Instructional Program Review

Administration of Justice/POST Program

Academic Year: 2023

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Executive Summary

The Administration of Justice Program has seen significant growth in student enrollments across all semester-length courses. In May 2020, the program created and filled an AJ and POST Program Director/Instructor position, changing the duties of the full-time faculty member to a 40% instructional and 60% Director load. This move has led to growth in course offerings, frequency of offerings, and student enrollment in POST and STC certified classes. In August 2023, the program added a full-time AJ instructor, which is expected to further boost enrollments, sessions, and courses.

A notable addition to the program is the AJ171 - CDCR Off-Post Training for Custody Staff. This course allows state Correctional Officers to become students at LCC, whereby making them eligible to obtain Credit for Prior Learning for their CDCR Correctional Academy. The course is offered once a week when the High Desert State Prison conducts its annual training. Since the course's inception in April 2023, over 100 students have enrolled, and more than 1600 units of free CPL credit has been granted. Several of these students have continued their education at LCC.

The program is working closely with are other law enforcement partners to identify, develop, and deliver courses that are relevant to their needs.   Courses added this review period include:

• POST Firearms Instructor Course (AJ56)
• POST Supervisor's Course (AJ63)
• The creation CDCR to ACO Transfer class (AJ64)

The program plans to develop additional POST/STC course offerings, a High School Pathways Program, a baccalaureate degree, and potentially a "Modern Policing" degree.
The Administration of Justice (AJ) program has demonstrated a high success rate across various metrics. The program's Student Learning Outcomes (SLO) success rate for the review period was an impressive 98.56%, exceeding the SLO minimum success rate in every class. This high success rate is a testament to the quality of the program and the preparation it provides for students' future endeavors.

In terms of course success rates, the AJ program achieved 81% in 2021-22 and 91% in 2022-23, outperforming the college's collective success rates of 78% and 77% for the same periods. The AJ program also demonstrated strong retention rates of 93% and 94% for the same periods, again surpassing the college's collective retention rates of 89% for both periods.
The program also saw a slight growth in degree and certificate achievement year over year. In 2020-21, the program awarded eight degrees and two certificates, which increased to nine degrees and three certificates in 2021-22. This upward trend is expected to continue.

The Administration of Justice program, due to his rapid growth is still in need of additional resources to continue its upward trajectory. The condition and availability of classroom space are a high priorities. The program has dedicated space, but could use more for the addition of other POST classes as well as the expansion for Pathways and a Bachelor program.

Additional staffing needs will need to be considered in the future as well. Currently, the Director completes the majority of the clerical duties that would typically be assigned to administrative staff, taking time away from other duties. The program wishes to hire clerical/administrative staff in the future to free up the Director to focus more on program vision, planning, management, and growth. There is a great

need for a program specific webpage to advertise upcoming POST and STC certified courses. Agencies looking to send their staff to classes normally seek out this type of medium to locate the courses they need.

These achievements demonstrate the program's commitment to providing quality education and training to its students, as well as its efforts to continuously improve and expand its offerings for the success of the students as well as Lassen Community College.

SECTION 1: ACADEMIC PLANNING

Program Overview, Objectives, and Student Learning Outcomes

The Administration of Justice Program (AJ) and California Peace Officer Standards and Training (POST) programs at Lassen Community College (LCC) currently consists of twenty-four (24) individual courses and three (3) being developed. This is up from twenty-one (21) courses at last review. A student at LCC can earn an Associates of Science Degree for transfer, an Associates of Arts Degree, or a Certificate of Achievement in Administration of Justice. A student can also take individual courses as needed for personal or professional development.

The Administration of Justice Program is designed to prepare students for employment following graduation, or for transfer to a California State University or University of California offering an upper division major in Administration of Justice. Additionally, individual courses are designed to provide students with current industry knowledge and skills that can be effectively implemented within their professions.

The California Peace Officer Standards and Training (POST) and Community Corrections, Standards for Training in Corrections (STC) programs offers twelve (12) individual courses for professional development for peace officers, correctional officers, and probation officers, as well as any profession needing law enforcement training for their position. Many of these courses are dual certified for both POST and STC, and can be counted towards an AJ degree at LCC.

Objectives for the Administration of Justice Program:

As an Administration of Justice major, the student will:
- Study the history, philosophy and theories of crime; the structure of the criminal justice, courts and correctional systems; elements of community relations and current careers.
- Develop skills in criminal investigations and prosecution, community relations and communication.
- Identify an area of specialization in the administration of justice field.

Program Student Learning Outcomes

Upon completion of the Associate in Science Degree in Administration of Justice for Transfer, the student will be able to:

1. Demonstrate an understanding of the workings of the criminal justice system by applying definitions, concepts, and principles to law enforcement, corrections, and the courts.
2. Apply critical thinking to research, evaluate, analyze and synthesize the appropriate procedures for the collection of evidence and data in criminal case preparation for law enforcement agencies.
3. Develop, organize and write an objective report that meets the legal and detailed requirements of law enforcement agencies.

Upon completion of the Associate in Arts Degree <u>or</u> the Certificate of Achievement in Administration of Justice the student will be able to:

1. Demonstrate an understanding of the workings of the criminal justice system by applying definitions, concepts, and principles to law enforcement, corrections and the courts.
2. Apply critical thinking to research, evaluate, analyze and synthesize the appropriate procedures for the collection of evidence and data in criminal case preparation for law enforcement agencies.
3. Develop, organize and write an objective report that meets the legal and detailed requirements of law enforcement agencies.
4. Be academically prepared to obtain an entry-level or midlevel position within the Criminal Justice System.

The Administration of Justice Program's mission and goals compliment Lassen Community College's Mission Statement and Strategic Goals. LCC established and published Mission Statement and Strategic Goals are as follows:

<u>Mission</u>

Lassen Community College provides educational programs for all pursuing higher education goals. The core programs offer a wide range of educational opportunities including transfer degrees and certificates, economic and workforce development, and basic skills instruction. The College serves diverse students, both on campus and in outreach areas in its effort to build intellectual growth, human perspective and economic potential.

<u>Strategic Goals</u>

1. Institutional Effectiveness: Provide the governance, leadership, integrated planning and accountability structures, and processes to effectively support an inclusive learning environment, while ensuring responsible stewardship of public trust and resources.

2. Learning Opportunities: Provide an array of rigorous academic programs delivered via a variety of modalities that promote student equity and learning while meeting the needs of the local and global community.

3. Resource Management: Manage human, physical, technological and financial resources to sustain fiscal stability and to effectively support the learning environment.

4. Student Success: Provide a college environment that reaches-out-to and supports students, minimizes barriers, and increases opportunity and success through access and retention to enable student attainment of educational goals including completion of degrees and certificates, transfer, job placement and advancement, improvement of basic skills, and self-development through lifelong learning.

<u>Changes to the Program Since Last Review:</u>

Since last review, the program has made the following changes:

- Added an additional full-time Administration of Justice Instructor in August 2023. This allows more classes and sections to be offered, thus helping the program grow.
- Created a non-credit course (AJ171 – Off POST Training for Correctional Officers) that is offered most Tuesday's at High Desert State Prison. This class was designed to allow CDCR Correctional Officer to sign up for this course, while they are attending their annual training. Once they become a LCC Student, and complete the needed paperwork, the AJ program is providing up to 16.5 units for Credit for Prior Learning (CPL) for their Correctional Academy. To date we have had over 100 enrollments in this course, and issued over 1600 units of CPL.
- Created a POST Firearms Instructor Course (AJ56). During this rating period, this course has been offered once, with eighteen (18) students in attendance. This course will be offered three to four times a year, as needed. This course brings law enforcement personnel from all over northern California.
- Created a POST certified Supervisor's Course (AJ63). This is a coveted course in the state. LCC was fortunate enough to be offered the opportunity to present this course. We are the only presenter north of Sacramento currently POST authorized to present this class. This two-week (80 hours) course was created and certified, however not offered within this rating period. It was first offered in August 2023, and the data will be included in the next IPR.
- Created CDCR to ACO Transfer class (AJ64). This is an 80-hour course allowing CDCR trained Correctional Officer to be certified to work on a county correctional facility. This is a STC certified course that has been certified, but not offered as of the end of this reporting period.
- Changed the course name of AJ9 from Introduction to Correctional Science to Introduction to Corrections, to align better with C-ID naming.
- Free Online Educational Resources added to AJ12 and AJ20, removing the costly textbook
- BUS22, Business Law, has been removed from this program's IPR reporting. Therefore, the reported numbers will only be on AJ specific courses.

Student Achievement and Learning Outcomes
Trends and Patterns in Student Achievement
Course Success Rates

Course Success Rate	2019-20	2020-21	2021-22	2022-23
Program-Level				
Administration of Justice Overall Success Rate	81%	76%	81%	91%
Lassen College Success Rate	80%	77%	78%	77%
Course-Level				
AJ-10	83%	56%	100%	60%
AJ-11	81%		57%	
AJ-12	72%	53%	58%	70%
AJ-14	100%		69%	
AJ-171				100%
AJ-20	65%	68%	58%	76%
AJ-23		48%		79%
AJ-24	93%	60%	73%	86%
AJ-35		73%		100%
AJ-49	100%	100%	100%	80%
AJ-5	100%		100%	
AJ-52A	100%	100%	91%	100%
AJ-52B		100%		100%
AJ-53		100%	88%	95%
AJ-56				100%
AJ-57	100%	100%	100%	100%
AJ-58		100%	100%	100%
AJ-59		100%	100%	100%
AJ-60		100%	100%	100%
AJ-62				100%
AJ-8	100%	78%	100%	75%
AJ-9	65%	57%	100%	80%
Modality				
F - Face-to-Face	100%	100%	96%	99%
H - Hybrid	83%	100%	65%	85%
N - Internet	71%	60%	65%	70%

Course Success Rate	2019-20	2020-21	2021-22	2022-23
Program-Level				
Administration of Justice Overall Success Rate	81%	76%	81%	91%
Lassen College Success Rate	80%	77%	78%	77%
Gender				
Female	79%	69%	74%	88%
Male	83%	83%	88%	92%
Unreported		100%	100%	100%
Ethnicity				
American Indian or AK Native	44%	84%	82%	100%
Asian	67%	100%	80%	100%
Black or African American	100%	78%	100%	69%
Filipino	100%	50%		100%
Hispanic or Latinx	86%	71%	83%	87%
Pacific Islander or HI Native	75%	75%		100%
Unreported	67%	75%	81%	100%
White	84%	78%	79%	92%
Age Group				
17 and Younger	75%	39%	71%	50%
18 to 24	74%	59%	75%	85%
25 to 49	94%	93%	85%	94%
50 and Older	100%	72%	100%	98%

Course Retention Rates

Course Retention Rate	2019-20	2020-21	2021-22	2022-23
Program-Level				
Administration of Justice Overall Retention Rate	93%	90%	93%	94%
Lassen College Retention Rate	91%	88%	89%	89%
Course-Level				
AJ-8	100%	78%	100%	88%
AJ-9	80%	76%	100%	80%
AJ-10	92%	88%	100%	80%
AJ-11	88%		100%	
AJ-12	89%	88%	79%	79%
AJ-14	100%		81%	
AJ-20	94%	84%	87%	82%
AJ-23		74%		100%
AJ-24	93%	85%	82%	93%
AJ-35		93%		100%
AJ-49	100%	100%	100%	80%
AJ-5	100%		100%	
AJ-52A	100%	100%	100%	100%
AJ-52B		100%		100%
AJ-53		100%	100%	97%
AJ-56				100%
AJ-57	100%	100%	100%	100%
AJ-58		100%	100%	100%
AJ-59		100%	100%	100%
AJ-60		100%	100%	100%
AJ-62				100%
AJ-171				100%
Modality				
F - Face-to-Face	100%	100%	100%	100%
H - Hybrid	94%	100%	73%	85%
N - Internet	88%	84%	91%	84%

Course Retention Rate	2019-20	2020-21	2021-22	2022-23
Program-Level				
Administration of Justice Overall Retention Rate	93%	90%	93%	94%
Lassen College Retention Rate	91%	88%	89%	89%
Gender				
Female	92%	85%	89%	94%
Male	94%	95%	96%	94%
Unreported		100%	100%	100%
Ethnicity				
American Indian or AK Native	75%	100%	94%	100%
Asian	100%	100%	100%	100%
Black or African American	100%	89%	100%	85%
Filipino	100%	100%		100%
Hispanic or Latinx	99%	87%	92%	90%
Pacific Islander or HI Native	100%	100%		100%
Unreported	89%	88%	88%	100%
White	91%	90%	93%	96%
Age Group				
17 and Younger	75%	94%	86%	75%
18 to 24	92%	81%	90%	88%
25 to 49	95%	97%	95%	98%
50 and Older	100%	83%	100%	100%

Awards

Degree and Certificates	2019-20	2020-21	2021-22	2022-23
Administration of Justice Degrees Awarded	14	14	8	9
Lassen College Degrees Awarded	260	340	297	321
Administration of Justice Certificates Awarded		1	2	3
Lassen College Certificates Awarded	128	162	107	137
Degree or Certificate Program				
AA Administration of Justice	2	2	2	3
AS Administration of Justice for Transfer-CSU	10	9	5	6
AS Administration of Justice for Transfer-IGETC	2	3	1	
Cert. of Achievement Administration of Justice		1	2	3

Achievement

Based upon the above data, the program is seeing a slight growth in degree/certificate achievement, year over year, since the pandemic wreaked havoc on our numbers system-wide. In 2000-21, the program awarded eight (8) degrees, and two (2) certificates. 2021-22 saw a slight increase to nine (9) degrees, and three (3) certificated awarded. It is anticipated that these number will continue to rise moving forward.

The data shows that the course success rates for the AJ program were 81% in 2021-22, and 91% in 2022-23, while the college collectively was at 78% and 77% respectively. Further, the AJ program retention rate was 93% and 94% for the same time period, with the college collectively was 89% for both periods. This speaks highly of the quality of the program and instructors. We will continue to strive for improvement over previous years.

Equity

Based on your review of the data trends above (e.g., course success, retention) no equity gaps are revealed. All areas displayed above show high success rates amongst the groups listed. One area that shows a lower than desired rate of success and retention is 17 years old and younger. However, the data does not provide information on how many students attended classes in that age category. It is assumed that this may be related to the level of course work required to be successful in the AJ courses. We anticipate this will change significantly in the next review period as the program is expanding to offer Pathway's classes for our local high school students. We will continue to monitor this number and look for ways to improve, if needed.

Student Learning Outcomes

SLO assessment is important to maintain and improve an effective learning experience for LCC students. Evaluating SLO results regularly is helpful for evaluating student learning and identifying emerging program needs. There is a link between SLO assessment results, SLO improvement plans and review of curriculum and/or budget requests. Regular program assessment will drive program improvement. These records are maintained in the online Data Management and Visualization tool (TABLEAU) and are available for review by faculty at any time through its self-updating, interactive dashboards, and reports. Feedback and narrative from the Share Point tool will be included in the reports.

*By contract, faculty are required to prepare and submit an SLO Assessment Plan for each class within one week of the first-class meeting and implementation of the assessment method as indicated on the SLO Plan for each class. Submission of the (a) results of the assessment methods and (b) steps taken as result of the assessment within five (5) District business days after the last scheduled meeting of the class. Both submissions will be made in accordance with District tracking procedures (I.e., may be paper-based or electronic).

An analysis of the SLO data for the below referenced courses for this rating period showed all courses exceeding the SLO minimum success rate in every class, with a program SLO success rate of 98.56% for this review period. That is a statistic we are proud of. Our AJ students are being prepared well for their future endeavors, and the SLO's confirm that.

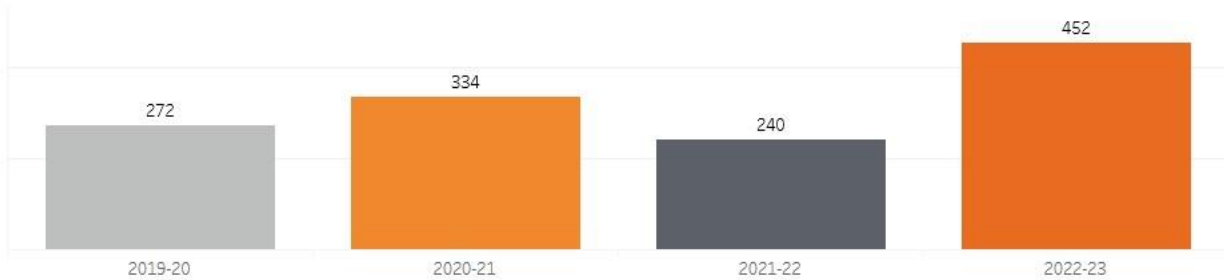| Course Assessed	Recommendations for Improvement
AJ-5: Introduction to Forensics	None
AJ-8: Criminal Court Process	None
AJ-9: Intro Correctional Science	None
AJ-10: Criminology	None
AJ-11: Youth Gangs in America	None
AJ-12: Intro Criminal Just	None
AJ-14: Juvenile Procedures	None
AJ-16: Supervision in Law Enforcement	None
AJ-20: Criminal Law	None
AJ-23: Criminal Evidence	None
AJ-24: Community Relations	None
AJ-35: Investigative Techniques	None
AJ-49: Admin of Justice Work Exp	Unknown – Work Experience Coordinator will advise
AJ-52A: PC832 Arrest Method, Procedure	None
AJ-52B: PC832 Firearms	None
AJ-52BR: Firearms Training	None
AJ-53: Basic Force and Weaponry	None
AJ-56: Firearms Instructor	None
AJ-57: Firearms/Tactical Rifle	None
AJ-58: Perishable Skills for Peace of	None
AJ-59: First Aid/Cpr/Aed Refresher	None
AJ-60: Adult Correctional Officer Cor	None
AJ-61: Juvenile Corrections Officer C	None
AJ-62: Probation Officer Core Course	None
AJ-63: POST Law Enforcement Supervis	None
AJ-71: Off-Post Training-Custodystaff	None
AJ-171: CDCR Off Post Custody Staff	None

Program Student Learning Outcomes	Summarize Findings
PSLO 1	Both degrees and the one certificate attained a 100% for the past two years
PSLO 2	The AA degree and Certificate attained a 100% for the past two years, while the AS-T attained a 100% in year 2021-22, and 98% in 2022-23
PSLO 3	The AA degree and Certificate attained a 100% for the past two years, while the AS-T attained a 100% in year 2021-22, and 97% in 2022-23
PSLO 4	Both degrees and the one certificate attained a 100% for the past two years
Recommendations for Improvement	
No recommendations for improvement	

Enrollment Management

Enrollment Management Trends

Enrollment (Census)

Year	Value
2019-20	272
2020-21	334
2021-22	240
2022-23	452

Full-Time Equivilant Students (FTES) (Census)

Year	Value
2019-20	26.16
2020-21	29.58
2021-22	22.54
2022-23	33.34

Enrollment Management	2019-20	2020-21	2021-22	2022-23
Administration of Justice Enrollment Overall	272	334	240	452
Lassen College Census Enrollment	14,318	12,243	11,847	11,195
Administration of Justice Full-Time Equivalent Students (FTES)	26.2	29.6	22.5	34.9
Lassen College Full-Time Equivalent Students (FTES)	1,538.3	1,283.8	1,200.6	1,153.9
Administration of Justice Number of Sections	17	23	24	33
Lassen College Number of Sections	851	758	818	769
Administration of Justice Fill Rate	55%	50%	38%	47%
Lassen College Fill Rate	50%	52%	48%	51%
Administration of Justice Full-Time Equivalent Faculty (FTEF)	1.2	1.7	2.0	2.6
Lassen College Full-Time Equivalent Faculty (FTEF)	79.8	70.7	74.5	72.4
Administration of Justice FTES/FTEF	21.0	17.1	11.1	13.2
Lassen College FTES/FTEF	20.1	19.0	17.1	16.6

Enrollment	2019-20	2020-21	2021-22	2022-23
Program-Level				
Administration of Justice Enrollment Overall	272	334	240	452
Course-Level				
AJ-5	19		12	
AJ-8	8	9	3	8
AJ-9	20	22	4	10
AJ-10	26	16	5	10
AJ-11	16		7	
AJ-12	56	44	38	43
AJ-14	14		16	
AJ-20	55	45	31	38
AJ-23		28		19
AJ-24	15	20	11	14
AJ-35		15		17
AJ-49	7	5	2	5
AJ-5	19		12	
AJ-52A	14	23	11	23
AJ-52B		12		24
AJ-53		36	32	38
AJ-56				18
AJ-57	22	21	17	13
AJ-58		14	20	30
AJ-59		17	18	20
AJ-60		7	13	15
AJ-62				7
AJ-171				100
Modality				
F - Face-to-Face	69	130	126	305
H - Hybrid	80	5	37	46
N - Internet	123	199	77	101

Based on your review of the data trends above it is very apparent that the AJ/POST program is on the rise! Overall enrollments increased by 212 from 2021-2022 to 2022-23, that is an 88% increase in enrollments, year over year. One of the reasons for such a large increase is the addition of AJ-171, with saw 100 enrollments in 2022-23. Even removing this number from the equation, the AJ/POST program saw a 46% increase. That growth was realized while that data shows an 5.6% overall decrease in college enrollment. The growth appears to be associated with the hard work and dedication of the full-time, and part-time faculty that strive to grow the program for the betterment of the students, regional law enforcement agencies, and this institution.

Further, a review of the FTEF statistics appears to indicate that the program in 2021-2022 was producing the equivalent of two full-time faculty members, while only have a director, who has a 40% teaching load, and multiple adjunct instructors. The program FTEF continued to grow in 2022-23 to 2.6, with the same number of faculty performing the task.

Curriculum
Degrees and/or Certificates

Degree or Certificate Title	Award Type	Term of Last Revision
AA Administration of Justice	AA	Spring 2023
AS Administration of Justice for Transfer	AS-T	Spring 2023
Cert. of Achievement Administration of Justice	CA	Spring 2023

No revisions were made to the degrees or certificate during this review period

Courses

The program has seen considerable growth in courses in the area of professional development. Due to the regional in-service training needs of our criminal justice partners, we have added, or are adding at the time of this writing, a CDCR to ACO Transition course, a Firearms Instructor course, Tactical Rifle Instructor course, POST Law Enforcement Supervisory course, Juvenile Corrections Officer Core Class, Adult Corrections Officer Supplemental Course, and a non-credit CDCR Off-Post Training for Custody Staff course. All of these classes, with the exception of CDCR Off-Post Training for Custody Staff, are certified by either POST or STC and offered in an intensive format.

The course offerings in the program's AS-T and AA degrees are the same as previously indicated in prior evaluations. We have added Online educational Resources as the no cost textbook option in AJ12 and AJ20. They will be first implements in fall 2023, and we will report back next review on how that implementation went. We are seeing growth in student enrollments across the board in all of the semester length courses.

The addition of AJ171 - CDCR Off-Post Training for Custody Staff, was the collective vision of the program and other to see our state Correctional Officers obtain credit for prior learning for their CDCR Correctional Academy. This course, which is offered one day a week, when High Desert State Prison is in session with their annual training. We attend that training, enroll those staff attending who wish to sign up for the free, non-credit class, then offer them the CPL application for up to 16.5 units of free CPL credit for their CDCR Correctional Academy. Since inception of this vision is approximately April of 2023, we have enrolled over 100 students and granted over 1600 units of free CPL credit. Several of these students have continued on with their educational goals at LCC.

In May 2020, LCC created and filled an AJ and POST Program Director/Instructor position, and promoted the full-time faculty member to this position. Since the creation of this position, the POST program has seen growth in course offerings, frequency of offerings, and student enrollment in POST and STC certified classes. IN August of 2023, the program was able to add an additional full-time AJ instructor. That instructor is carrying a full load for the fall 2023 semester, as we expect to see additional growth in enrollments, sessions, and courses as a result of her being added to the team.

There is a need for additional peace officer in-service type training offerings in our area, and we are working closely with our law enforcement partners to identify, develop, and instruct those courses.

Course	Last Offered	Term of Last Revision
AJ-5: Introduction to Forensics	Spring 2022	Spring 2023
AJ-8: Criminal Court Process	Fall 2022	Spring 2023
AJ-9: Intro Corr Science	Spring 2023	Spring 2023
AJ-10: Criminology	Spring 2023	Spring 2023
AJ-11: Youth Gangs in America	Fall 2021	Spring 2023
AJ-12: Intro Criminal Just	Spring 2023	Spring 2023
AJ-14: Juvenile Procedures	Fall 2021	Spring 2023
AJ-16: Supervision in Law Enforcement	Spring 2019	Spring 2023
AJ-20: Criminal Law	Spring 2023	Spring 2023
AJ-23: Criminal Evidence	Fall 2022	Spring 2023
AJ-24: Community Relations	Fall 2022	Spring 2023
AJ-35: Investigative Techniques	Spring 2023	Spring 2023
AJ-49: Admin of Justice Work Exp	Unknown	Unknown
AJ-52A: PC832 Arrest Method, Procedure	Spring 2023	Spring 2023
AJ-52B: PC832 Firearms	Summer 2023	Spring 2023
AJ-52BR: Firearms Training	Unknown	Spring 2023
AJ-53: Basic Force and Weaponry	Spring 2023	Spring 2023
AJ-56: Firearms Instructor	Spring 2023	Spring 2023
AJ-57: Firearms/Tactical Rifle	Fall 2022	Spring 2023
AJ-58: Perishable Skills for Peace of	Fall 2022	Spring 2023
AJ-59: First Aid/Cpr/Aed Refresher	Fall 2022	Spring 2023
AJ-60: Adult Correctional Officer Cor	Spring 2023	Spring 2023
AJ-61: Juvenile Corrections Officer C	Never	Spring 2023
AJ-62: Probation Officer Core Course	Fall 2022	Spring 2023
AJ-63: POST Law Enforcement Supervis	New Course	Spring 2023
AJ-71: Off-Post Training-Custodystaff	Unknown	Spring 2023
AJ-171: CDCR Off Post Custody Staff	Spring 2023	Spring 2023

All courses offered in the Administration of Justice/POST program have undergone extensive review for accuracy and currency. In this process, the textbooks and content were updated, where needed, to the current information available. All courses in the program were reviewed for modality of delivery. With the exception of POST approved courses that do not allow distance learning as an option, all appropriate AJ courses have hybrid and online delivery added as a modality.

Articulation/Integration of Curriculum

Lassen Community College courses articulating with UC and CSU and indicating courses with approved C-ID designations are as follows:

Campus/GE/C-ID	AJ 5	AJ 8	AJ 9	AJ 10	AJ 11	AJ 12	AJ 14	AJ 16	AJ 20	AJ 23
C-ID	AJ 150	AJ 122	AJ 200			AJ 110	AJ 220		AJ 120	AJ 124
CSU GE Area				CSU GE: D		CSU GE: D			CSU GE: D	
IGETC Area										
Cal Poly Humboldt										
Cal Poly Pomona									CRM 2205	
Cal Poly SLO										
CSU Bakersfield						CRJU 1108				
CSU Channel Islands										
CSU Chico						POLS 250	POLS 257		POLS 258	
CSU Domingues Hills										
CSU East Bay									CRJ 210	
CSU Fresno						CRIM 2			CRIM 20	
CSU Fullerton						CRJU 100				
CSU Long Beach										
CSU Los Angeles	CRIM 2080	CRIM 2030	CRIM 2010	CRIM 2030		CRIM 1010			CRIM 1260	
CSU Maritime Academy										
CSU Monterey Bay										
CSU Northridge						CJS 102				
CSU Sacramento						CRJ 1			CRJ 2	
CSU San Bernardino *									CJUS 102	
CSU San Marcos										
CSU Stanislaus										
San Diego State **										
San Francisco State										
San Jose State										
Sonoma State										
UC Berkeley										
UC Davis										
UC Irvine		CRM/LAW C7		CRM/LAW C7		CRM/LAW C7			CRM/LAW C7	
UC LA										
UC Merced										
UC Riverside										
UC San Diego										
UC Santa Barbara										
UC Santa Cruz										
* 2016-17 is newest										
** 2003-04 is newest										

Campus/GE/C-ID	AJ 24	AJ 35								
C-ID	AJ 160	AJ 140								
CSU GE Area										
IGETC Area										
Cal Poly Humboldt										
Cal Poly Pomona										
Cal Poly SLO										
CSU Bakersfield		CRJU 2500								
CSU Channel Islands										
CSU Chico										
CSU Domingues Hills										
CSU East Bay	CRJ 230	CRJ 220								
CSU Fresno										
CSU Fullerton										
CSU Long Beach										
CSU Los Angeles										
CSU Maritime Academy										
CSU Monterey Bay										
CSU Northridge										
CSU Sacramento	CRJ 5	CRJ 4								
CSU San Bernardino*		CJUS 106								
CSU San Marcos										
CSU Stanislaus										
San Diego State**										
San Francisco State										
San Jose State										
Sonoma State										
UC Berkeley										
UC Davis										
UC Irvine										
UC LA										
UC Merced										
UC Riverside										
UC San Diego										
UC Santa Barbara										
UC Santa Cruz										
* 2016-17 is newest										
** 2003-04 is newest										

This articulation report above show that program courses are well articulated to the CSU and UC systems. The program has articulated a total of five (5) courses for General Education credit towards a terminal AA degree, and three (3) courses forwards CSU GE credit.

C-ID, the Course Identification Numbering System, is a faculty-driven system developed to assign identifying designations (C-ID numbers) to transfer courses. Most C-ID numbers identify lower-division transferable courses commonly articulated between the California Community Colleges and CSUs and UCs. It provides information for students, staff, and faculty who must identify which community college courses best meet the expectations transfer partners have for courses that contribute to transfer into a major at specific universities. Any community college that bears the C-ID number conveys intersegmental faculty has determined it meets the published course content, rigor, and course objectives. The C-ID descriptor also means that any other course elsewhere; bearing the same number will be accepted by the institution.

Lassen Community College has the following AJ courses approved by C-ID:
   AJ 5 Introduction to Forensics; **AJ 8** Criminal Court Process; **AJ 9** Introduction to Corrections; **AJ 12** Introduction to Criminal Justice; **AJ 14** Juvenile Procedures; **AJ 20** Criminal Law; **AJ 23** Criminal Evidence; **AJ 24** Community Relations; and, **AJ 35** Investigative Techniques

External Compliance

Several of the courses in the program have to comply with the California Commission on Peace Officer Standards and Training (POST) and/or the Board of State and Community Corrections (BSCC), Standards and Training for Corrections (STC) regulations. This requires the courses, curriculum, hourly distribution of instruction, course instructor resumes, location of instruction, and safety policies (in some cases), to be reviewed and approved before LCC can offer or the course. Further, POST and STC require a two-year review and revision of the material. To provide POST and/or STC training certification for students, the program is required to complete a myriad of clerical type tasks for proper certification. All of the aforementioned tasks, and compliance work, is currently handled by the POST Director. There are no POST or STC compliance issues at this time.

Further, the AJ/POST Director maintains the POST certification of the Gunsmithing Program's five (5) Armorer's courses that are offered in the summer. These course have to go through the same rigorous approval process as listed above. The POST Director completes all of the clerical duties to maintain and continue certification of these course offerings.

With the addition of the several aforementioned POST and STC courses over the past few years, the regulatory and clerical responsibilities have greatly increased. The process in time consuming and laborious.

It should be noted that the California Legislature has passed a bill (AB89) requiring POST and the Community College Chancellor's office to work together to provide a recommendation for a new 'Modern Policing" degree for entry level law enforcement officers. Depending on the outcome of this recommendation and future legislation, LCC may consider updating our current degrees or developing another degree to comply with this law. Additional research and time will be needed to determine our best path moving forward.
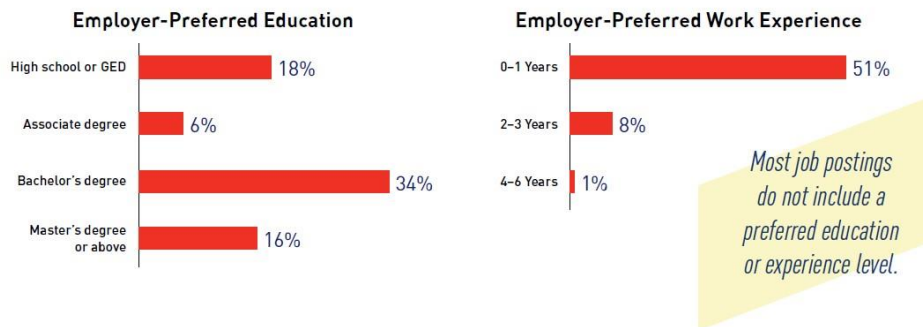
External Analysis: Job Market Assessment

A review of the minutes will show that the committee members discussed and approved the Administration of Justice and POST courses. In addition, they discussed the need for specific POST and/or STC classes and the need to offer these courses through the college rather than sending people out of the area to train. Some course options included Firearms and Rifle Instructor courses, SWAT tactical type courses, Impact Weapons, and other law enforcement in-service type courses.

The committee was in consensus that the program, due to its growth, will likely need additional support staff and faculty in the near future.
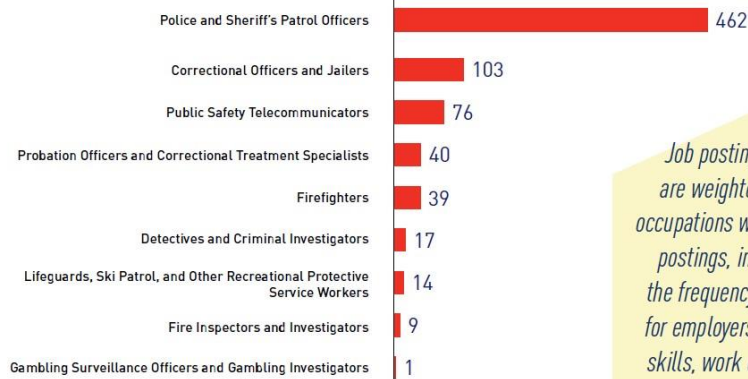
Labor Market Index data has been received from North Far North. This data shows a statewide growth in Law Enforcement and Corrections employment. See graphs below.

Job Postings by Occupation

Occupation	Count
Police and Sheriff's Patrol Officers	462
Correctional Officers and Jailers	103
Public Safety Telecommunicators	76
Probation Officers and Correctional Treatment Specialists	40
Firefighters	39
Detectives and Criminal Investigators	17
Lifeguards, Ski Patrol, and Other Recreational Protective Service Workers	14
Fire Inspectors and Investigators	9
Gambling Surveillance Officers and Gambling Investigators	1

Job posting results are weighted toward occupations with the most postings, influencing the frequency of results for employers, job titles, skills, work experience, and education.

Program Planning and Communication Strategies

The AJ/POST department is in a continuous cycle of program level planning, the AJ/POST director communicates regularly with the Deans and V.P. of Instruction. Current program planning includes the maintenance and improvement of all current course offerings for the AJ, POST, and STC programs Program level planning, curriculum, SLOs, PSLOs, equity, student achievement and performance data are discussed among full-faculty and recommendations, when warranted, are presented to the Dean of Instruction for review. The AJ/POST Director is the current Curriculum Co-Chair, as well as the Vice-Chair of Academic Senate. The newly hired full-time AJ Instructor is also on the Curriculum Committee.

Academic Planning Analysis Summary

The AJ/POST program has experienced good success over the past few years, as displayed throughout this report and the statistics provided. The full-time and adjunct faculty have worked together to identify the following priority areas for growth:

1. Increase enrollment in current course offerings through outreach and advertising.
2. Increase enrollment through creating Pathway's course offerings.
3. Investigate and develop additional course to meet our regional law enforcement partner's needs.
4. Investigate the opportunity to develop and offer a Bachelorette degree.

Section 2: Human Resource Planning

Workload and Staffing Assessment

Year	F/T Faculty	P/T Faculty
Previous Year	1 Director with 60/40 split 1 50% ISS, split with Fire Tech	Numerous
Current Year	1 Director with 60/40 split 1 50% ISS, split with Fire Tech	Numerous
Next 2 Years	Current Staff of: 1 Director with 60/40 split 1 50% ISS, split with Fire Tech With Additional Staff of: 1 F/T Faculty – Added fall 2023 1 F/T Faculty – Added fall 2025 Additional 50% ISS – to make 1 100% AJ/POST ISS position Clerical/Administrative Support Position	Numerous

The AJ/POST program has seen transition over the past few years. Prior to August 2023, There was one (1) full-time faculty member assigned to the Administration of Justice/POST Department. However, this faculty member was also the program's Director splitting the time 60 to AJ/POST Director duties and 40% to the AJ instructor role. The remainder of the instructional load had been carried by several adjunct instructors. The program is allocated a 50% Instructional Support Specialist. This position has been vacant for a good portion of this review period. No other instructional assistants or classified staff are assigned to internally support the program's activities.

The college administration and governing board has added an additional full-time AJ instructor to the program, starting August 2023. That additional faculty member will be an integral part of the continued success and growth of the program. That support by the administration and governing board is much appreciated.

With the addition of the above mentioned courses, along with more sections being offered of current courses, increased student enrollment, along with the planned addition of a Pathways program for the area high schools, and potential baccalaureate degree, the program is still in need of additional faculty and support staff.

Last year, the program supported 2.6 full-time faculty member (FTEF). This with just one full-time employee with a 40% faculty load and several adjunct instructors. The full-time faculty is normally taking overload to have program success. The POST and STC program, where we see the most growth, required classes to be in an intensive, seminar type modality, requiring intensive faculty time and engagement. These type of courses need multiple instructors and subject matter experts to teach the course content, along with a great deal of administrative support. Some of this support includes

producing student handouts, setting up instructional material and equipment, additional support staff in the classroom environment, proctoring of certain testing, maintenance and service of equipment, etc. Currently the only full-time AJ Instructor/Director and part-time adjunct instructors are carrying the load.

The program statistics, along with planned growth, necessitate the addition of support and faculty staff at some point to continue the upward trajectory.

Professional Development

The current AJ/POST Director/Instructor is currently the Co-Chair of the Curriculum Committee, a Senator on the Academic Senate, The CTE/PE Division Chair and chief negotiator for the Lassen College Faculty Association (LCFA). The newly hired AJ faculty member is a member and active participant on the Curriculum Committee.

Ongoing professional development through flex activities on campus, as well as attending online instructor development course were completed this evaluation cycle. Additionally, full-time instructors attended POST certified instructor level courses to increase their skills this evaluation period. Adjunct instructors in this program are mostly current full-time law enforcement professionals who maintain relevancy and currency in their professions.

For POST and STC program growth, there is a need to send faculty to POST and STC certified instructor schools, so they then can teach on the specific course of instructions under POST/STC guidelines. There is a need for certified instructors in firearms training, First Aid/CPR, drivers training, de-escalation, defensive tactics, and instructor/facilitator development. Further, the field of criminal justice is ever changing and there is a need to have instructors maintain their currency and relevancy of information. Therefore, instructors should continue to attend courses, seminars, and conferences to stay abreast of the changing career field.

Section 3: Infrastructure Planning

Facilities

The two classrooms in Building M are equipped with teaching technologies such as large screen smart televisions, laptop docking stations, DVD player, and various devices in all classes used by the Department. In 2021, the AJ department was assigned the majority of Building M for classroom, office, and storage space for program use and instruction. The POST classes are required to be offered in an intensive, seminar style mode of instruction where classroom space in needed for several hours and for several days at a time. This space has afforded the opportunity to offer more POST and STC classes, without impacting other LCC semester based classes and classrooms. On occasion, the classrooms in Building M are shared with the Fire Science program, assisting their program with classroom space as needed.

There are times that the two classrooms allocated to the program are not enough. We then either have to limit our simultaneous course offerings, or request additional classroom space on campus. Due to the nature of our class and the other instructional needs of the campus, that request if often difficult to fulfill. The POST/AJ program is in need for additional, dedicated, classroom space to be used for the continued growth of the program. It is suggested that the institution make available the remainder of the M building for this use.

The M building is at the back of the campus and is not clearly marked for visitors to locate. The program brings in several out of the area agencies to attend our POST and STC level courses. It is recommended that funds be made available to better identify the facility to those attending courses. One suggestions is a professionally created sign that is installed near the driveway to the M and N building, identifying them as the "Public Safety Training Center".

The building has two restrooms. These restrooms are convenient and functional. However, they are in poor shape due to their age. Both of them are in desperate need of remodeling and updating. The POST and STC program students come from all over the north state of California to attend. The lack of regular upkeep could give a negative impression of the program and the college as a whole.

Lastly, Building M, which is used for defensive tactics and physical training, and other physically exerting activities, has no drinking water facilities. The need for the availability of drinking water during these physical type classes is imperative

Equipment
Existing equipment within in the program is sufficient for current program needs. However, the growth of the program necessitates the addition of more specialized, course specific, items. These needs are being purchased with program grant funds at this time.

Technology
The program's current 15 laptop computers that are used for online testing required for some of our POST certified courses are outdated and becoming problematic. Due to the advancement in technology, and the life expectancy of lap top computers, it is recommended that the 10 laptops that are over 9 years old be replaced in the next budget cycle.

Currently, adjunct faculty are unable to print documents to the LCC printers/copies from their personal laptops without saving the document to a flash drive or emailing a full-time faculty member with the file. This is apparently due to non-district devices not being allowed on the District's network. This is arduous and time consuming. Therefore, it is recommended that the District purchase an additional laptop computer for the sole use of the adjunct instructors in the AJ program.

Section 4: Program Planning

Progress Update on Previous Action Plans:

The previous IPR from 2021 included numerous planning agenda items that involved program faculty prioritization and implementation. Items completed included hiring a 50% ISS for the program (although currently vacant), creating and hiring a full-time AJ Instructor, painting the outside of the M building, creating additional POST and/or STC certified courses based upon law enforcement needs, and making facility upgrades to Sierra Sportsmen's Club range for college use.

Items listed from the prior IPR that were not completed, and continue to be needs include the following:
      1. Develop and offer additional courses in the POST program to effectively meet the ongoing needs in law enforcement, corrections and probation officers.
      2. A POST and STC program specific webpage is needed.
      3. Replace Dell laptops used for PC832 testing, as they are (now) 9 years old
      4. Purchase and issue the AJ department 1 laptop to be used by adjunct faculty.
      5. Allocate resources to send faculty to POST certified instructor or instructor development courses 6. Secure additional space for instruction for future growth
      7. Install drinking/water bottle fountain in building M

Action Plan	Progress Detail	Outcomes
Allocate remainder of M building to dedicated AJ/POST program instructional use.	Records, and other stored items, will have to be relocated from room M-1. Additional dedicated space will be essential to program growth.	Additional program growth, raising FTE's, and allowing for potential location for baccalaureate degree program
Hire additional full-time faculty member	One hired August 2023. Based on current statistics, along with anticipated growth, the program will be able to support such growth.	Additional program growth, raising FTE's, and allowing for potential instructor for baccalaureate degree program
Update Restrooms	No progress so far	The lack of regular upkeep could give a negative impression of the program and the college as a whole.
Hire clerical/administrative staff	Currently, the Director completes the vast majority of the clerical duties that would be assigned to such staff member. This would free up the director to work on program vision, planning, management, and growth more.	Additional program growth, raising FTE's, allowing director to focus on visions, and planning of the program

Strengths, Weaknesses, Opportunities, Threats (SWOT) Analysis

Complete SWOT analysis

Strengths	Current relationships with allied agencies; current growth of the program; capability and excitement of current faculty; continued need for program courses for employment or job growth.
Weaknesses	Facilities: The condition and availability of classroom space are the highest priority. Human Resources: Lack of additional faculty and staff are a weakness to continued growth. Advertising: lack of a comprehensive advertising plan; no dedicated POST/STC website
Opportunities	High School Pathways program; Additional POST/STC course offerings; Bachelorette degree development ; potential for a "Modern Policing" degree to be developed.
Threats	Changes in law, changes in delivery of education as a whole, other colleges offering the same courses.

Program Plan

LCC Mission

Lassen Community College provides programs for all perusing higher education goals. The core programs offer a wide range of educational opportunities including transfer degrees and certificates, economic and workforce development, and basic skills instruction. The College serves diverse students, both on campus and in outreach areas in its effort to build intellectual growth, human perspective and economic potential.

The AJ/POST program growth supports and aligns with the college's mission as the program provide a wide range of job related and educational opportunities including degrees, certificates, and workforce training. The program serves a diverse student base, including foreign students, athletes, local college students, entry level employees, as well as career level professionals. We offer courses face-to-face, online, and to staff at High Desert State Prison.

The expected outcome of the action plans includes further meeting the institutional goals and mission, as well as providing exceptional opportunities to our job seeking, and career based students. Our courses continue to provide a much needed service to our regional law enforcement partners as well as the community.

Action Plan	Supporting Evidence	Expected Outcome	Resource(s) to Achieve the Action Plan	Resource Category	Estimated Cost	Expense Type	Priority Ranking
Remove items in M-1, and allocate remainder of M building to dedicated AJ/POST program instructional use.	Program space is already limited, causing us to locate additional temporary classroom assignments when certain courses are offered.	Additional program growth, raising FTE's, and allowing for potential location for baccalaureate degree program	Storage for records – Maybe old board room. Carpet, paint, AV equipment	Facilities	$35,000	One-Time	1
Update Building M Restrooms (Paint and Flooring)	Current condition is not acceptable	More pride on facility, better reputation with allied agencies who visit our facilities	Flooring, lighting, paint or wall coverings	Facilities	Unknown	One-Time	2
Hire full-time clerical/administrative staff	Current functions being completed by program Director	Additional program growth, raising FTE's., allowing director to focus on vision, planning, growth and management of the program	Additional staff	Human Resources	$75,000-90,000 annually	Continuous	3
Replace 10 Dell laptops used for PC832 testing, as they are (now) 9 years old	Age of the laptops	Replace aging equipment, to be used for the POST required testing in AJ52A	Equipment	Technology	$15,000	One-Time	4

Purchase 1 laptop to be used by adjunct faculty	Currently, Adjunct cannot print, or use other district resources, from their personal devices limiting their instruction	Provide better technology for instructors, who then can print and use all of the District resources in the classroom.	Equipment	Technology	1,00.00	One-Time	5
Increase 50% ISS position to full-time AJ/POST position	Current and anticipated future growth will necessitate for this additional staff	Program growth, raising FTE's., allowing director to focus on vision, planning, growth and management of the program	Additional staff	Human Resources	$20,000-40,000 annually	Continuous	6
Hire additional full-time faculty member	Current and anticipated future growth will necessitate for this additional faculty member	Additional program growth, raising FTE's., allowing for development and delivery of baccalaureate degree	Additional faculty	Human Resources	$100,000-130,000 annually	Continuous	7

Attachments:

1. Curriculum Review Form
2. Student Survey Data

Lassen Community College
Status of Curriculum Reviews

Administration of Justice Instructional Program Review
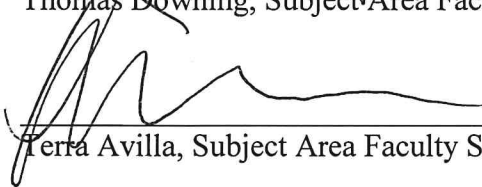**Status of Curriculum Review March 3, 2023**

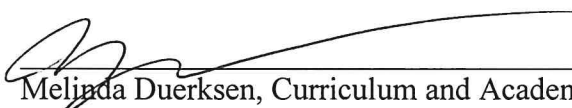| Course Name	Curriculum Committee Review Completed	Curriculum Committee Review <u>Not</u> Completed	Course SLO mapping Curriculum Committee reviewed
	Date course last reviewed	*Date here if last review 4 years or more*	*Date*
AJ 5 Introduction to Forensics	02/07/2023		11/17/2020
AJ 8 Criminal Court Process	02/07/2023		11/17/2020
AJ 9 Introduction to Correctional Science	02/07/2023		11/17/2020
AJ 10 Criminology	02/07/2023		11/17/2020
AJ 11 Youth Gangs in America	02/07/2023		11/17/2020
AJ 12 Introduction to Criminal Justice	01/17/2023		01/17/2023
AJ 14 Juvenile Procedures	02/07/2023		11/17/2020
AJ 16 Supervision in Law Enforcement	02/07/2023		11/17/2020
AJ 20 Criminal Law	01/17/2023		01/17/2023
AJ 23 Criminal Evidence	03/07/2023		11/17/2020
AJ 24 Community Relations	02/07/2023		11/17/2020
AJ 35 Investigative Techniques	02/07/2023		11/17/2020
AJ 52A PC832Arrest Methods and Procedures	03/07/2023		11/17/2020
AJ 52B PC832 Firearms	03/07/2023		11/17/2020
AJ 52BR Firearms Training - Refresher	03/07/2023		11/17/2020
AJ 53 Basic Force and Weaponry	03/07/2023		11/17/2020
AJ 56 - Firearms Instructor	03/07/2023		03/01/2022
AJ 57 - Firearms/Tactical Rifle	03/07/2023		11/17/2020
AJ 58 - Perishable Skills for Peace Officers	03/07/2023		11/17/2020
AJ 59 - First Aid/CPR/ AED Refresher for Peace Officers	03/07/2023		11/17/2020

AJ 60 - Adult Correctional Officer Core Course	03/07/2023		12/15/2020
AJ 61 - Juvenile Corrections Officer Core Course	03/07/2023		02/15/2022
AJ 62 - Probation Officer Core Course	03/07/2023		03/01/2022
AJ 63 POST Law Enforcement Supervisory Course	03/07/2023		05/3/2022
AJ 64 CDCR to Adult Corrections Officer Transfer Academy	02/7/2023 (New Course)		02/7/2023
AJ 71 CDCR Off-Post Training and Custody Staff	03/07/2023		11/17/2020
AJ 171 CDCR Off Post Training for Custody Staff	02/07/2023 (New Course)		02/07/2023
			Program PSLO mapping Curriculum Committee reviewed
AS Administrative Justice for Transfer	03/07/2023		03/07/2023
AA Administrative Justice	03/07/2023		03/07/2023
CA Administration of Justice	03/07/2023		03/07/2023

Thomas Downing, Subject Area Faculty Signature   10/30/2023
                                                                    Date

Terra Avilla, Subject Area Faculty Signature   10/30/23
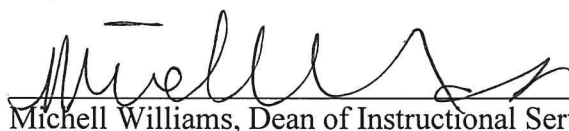   Date

Melinda Duerksen, Curriculum and Academic Standards Committee Chair Signature   11/1/2023
                                                                                 Date

Michell Williams, Dean of Instructional Services   10/31/2023
                                                                    Date

Q1 Course Number (Examples: AGR-1-M0095,   MUS-12-K0669, etc...):

Answered: 33   Skipped: 0

#	RESPONSES	DATE
1	AJ-20	11/3/2023 10:44 PM
2	AJ-20-Y0857.2023FA	11/2/2023 10:23 AM
3	AJ-12-Y0003	11/1/2023 6:27 PM
4	AJ-20	11/1/2023 11:02 AM
5	Aj20 criminal justice	11/1/2023 9:56 AM
6	AJ-12	11/1/2023 9:52 AM
7	Aj-12	11/1/2023 9:44 AM
8	Aj-12	11/1/2023 9:44 AM
9	Intro to criminal law	11/1/2023 9:43 AM
10	AJ-12-Y0003	11/1/2023 9:43 AM
11	Aj-12-Y0003	11/1/2023 9:43 AM
12	Aj 12	11/1/2023 9:42 AM
13	AJ 12	11/1/2023 9:42 AM
14	AJ-14	11/1/2023 9:29 AM
15	AJ-14-N0002	10/31/2023 9:45 PM
16	AJ-12	10/31/2023 7:55 PM
17	AJ-14	10/31/2023 6:02 PM
18	AJ 20	10/31/2023 10:08 AM
19	N0002	10/31/2023 10:06 AM
20	AJ-14-N0002	10/31/2023 9:56 AM
21	AJ-14-N0002	10/30/2023 1:27 PM
22	AJ-14-N0002.2023FA	10/30/2023 6:11 AM
23	AJ 14 N0002	10/29/2023 7:09 PM
24	AJ-14	10/28/2023 5:18 PM
25	AJ 14 N0002	10/27/2023 5:03 PM
26	AJ-14	10/26/2023 9:53 AM
27	AJ-14 N0002	10/25/2023 3:34 PM
28	AJ-14	10/25/2023 2:38 PM
29	aj-14	10/25/2023 1:41 PM
30	AJ60	10/25/2023 8:38 AM
31	AJ-12 -Y0003	10/18/2023 2:22 PM

| 32 | AJ-11-N0008 | 10/16/2023 7:37 PM |
| 33 | AJ-12 | 9/21/2023 8:15 AM |

Q2 Name of Program: (Select only one option)

Answered: 33   Skipped: 0

ANSWER CHOICES	RESPONSES	
Administration of Justice	100.00%	33
Agriculture	0.00%	0
Studio Art	0.00%	0
Automotive Technology	0.00%	0
Business	0.00%	0
Child Development	0.00%	0
Fire Technology	0.00%	0
Gunsmithing	0.00%	0
Health Occupations/Medical Assisting	0.00%	0
History/Social Science/Sociology/Psychology	0.00%	0
Human Services	0.00%	0
Humanities	0.00%	0
Information Systems	0.00%	0
Natural Science	0.00%	0
Physical Education	0.00%	0
Vocational Nursing/Allied Health	0.00%	0
Welding Technology	0.00%	0
Special Instructional Programs: Athletics	0.00%	0
Special Instructional Programs: Developmental Studies	0.00%	0
Special Instructional Programs: Work Experience	0.00%	0
TOTAL		33

Q3 Course Name/Title:

Answered: 33   Skipped: 0

#	RESPONSES	DATE
1	Criminal Law	11/3/2023 10:44 PM
2	aj20	11/2/2023 10:23 AM
3	Intro Criminal Justice	11/1/2023 6:27 PM
4	Introduction to Criminal Law	11/1/2023 11:02 AM
5	Aj20	11/1/2023 9:56 AM
6	Intro to criminal Justice	11/1/2023 9:52 AM
7	Aj-12	11/1/2023 9:44 AM
8	Intro To Criminal Justice	11/1/2023 9:44 AM
9	AJ-12	11/1/2023 9:43 AM
10	Intro to Criminal Justice	11/1/2023 9:43 AM
11	Aj-12	11/1/2023 9:43 AM
12	Aj 12	11/1/2023 9:42 AM
13	Intro to criminal justice	11/1/2023 9:42 AM
14	Juvenile Procedures	11/1/2023 9:29 AM
15	Juvenile Procedures	10/31/2023 9:45 PM
16	Introduction to Criminal Justice	10/31/2023 7:55 PM
17	Juvenile Procedures	10/31/2023 6:02 PM
18	Criminal LAw	10/31/2023 10:08 AM
19	Juvenile Procedures	10/31/2023 10:06 AM
20	Juvenile Procedures	10/31/2023 9:56 AM
21	Administrative justice	10/30/2023 1:27 PM
22	Juvenile Procedures	10/30/2023 6:11 AM
23	Juvenile procedure	10/29/2023 7:09 PM
24	Juvenile Justice	10/28/2023 5:18 PM
25	AL 14	10/27/2023 5:03 PM
26	Juvenile Procedures	10/26/2023 9:53 AM
27	Juvenile Procedures	10/25/2023 3:34 PM
28	Juvenile Procedures	10/25/2023 2:38 PM
29	juvenile justice	10/25/2023 1:41 PM
30	ACO	10/25/2023 8:38 AM
31	Intro to criminal justice	10/18/2023 2:22 PM
32	Youth Gangs in America	10/16/2023 7:37 PM
33	Intro to Criminal Justice	9/21/2023 8:15 AM

Q4 Educational Goal: What is your educational objective at Lassen Community College? (Check all that apply):

Answered: 33   Skipped: 0

ANSWER CHOICES	RESPONSES	
General Education: Transfer to a 4-year Institution	63.64%	21
General Education: IGETC Certification	3.03%	1
General Education: CSU Certification	3.03%	1
General Education: Transfer to another Community College	3.03%	1
Degrees/Certificates: AA/AS	42.42%	14
Degrees/Certificates: Certificate of Achievement/Certificate of Completion	6.06%	2
Degrees/Certificates: Certificate of Accomplishment	6.06%	2
General Interest: Job Requirement	15.15%	5
General Interest: Continuing Education	9.09%	3
General Interest: Personal Development	0.00%	0
Total Respondents: 33		

#	TITLE OF DEGREE OR CERTIFICATE:	DATE
1	aa/as	11/2/2023 10:23 AM
2	General Studies	11/1/2023 6:27 PM
3	Social Science	11/1/2023 11:02 AM
4	Administration justice	11/1/2023 9:56 AM
5	Business	11/1/2023 9:44 AM
6	Administration of Justice	11/1/2023 9:43 AM
7	Natural Science	11/1/2023 9:43 AM
8	Aj 12	11/1/2023 9:42 AM
9	Administration of Justice AA	11/1/2023 9:29 AM
10	Generals Education	10/31/2023 9:45 PM
11	Associates	10/31/2023 7:55 PM
12	Administration of Justice	10/31/2023 6:02 PM
13	AA Administion of Justice	10/31/2023 10:06 AM
14	Administration Of Justice	10/31/2023 9:56 AM
15	bachelors	10/30/2023 1:27 PM
16	AA/AJ	10/30/2023 6:11 AM
17	AA	10/29/2023 7:09 PM
18	Administration of Justice	10/28/2023 5:18 PM

19	Associate of Arts	10/26/2023 9:53 AM
20	A.A. Administration of Justice	10/25/2023 3:34 PM
21	AA-Social Work/Humanities	10/25/2023 2:38 PM
22	law degree	10/25/2023 1:41 PM
23	administration of justice	10/18/2023 2:22 PM
24	Psychology	10/16/2023 7:37 PM
25	Administration of Justice	9/21/2023 8:15 AM

Q5 You need this course: Why are you taking this course?

Answered: 32   Skipped: 1

ANSWER CHOICES	RESPONSES	
Core requirement for degree or certificate	50.00%	16
Elective for Degree or Certificate	15.63%	5
General Education course for degree or transfer	9.38%	3
Job Requirement	18.75%	6
Continuing Education	15.63%	5
Personal Development	15.63%	5
Total Respondents: 32		

#	OTHER: PLEASE SPECIFY	DATE
1	To transfer to another college	10/31/2023 7:55 PM
2	Required for Law School	9/21/2023 8:15 AM

Q6 Does the course content reasonably compare with the catalog/schedule description?

Answered: 33   Skipped: 0

ANSWER CHOICES	RESPONSES	
Yes	100.00%	33
No	0.00%	0
TOTAL		33

Q7 Did the catalog clearly explain the order in which the courses in this program should be taken?

Answered: 33   Skipped: 0

ANSWER CHOICES	RESPONSES	
Yes	96.97%	32
No	3.03%	1
TOTAL		33

Q8 Was any cost for this course/program, beyond registration and books, clearly identified in the catalog?

Answered: 33   Skipped: 0

ANSWER CHOICES	RESPONSES	
Yes	72.73%	24
No	27.27%	9
TOTAL		33

Q9 Did the instructor(s) use the required textbooks in the program?

Answered: 33   Skipped: 0

ANSWER CHOICES	RESPONSES	
Yes	96.97%	32
No	0.00%	0
N/A	3.03%	1
TOTAL		33

Q10 Are the textbooks purchased for this program useful to you?

Answered: 32   Skipped: 1

ANSWER CHOICES	RESPONSES	
Yes	93.75%	30
No	0.00%	0
N/A	6.25%	2
TOTAL		32

Q11 Scheduling: Did the scheduling of the course meet your needs?

Answered: 33   Skipped: 0

ANSWER CHOICES	RESPONSES	
Current schedule met my needs	87.88%	29
Needed morning offering	0.00%	0
Needed afternoon offering	0.00%	0
Needed evening offering	0.00%	0
Needed one day a week schedule	6.06%	2
Needed summer offering	0.00%	0
Needed week-end offering	3.03%	1
Needed short-term (less than semester) offering	0.00%	0
Other: Please Specify:	3.03%	1
TOTAL		33

#	OTHER: PLEASE SPECIFY:	DATE
1	Work Requirement	10/25/2023 8:38 AM

Q12 I was provided with reasonable access to the facilities?

Answered: 32   Skipped: 1

ANSWER CHOICES	RESPONSES	
Yes	100.00%	32
No	0.00%	0
TOTAL		32

Q13 The temperature of the facilities in summer or fall is:

Answered: 32   Skipped: 1

ANSWER CHOICES	RESPONSES	
Often too hot for the season	0.00%	0
Often too cold for the season	3.13%	1
Comfortable for the season	53.13%	17
N/A	43.75%	14
TOTAL		32

Q14 The lighting in the facilities is?

Answered: 32   Skipped: 1

ANSWER CHOICES	RESPONSES	
Too bright	0.00%	0
Adequate	62.50%	20
Too dark	0.00%	0
N/A	37.50%	12
TOTAL		32

Q15 The chairs/tables/desks are?

Answered: 32   Skipped: 1

ANSWER CHOICES	RESPONSES	
Adequate	59.38%	19
Inadequate	0.00%	0
N/A	40.63%	13
TOTAL		32

Q16 Is there enough space for you to do your work in class?

Answered: 32   Skipped: 1

ANSWER CHOICES	RESPONSES	
Yes	59.38%	19
No	3.13%	1
N/A	37.50%	12
TOTAL		32

Q17 Please elaborate on your responses and include any additional facilities-related comments:

Answered: 17   Skipped: 16

#	RESPONSES	DATE
1	I cannot think of any additional things.	11/3/2023 10:46 PM
2	all is adequate	11/2/2023 10:25 AM
3	None. Everything is good.	11/1/2023 11:03 AM
4	Na	11/1/2023 9:57 AM
5	Everything's great	11/1/2023 9:46 AM
6	N/A	11/1/2023 9:44 AM
7	I like our classroom	11/1/2023 9:44 AM
8	No additional comments	11/1/2023 9:44 AM
9	Online class	11/1/2023 9:30 AM
10	This is an online class	10/31/2023 9:47 PM
11	I think the classroom is comfortable and I have plenty of room to be able to do my work.	10/31/2023 7:57 PM
12	no further comments	10/31/2023 10:08 AM
13	Online Student	10/31/2023 9:58 AM
14	I am taking an online course	10/30/2023 1:28 PM
15	The class I am enrolled in is online.	10/26/2023 9:54 AM
16	Online course. The course I took last semester in person had adequate temperature lighting, furniture, and space.	10/25/2023 3:36 PM
17	My course is online.	10/16/2023 7:38 PM

Q18 Did the course/program provide the necessary equipment?

Answered: 32   Skipped: 1

ANSWER CHOICES	RESPONSES	
Yes	71.88%	23
No	0.00%	0
N/A	28.13%	9
TOTAL		32

Q19 Is enough time on equipment allowed for each student?

Answered: 32　　Skipped: 1

ANSWER CHOICES	RESPONSES	
Yes	59.38%	19
No	0.00%	0
N/A	40.63%	13
TOTAL		32

Q20 Is equipment current?

Answered: 32   Skipped: 1

ANSWER CHOICES	RESPONSES	
Yes	56.25%	18
No	3.13%	1
N/A	40.63%	13
TOTAL		32

Q21 Is equipment generally in good operation condition?

Answered: 32   Skipped: 1

ANSWER CHOICES	RESPONSES	
Yes	59.38%	19
No	0.00%	0
N/A	40.63%	13
TOTAL		32

Q22 Describe how this course/program could be improved to better meet the needs of the students at Lassen Community College:

Answered: 21 Skipped: 12

#	RESPONSES	DATE
1	I can not think of any improvements.	11/3/2023 10:46 PM
2	no improvements	11/2/2023 10:25 AM
3	I have no problems with how the course currently is.	11/1/2023 6:29 PM
4	None.	11/1/2023 11:03 AM
5	It's good just as is	11/1/2023 9:57 AM
6	I think it is already great	11/1/2023 9:46 AM
7	It was a good course	11/1/2023 9:46 AM
8	N/A	11/1/2023 9:44 AM
9	More class field trips to cost prisons	11/1/2023 9:44 AM
10	n/a	11/1/2023 9:44 AM
11	Professor Avilla does a great job teaching this class considering it is an online class. She is very encouraging and tries to remain engaged with students	10/31/2023 9:47 PM
12	I don't think that there is anything that could be improved for this class. I think that the teacher makes the class fun and easy to understand, and she really takes the time to be able to answer our questions and make sure that we understand each topic.	10/31/2023 7:57 PM
13	One way that this program could improve would be with more examples and opportunities to meet with people in the field.	10/31/2023 6:11 PM
14	Everything is well treated to my expectations	10/31/2023 10:08 AM
15	I think this course is relatively well taught and organized!	10/31/2023 9:58 AM
16	more time friendly	10/30/2023 1:28 PM
17	Professor is very helpful with communication and explaining.	10/30/2023 6:12 AM
18	Course Is great	10/29/2023 7:10 PM
19	The course is great and should remain the same as it is.	10/26/2023 9:54 AM
20	Everything was great. The instructor was very knowledgeable and always willing to help.	10/25/2023 3:36 PM
21	N/A	10/16/2023 7:38 PM

Q23 Please provide any additional comments on the course or program:

Answered: 11   Skipped: 22

#	RESPONSES	DATE
1	good	11/2/2023 10:25 AM
2	None.	11/1/2023 11:03 AM
3	Na	11/1/2023 9:57 AM
4	Good teacher	11/1/2023 9:46 AM
5	N/A	11/1/2023 9:44 AM
6	n/a	11/1/2023 9:44 AM
7	no further comments	10/31/2023 10:08 AM
8	My instructor Avilla is a wonderful teacher and is very knowledgeable.	10/31/2023 9:58 AM
9	I extremely enjoy the course	10/30/2023 1:28 PM
10	N/A	10/29/2023 7:10 PM
11	Thank you for offering online learning.	10/16/2023 7:38 PM