Investigation Course.

Data was obtained through ODS. From 2004-2005 to 2009-2010 there has been a steady increase in enrollments for the academic year and a dramatic increase in sections offered. The average class size per section has fluctuated to a low of 11.1 for 2009-2010. This can be attributed to the student-to-instructor ratio required by state safety guidelines for law enforcement in-service training courses. The number of these in-service courses being offered has increased which has skewed the average class size. The numbers show the program has steadily grown over the last 5 years. Student demand remains high with a good online and on-ground student base. *(ODS datasheet, Appendix A)*

2. Place of Program in Curriculum/Similar Programs:

The Administration of Justice Program is designed to provide both short-term and long-term education to meet the needs of the various communities we service and individual student interests.

There are no other programs on campus that offer similar courses and we are not in direct competition with any other program. Bakersfield College, Antelope Valley College, and Victorville Valley College all offer a similar program of study; however, these programs have no direct effect on our program offering.

3. Curriculum Currency:

All of the Administration of Justice course curriculum have been updated within the last 2 years and are reviewed yearly for currency. All State of California Certified Courses currently offered by the Administration of Justice Program were recertified as mandated by the California Commission on Peace Officer Standards and Training.

4. Transfer Documentation:

Administration of Justice is an acceptable degree tract with all of its courses transferable at the CSU system and four (4) courses transferable at the UC system. *(CSU Baccalaureate Level Course List, Appendix B)(UC Transfer Course Agreement, Appendix C)*

5. Course scheduling:

All courses in the Administration of Justice Program have been included in the long term schedule. A draft long term schedule has been developed for all courses at all sites including online. The long term schedule is discussed among the Faculty, Administration, Counseling, Site Directors, and Advisory Boards every semester with the needs of the students, college and community being addressed. *(Long Term Schedule, Appendix D)*

6. Methods of Delivery:

The Administration of Justice Program typically offers two courses on-ground at Indian Wells Valley and Kern River Valley campuses every semester. Additionally, eight degree courses offered each semester via online instruction. The following table illustrates the delivery patterns of the Administration of Justice Program which presently include online and face-to-face modes.

Listing of all ADMJ courses and Method of Delivery

Course Number	Name	On-ground	Online	iTV
ADMJ C101	Introduction to Administration of Justice	X	X	
ADMJ C105	Concepts of Criminal Law	X	X	
ADMJ C111	Principles and Procedures of the Justice System	X	X	
ADMJ C115	Legal Aspects of Evidence	X	X	
ADMJ C121	Community Relations	X	X	
ADMJ C125	Principles of Investigation	X	X	
ADMJ C131	Juvenile Procedures	X	X	
ADMJ C151	Introduction to Corrections	X	X	
ADMJ C211	Concepts of Enforcement Services	X	X	
ADMJ C215	Patrol Procedures	X	X	
ADMJ C99	Basic Academy Modular Format – Level III	X		

ADMJ C99A	Forensic Crime Scene Investigation	X		
ADMJ C99AA	Corrections Core Course	X		
ADMJ C99CC	Basic Peace Officer Academy	X		

7. Teaching Methodologies:

All Administration of Justice courses are taught either as lecture, lab or a combination of lecture and lab. Many different teaching methods are used in the lectures based on the content of the material being presented the instructors use hands-on techniques, PowerPoint presentations, group discussions, field trips, observations, hands-on simulation, virtual simulation and practical assignments along with the lectures to deliver the course information.

8. Student Fees:

Neither student fees nor materials fees are required in taking Administration of Justice Degree courses; however, the state certified courses typically require students to purchase necessary equipment. These costs are outside the typical lab/material fee and are listed as an exception to such fee categories.

9. Explanation of Employer Relationship:

The Administration of Justice Program works closely with our Advisory Groups in our local communities. Our Advisory Groups include representatives from the local law enforcement agencies. We survey the groups annually to see if the they have specific needs in their respective communities. As a result of the survey in 2008-2009, we found that South Kern, ESCC Bishop and IWV areas have a need for Basic Academy Modular Format Courses. In response to this need we are attempting to find adequate classroom space at IWV and South Kern to offer this needed training course.

10. Advisory Committees:

The Administration of Justice Advisory Committees at each campus area meeting at least once a semester to review the programs and assist in developing and scheduling courses to meet the needs of the individual communities. Members of the Advisory Committees represent the main employers of law enforcement practitioners of the communities, student members (when possible), faculty and the local high school ROP representatives. *(Advisory Committee List, Appendix E)*

To promote the articulation with the local high school and ROP program, the faculty member of the Cerro Coso Community College Administration of Justice Programs also serves on the ROP Advisory Board in the Indian Wells Valley community.

Part 3 – Achievement of Student Learning Outcomes

1. Student Performance Data:
Data based on all ADMJ Courses

School Year	Total Grades	# Retained	% Retained	# Successful	% Successful

2004-05	663	597	90	440	66.4
2005-06	1635	1527	93.4	1408	88.8
2006-07	2639	2516	95.3	2426	91.9
2007-08	2274	2150	94.5	1993	87.6
2008-09	1432	1300	90.8	1146	80.0
2009-10	3033	2831	93.3	2663	87.8

(Institutional Research Data –ODS)

Student success rates for all ADMJ courses climbed from 2004-2005 through the 2009-2010 school years. The 2008-2009 year we saw a slight decrease in student success rates. The decrease in the overall student success rates for that same period may be due in part to a higher drop rate in peace officer academy training. This drop rate is systemic of the lack of physical preparation by many students in the academy. This has resulted in an average dropout rate of 10% of the students during the first couple of weeks of the course due to physical issues. Experimental pre-academy courses were established to try and change this dropout rate. After running the pre-academy course before two consecutive academies the pre-academy courses did not change the dropout rate. There has to be an expectation that students will prepare themselves for this rigorous training before the start of the course.

2. Achievement of Program Learning Outcomes:

The Administration of Justice Program has a common set of goals for establishing meaningful Program Learning Outcomes (PLO). Professionalism, Ethics and Leadership are the areas of greatest concern for the program. It was with those areas of concern the PLO's were written to address.

PROGRAM LEARNING OUTCOMES AND ASSESSMENTS: Upon successful completion of the program, the student will be able to
    A. Identify and apply communications skills when interacting with all people.
        This will be assessed and scored by an exam
    B. Identify the need for understanding diverse populations in the criminal justice field and establish strategies for effectively communicating with those diverse populations.
        This will be assessed and scored by an exam
    C. Identify the cultural differences found in most communities and apply methods for effectively bridging those differences.
        This will be assessed and scored by an exam
    D. Demonstrate and apply critical thinking skills in dealing with ethical decision making within the criminal justice system.
        This will be assessed and scored by an exam
    E. Demonstrate the ability to locate resources which enable the resolution of problems within the community and the criminal justice system.
        This will be assessed and scored by an exam
    F. Recognize the major impact ethics and morality has on the citizens the law enforcement profession serves and the daily interactions with others within the criminal justice system.
        This will be assessed and scored by an exam
    G. Develop effective writing skills to properly document law enforcement priorities.
        This will be assessed and scored by an exam
    H. Demonstrate an understanding of the theory and application of law enforcement rules, regulations and applicable laws.
        This will be assessed and scored by an exam

Courses	Program Outcomes							
	A	B	C	D	E	F	G	H
ADMJ C101	X	X	X	X	X	X	X	X
ADMJ C105	X	X	X	X	X	X	X	X
ADMJ C111	X	X	X	X	X	X	X	X
ADMJ C115	X	X	X	X	X	X	X	X
ADMJ C121	X	X	X	X	X	X	X	X
ADMJ C125	X	X	X	X	X	X	X	X
ADMJ C131	X	X	X	X	X	X	X	X
ADMJ C151	X	X	X	X	X	X	X	X
ADMJ C205	X	X	X	X	X	X	X	X
ADMJ C215	X	X	X	X	X	X	X	X
ADMJ C99	X	X	X	X	X	X	X	X
ADMJ C99A	X	X	X	X	X	X	X	X
ADMJ C99AA	X	X	X	X	X	X	X	X
ADMJ C99CC	X	X	X	X	X	X	X	X

3. Data Plan:

In addition to collecting statistical data for the Administration of Justice Program effectiveness, we also must find a way to collect data for the number of students actually hired in the criminal justice field as a result of the training they receive.   We also need to be able to assess the student's employability before completion of training. We know that there is already a 60% fail rate on applicants applying for positions within the criminal justice field due to applicant's background.   We need to identify a strategy to pre-screen students at some point early in the process that would prevent them from attending training for a job they would never qualify for.

Part 4 – Currency

1. Course Staffing Data and Currency:

There is a need for college administration to consider making a full-time position for the Director of the Public Safety Program.   Directing/Administering the Administration of Justice Program as well as the Fire and EMT Programs within our normal service area is a full-time job. This is further impacted by the addition of coordinating training courses with the Kern County Sheriff's Department and Bakersfield Police Department in Bakersfield.

There is currently one (1) full-time faculty member who until this semester had a teaching load and responsibility for the above referenced director duties. The release time for program direction and release time for department chair functions resulted in 100% load. While release is afforded the faculty member for director duties, the current release time was based on duties prior to the assumption of the partnership with the Bakersfield agencies.

There are currently 191 adjunct faculty and professional experts teaching courses in the Administration of Justice Program.   This number represents a cadre of instructors who teach in the Basic Peace Officer Academies and In-service training courses. The functions of handling payroll and human resource issues for this cadre of instructors has a huge impact on the program's only full-time faculty member. Couple to this the management of student registrations/grades and the load on this faculty member grows.

The data listed below shows the increase in student contact for the program director.

Data based on all ADMJ Courses

School Year	Total Grades	# Retained	% Retained	# Successful	% Successful
2004-05	663	597	90	440	66.4
2005-06	1635	1527	93.4	1408	88.8
2006-07	2639	2516	95.3	2426	91.9
2007-08	2274	2150	94.5	1993	87.6
2008-09	1432	1300	90.8	1146	80.0
2009-10	3033	2831	93.3	2663	87.8

(Institutional Research Data –ODS)

2. Facilities Currency:

The Administration of Justice Programs has no dedicated classroom space for program course offerings and establishing program growth. The program has been given temporary space which has presented the opportunity to plan and schedule additional courses. Ultimately the program could establish further growth with the following facility additions:

> Convert a portion of our campus into a shooting range that could be used during daylight and nighttime hours. This would result in the expanded offering of shooting courses to include the general public. It would also enable the law enforcement training courses to be better managed and more safely run. The current range is located approximately 10 miles from the campus and has no electricity for lights so night shooting is hard to accomplish.

> Establish a Public Safety Training Facility on the campus near the shooting range. These classrooms would be used for all law enforcement, fire, and emergency medical technician courses. Two classrooms would enable growth of all programs.

> (Note: The program has received four (4) donated driving simulator systems from the Kern County Sheriff's Department and an additional four (4) simulators for spare parts. A separate classroom for these simulators would enhance the college driver training capabilities for public safety and the general public.)

3. Equipment Currency:

We have been fortunate to receive Perkins CTE funding over the past few years. These funds were used to purchase equipment and supplies to offer new technology in our Forensic Crime Scene Investigation Course. Additionally, the program received VTEA funding to start updating our shooting range.

We also received Perkins CTE funding (2009-2010) for 20 laptops for use by the modular academy students for state testing.

4. Cost of the Program:

Instructor Costs 2008-2009	
Acad-Reg Schedule	$188,484.62
Acad Emp Admin	$ 33,559.06

Adjunct Acad Emp non-cont	$163,384.10
Acad Emp Intersession	$ 16,949.90
Acad Emp Overload	$ 38,282.20
Instr Aide FT Direct Inst	$ 10,210.95
Total	$450,870.83

Reference College Budget (Banner)
Using the formula provided for Marginal Revenue
#hr X #students/525 = FTES
#FTES x 4564 = Revenue

Based on 2008-2009 FTES of 212.5   212.5 X 4564 = $969,850.00
This shows a net gain for **$321,357.97** for the Administration of Justice Program for the 2008-2009 academic years.

Part 5 – Future Needs and Plans

1. Program Strengths:

During the last six (6) years:

- Provided well-trained academy graduates to fill needed positions within the law enforcement community.
- Developed new courses based on needs of law enforcement community to meet state statutory and regulated training.
- Developed access to programs through various means to reach rural areas.
- Worked closely with law enforcement agencies through Advisory Groups.
- Worked closely with high schools and articulation agreements.

2. Improvement Needs:

- Continue to provide students with skills using current up to date technology.
- More in depth data collection.
- Develop and offer needed programs within each community and staff appropriately.

3. Five-Year Program Plan:

There is an existing a need for more specialized training courses in our service areas and to that end the Administration of Justice Program is looking to develop two new programs of instruction within the next five years. Research is being done to verify the need and the ability to offer a course of study in Emergency Management and Homeland Security. Both of these fields are emerging fields of study and would be very appropriate for our service areas.

The Administration of Justice Program will continue to develop and offer quality programs, keeping current on new trends and laws effecting course offerings.   Due to evolving events around the country new laws and procedures are enacted each year that could have impact on our course offerings.

1. The Administration of Justice Program continually strives to promote its courses by increasing community awareness of course availability, participation in curriculum content via advisory groups, evaluations by students, and anecdotal student notes. This process is furthered by the use of Advisory Groups that help guide the growth and development of community needs.
2. The Administration of Justice Program will continue to closely monitor the outcomes of its students to ensure the viability of program offerings and instructional methods. This process is aided by the use of the program review to verify program successes and failures. The California Commission on Peace Officer Standards and Training monitors the success of students after academy course graduation through course completion rosters.

4. Relation of the Five-Year Plan to the College Mission:

The department supports the College mission by providing vocational education for students, as well as meeting the community's severe need for a variety of current law enforcement professionals. The end product of these programs results in increased FTES (from students enrolled in the program, as well as supports enrollment in the academic programs within the college due to the need for a variety of general education and prerequisite courses.

5. Strategies for Achieving the Plan:

The Administration of Justice Program will continue to address the college's strategic initiatives through the following:

IMPROVE STUDENT ACCESS, RETENTION, AND SUCCESS
1. Improve attrition rates for all programs through the development of student support systems
2. Improve retention rates for all programs by working with basic skills courses and supporting students who demonstrate need for improvement in all academic areas.

PROVIDE EFFECTIVE LEARNING AND EARNING PATHWAYS FOR STUDENTS
1. Development of alternative methods of instruction for students in the more rural communities serviced by CCCC

SUPPORT STUDENT LEARNING THROUGH APPROPRIATE TECHNOLOGY
1. Increase student learning support systems through the use of Computer Assisted Instruction (Moodle), simulated learning, use of Podcasts for visual demonstration purposes, and the development of student support courses (learning lab and online tutoring).
2. Provide training of instructors in new technologies, e.g., ITV, simulation aid, which will maximize the success of students in those classes.

Supporting Documents

Administration of Justice Faculty/Director

Full Time Faculty/Director

Steven Busby

Adjunct Faculty Degree Tract

Steve Kaupp (IWV)
Jeffery Swartz (KRV)
Lisa Ratliff (Online)
Kristy Paine (Online)
Steve Rogers (Online)

Academy and In-service Cadre of Instructors (186 adjuncts and professional experts)

Classified Support Staff

Angela Sellars - CTE Administrative Assistant (IWV)
Shelley Crabtree - Scheduling Technician (IWV)
Sandy Smith – Human Resources (IWV)
Michelle Rogers – Human Resources (IWV)
Margaret Mauldin - Instruction Office Specialist (IWV)
Dawn Fidel – Admissions and Records (IWV)
Laurie Rice – Admissions and Records (IWV)
Shelly Stoffel – Admissions and Records (IWV)

Program Review Data for Academic_Period BETWEEN '200450' AND '201050', Section_Status_Code = 'A', CC College

	Sections	Enrollment	Students / Section	FTES	FTEF	Adjunct FTEF	FTES/FTEF	Total Grades	# retained	% Retained	# Succeeded	% Succeeded
ADMJ -	548	9756	17.8	1169.6	30.9	21.8	37.8	11545	11030	96%	10175	88%
2004-2005 -	28	617	22.0	94.5	5.6	3.4	16.9	636	597	94%	440	69%
200450	2	27	13.5	16.9	0.7	0.0	24.4	52	52	100%	43	83%
200470	14	354	25.3	51.4	2.5	1.6	20.8	337	305	91%	223	66%
200530	12	236	19.7	26.2	2.4	1.8	10.8	247	240	97%	174	70%
2005-2006 -	108	1414	13.1	87.9	3.7	2.6	23.7	1555	1527	98%	1403	90%
200550	4	7	1.8	2.1	0.1	0.0	17.8	22	22	100%	19	86%
200570	63	819	13.0	50.3	2.0	1.4	25.3	905	891	98%	804	89%
200630	41	588	14.3	35.5	1.6	1.2	22.2	628	614	98%	580	92%
2006-2007 -	126	2483	19.7	142.9	4.2	3.0	34.1	2585	2516	97%	2426	94%
200650	12	295	24.6	38.4	0.9	0.4	43.4	373	351	94%	339	91%
200670	36	973	27.0	52.7	1.8	1.4	29.3	982	940	96%	901	92%
200730	78	1215	15.6	51.8	1.5	1.2	34.5	1230	1225	100%	1186	96%
2007-2008 -	130	2158	16.6	294.6	6.5	4.0	45.6	2208	2150	97%	1993	90%
200750	30	493	16.4	24.0	0.7	0.4	36.4	559	558	100%	544	97%
200770	56	957	17.1	123.6	2.6	1.6	47.6	975	950	97%	884	91%
200830	44	708	16.1	146.9	3.2	2.0	45.9	674	642	95%	565	84%
2008-2009 -	71	1165	16.4	277.1	5.6	4.2	49.5	1418	1300	92%	1146	81%
200850	6	110	18.3	9.2	0.0	0.0	0.0	110	110	100%	110	100%
200870	25	585	23.4	199.2	3.0	2.2	66.4	587	521	89%	421	72%
200930	40	470	11.8	68.7	2.6	2.0	26.4	721	669	93%	615	85%
2009-2010 -	164	1817	11.1	270.6	5.2	4.6	52.0	3033	2831	93%	2663	88%
200950	8	40	5.0	59.1	0.2	0.0	295.4	115	115	100%	107	93%
200970	78	644	8.3	102.8	2.2	2.2	46.7	1601	1509	94%	1422	89%
201030	78	1133	14.5	108.7	2.8	2.4	38.8	1317	1207	92%	1134	86%
2010-2011 -	8	102	12.8	2.1	0.2	0.0	10.6	110	109	99%	104	95%
201050	8	102	12.8	2.1	0.2	0.0	10.6	110	109	99%	104	95%

APPENDIX B

CSU Baccalaureate Level Course List by Department
Cerro Coso Community College
10-11

Course	Title	Semester Units
	==== **Administration of Justice** ====	
ADMJ C101	Introduction To The Administration of Justice	3
CSU GE: D0		
ADMJ C105	Concepts of Criminal Law	3
ADMJ C111	Principles and Procedures	3
ADMJ C115	Legal Aspects of Evidence	3
ADMJ C121	Community Relations	3
ADMJ C125	Principles of Investigation	3
ADMJ C131	Juvenile Procedures	3
ADMJ C141	Basic Reserve Academy PC 832	1.5
ADMJ C142	Basic Reserve Academy Level III	4.5
ADMJ C143	BAsic Peace Office Academy - Modular Format Level II	12
ADMJ C151	Introduction to Corrections	3
ADMJ C205	California Vehicle Code	3
ADMJ C211	Concepts of Enforcement Services	3
ADMJ C215	Patrol Procedures	3
ADMJ C221	Defensive Tactics	2
ADMJ C225	Physical Evidence	2

END OF REPORT

APPENDIX C

# INDICATES NEW COURSES OR CHANGES FOR 10-11

| | | IGETC | Semester | UC |
| Course | Title | Area | Units | Area |

This agreement lists courses transferable for unit credit at all UC campuses. It is based on information from the 2010-11 catalog and is valid for the current academic year listed at the top of this agreement. Courses marked with "UC-" will satisfy the five areas of the 1998 transfer course requirements. (E = English, M = Math, H = Humanities, B = Behavioral and Social Sciences, S = Biological and Physical Sciences)

IMPORTANT INFORMATION ABOUT UC'S TRANSFERABLE COURSE AGREEMENTS

Variable Topics Courses
These courses are also called "Independent Studies", "Special Studies", "Special Topics", "Field Work", etc.. Credit for variable topics courses is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC. UC does not grant credit for variable topics courses in Journalism, Photography, Health, Business Administration, Architecture, Administration of Justice (Criminology) or Library Departments because of credit restrictions in these areas.

Honor Course Credit Limitation

Duplicate credit will not be awarded for both the honors and regular versions of a course. Credit will only be awarded to the first course completed with a grade of C or better.

	==== Administration of Justice ====		
ADMJ C101	Introduction To The Administration of Justice	3
ADMJ C105	Concepts of Criminal Law	3
ADMJ C111	Principles and Procedures	3
ADMJ C121	Community Relations	3

END OF REPORT

APPENDIX D

Spring 2005 - Spring 2007

LONG TERM SCHEDULE

DISCIPLINE	COURSE	TITLE	Fall 2011	Spring 2012	Fall 2012	Spring 2013	Fall 2013	Spring 2014
ADMJ	C101	INTRO TO ADMINISTRATION OF JUSTICE	X	X	XXXX		X	XX
ADMJ	C105	CONCEPTS OF CRIMINAL LAW	X	X	XX	X	XX	X
ADMJ	C111	PRINCIPALS AND PROCEDURES OF THE JUSTICE SYSTEM	X	X	X	XX	X	XX
ADMJ	C115	LEGAL ASPECTS OF EVIDENCE	X	XXX	X	X	X	XX
ADMJ	C121	COMMUNITY RELATIONS	XX	X	X	XX	XX	X
ADMJ	C125	PRINCIPLES OF INVESTIGATION	XXX	X	X	X	X	X
ADMJ	C131	JUVENILE PROCEDURES	X	X	XX	X	X	XX
ADMJ	C141	BASIC RESERVE ACADEMY PC832 ARREST/FIREARMS						
ADMJ	C142	BASIC RESERVE ACADEMY LEVEL III						
ADMJ	C143	BASIC RESERVE ACADEMY LEVEL II						
ADMJ	C151	INTRODUCTION TO CORRECTIONS	X	X	X	XX		
ADMJ	C211	CONCEPTS OF ENFORCEMENT SERVICES					X	
ADMJ	C215	PATROL PROCEDURES	X					

3/15/2011

IWV = Blue
KRV = Red
SoK = Violet

Bishop = Green
Mammoth = Pink
Online = Black

APPENDIX E

Administration of Justice Advisory Committee

Chair: Steven Busby

IWV members

Chief Ron Strand, Ridgecrest Police Department
Steve Kaupp, Cerro Coso Community College

Eastern Sierra Campus

Chief Chris Carter, Bishop Police Department
Steve Rogers, Inyo County Sheriff's Department

South Kern

Lieutenant Eric Hurtado, California City Police Department
Lieutenant Ron Bell, California City Police Department

Kern County Sheriff's Department – Bakersfield

Lieutenant Mike Dunham
Lieutenant Jim Clark
Sergeant Lance Grimes
Sergeant Tony Tadesco

KERN COMMUNITY COLLEGE DISTRICT – CERRO COSO COLLEGE

ADMJ C140 COURSE OUTLINE OF RECORD

1. **DISCIPLINE AND COURSE NUMBER:** ADMJ C140
2. **COURSE TITLE:** Law Enforcement Training Academy Orientation
3. **SHORT BANWEB TITLE:** LEO TA Orientation
4. **COURSE AUTHOR:** Bowen, Jarrod
5. **COURSE SEATS:** -
6. **COURSE TERMS:** 30 = Spring; 50 = Summer; 70 = Fall
7. **CROSS-LISTED COURSES:**
8. **PROPOSAL TYPE:** CC New Course
9. **START TERM:** 30 = Spring, 2017
10. **C-ID:**
11. **CATALOG COURSE DESCRIPTION:** This orientation course prepares students for the Law Enforcement Academy. A series of self-assessment activities and exercises help students understand the Academy challenges and requirements. This course is presented in a rigorous and disciplined training environment. Students participate in activities designed to simulate the Cerro Coso Law Enforcement Academy to assess individual emotional, mental and physical readiness for the Academy.
12. **GRADING METHOD**

    Default:

    Optional: P = Pass/No Pass

13. **TOTAL UNITS:** 0.5
14. **INSTRUCTIONAL METHODS / UNITS & HOURS:**

Method	Min Units	Min Hours
Lecture	0.5	9
Lab	0	0
Activity	0	0
Open Entry/Open Exit	0	0
Volunteer Work Experience	0	0
Paid Work Experience	0	0
Non Standard	0	0

Non-Standard Hours Justification:

15. **REPEATABILITY**

    Type: Non-Repeatable Credit

16. **MATERIALS FEE:** No
17. **CREDIT BY EXAM:** No
18. **CORE MISSION APPLICABILITY:** Certificate of Achievement (COA)
19. **STAND-ALONE:** No
20. **PROGRAM APPLICABILITY**

    Required: Basic Peace Officer's Academy (Certificate of Achievement)

    Restricted Elective:

    Elective:

21. **GENERAL EDUCATION APPLICABILITY**

       Local:

       IGETC:

       CSU:

       UC Transfer Course:

       CSU Transfer Course:

22. **STUDENT LEARNING OUTCOMES Upon completion of the course, the student will be able to**

    1. Demonstrate personal physical readiness.

    2. Identify the requirements established by the Commission on Peace Officer Standards and Training (POST) and the California Penal Code for the basic law enforcement certificate.

    3. Assess personal readiness to enter the Law Enforcement Academy.

23. **REQUISITES**

24. **DETAILED TOPICAL OUTLINE:**
    Lecture:

Welcome/Introduction to Staff

    Director

    Coordinator

    Recruit Training Officers (RTO)

    Expectations (Power Point)

Grinder Introduction to RTO Staff

    Introduction to Drill and Ceremony

    Introduction to Physical Motivation

PT Fitness/ Cooper Assessment

    Introduction to POST Work Sample Test Battery

Administrative Items

    I.D. Cards

    Complete Emergency Contact Forms

    Social Network/Electroninc Messaging Policy

    Academy Binders/Learning Domains

    Student Biography Homework Assignment

Program Overview

    Schedule Academy Overview

    Training Locations

    Range requirements

    Defensive Tacticts/Arrest and Control requirements

    Introduction POST PELLET B Exam

Background Checks

    Livescan process

    Law Enforcement Code of Ethics

25. **METHODS OF INSTRUCTION--Course instructional methods may include but are not limited to**

    1. Guest Lecturers;

    2. Lecture;

    3. Performance;

    4. Presentations (by students);

    5. Skills Development and Performance;

26. **OUT OF CLASS ASSIGNMENTS: Out of class assignments may include but are not limited to**
Students perform Physical Fitness training: Push-ups Sit-ups 1.5 mile run Students will complete a biography outlining their life, accomplishments, education and goals. The students will explain why they want to enter the field of Law Enforcement. Students will complete the aforementioned assignment in the Memorandum format as outlined in the POST Law Enforcement Academy Guidelines. Memo must be submitted to the instructor within 48 hours of course completion.

27. **METHODS OF EVALUATION: Assessment of student performance may include but is not limited to**
Students will be evaluated in accordance with the state standards outlined in the California Penal Code and the Commission on Peace Officer's Standards and Training Administrative Manual (PAM). Students will be evaluated on their Biographical Memorandum.

28. **TEXTS, READINGS, AND MATERIALS: Instructional materials may include but are not limited to**

    Textbooks
No Author. (2000) No Textbook Is Required, , No Publisher
This is for no textbook option
No Author. (2000) No Textbook Is Required, , No Publisher
This is for no textbook option
No Author. (2000) No Textbook Is Required, , No Publisher
This is for no textbook option

    Manuals

    Periodicals

    Software

    Other

29. **METHOD OF DELIVERY:** Face to face;

30. **MINIMUM QUALIFICATIONS:**

31. **APPROVALS:**

    Origination Date 12/21/2015

    Last Outline Revision 12/21/2015

    Curriculum Committee Approval 04/01/2016

    Board of Trustees 05/05/2016

    State Approval 05/20/2016

    UC Approval   UC Approval Status

    CSU Approval   CSU Approval Status

    IGETC Approval   IGETC Approval Status

    CSU GE Approval   CSU GE Approval Status

Data Element Changes

Data Justification The rigorous nature of the Law Enforcement Training Academy has resulted in an average 33% drop rate in academies statewide. Discussions with the Commission on Peace Officer's Standards and Training (POST) and the California Academy Director's Association (CADA) indicate that a pre-academy orientation will provide the potential recruits with a realistic view of the requirements for successful completion of the academy thereby decreasing the drop rate.

Course Element Changes

Course Change Justification

Course ID (CB00) CCC000573443

TOP Code (CB03) 2105.50 - Police Academy*;

Course Credit Status (CB04) C - Credit - Not Degree Applicable;

Course Transfer Status (CB05) C = Not Transferable

Course Units of Credit Maximum High (CB06): 0.5

Course Units of Credit Minimum Low (CB07): 0.5

Course Basic Skills (BS) Status (CB08): N = Course is not a basic skills course.

SAM Code (CB09): C = Occupational;

Cooperative Education Course Status (CB10): Not part of Coop Work Exp;

Course Classification Code (CB11): Not Applicable, Credit Course;

Course Special Status (CB13): N - Not Special;

CAN Code (CB14):

CAN-Code Seq (CB15):

Course Prior to College Level (CB21): Not Applicable;

Course Non-Credit Category (CB22): Not Applicable, Credit Course;

Funding Agency Category (CB23): Not Applicable

Course Program Status (CB24): 1 - Program Applicable;