

TASK FORCE FINDINGS, FINAL REPORT:  
**CRIMINAL JUSTICE PROGRAM REVIEW**  
Fall 2005

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HILLSBOROUGH COMMUNITY COLLEGE,  
HILLSBOROUGH COUNTY, FLORIDA

TASK FORCE MEMBERS

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## INTRODUCTION

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Hillsborough Community College engages in a review of academic, academic support, and administrative areas for the following purposes:

1. To complement the institution's strategic planning process requiring the internal development of unit plans with an external perspective in the review of those plans and the quality of programs and services.
2. To respond to intrinsic motivations for continuous improvement with a focus on the enhancement of institutional effectiveness and efficiency; student learning outcomes; and client satisfaction.
3. To respond to state mandates and accreditation requirements of the Southern Association of Colleges and Schools calling for a systematic review of all programs and services.

The review is conducted by a Task Force composed primarily of individuals outside the unit under review. The chair is a full time employee of the unit under review.

The charge to the Task Force is to identify strengths and weaknesses of the unit as guided by empirical evidence. From the list of strengths and weaknesses, the Task Force is to develop recommendations for improvement to capitalize on strengths and redress weaknesses. The work of the Task Force is to be completed within a fall or spring semester culminating in a final report.

For academic areas, a judgment should also be rendered regarding the continued viability of the program in context of service area demand, enrollment, and critical workforce needs.

Subsequently, two brief follow-up reports are to be drafted. The first follow-up report is due in the following semester. The second is due one year later at the conclusion of the semester in which the original review was conducted. Each consists of a listing of the final recommendations with a few statements indicating the status of their achievement.

Recommendations not achieved within a year may become unit planning objectives to ensure a continued focus on their attainment. Objectives that stem from review recommendations should be indicated as such in the Strategic Planning System of the College.

## DESCRIPTION OF UNIT

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The Criminal Justice Program Review covers two Units which are separate and distinct, although related by topic:

The Criminal Justice Technology Undergraduate Program

The Criminal Justice Institute (Police Academy)

### **The Criminal Justice Technology Undergraduate Program (Credit):**

The mission of the Criminal Justice Technology Undergraduate Program is to provide quality education, consistent with the College Mission and SACS accreditation standards, at the undergraduate level, in the field of criminal justice in such areas as law enforcement, corrections, law, and crime scene studies, leading toward an A.A. degree, A.S. degree, A.A.S. degree, or College Credit Certificate.

### **The Criminal Justice Institute (Police Academy) (PSAV)**

The Criminal Justice Institute of HCC provides basic, advanced, specialized and career development training for law enforcement and correctional officers.

## UNIT PLANNING OBJECTIVES

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The Criminal Justice Program Review covers two Units which are separate and distinct, although related by topic:

The Criminal Justice Technology Undergraduate Program

The Criminal Justice Institute (Police Academy)

### **The Criminal Justice Technology Undergraduate Program (Credit):**

2005-07 objectives for the Criminal Justice Technology Undergraduate Program are as follows:

1. Create a Criminal Justice Student's Association so as to facilitate student involvement in professional, educational, and social activities within their chosen profession.
2. Develop a Computer Crime and Investigation Program involving a minimum of three new courses to be available as electives for criminal justice majors as well as a stand alone program for those in the field of Computer Crime.
3. Develop a Crime Scene Technology Program and offer the 28 Credit College Credit Certificate in Crime Scene as electives for criminal justice majors as well as a stand alone College Certificate Program.
4. Develop a Homeland Security Program involving a minimum of three new courses to be available as electives for criminal justice majors as well as a stand alone program as training for those in the field of Homeland Security.
5. Develop a Private Security Program involving a minimum of three new courses to be available as electives for criminal justice majors as well as a stand alone program as training for those in the field of Private Security and Investigation.
6. Develop a Web Site for the Criminal Justice Technology Undergraduate Program to facilitate providing degree and course information to majors and perspective majors.

### **The Criminal Justice Institute (Police Academy) (PSAV)**

1. Transform the current public service training programs and facilities into a state-of-the-art Public Safety Training Center to support the first-responder needs of six local law enforcement agencies.

## STRENGTHS OF THE UNIT

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### CRIMINAL JUSTICE TECHNOLOGY UNDERGRADUATE PROGRAM:

1. The Criminal Justice Technology Undergraduate Program has shown a significant increase in enrollment, growing from 300 in 2002/2003 to 323 in 2003/2004 up to 424 in 2004/2005, reflecting a 41% increase in enrollments (In fulfillment of College Goal #1 and #6) .  
**Source:** See Appendix D
2. In fulfillment of College Goal #5 to foster diversity, the student profile for the Criminal Justice Technology Undergraduate Program in 2003-2004 reflected a high percentage of minority students - 52% for the Criminal Justice Technology Degree and 34% for the Officer Administration Degree.  
**Source:** See Appendix E
3. In fulfillment of College Goal #5 to foster diversity, the student profile for the Criminal Justice Technology Undergraduate Program in 2003-2004 reflected a high percentage of female students – 59% for the Criminal Justice Technology Degree and 30% for the Officer Administration Degree.  
**Source:** See Appendix E
4. The Criminal Justice Technology Undergraduate Program, two years ago, developed what has become an active and well represented Advisory Committee (In fulfillment of College Goal #2).  
**Source:** Task Force Members' knowledge of the program.
5. The Criminal Justice Technology Undergraduate Program, two years ago, developed a special "outreach" college program for employees of the Hillsborough County Sheriff's Office who, because of shift and rotation work schedules, were unable to attend traditional college classes. For the last four semesters, classes have been taken to the Sheriff's Office on their shift/rotation system. A total of 140 deputies and employees are currently enrolled in this program (In fulfillment of College Goal #2 and #3). This increases enrollment and further helps to increase completer numbers because these types of students don't enroll, or if they do, often cannot complete because shift work makes attending classes difficult.  
**Source:** Task Force Members' knowledge of the program.

6. The Criminal Justice Technology Undergraduate Program, last year, developed and this year implemented the new Crime Scene Technology Program (In fulfillment of College Goal #3, #4, and #6). This was expected to attract new students.  
**Source:** Task Force Members' knowledge of the program.
7. The Criminal Justice Technology Undergraduate Program just inaugurated, effective Spring 2006, On-Line classes. This is expected to increase enrollment. It is also expected to help increase completer numbers since many students drop out because they cannot find the time to attend traditional classes on traditional schedules (In fulfillment of College Goal #1, #3, and #6).  
**Source:** Task Force Members' knowledge of the program.
8. The Criminal Justice Technology Undergraduate Program just inaugurated a Criminal Justice Student's Association to enhance student involvement in their education and careers by encouraging and offering opportunities for students to actively participate in community, educational, and professional extra curricular activities within their chosen fields. It is believed that by increasing student involvement it also increases student commitment and therefore retention and completer rates increase as well. (In fulfillment of College Goal #4 and #5).  
**Source:** Task Force Members' knowledge of the program.
9. The Criminal Justice Technology Undergraduate Program just inaugurated its new web site designed, through its approximately 100 pages, to assist our majors and prospective majors in advising and course selection and learning and career tracks (In fulfillment of College Goal #1 and #6).  
**Source:** Task Force Members' knowledge of the program.
10. The Criminal Justice Technology Undergraduate Program has been actively developing new courses and programs and has now developed a Homeland Security Program to be launched by Fall 2006. This was expected to attract new students. (In fulfillment of College Goal #3 and #6).  
**Source:** Task Force Members' knowledge of the program.
11. The Criminal Justice Technology Undergraduate Program has been actively developing new courses and programs and has now developed a Private Security and Investigations Program to be launched by Fall 2006. This was expected to attract new students. (In fulfillment of College Goal #3 and #6).  
**Source:** Task Force Members' knowledge of the program.

12. The Criminal Justice Technology Undergraduate Program has been actively developing new courses, adding 17 new courses over the last two years, and is continuing to add new courses based on student and workforce needs (In fulfillment of College Goal #3 and #6).  
**Source:** Task Force Members' knowledge of the program AND See Appendix H
13. The Criminal Justice Technology Undergraduate Program has expanded its programming into eight learning tracks based on intended career (In fulfillment of College Goal #3 and #6).  
**Source:** Task Force Members' knowledge of the program.
14. Having determined that the lack of clear degree and career advising as well as course options and schedules creates frustration and the taking of unnecessary courses, which become barriers to completion, the Criminal Justice Technology Undergraduate Program, to increase our completion rates, has undertaken a program of faculty based advising through direct personal faculty advising and through the preparation and dissemination of Program Guide Manuals, Schedules, and a Web Site as well as implementing a system of faculty regularly meeting with advisor to exchange information about programming (In fulfillment of College Goal #3 and #6).  
**Source:** Task Force Members' knowledge of the program AND See Appendix H
15. Having determined that our criminal justice students often lack clarity as to their career options and therefore often abandon their criminal justice education which, therefore, becomes a barrier to completion, the Criminal Justice Technology Undergraduate Program, to increase our completion rates, has begun a program to assist its graduates in obtaining career information (In fulfillment of College Goal #3 and #6).  
**Source:** Task Force Members' knowledge of the program AND See Appendix H
16. One of the strengths of the Criminal Justice Technology Undergraduate Program is its Professor/Program Coordinator and a group of dedicated hardworking adjunct instructors.  
**Source:** Task Force Members' knowledge of the program.

**CRIMINAL JUSTICE INSTITUTE (POLICE ACADEMY):**

17. In fulfillment of College Goal #5 to foster diversity, the student profile for the Criminal Justice Institute (Police Academy) in 2003-2004 reflected a high percentage of minority students – 29% for the Police Academy and 36% for the Corrections Academy.

**Source:** See Appendix E

18. In fulfillment of College Goal #5 to foster diversity, the student profile for the Criminal Justice Institute (Police Academy) in 2003-2004 reflected a high percentage of female students – 24% for the Police Academy and 25% for the Corrections Academy.

**Source:** See Appendix E

19. The Criminal Justice Institute (Police Academy) shows a very high completion rate among its students (In fulfillment of College Goal #1 and #6).

**Source:** See Appendix D

20. The Criminal Justice Institute (Police Academy) has been actively developing new programming to meet the needs of its constituent agencies. (In fulfillment of College Goal #3 and #6).

**Source:** Task Force Members' knowledge of the program.

## WEAKNESSES OF THE UNIT

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### CRIMINAL JUSTICE TECHNOLOGY UNDERGRADUATE PROGRAM

1. Anecdotal evidence as well as student surveys indicate that there is both a desire and a need for additional classes and programs to be offered by the Criminal Justice Technology Undergraduate Program.

**Source:** Task Force Members' knowledge of the program AND Appendix H

2. Anecdotal evidence indicate that there could be advantages for the Criminal Justice Technology Undergraduate Program to develop related workforce course groupings and offer them together with an appropriate Certificate of Attendance.

**Source:** Task Force Members' knowledge of the program.

3. The Criminal Justice Technology Undergraduate Program has, as is typical with many A.A. and A.S. programs, a low completer rate. Anecdotal evidence as well as student surveys indicate that criminal justice students are in need of guidance in areas of job placement and career opportunities and that the lack of such guidance has become a barrier resulting in program drop outs and a factor in its low completer rate.

**Source:** Task Force Members' knowledge of the program AND Appendix D & H

4. The Criminal Justice Technology Undergraduate Program has, as is typical with many A.A. and A.S. programs, a low completer rate. Anecdotal evidence, student surveys, and degree audits conducted by the program indicate that criminal justice students are often taking the wrong courses and are often enrolled in the wrong criminal justice degree or are often not registered at all in the degree they are seeking. The evidence, surveys, and audits further show that criminal justice students are not receiving the advice they need, be it caused by under staffed advising, incorrect advising due to a lack of communications between advising and faculty, and/or students not understanding or knowing where to go for advise. The lack of such advising and guidance has become a barrier resulting in program drop outs and is a partial cause of the low completer rate. The problem of students not being registered for the proper degree also results in undercounting the number of criminal justice majors and thereby costs the program funding.

**Source:** Task Force Members' knowledge of the program AND Appendix D & F & G

### CRIMINAL JUSTICE INSTITUTE – PSAV PROGRAM

5. The Program has grown to where the facilities no longer are adequate.

**Source:** Task Force Members' knowledge of the program

## RECOMMENDATIONS FOR IMPROVEMENT

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### **CRIMINAL JUSTICE TECHNOLOGY UNDERGRADUATE PROGRAM**

1. It is recommended that college credit courses be developed in Computer Crimes to train graduates to better understand the growing problem of computer based crime. {In response to Weakness #1}
2. It is recommended that the Pre-Law track of the Criminal Justice Technology Undergraduate Program be expanded by development of a credit course in the area of civil rights and liability. {In response to Weakness #1}
3. It is recommended that the Private Security track of the Criminal Justice Technology Undergraduate Program be expanded by development of a credit course in the area of Private Investigation. {In response to Weakness #1}
4. It is recommended that the Homeland Security track of the Criminal Justice Technology Undergraduate Program be expanded by development of additional courses so as to qualify as a program and possible candidate for the approval of a College Credit Certificate in the field. {In response to Weakness #1}
5. It is recommended that the Criminal Justice Technology Undergraduate Program continue to work towards adding new programs and new learning tracks based on student, employer, and community needs. {In response to Weakness #1}
6. It is recommended that the Criminal Justice Technology Undergraduate Program explore the possibility of offering non-credit seminars in some of the specialty areas in which courses are being developed. {In response to Weakness #1}
7. It is recommended that the Criminal Justice Technology Undergraduate Program explore the possibility of grouping three or four related courses together in areas where a College Credit Certificate does not exist, and offer Certificates of Attendance in those fields to completers as a way of marketing these course groupings to non-degree seekers. {In response to Weakness #2}

8. It is recommended that the Criminal Justice Technology Undergraduate Program work to develop strategies to assist their students to identify employment opportunities in criminal justice. {In response to Weakness #3}
9. It is recommended that the Criminal Justice Technology Undergraduate Program and the PSAV Criminal Justice Institute work together to identify students that are completing their training in the academies that do not have a college degree so as to communicate to them about their eligibility for articulated credits and about the Undergraduate Program. {In response to Weakness #4}
10. It is recommended that the Criminal Justice Technology Undergraduate Program work with Student Services and the PSAV Criminal Justice Institute to make the CPT test available to students in the law enforcement academies and to those who work for law enforcement agencies on a schedule and at a location convenient so as to encourage participation. {In response to Weakness #4}
11. It is recommended that the Criminal Justice Technology Undergraduate Program develop brochures and fliers for all their programs such as they have already done for their Crime Scene Program in order to better market their programs. {In response to Weakness #4}
12. It is recommended that the Criminal Justice Technology Undergraduate Program continue to provide faculty based advising to their majors and prospective majors so as to facilitate the accurate and expeditious dissemination of information they need as to degree options, course elections, career and learning tracks, and schedules, while continuing a close training liaison with advising to ensure uniformity in both understanding and in advise. {In response to Weakness #4}

### **CRIMINAL JUSTICE INSTITUTE – PSAV PROGRAM**

13. It is recommended that the College continue in its efforts to find the Criminal Justice Institute additional facilities. {In response to Weakness #5}

## DISTRIBUTION LIST OF THE FINAL REPORT

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The final report and all follow-ups will be distributed by the chair to the President's Cabinet, appropriate deans and/or directors, unit head, unit members, task force members, and all campus libraries. It will be posted to Public Folders and disseminated electronically to the HCC community.

## APPENDICES

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- **Appendix A:** Hillsborough Community College Mission, Vision, and 2004-2006 College Goals
- **Appendix B:** Criminal Justice Technology Undergraduate Program Strategic Planning Unit Plan
- **Appendix C:** Criminal Justice Institute Strategic Planning Unit Plan
- **Appendix D:** Student Enrollment and Completer Data
- **Appendix E:** Enrollment – Student Profiles
- **Appendix F:** Audit of Criminal Justice Student's Degrees I
- **Appendix G:** Audit of Criminal Justice Student's Degrees II
- **Appendix H:** Survey of Criminal Justice Students

APPENDIX: A



Hillsborough Community College Mission, Vision, 2004-2006 College Goals

## **THE STRATEGIC PLAN OF HILLSBOROUGH COMMUNITY COLLEGE**

### **College Mission**

*Adopted by the Board of Trustees, August 20, 2003*

Hillsborough Community College, a public, comprehensive institution of higher education, empowers students to excel through its superior teaching and service in an innovative learning environment.

### **College Vision**

*Adopted by the Board of Trustees, August 20, 2003*

Hillsborough Community College will deliver education of the highest standards enabling a diverse community of life-long learners to achieve their maximum potential in a global society.

### **2004-2006 College Goals**

*Adopted by the Board of Trustees, April 21, 2004*

1. Promote institutional learning through excellence in teaching, support services, and instructional delivery systems.
2. Foster partnerships with the local and global communities to position the College as a premier educational institution for college transfer, career workforce and economic development, lifelong learning, and community initiatives.
3. Enhance access, flexibility, and responsiveness to meet the changing educational needs of the students and the community.
4. Provide the resources and skills necessary to prepare students, faculty, and staff to function effectively in a technologically-driven world.
5. Promote an institutional culture that values the individual; fosters diversity; and encourages professional development, action, creativity, and risk taking.
6. Continuously improve programs and services while aggressively seeking and effectively managing human, financial, physical, and technological resources.

APPENDIX: B



Criminal Justice Technology Undergraduate Program Strategic Planning Unit Plan

**Criminal Justice Technology****2005-07**

**Unit Mission:** The mission of the Criminal Justice Technology Undergraduate Program is to provide quality education consistent with the College Mission in the field of criminal justice in such areas as law enforcement, corrections, law, and crime scene studies.

**Planning** Jack Evans/Michael Reichard

**Unit Planning**

Unit objectives are established after a comprehensive review of individual programs and courses within the overall Criminal Justice Technology Undergraduate Program. The performance review includes an examination of the status of prior individual program and unit objectives, faculty evaluations, student evaluations, attendance and completion rates, student academic performance, Advisory Committee reports, and criminal justice employment trends.

**External Trends:****Trend or Event**

Increased funding for law enforcement.

Increasing requirement of higher education by law enforcement agencies.

The growth of terrorism and security in the post 9/11 America.

The growth of Criminal Justice and Criminology as an Academic field.

**Impact**

Demand for higher education, specialized courses, and criminal justice degrees and certificates will increase.

**Constituent Needs:**

The program provides college credit courses to students seeking A.A., A.S. and A.A.S. degrees. The program courses can lead students to the receipt of an A.S. Degree or an A.A.S. Degree in Criminal Justice Technology. The program's courses can also be used as fully transferable courses for A.A. students as well as students in various A.S. and A.A.S. degree programs. The program also provides a college credit certificate in Crime Scene to provide skilled workers in the crime scene and forensics field.

**Unit** 1. Create a Criminal Justice Student's Association so as to facilitate student involvement in professional, educational, and social activities within their chosen profession.

Objective Type: Information/Com. Facilities Diversity  
 Target date: 5/1/2006 Position responsible: Criminal Justice Program Coordinator

***This unit objective supports achievement of the***

College Goal: 6. Continuously improve programs and services while aggressively seeking and effectively managing human, financial, physical, and technological resources.

State Performance Standard:

Priority Initiative:

Review Recommendation:

**Total cost to achieve this objective:** \$0 **Cost exceeds unit base budget:**

Full-time salaries	\$0	Professional development	\$0
Part-time salaries	\$0	Capital costs	\$0
Hourly salaries	\$0	Expenses	\$0
Contract salaries	\$0		

Describe costs:

***Strategies***

1. By 12/05 - Form interim Board and Member List.
2. By 01/06 - Submit documentation to Student Services to begin application process.
3. By 05/06 - Launch Organization as official campus club.

***Expected Outcomes:***

***Means of Assessment:***

***Results of Assessment:***

***Success Criteria:***

Club will be launched.	An annual record of student membership numbers will be reviewed by the Program Coordinator.	The interim Board is up and running.
The Club will be actively involved with the workforce community.	An annual record of club activities will be reviewed by the Program Coordinator.	To be developed.
The Club will be actively involved with the criminal justice system.	An annual record of club activities will be reviewed by the Program Coordinator.	To be developed.

**Status:** Partially accomplished

**Use of Assessment Results:** With establishment of the interim Board, the objective is on schedule to complete the remaining strategies toward full implementation by the target date.

**Unit** 2. Develop a Computer Crime and Investigation Program involving a minimum of three new courses to be available as electives for criminal justice majors as well as a stand alone program for those in the field of Computer Crime.

Objective Type: Information/Com. Facilities Diversity  
 Target date: 5/1/2007 Position responsible: Criminal Justice Program Coordinator

***This unit objective supports achievement of the***

College Goal: 3. Enhance access, flexibility, and responsiveness to meet the changing educational needs of the students and the community.

State Performance Standard:

Priority Initiative:

Review Recommendation:

**Total cost to achieve this objective:** \$0 **Cost exceeds unit base budget:**

Full-time salaries	\$0	Professional development	\$0
Part-time salaries	\$0	Capital costs	\$0
Hourly salaries	\$0	Expenses	\$0
Contract salaries	\$0		

Describe costs:

***Strategies***

1. By 12/05 - Submit proposed curriculum for review by AAC for first course.
2. By 8/06 - Offer first course.
3. By 9/06 - Submit proposed curriculum for review by AAC for 2nd & 3rd course.
4. By 11/06 - Launch a marketing campaign.
5. By 1/07 - Launch full program.

***Expected Outcomes/  
Success Criteria:***

Course completion by students

Certificate or Credential completion by students

Knowledge and skills in specialized fields as needed by the work force community.

***Means of Assessment:***

An annual record of student attendance and completion of these courses will be reviewed by the Program

An annual record of student attendance and completion in the companion Certificate or Credential Program will be reviewed by the Program Coordinator.

Satisfaction by workforce employers as established through workforce members of the Program Advisory committee.

***Results of Assessment:***

Report to be developed.

**Status:** In progress

**Use of Assessment Results:** The first course has been submitted to the Academic Affairs Committee. The next step is to offer the course in fall 2006. This objective is on track toward full implementation by the target date of 5/1/2007.

**Unit** 3. Develop a Crime Scene Technology Program and offer the 28 credit College Credit Certificate in Crime Scene as electives for criminal justice majors as well as a stand alone College Certificate Program.

Objective Type: Information/Com. Facilities Diversity  
 Target date: 5/1/2006 Position responsible: Criminal Justice Program Coordinator

***This unit objective supports achievement of the***

College Goal: 3. Enhance access, flexibility, and responsiveness to meet the changing educational needs of the students and the community.

State Performance Standard:

Priority Initiative:

Review Recommendation:

**Total cost to achieve this objective:** \$0 **Cost exceeds unit base budget:**

Full-time salaries	\$0	Professional development	\$0
Part-time salaries	\$0	Capital costs	\$0
Hourly salaries	\$0	Expenses	\$0
Contract salaries	\$0		

Describe costs:

***Strategies***

1. By 12/04 - Submit proposed curriculum for review by AAC.
2. By 5/05 - Launch a marketing campaign.
3. By 8/05 - Begin introductory level courses.
4. By 1/06 - Launch full program.

***Expected Outcomes/  
Success Criteria:***

***Means of Assessment:***

***Results of Assessment:***

Course completion by students

An annual record of student attendance and completion of these courses will be reviewed by the Program Coordinator.

Students are registering for the Certificate and the courses are being offered.

Certificate or Credential completion by students

An annual record of student attendance and completion in the companion Certificate or Credential Program will be reviewed by the Program Coordinator.

Knowledge and skills in specialized fields as needed by the workforce community.

Satisfaction by workforce employers as established through workforce members of the Program Advisory Committee.

**Status:** Partially accomplished

**Use of Assessment** The objective is in progress toward full implementation by the target date of 5/1/2006.

**Results:**

**Unit** 4. Develop a Web Site for the Criminal Justice Technology Undergraduate Program to facilitate providing degree and course information to majors and prospective majors.

Objective Type: Information/Com. Facilities Diversity  
 Target date: 5/1/2006 Position responsible: Criminal Justice Program Coordinator

***This unit objective supports achievement of the***

College Goal: 3. Enhance access, flexibility, and responsiveness to meet the changing educational needs of the students and the community.

State Performance Standard:

Priority Initiative:

Review Recommendation:

**Total cost to achieve this objective:** \$0 **Cost exceeds unit base budget:**

Full-time salaries	\$0	Professional development	\$0
Part-time salaries	\$0	Capital costs	\$0
Hourly salaries	\$0	Expenses	\$0
Contract salaries	\$0		
Describe costs:			

***Expected Outcomes/  
Success Criteria:***

An accurate and complete listing of student degree and course requirements and schedules.

A greater number of students registering for the proper degree.

Students taking the proper learning track based upon their intended careers and the workforce needs within their career

***Means of Assessment:***

Satisfaction by student users as established by Surveys, feedback from the Criminal Justice Student Association and from the Criminal Justice Advisory Committee.

Survey by faculty of students each semester to determine if they are in the proper degree program.

Satisfaction by workforce employers as established through workforce members of the Program Advisory Committee.

***Results of Assessment:***

The site is complete and accurate.

**Status:** Accomplished

**Use of Assessment Results:** A student assessment of the web site will be developed to determine its usefulness to students.

**Unit** 5. Develop a Homeland Security Program involving a minimum of three new courses to be available as electives for criminal justice majors as well as a stand alone program as training for those in the field of Homeland Security.

Objective Type: Information/Com. Facilities Diversity  
 Target date: 5/1/2007 Position responsible: Criminal Justice Program Coordinator

***This unit objective supports achievement of the***

College Goal: 3. Enhance access, flexibility, and responsiveness to meet the changing educational needs of the students and the community.

State Performance Standard:

Priority Initiative:

Review Recommendation:

**Total cost to achieve this objective:** \$0 **Cost exceeds unit base budget:**

Full-time salaries	\$0	Professional development	\$0
Part-time salaries	\$0	Capital costs	\$0
Hourly salaries	\$0	Expenses	\$0
Contract salaries	\$0		

Describe costs:

***Strategies***

1. By 12/05 - Submit proposed curriculum for review by AAC for first two courses.
2. By 8/06 - Offer first course.
3. By 9/06 - Submit proposed curriculum for review by AAC for third course.
4. By 11/06 - Launch a marketing campaign.
5. By 1/07 - Launch full program.

***Expected Outcomes/  
Success Criteria:***

Course completion by students

Certificate or Credential completion by students

Knowledge and skills in specialized fields as needed by the work force community.

***Means of Assessment:***

An annual record of student attendance and completion of these courses will be reviewed by the Program Coordinator.

An annual record of student attendance and completion in the companion Certificate or Credential Program will be reviewed by the Program Coordinator.

Satisfaction by workforce employers as established through workforce members of the Program Advisory

***Results of Assessment:***

To be developed.

**Status:** Partially accomplished

**Use of Assessment Results:** The first two courses have been proposed and approved. The objective is on track toward full implementation by the target date.

**Unit** 6. Develop a Private Security Program involving a minimum of three new courses to be available as electives for criminal justice majors as well as a stand alone program as training for those in the field of Private Security and Investigation.

Objective Type: Information/Com. Facilities Diversity  
 Target date: 5/1/2007 Position responsible: Criminal Justice Program Coordinator

***This unit objective supports achievement of the***

College Goal: 3. Enhance access, flexibility, and responsiveness to meet the changing educational needs of the students and the community.

State Performance Standard:

Priority Initiative:

Review Recommendation:

**Total cost to achieve this objective:** \$0 **Cost exceeds unit base budget:**

Full-time salaries	\$0	Professional development	\$0
Part-time salaries	\$0	Capital costs	\$0
Hourly salaries	\$0	Expenses	\$0
Contract salaries	\$0		

Describe costs:

***Strategies***

1. By 12/05 - Submit proposed curriculum for review by AAC for first two courses.
2. By 8/06 - Offer first course.
3. By 9/06 - Submit proposed curriculum for review by AAC for third course.
4. By 11/06 - Launch a marketing campaign.
5. By 1/07 - Launch full program.

***Expected Outcomes/ Success Criteria:***

***Means of Assessment:***

***Results of Assessment:***

Course completion by students	An annual record of student attendance and completion of these courses will be reviewed by the Program coordinator.	To be developed.
Certificate or Credential completion by students	An annual record of student attendance and completion in the companion Certificate or Credential Program will be reviewed by the Program Coordinator.	
Knowledge and skills in specialized fields as needed by the work force community.	Satisfaction by workforce employers as established through workforce members of the Program Advisory	

**Status:** Partially accomplished

**Use of Assessment Results:** The first course has been proposed to the Academic Affairs Committee and received approval. The objective is on track toward full implementation by the target date of 5/1/2007.

APPENDIX: C



Criminal Justice Institute Strategic Planning Unit Plan

**Criminal Justice Institute****2005-07**

**Unit Mission:** The Criminal Justice Institute of HCC provides basic, advanced, specialized and career development training for law enforcement and correctional officers

**Planning** Jack Evans/John Meeks

**Unit Planning**

Requirements and standards for law enforcement training are established and monitored by numerous federal and state agencies. Consequently, unit objectives are established on an annual basis using the programmatic guidelines provided by these agencies. Unit initiatives are evaluated during the reporting process required by state and federal law enforcement agencies. Results from the periodic reviews are also subsequently reviewed by senior management within the Law Enforcement Academy as well as members of the local Criminal Justice Advisory Board. This review produces the final recommendations for overall

**External Trends:****Trend or Event**

Post-9/11/Environment

**Impact**

In the aftermath of 9/11/01, interest in public service careers has escalated resulting in enrollment pressures on courses and facilities while also creating a need for advanced/specialized domestic-preparedness

**Constituent Needs:**

Our program provides training to support the first-responder needs of six (6) local law enforcement agencies. Response to the events of 9/11/01 have created enrollment pressures in our basic Law Enforcement training programs as well as our specialized training courses related to Domestic Preparedness.

**Unit** Transform the current public service training programs and facilities into a state-of-the-art Public Safety Training Center to support the first-responder needs of six local law enforcement agencies.

Objective Type: Information/Com. Facilities Diversity  
 Target date: 9/1/2007 Position responsible: Director, Criminal Justice Institute/Dean, AS Prog

***This unit objective supports achievement of the***

College Goal: 2. Foster partnerships with the local and global communities to position the College as a premier educational institution for college transfer, career workforce and economic development, lifelong learning, and community initiatives.

State Performance Standard: None at this time. Development by the State is pending.

Priority Initiative: None at this time.

Review Recommendation: Responds to an internal program review recommendation of April 2003

<b>Total cost to achieve this objective</b>	\$0	<b>Cost exceeds unit base budget:</b>	
Full-time salaries	\$0	Professional development	\$0
Part-time salaries	\$0	Capital costs	\$0
Hourly salaries	\$0	Expenses	\$0
Contract salaries	\$0		

Describe costs: Financial resources are needed to fund the renovation/construction of a facility, salaries of professional and administrative staff, and first year operating expenses. Reference total costs of \$20,400,000 in unit plan of the Dean of Association of Science - Ybor.

***Strategies***

Initiate discussions with those public service agencies that have a direct interest in the new facility in order to solicit financial and in-kind contributions Seek state and/or federal financial support for the project by preparing a minimum of two large-scale grant applications

Identify existing facilities and/or open land that could adequately house the new facility

Seek public support for a new facility through a public information campaign and subsequent fund-raising activities

***Expected Outcomes/  
Success Criteria:***

***Means of Assessment:***

***Results of  
Assessment:***

A new (or reconstructed) facility will be in place by August 2007

Curriculum will address State licensing requirements for public safety personnel

Annually review overall curriculum and individual course objectives and learning outcomes to ensure compliance with state and federal

Graduates of program will achieve a pass rate on licensing exams that exceeds state averages

Monitor student Pass Rates on state licensing exams

Facilities and curriculum will incorporate federal domestic preparedness guidelines

Annually review each course and associated learning objectives/outcomes to ensure compliance with federal guidelines

**Status:**  
**Use of Assessment**  
**Results:**

## APPENDIX: D

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### Student Enrollment and Completer Data

## Enrollment and Completer Data

### 2003/2004

<u>UNDERGRADUATE</u>	<u>2004/2005</u>	<u>2003/2004</u>	<u>2002/2003</u>
AS Criminal Justice Technology:	321 Enrolled	261 Enrolled 6 Completed	243 Enrolled 3 Completed
AAS Officer Administration:	103 Enrolled	62 Enrolled 4 Completed	57 Enrolled 9 Completed

### PSAV

Police Recruit:	298 Enrolled	162 Enrolled 164 Completed	131 Enrolled 99 Completed
Correctional Recruit:	136 Enrolled	252 Enrolled 181 Completed	191 Enrolled 138 Completed

- Enrollment Data: Student Data Base, AA-1A Report, Term 3E
- Completer Data: Student Data Base, AA-1A Verification Report

APPENDIX: E

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Enrollment – Student Profiles

**Enrollment – Student Profiles**

**2003/2004**

<u>UNDERGRADUATE</u>	<u>Females/Males</u>	<u>Minority/Non-Minority</u>
AS Criminal Justice Technology:	59% / 41%	52% / 48%
AAS Officer Administration:	30% / 70%	34% / 66%
 <u>PSAV</u>		
Police Recruit:	24% / 76%	29% / 71%
Correctional Recruit:	25% / 75%	36% / 64%

APPENDIX: F



Audit of Criminal Justice Student's Degrees I

## AUDIT OF CRIMINAL JUSTICE STUDENT'S DEGREES

### A DETERMINATION IF STUDENTS ARE REGISTERED FOR THE CORRECT DEGREE

#### REGULAR COLLEGE STUDENTS

Total Students Surveyed:	188	
Non-Criminal Justice Majors Therefore Statistics Not Applicable:	38	
Errors, Duplicates, and Responses Not Properly Completed:	11	
<b>Total Criminal Justice Majors Surveyed:</b>	<b>139</b>	
Criminal Justice Majors Registered For the Correct Criminal Justice Degree:	41	29.5%
Criminal Justice Majors Registered For the Incorrect Criminal Justice Degree:	21	15.1%
Criminal Justice Majors Registered For the Incorrect Non-Criminal Justice Degree:	64	46%
Criminal Justice Majors Not Properly Registered For the Crime Scene Degree:	13	9.4%

Therefore, out of 139 Criminal Justice Majors Surveyed,

46% are registered incorrectly as non-criminal justice majors (like AA)  
 15.1% are registered in the wrong criminal justice degree (like AAS instead of AS)  
 9.4% are not registered at all in crime scene when they are crime scene students

Only 29.5% of criminal justice majors are correctly registered

APPENDIX: G

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Audit of Criminal Justice Student's Degrees II

**AUDIT OF CRIMINAL JUSTICE STUDENT'S DEGREES**

**A DETERMINATION IF STUDENTS ARE REGISTERED**

**FOR THE CORRECT DEGREE**

**HILLSBOROUGH SHERIFF'S OFFICE**  
**STUDENTS IN SPECIAL CLASSES**

Total Students Surveyed:	25	
Non-Criminal Justice Majors Therefore Statistics Not Applicable:	0	
Errors, Duplicates, and Responses Not Properly Completed:	4	
<b>Total Criminal Justice Majors Surveyed:</b>	<b>21</b>	
Criminal Justice Majors Registered For the Correct Criminal Justice Degree:	17	81%
Criminal Justice Majors Registered For the Incorrect Criminal Justice Degree:	0	
Criminal Justice Majors Registered For the Incorrect Non-Criminal Justice Degree:	4	19%
Criminal Justice Majors Not Properly Registered For the Crime Scene Degree:	0	

Therefore, out of 21 Criminal Justice Majors enrolled in the special Hillsborough Sheriff's classes surveyed,

19% are registered incorrectly as non-criminal justice majors (like AA)  
 81% are correctly registered

**Note:**

The Sheriff's Classes have received direct faculty advising since the inauguration of the Sheriff's Special College Program two years ago compared to regular college students who have only now begun receiving direct faculty advising.

APPENDIX: H

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Survey of Criminal Justice Students

## **SURVEY OF CRIMINAL JUSTICE STUDENTS**

- 1) **How many of you would be interested in the following classes if offered:**

<b>Introduction to Computer Crimes</b>	<b>27</b>	<b>59%</b>
<b>Civil Rights</b>	<b>24</b>	<b>52%</b>
<b>Legal Research</b>	<b>24</b>	<b>52%</b>
<b>Introduction to Private Investigations</b>	<b>30</b>	<b>65%</b>

- 2) **How many of you would want additional assistance reference advising issues.**

**36      78%**

- 3) **How many of you would want additional information on criminal justice job opportunities.**

**41      89%**

- 4) **How many of you would be interested in taking criminal justice on-line classes.**

**34      74%**

- 5) **How many of you would be interested in taking classes in Homeland Security on topics such as Terrorism, Weapons of Mass Destruction, and Emergency Preparedness.**

**34      74%**