Instructional Program Review- Annual Update Template

Instructional Program

Indicate the type of program: ☐ AA; ☐AS; ☐AA-T; ☐AS-T; ☒Certificate

Program Name: Administration of Justice

Academic Year: 2025-2026

Name of Faculty Submitter(s): Ronan Colleoc

Annual Update #1 ☒ #2 ☐

Note: An Annual Update must be submitted each year that a Program Review is not submitted.

I. Progress on Program Level Outcomes (PLOs) and Student Learning Outcomes (SLOs) Data

A) Summarize the progress made on course level outcomes and assessments (SLOs):
The Certificate of Achievement in Administration of Justice program aligns with the broader Administration of Justice curriculum at Barstow Community College, focusing on entry-level preparation for criminal justice careers. In the 2024-2025 cycle, SLO assessments were conducted for core courses including ADJU 1 (Introduction to Administration of Justice) and ADJU 3 (Criminal Law), using rubrics for exams, case studies, and assignments tied to PLOs. Based on program review data, 82% of students achieved proficiency in understanding justice system principles (PLO 1), while 78% demonstrated competence in analyzing criminal law applications. Progress reflects alignment with the college's strategic priorities for student success and workforce readiness, with ongoing assessments supporting in-service training for local officers.

B) Please list specific courses or SLOs that were identified for student-centered growth and improvement.
Use the information from Part C of the "Program Learning Outcomes Assessment Data" section of the IPR.
ADJU 3 (Criminal Law): SLO 1 - "Students will apply principles of criminal law to evaluate procedures from law enforcement to courts."
   1) List the actions identified to help grow or improve those areas.

Incorporate case studies on local High Desert criminal justice scenarios and integrate POST (Peace Officer Standards and Training) aligned modules for practical application.

   2) Discuss the progress the program has made on those actions. Include any data used to support progress.

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In Spring 2025, updated modules were implemented, drawing from San Bernardino County Sheriff's Department resources. Post-assessment surveys indicated 85% student improvement in application skills, with proficiency rising from 75% to 82% in Fall 2025 ePortfolio reviews, supporting equitable access for rural students.

C) Please list any actions identified to support equitable outcomes.
Use the information from Part D of the "Program Learning Outcomes Assessment Data" section in the IPR.
Enhance support for underrepresented groups, including first-generation and rural residents, to address disparities in criminal justice access.

1) List the specific student groups the program identified as students they would like to focus their efforts on.
First-generation students and residents from unincorporated San Bernardino County areas (e.g., near Barstow Station jurisdiction).

2) Discuss any progress with equitable action within the program and any measures taken to ensure the identified student group(s) would receive appropriate support. Include any data used to support progress.
Collaborated with the college's equity initiatives, offering hybrid formats and targeted advising. In 2024-2025, retention for first-generation students increased by 8% (from institutional data), with measures like free access to online resources tied to local partnerships, ensuring 75% of participants reported improved navigation of program requirements.

D) Describe any other program, course, and/or instructional changes made by your program as a result of the outcomes assessment process.

Based on SLO feedback, the program introduced supplemental instructional videos for ADJU 4 to clarify complex evidence rules, addressing challenges faced by working adults with limited class time. Additionally, a review session for the certificate capstone assessment was added to better prepare students for certification requirements. Following 2024 assessments, the program updated ADJU 1 to include modules on rural policing challenges, informed by San Bernardino County Sheriff's operations in the Barstow area. This supports workforce alignment and in-service training, with the 2024-2025 catalog addendum reflecting these revisions for better transferability to CSU programs.

E) Reflecting on the responses for B) and C) above, what will you implement for the next assessment cycle?

For 2026-2027, implement expanded ePortfolio assessments in ADJU 3 targeting 85% proficiency, and scale equity workshops with local agency input to boost first-generation completion by 10%, aligning with the college's continuous improvement process. Increase hybrid course offerings for part-time students, aiming for a 15% improvement in certificate completion

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rates. Develop a peer tutoring program for working adults to enhance engagement and success in ADJU courses.

II. Progress Toward Achieving Program Goals, Objectives, and Outcomes
These should be carried forward from your full Program Review (Section III), or from your Annual Update #1, if revised since your full Program Review.

A) List the 2-3 goals from your Program Review or most recent update.

1. **GOAL #1**
   Increase certificate completion rates by 12% by 2027.

2. **GOAL #2**
   Strengthen industry connections to enhance job placement opportunities for certificate graduates.

3. **GOAL #3**
   Enhance curriculum to align with local law enforcement training needs.

B) Have any goals been completed or discontinued?
If yes, please list the goal and whether it has been completed or discontinued; if discontinued, please explain why.

Yes ☐   No ☒

Click or tap here to enter text.

C) Discuss the objectives and related outcomes for each goal.

1. **GOAL #1 Objective(s) with related Outcome.**

Objective: Provide flexible scheduling and support resources for non-traditional students.

- Outcome: Achieve a 6% increase in completion rates by 2026 as an interim milestone.

  - **Discuss any progress toward meeting the goal based on the goal objectives.**

In 2024-2025, hybrid and evening course offerings were expanded, resulting in a 4% increase in certificate completion rates (from 60% to 64%), per institutional data. Workshops on study skills were attended by 40 students, with 80% reporting improved academic preparedness.

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- **Briefly explain how you have been measuring the goal and any notable indicators of forward progress.**

Completion rates are tracked through institutional data. Student surveys indicated 85% satisfaction with flexible scheduling options.

2. **GOAL #2 Objectives with related Outcome.**

- Objective: Partner with at least two local law enforcement agencies to facilitate job placement.
- Outcome: Place at least five certificate graduates in entry-level positions by 2026.

- **Discuss any progress toward meeting the goal based on the goal objectives.**

In 2025, a partnership was established with the Barstow Police Department, leading to two job shadowing opportunities for students. Discussions with the San Bernardino County Sheriff's Office are ongoing for job placement agreements.

- **Briefly explain how you have been measuring the goal and any notable indicators of forward progress.**

Progress is measured by the number of partnerships and job placements. Student feedback from job shadowing showed 90% interest in pursuing local law enforcement careers.

3. **GOAL #3 Objectives with related Outcome.**

- Objective: Incorporate local law enforcement training standards into ADJU course content.
- Outcome: Update at least two courses to reflect local training needs by 2026.

- **Discuss any progress toward meeting the goal based on the goal objectives.**

In 2025, ADJU 1 was updated to include modules on High Desert-specific policing challenges, such as rural crime response. ADJU 4 is under revision to incorporate local evidence-handling protocols, with completion expected by Spring 2026.

- **Briefly explain how you have been measuring the goal and any notable indicators of forward progress.**

In 2025, ADJU 1 was updated to include modules on High Desert-specific policing challenges, such as rural crime response. ADJU 4 is under revision to incorporate local evidence-handling protocols, with completion expected by Spring 2026.

D) List any resource you are requesting for each goal.

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1. Goal 1 ☐   Goal 2 ☐   Goal 3 ☐

   Please list the resource and how it relates to the goal.
   No resources are requested at this time

2. Goal 1 ☐   Goal 2 ☐   Goal 3 ☐

   Please list the resource and how it relates to the goal.
   No resources are requested at this time.

3. Goal 1 ☐   Goal 2 ☐   Goal 3 ☐

   Please list the resource and how it relates to the goal.
   No resources are requested at this time.

III. New Goals (optional)

This section is optional and should be used to replace a completed or discontinued goal OR if a new goal has become necessary for the program.

A. NEW GOAL #1
Click or tap here to enter text.

1. Alignment to BCC Strategic Priority *(Select at least one but choose all that apply)*
Choose an item.

Choose an item.

Choose an item.

Choose an item.

2. Relationship to Guided Pathways

☐   Clarify the Path

☐   Entering the Path

☐   Staying on the Path

☐   Support Learning

3. Please list at least one objective for achieving this goal.
   Click or tap here to enter text.

4. Please list outcome statements for each objective.
    Click or tap here to enter text.

5. Briefly explain how you will measure the outcome.
    Click or tap here to enter text.

6. Please list resources (if any) that will be needed to achieve the goal/outcome.
    Click or tap here to enter text.

....

B. NEW GOAL #1

Click or tap here to enter text.

1. Alignment to BCC Strategic Priority *(Select at least one but choose all that apply)*
Choose an item.

Choose an item.

Choose an item.

Choose an item.

2. Relationship to Guided Pathways

☐   Clarify the Path

☐   Entering the Path

☐   Staying on the Path

☐   Support Learning

3. Please list at least one objective for achieving this goal.
    Click or tap here to enter text.

4. Please list outcome statements for each objective.
    Click or tap here to enter text.

5. Briefly explain how you will measure the outcome.
    Click or tap here to enter text.

6. Please list resources (if any) that will be needed to achieve the goal/outcome.
    Click or tap here to enter text.

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IV. Resource Requests: What does the program need to meet its goals and objectives?

What does the program need to meet its goals and objectives?
List all resources from Sections II.D and III.6 below.
If there was no room on the template to list all resources being requested for a single goal/objective, you may list additional resource requests here. Also list any resources required to implement planned improvements.

IMPORTANT: A <u>BUDGET ALLOCATION PROPOSAL</u> must be completed and submitted for **EACH** new resource requested.

Goal #	Objective #	Resource Required	Estimated Cost	BAP Required? Yes or No	In No, indicate funding source
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Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
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