

# **Santa Rosa Junior College**

## **Program Resource Planning Process**

### ***Administration of Justice 2023***

#### **1.1a Mission**

The mission of the Public Safety Department is to provide an education and training environment, which fulfills the diverse needs found within the professions involved in public safety. This environment promotes the opportunity for intellectual, social and occupational growth in three major areas:

- 1.) A comprehensive pre-employment curriculum leading towards an Associate Degree and/or transfer to a four-year institution;
- 2.) Basic academy programs for state and federal mandated certificate programs; and
- 3.) In-service training programs which provide current and professional course offerings reflecting the needs of the professions.

#### **1.1b Mission Alignment**

The Public Safety Department is completely aligned with the tenants of the district's mission. All Public Safety programs and courses prioritize creating a learning and training environment that is student centered and respect based. Public safety provides vocational education from entry-level through advanced and continuing education for the Public Safety professions. We provide access to a career path for students desiring to enter the public safety professions and provide an academic path for acquiring a college degree (A.S. Administration of Justice). Education and training provided by the department enables graduates to enter direct service jobs, administrative and regulatory positions at the local, State and National levels.

The department is committed to maintaining an exceptionally high (but realistic) academic standard and employs an "academy" and semester approach to training in its core class offerings. Students learn strong leadership skills which promote respect and integrity both personally and professionally. Faculty and staff maintain the professional standard expected of the Public Safety community and are active and respected members of that community. We are dedicated to providing the most comprehensive, effective and current teaching methodologies, technological applications and facilities to support student learning and development.

The goals and initiatives of the district are consistent with the goals and initiatives of the department.

As part of a Multi-Campus plan for coordination, Public Safety maintains an active relationship with administration and faculty on the Petaluma, Santa Rosa and Windsor campuses. Many faculty members teach on multiple campuses and the administration of Public Safety is actively involved in each of these areas. This serves to maintain a current link between facilities. Public Safety staff participates in continual self-study efforts to maintain accreditation standards in each aspect of the program disciplines.

Public Safety curricula are learning objective driven. Program Student Learning Outcomes are completed and are reviewed periodically for relevancy pursuant to the changing climate of the demands of the Public Safety sector.

The department as a whole recognizes the evolution in student preparation and motivation entering the Public Safety careers as well as the preparation, motivation and needs of the continuing education and in-service student. The department recognizes and responds to trends in student populations, demographics, ethnicity, gender, and cultural aspects. The department seeks the most highly qualified staff and faculty who not only represent the student populations, but understand the unique challenges faced by our students.

## **1.1c Description**

The Public Safety Department includes the discipline of Administration of Justice. The Training Center is located in Windsor and is known as the Santa Rosa Junior College Public Safety Training Center (PSTC). The course offerings are degree-bearing courses in preparation for transfer, vocational offerings that include state-certified entry-level academy programs as well as a variety of in-service and management certifications, the breadth and scope which are approximately 200 separate offerings annually.

In addition to Administration of Justice courses, the Public Safety Department also includes the disciplines of Fire Technology (Fire) and Emergency Medical Care (EMC) that are being reviewed separately in the PRPP process.

## **1.1d Hours of Office Operation and Service by Location**

The Public Safety Program courses are offered throughout the region. While centered at the Public Safety Training Center, the Administration of Justice Program is offered primarily at the Santa Rosa Campus and the Petaluma Campus. In addition, courses are offered at various Santa Rosa hotel locations and public safety departments throughout the college district as well as out of district including Marin, Southern Mendocino and San Francisco Counties. Hours of operation and staff coverage varies depending on class size, activity and location. Courses are offered during daytime and nighttime, as well as on weekends. PSTC Administrative Office hours are 8am to 4:30pm Monday through Friday.

## 1.2 Program/Unit Context and Environmental Scan

The labor market for the students in our programs is government agencies and is rich in a variety of employment opportunities. The majority of our customer public safety agencies have many openings for a variety of positions. They are struggling to fill their funded and vacant positions. Students are being encouraged by our department and government employers to complete a two or four-year degree before seeking employment.

The transfer degree was updated and approved to facilitate student transfer to the CSU system.

Mandated In-Service training needs have increased due to market needs. Licensing and accrediting agencies' requirements remain constant, thus, no decrease in these course offerings are anticipated.

### 2.1a Budget Needs

The Administration of Justice budget is very complex. While it does not compare to other budget units in the district, it is effectively allocated and used with a few minor exceptions. Per the RPPP Administration of Justice Core Data report for

**FY18-19:**

In the Expenditure Category 4000, supplies, we were -51.4% from previous year

In the Expenditure Category 5000, Services we were 14.5% higher than the previous year

The AJ Department mixes both district general funds with student fee-based funds and covers multiple locations. It covers a center (Windsor) as well as the AJ department at the Santa Rosa and Petaluma campuses.

## 2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale
0001	Windsor	01	04	\$10,000.00	Travel fund needed for conferences and training
0002	Windsor	02	06	\$65,000.00	We continue to experience an overdraw on this account due to large needs for tires, maintenance on vehicles, and supplies.

## 2.2a Current Classified Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Administrative Assistant III	40.00	12.00	Perform administrative duties requiring initiative, independence, and confidentiality in the areas of office management, fiscal management, customer relations or other specialized services.
Executive Assistant	40.00	12.00	The Executive Assistant coordinates component administrative tasks of a highly complex nature; provides administrative and clerical support to assigned supervisor(s); initiates and recommends changes in procedures as required; provides technical assistance to others; and manages complex projects as assigned.
Lab Assistant In Service/Corrections	40.00	12.00	Ensures adequate resources are available for programs, set up of labs/classrooms.  Performs administrative duties requiring initiative, independence, attention to detail, follow through, fiscal management, excellent oral and written communication skills and high level of customer service with our internal and external customers.

## 2.2b Current Management/Confidential Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Dean , Academic Affairs	40.00	12.00	Management of the Santa Rosa Junior College Public Safety Training Center programs, equipment and facilities, as well as the Administration of Justice, Emergency Medical Care and Fire Technology programs at multiple campus locations.
Ass Dean Public Saf./Basic Acad	40.00	12.00	Specific responsibilities for the Basic Academy.
Ass. Dean Pub.Saf./In-Service	40.00	12.00	Specific responsibilities for the In-Service and Corrections Programs.
Coordinator, Public Safety / POST	0.00	0.00	Plan, organize, and coordinates the academies, ensure compliance with State accreditation requirements; trains and coordinates the evaluation of the performance of assigned faculty and staff. Performs all job duties in compliance with CA Commission on Peace Officer Standards and Training (POST) Regulation 1052.

## 2.2c Current STNC/Student Worker Positions

Position	Hr/Wk	Mo/Yr	Job Duties
17 Contract Evaluators	9.60	12.00	Responsible for explanation, demonstration, supervision, evaluation and documentation of discipline specific subject matter and related skills under the direct supervision of lead instructor.
7 Fee-Based Evaluators	2.60	12.00	Responsible for explanation, demonstration, supervision, evaluation and documentation of discipline specific subject matter and related skills under the direct supervision of lead instructor.
11 AJ Recruit Training Officer	16.60	12.00	Counsels recruits regarding professional matters; supervises and monitors recruit discipline; supervises other temporary academy staff members as needed.
POST Academy Coordinator	40.00	12.00	Plan, organize, and coordinates the academies, ensure compliance with State accreditation requirements; trains and coordinates the evaluation of the performance of assigned faculty and staff. Performs all job duties in compliance with CA Commission on Peace Officer Standards and Training (POST) Regulation

## 2.2d Adequacy and Effectiveness of Staffing

The Public Safety Department, including the Administration of Justice courses, current staffing ratios are not barely adequate to meet the needs of our students and department members, facilities and equipment maintenance. The managers at the Public Safety Training Center have absorbed many of the clerical duties once handled by the administrative assistants. The Administration of Justice faculty previously had student workers for assistance with clerical needs; but due to budget concerns, the student worker position was also eliminated.

The nature of our program at the Public Safety Training Center demands numerous instructional employees to provide a wide diversity of highly technical and current public safety related training courses, which is difficult to measure and compare to district-wide totals. These courses are of short duration and offered numerous times during each semester. This structure increases the demand on our classified, management, professional experts and STNC employees. Our professional expert employees are used as direct instructional support staff; therefore, the statistics received from the district are not accurate for our department.

There are two full time faculty members for the faculty instructing in the Administration of Justice academic transfer program. The courses continue to indicate flat enrollment efficiency. The remaining faculty staffing needs are currently filled by adjunct faculty hired on a semester-to-semester basis, which runs the risk of instructional inconsistencies.

**Due to external and State certification requirements our classified employees often have additional duties not typically assigned to district classified employees.**

The Public Safety Training Center is fortunate to have obtained a new multi-use facility that became available for use in June 2019. Our most critical need will be an additional custodian to meet the demands of maintaining this new facility.

## 2.2e Classified, STNC, Management Staffing Requests

Rank	Location	SP	M	Current Title	Proposed Title	Type
0001	Windsor	01	01	Admin Assistant II that has been vacant	Admin Assistant II .65 to cover In-Service	Classified

## 2.3a Current Contract Faculty Positions

Position	Description
AJ Faculty	Instructs the courses that introduce and continue students in criminal law and corrections.
AJ Faculty	Instructs the courses that introduce and continue students in criminal law and corrections

### 2.3b Full-Time and Part-Time Ratios

Discipline	FTEF Reg	% Reg Load	FTEF Adj	% Adj Load	Description
Administration of Justice	2.2000	13.0000	14.6200	87.0000	The ratio FTE-AF to FTE-CF is 1.466, which continues to be high with one contract faculty positions remaining vacant and being filled by adjunct faculty. There is a concern that instructional inconsistencies may occur without the continuity of instruction by full-time, contract instructors.

### 2.3c Faculty Within Retirement Range

We have one contract faculty member within retirement range. If not replaced with a FT faculty member, the positions would be covered by adjunct faculty, resulting in no loss to FTES. If not replaced, this would leave one FT faculty member in the Administration of Justice Department (down from 2 FT faculty members), resulting in less assessment of SLOs and updating curriculum due to no full time faculty member to complete the tasks.

<b>Faculty nearing retirement age</b>	<b>Age Group</b>			
<b>Department</b>	<b>Under 49</b>	<b>50-54</b>	<b>55+</b>	<b>Grand Total</b>
Dept of Public Safety	1	1	3	5

### 2.3d Analysis of Faculty Staffing Needs and Rationale to Support Requests

## 2.3e Faculty Staffing Requests

Rank	Location	SP	M	Discipline	SLO Assessment Rationale
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## 2.4b Rationale for Instructional and Non-Instructional Equipment, Technology, and Software

At the Public Safety Training Center (PSTC) instructional equipment needs continue to focus on replacement of worn/outdated items, student safety and effective educational delivery to adult learners.

Due to the high-risk activities and job-specific equipment demands of the Training Center's client base, instructional equipment must be current and meet the safety requirements set forth by our certifying state and federal agencies.

Additionally, there is an ongoing need for additional EVOC vehicles due to the age of some of the vehicles and the high use in all of the disciplines at the PSTC.

## 2.4c Instructional Equipment Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0001	Windsor	02	01	Media Upgrades for Classrooms	5	\$25,000.00	\$125,000.00	Adams	201, 203, 701, 702, 706	Adams
0001	ALL	00	00	Arrest and Control Safety Equipment kits, helmets and btions	10	\$200.00	\$2,000.00	Brown	400	Brown
0002	Windsor	04	01	classroom tables - Check with Tim	100	\$700.00	\$70,000.00	Bell	200,700,600, 1100	Bell
0002	ALL	00	00	FOS De-escalation Training Equipent - for the simulator	10	\$200.00	\$2,000.00	Brown	500	Brown
0003	Windsor	01	01	4 B&W and 2 color printers for instructor workstation - Report Writing requirements	6	\$500.00	\$2,500.00	Arnold	201, 203, 701, 702, 706, 601, 605	Arnold
0005	Windsor	01	01	Quartet Easel/Whiteboard	10	\$200.00	\$2,000.00	Arnold	all	Arnold
0010	Windsor	01	01	EVOC Vehicles	3	\$50,000.00	\$150,000.00	Brown	evoc track	Adams
0050	Windsor	01	01	Rubbermaid Storage Boxes	10	\$65.00	\$650.00	Arnold	all	Arnold
0050	Windsor	02	01	Range Dust Collector Unit - Was this done? Check with tim	1	\$150,000.00	\$150,000.00	Bell / Brown	Range	Tim Bell

### 2.4d Non-Instructional Equipment and Technology Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requesting	Room/Space	Contact
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### 2.4f Instructional/Non-Instructional Software Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
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## 2.5a Minor Facilities Requests

Rank	Location	SP	M	Time Frame	Building	Room Number	Est. Cost	Description
0000	Windsor	04	01	1 Year	all	all	\$100,000.00	emergency generator
0000	Windsor	04	06	Urgent	all	all	\$3,000,000.00	painting, repair dry rot and stucco on all structures
0000	Windsor	04	06	Urgent	100, 200, 300, 400, 700, 900, 1000	all	\$3,000,000.00	repair roof due to leaks
0000	Windsor	04	06	1 Year	Gym 400, 100	All	\$500,000.00	replace HVAC
0000	Windsor	04	06	2-3 Yr	PSTC	all	\$200,000.00	interior painting
0001	Windsor	04	07	Urgent	PSTC	scenario village	\$1,500,000.00	repair, and maintain flooring, staircases, wall rot, prevention of mold issues due to holes in walls and ceilings. Needs to have walls repainted.
0001	Windsor	04	01	Urgent	500 Range	Range	\$150,000.00	Exhaust System
0002	Windsor	04	06	1 Year	All	all	\$50,000.00	blinds for classroom / sun disrupting training
0003	Windsor	04	00	Urgent	Shoot house	Shoot house	\$5,000.00	Black Widow infestation

## **2.5b Analysis of Existing Facilities**

Petaluma Campus: Facility is adequate and is ADA compliant.

Santa Rosa Campus: Facility is ADA compliant.

PSTC is adequate with the addition of the new multi-purpose room in June of 2019, all facilities are ADA compliant.

PSTC should have a crosswalk for access to and from parking lot and bus stop. Approx. cost \$350,000

## **3.1 Academic Quality**

### **Future and Current Grant Funding**

Among the programs in Public Safety, Administration of Justice, the ones which grant funding plays an integral role is the Police Academy and the In-Service Programs. As CE programs that trains individuals to become law enforcement officers or continue skill sets as law enforcement officers, it is necessary to maintain the same body of equipment required by not law enforcement agencies. That has made the success of the program extremely dependent upon grants and donations.

While donations far remain the largest source of our equipment, in the future we will continue to rely on Perkins (CETA) funding to purchase that we cannot obtain through donations. However, we will also explore other potential opportunities such as the *Institutional Education and Library Materials (IELM)* grants for which we were successful in obtaining equipment in 2021.

## **3.2 Student Success and Support**

As part of the ongoing hiring process for all adjunct and regular faculty, emphasis is placed on selection criteria which demonstrate a prospective candidate's sensitivity and understanding of the cultural and gender diversity of our population both in terms of our student body and the society which we serve.

The program promotes awareness and sensitivity to diversity through ongoing instructor development. Instructors and staff are encouraged to learn more about our students as individuals as well as representatives of the great variety of cultural backgrounds, and utilize our students as a learning laboratory for our improved awareness and sensitivity.

The department recognizes and responds to trends in student populations, demographics, ethnicity, gender, and cultural aspects. The department seeks highly qualified staff and faculty who not only represent the student populations, but understand the unique challenges faced by our students.

## Administration of Justice - FY 2017-18 (plus current FY Summer and Fall)

### 5.7a Students Served - by Ethnicity

The number of students in each Discipline at first census broken down by ethnicity (duplicated headcount).

#### ALL Locations (Combined totals from ALL locations in the District)

Administration of Justice	Ethnicity	2015-16	Percent	2016-17	Percent	2017-18	Percent	2018-19
	White	1979	56.7%	2040	56.1%	1920	53.1%	2018
	Asian	74	2.1%	90	2.5%	118	3.3%	
	Black	68	1.9%	75	2.1%	83	2.3%	
	Hispanic	1072	30.7%	1003	27.6%	1096	30.3%	
	Native American	21	0.6%	25	0.7%	29	0.8%	
	Pacific Islander	12	0.3%	28	0.8%	13	0.4%	
	Filipino	19	0.5%	41	1.1%	36	1.0%	
	Other Non-White	139	4.0%	135	3.7%	136	3.8%	
	Decline to state	104	3.0%	199	5.5%	187	5.2%	
	<b>ALL Ethnicities</b>	<b>3488</b>	<b>100.0%</b>	<b>3636</b>	<b>100.0%</b>	<b>3618</b>	<b>100.0%</b>	

### 3.3 Responsiveness to Our Community

Permanent classified staff and their managers engage in a dialogue during their annual evaluations regarding formal staff development goals. During the evaluation period, classified staff is encouraged to identify and engage in staff development programs which will be beneficial to them and assist the Department to meet its goals.

All classified staff are invited to departmental workshops and are encouraged to attend other SRJC activities, PDA day activities, as well as to participate in SRJC committees/councils/forums, etc. Staff are given release time to enroll in credit classes that support their work, and several have taken that opportunity.

STNC classified staff and Professional Experts, engaged in student evaluation, receive formal and informal training focusing on meeting college and state criteria required of students.

Examples of training completed by classified staff:

- Short term seminars delivered by college staff in the software applications, including

- Disaster round table exercises
- "In-Design", "Excel" and "Access"
- On-line course development training (Canvas)
- Enrollment Management System (EMS)
- PRPP training workshops
- SharePoint
- PDA Day

### 3.4 Campus Climate and Culture

The Districts illness and prevention program is reviewed yearly with employees and they are advised the District policy is section 6.8.2 and the procedures are located at 6.8.2 in the procedure manual. Representatives of the Environmental Health & Safety department completed presentations on the program.

The Department needs additional yearly training on the Districts' Illness and prevention program, specifically in the area of Hazard Assessment; Accident/Exposure Investigations; Hazard Correction; Training & Instruction; and Record Keeping.

Building	BSC Area	ASC Area	Name	Department	Responsible Area	Ma
ALL Windsor	All	All	Tim Bell	PSTC	present position at time of need	J. A
All Windsor	All	All	Ken Sebastiani	PSTC	present position at time of need	J. A
All Windsor	All	All	Lanny & Steve	PSTC	present position at time of need	J. A
All Windsor	All	All	C. Arnold	PSTC	present position at time of need	J. A

### 4.1a Course Student Learning Outcomes Assessment

We have begun a regular cycle of assessment in our department per the recommendations of the District and Project Learn. A spreadsheet has been set up for tracking which courses have been assessed. All offered courses SLO's are assessed, the cycle will start over in order to complete the next assessment within the 6 year cycle.

#### Department 6-Year Cycle SLO Assessment Plan

Course	SLO #s	Participating Faculty	Semester Initiated or to Be Initiated	Semester Completed	Comments	Year of Next Assessment

AJ51	1,2,3	Grabowski	Fall 2011	Spring 2018		2024
AJ70	1,2,3,4	Grabowski	Fall 2011	Spring 2018		2024
AJ21	1,2,3,4	Dybach	Fall 2011	Spring 2018		2024
AJ22	1,2,3	Anderson	Fall 2009	Spring 2016		2022
AJ25	1,2,3	Anderson	Fall 2011	Spring 2018		2024
AJ54A	1,2	Grabowski	Fall 2011	Spring 2018		2024
AJ54B	1,2,3	Dunn	Fall 2015	Fall 2014		2020
AJ152	1,2,3,4	TBA	Fall 2014	Fall 2014		2020
AJ53	1,2,3,4	Grabowski	Fall 2014	Fall 2014		2020
AJ55	1,2	Anderson	Fall 2010	Spring 2017		2023
AJ56	1,2,3,4,5	TBA	FALL 2014	Spring 2014		2020
AJ70	1,2,3	Grabowski	Fall 2010	Spring 2018		2024
AJ71	1,2,3	Grabowski	Fall 2014	Fall 2014		2020
AJ200.1					**discontinued re-numbered to AJ223	NA
AJ200.13					**discontinued re-numbered to AJ222 A,B,C	NA
AJ200.3					**discontinued, now AJ203	
AJ205.17		Arnold	Fall 2014	Fall 2014		2020
AJ200.3		Marvin	Fall 2015	Fall 2014		2020
AJ223		Schoenstein	Spring 2013	Fall 2014		2020
AJ222C		Marvin	Spring 2013	Fall 2014		2020
AJ306		TBA			**assessment to be completed at next offering	
AJ353		Arnold	Fall 2014	2014		2020
AJ355		Arnold	Fall 2014	2014		2020
AJ305.10		Arnold	Fall 2014	2014		2020
AJ366		Arnold	Fall 2014	2014		2020
AJ357		Arnold	Fall 2014	2014		2020
AJ305.1		Arnold	Fall 2014	2014		2020
AJ310.1		Arnold	Fall 2014	2014		2020

## **4.1b Program Student Learning Outcomes Assessment**

The 18 unit AA degree and the 21 unit certificates for Corrections and Law Enforcement were approved and posted. The assessments for the program degree (AA) were completed in 2011/2012 academic year and the three program certificates (Children in the Justice System, Corrections, and Law Enforcement) were completed in the 2014 academic year. At this time AJ Department is beginning the new 6-year cycle for Student learning Outcomes Assessments.

## **4.1c Student Learning Outcomes Reporting**

Type	Name	Student Assessment Implemented	Assessment Results Analyzed	Change Implemented
Course	AJ51 Intro to Evidence	Fall 2011	Spring 2012	N/A
Course	AJ70 Intro to Corrections	Fall 2011	Spring 2012	N/A
Course	AJ21 Intro to Adm of Justice	Fall 2011	Spring 2012	N/A
Course	AJ22 Concept of Criminal Law	Fall 2009	Spring 2010	Fall 2010
Course	AJ25 Community Relations	Fall 2011	Spring 2012	N/A
Course	AJ54A Intro to Evidence	Fall 2011	Spring 2012	Spring 2012
Course	AJ54B Basic Criminal Invest	Fall 2014	Fall 2014	N/A
Course	AJ154 Adv Criminal Invest	N/A	N/A	N/A
Course	AJ152 Public Safety Commun	N/A	N/A	N/A
Course	AJ53 Juvenile Procedures	Spring 2013	Spring 2013	N/A
Course	AJ55 Criminal Procedures	Fall 2010	Spring 2011	Fall 2011
Course	AJ56 Crime & Crim Jus in Soc	N/A	N/A	N/A
Course	AJ70 Intro to Corrections	Fall 2010	Spring 2012	N/A
Course	AJ70 Intro to Corrections	Fall 2010	Spring 2012	N/A
Course	AJ71 Corr Interview & Couns	Fall 2012	Spring 2013	N/A
Course	AJ98 Independent Study	N/A	N/A	N/A
Course	AJ223 Intsv Basic Law Enf	Spring 2013	Fall 2014	Fall 2014
Course	AJ222 A Modular Basic Law Enf	Spring 2013	Fall 2014	Fall 2014
Course	AJ306 Instructor Development	N/A	N/A	N/A
Course	AJ353 Public Safety Dispatch	Spring 2013	Fall 2014	Summer 2015
Course	AJ 714 Law Enforcement Career	N/A	N/A	N/A
Certificate/Major	Law Enforcement Certificate	Fall 2011	Fall 2011	Spring 2012
Certificate/Major	Corrections Certificate	Fall 2011	Fall 2011	Spring 2012
Certificate/Major	Child in Just Sys Certificate	Fall 2011	Fall 2011	Spring 2012
Certificate/Major	Admin of Justice AA Degree	Fall 2011	Fall 2011	Spring 2012

## 4.2a Key Courses or Services that address Institutional Outcomes





Course/Service	1a	1b	1c	2a	2b	2c	2d	3a	3b	4a	4b	5	6a	6b	6c	7
AJ205.17 Background Investigations			X	X	X			X	X	X	X	X	X	X	X	X
AJ305.10 PS Disaptcher Basic Course	X	X	X	X	X			X	X	X	X		X	X	X	X
AJ310.1 Concealed Weapons (Firearms)		X		X			X				X					X
AJ355 Penal code 832 Powers of Arrest			X		X			X	X	X	X		X	X		X
AJ357 Concealed Weapons Firearms Update		X	X	X				X	X		X					X
AJ366 Juv Corrections Officer Core Cours			X	X	X			X	X	X	X		X	X		X
AJ370 US Army Corps of Engineers Ranger		X	X	X	X	X	X	X	X	X	X	X	X	X		X

## 4.2b Narrative (Optional)

As a program that relies heavily on Adjuncts for the delivery of instruction, the burden of assessing our SLO's has fallen primarily on them. For courses that follow an academy type format using multiple instructors, their SLO's have been delivered by the Program Director. The "Core" classes required for a Certificate or Degree are assessed by the AJ Department F/T instructors.

## 5.0 Performance Measures

NA

## 5.1 Effective Class Schedule: Course Offerings, Times, Locations, and Delivery Modes (annual)

The department offers courses every weekday and Saturdays, and approximately 4 Sunday offerings (short courses) per semester excluding summer session. Courses are offered mornings (0700 – 1200), afternoon (1300 – 1700) and evening (1800 – 2200) to accommodate

student school, work, and family schedules.

Course demands are analyzed for each class offering every semester (and summer session) to determine efficiency of scheduling to benefit day, evening, and distance education students. The department regularly polls students about preferred class times and uses these data in determining additions to the class schedules.

Due to budget concerns a reduction in course scheduling is necessary and not all courses will be offered in 2019/2020.

## Administration of Justice - FY 2020-21 (plus current FY Summer and Fall)

**5.1 Student Headcounts** The number of students enrolled in each Discipline at first census (duplicated headcount).

### Santa Rosa Campus

Discipline	X2018	F2018	S2019	X2019	F2019	S2020	X2020	F2020	S2020
Administration of Justice	86	515	492	34	486	346	83	502	3

### Petaluma Campus (Includes Rohnert Park and Sonoma)

Discipline	X2018	F2018	S2019	X2019	F2019	S2020	X2020	F2020	S2020
Administration of Justice	0	44	25	0	41	20	0	0	

### Other Locations (Includes the PSTC, Windsor, and other locations)

Discipline	X2018	F2018	S2019	X2019	F2019	S2020	X2020	F2020	S2020
Administration of Justice	534	856	831	481	673	487	441	393	5

### ALL Locations (Combined totals from ALL locations in the District)

Discipline	X2018	F2018	S2019	X2019	F2019	S2020	X2020	F2020	S2020
Administration of Justice	620	1415	1348	515	1200	853	524	895	9

## 5.2a Enrollment Efficiency

The enrollment efficiency for the Administration of Justice Department is in alignment with college efficiency goals. The Administration of Justice program enrollment efficiency for all locations was 79.8% in Fall 2018 .

Last-minute agency emergencies along with State and local budgeting constraints have created an unstable market for in-service courses that have a direct impact on enrollment efficiency. The College remains in direct contact with the Training Managers Group and AJ Advisory Committee to plan training that is efficient for the College and the agencies.

## Administration of Justice - FY 2020-21 (plus current FY Summer and Fall)

**5.2a Enrollment Efficiency** The percentage of seats filled in each Discipline at first census based on class limit (not room size).

### Santa Rosa Campus

Discipline	X2018	F2018	S2019	X2019	F2019	S2020	X2020	F2020	S2021
Administration of Justice	63.7%	85.2%	77.1%	75.6%	82.8%	78.6%	63.4%	72.1%	76.1%

### Petaluma Campus (Includes Rohnert Park and Sonoma)

Discipline	X2018	F2018	S2019	X2019	F2019	S2020	X2020	F2020	S2021
Administration of Justice	0.0%	97.8%	62.5%	0.0%	91.1%	66.7%	0.0%	0.0%	0.0%

### Other Locations (Includes the PSTC, Windsor, and other locations)

Discipline	X2018	F2018	S2019	X2019	F2019	S2020	X2020	F2020	S2021
Administration of Justice	70.3%	78.2%	83.3%	84.2%	85.4%	79.9%	73.6%	79.0%	55.1%

### ALL Locations (Combined totals from ALL locations in the District)

Discipline	X2018	F2018	S2019	X2019	F2019	S2020	X2020	F2020	S2021
Administration of Justice	69.2%	81.4%	80.3%	83.5%	84.5%	79.0%	71.4%	74.8%	63.1%

## 5.2b Average Class Size

The average class size for the Administration of Justice Department at the time of the Fall 2013 first census was 32.7 students and at the Spring 2013 first census was 31.2 students, which is above the District totals of 30.5 students for both Fall and Spring semesters.

State and local budget restraints are directly impacting the in-service courses, resulting in a lower than average headcount.

## Administration of Justice - FY 2020-21 (plus current FY Summer and Fall)

**5.2b Average Class Size** The average class size in each Discipline at first census (excludes cancelled classes).

### Santa Rosa Campus

Discipline	X2018	F2018	S2019	X2019	F2019	S2020	X2020	F2020	S2021
Administration of Justice	28.7	33.8	30.4	34.0	31.7	26.6	20.8	25.7	21.2

### Petaluma Campus (Includes Rohnert Park and Sonoma)

Discipline	X2018	F2018	S2019	X2019	F2019	S2020	X2020	F2020	S2021
Administration of Justice	0.0	44.0	25.0	0.0	41.0	20.0	0.0	0.0	0.0

**Other Locations** (Includes the PSTC, Windsor, and other locations)

Discipline	X2018	F2018	S2019	X2019	F2019	S2020	X2020	F2020	S2021
Administration of Justice	23.4	23.9	26.5	25.0	27.0	26.4	21.6	22.3	19.0

**ALL Locations** (Combined totals from ALL locations in the District)

Discipline	X2018	F2018	S2019	X2019	F2019	S2020	X2020	F2020	S2021
Administration of Justice	24.0	27.5	27.9	25.5	29.2	26.3	21.5	24.2	19.0

### 5.3 Instructional Productivity

**\*( other locations -some figures are artificially high due to the District's inability to calculate instructional hours from the Master PAFs)**

The AJ department academic transfer program is below the District's goal of the 18.7 instructional productivity ratio, with 17.04 for Fall 2018 at the Santa Rosa Campus and 22.00 at the Petaluma Campus.

### Administration of Justice - FY 2020-21 (plus current FY Summer and Fall)

**5.3 Instructional Productivity** The ratio of Full-Time Equivalent Students (FTES) to Full-Time Equivalent Faculty (FTEF) in each Discipline at first census.

**Santa Rosa Campus**

Administration of Justice		X2018	F2018	S2019	X2019	F2019	S2020	X2020	F2020	S2021
	FTES	8.60	52.97	51.11	3.40	49.97	35.83	8.74	48.72	40.2
	FTEF	0.62	3.00	3.20	0.21	3.00	2.60	0.72	3.41	3.6
	Ratio	13.94	17.66	15.97	16.53	16.66	13.78	12.05	14.29	10.9

**Petaluma Campus** (Includes Rohnert Park and Sonoma)

Administration of Justice		X2018	F2018	S2019	X2019	F2019	S2020	X2020	F2020	S2021
	FTES	0.00	4.40	2.50	0.00	4.10	2.00	0.00	0.00	0.0
	FTEF	0.00	0.20	0.20	0.00	0.20	0.20	0.00	0.00	0.0
	Ratio	0.00	22.00	12.50	0.00	20.50	10.00	0.00	0.00	0.0

**Other Locations** (Includes the PSTC, Windsor, and other locations)

Administration of Justice		X2018	F2018	S2019	X2019	F2019	S2020	X2020	F2020	S2021
	FTES	67.42	151.51	176.80	52.32	102.45	65.85	74.11	81.69	54.6
	FTEF	11.07	19.17	19.16	10.84	16.59	12.07	12.04	15.35	9.0
	Ratio	6.09	7.90	9.23	4.83	6.18	5.46	6.15	5.32	6.0

**ALL Locations** (Combined totals from ALL locations in the District)

Administration of Justice		X2018	F2018	S2019	X2019	F2019	S2020	X2020	F2020	S2021
	<b>FTES</b>	76.02	208.88	230.42	55.72	156.52	103.68	82.84	130.41	94.9
	<b>FTEF</b>	11.69	22.37	22.56	11.04	19.79	14.87	12.77	18.76	12.7
	<b>Ratio</b>	<b>6.50</b>	<b>9.34</b>	<b>10.21</b>	<b>5.05</b>	<b>7.91</b>	<b>6.97</b>	<b>6.49</b>	<b>6.95</b>	<b>7.4</b>

## 5.4 Curriculum Currency

All course offerings are up to date.

## 5.5 Successful Program Completion

The Public Safety Training Center and the Administration of Justice Department support student completion of certificates and majors by offering courses at a variety of times and days and at a variety of locations when applicable. All faculty members keep regular office hours and meet with students during those hours. Faculty members also communicate with students outside of office hours via email and the SRJC portal. The courses at the Public Safety Training Center are governed by state boards, which manage course completion requirements.

Males make up 58.9% of the Administration of Justice Department student population, which has remained fairly constant over the last two academic years. The two largest ethnic groups participating in our programs are White and Hispanic students, with White students at 45.5% and Hispanic at 38.9%, which was an increase for the Hispanic group and a decrease in the White student group since last year. The percentage of students declining to indicate their race or ethnicity was 5.5%, up from previous years.

## Administration of Justice - FY 2020-21 (plus current FY Summer and Fall)

**5.6b Successful Course Completion** The percentage of students receiving a grade of A,B,C, or CR in each Discipline (duplicated headcount).

### Santa Rosa Campus

Discipline	X2018	F2018	S2019	X2019	F2019	S2020	X2020	F2020	S2021
Administration of Justice	40.0%	62.1%	61.8%	50.0%	64.4%	55.2%	84.7%	67.5%	71.0%

**Petaluma Campus** (Includes Rohnert Park and Sonoma)

Discipline	X2018	F2018	S2019	X2019	F2019	S2020	X2020	F2020	S2020
Administration of Justice	0.0%	70.5%	80.0%	0.0%	70.7%	60.9%	0.0%	0.0%	0.0%

**Other Locations** (Includes the PSTC, Windsor, and other locations)

Discipline	X2018	F2018	S2019	X2019	F2019	S2020	X2020	F2020	S2020
Administration of Justice	75.5%	97.6%	91.2%	72.7%	99.2%	85.1%	79.8%	99.1%	88.0%

**ALL Locations** (Combined totals from ALL locations in the District)

Discipline	X2018	F2018	S2019	X2019	F2019	S2020	X2020	F2020	S2020
Administration of Justice	70.0%	82.6%	79.6%	71.0%	83.0%	71.5%	80.8%	80.0%	80.0%



## 5.6 Student Success

For fiscal year 2017/2018 students in the Administration of Justice program demonstrated successful course completion rates of 78.3% for all locations. The grade point averages for AJ program students is slightly higher for all locations, changed from Fall 2017 at 2.53 to 2.62 for FII 2018.

### Administration of Justice - FY 2020-21 (plus current FY Summer and Fall)

**5.6a Retention** The percentage of students receiving a grade of A,B,C,D,CR, or I in each Discipline (duplicated headcount).

#### Santa Rosa Campus

Discipline	X2018	F2018	S2019	X2019	F2019	S2020	X2020	F2020	S2021
Administration of Justice	43.5%	68.9%	67.9%	64.7%	69.3%	61.0%	84.7%	74.0%	74.0%

#### Petaluma Campus (Includes Rohnert Park and Sonoma)

Discipline	X2018	F2018	S2019	X2019	F2019	S2020	X2020	F2020	S2021
Administration of Justice	0.0%	70.5%	88.0%	0.0%	73.2%	65.2%	0.0%	0.0%	0.0%

#### Other Locations (Includes the PSTC, Windsor, and other locations)

Discipline	X2018	F2018	S2019	X2019	F2019	S2020	X2020	F2020	S2021
Administration of Justice	98.5%	97.6%	96.4%	99.8%	99.2%	98.7%	96.9%	99.1%	99.1%

#### ALL Locations (Combined totals from ALL locations in the District)

Discipline	X2018	F2018	S2019	X2019	F2019	S2020	X2020	F2020	S2021
Administration of Justice	90.1%	85.3%	85.2%	97.2%	85.3%	81.4%	94.5%	84.0%	88.3%

# Administration of Justice - FY 2020-21 (plus current FY Summer and Fall)

**5.6b Successful Course Completion** The percentage of students receiving a grade of A,B,C, or CR in each Discipline (duplicated headcount).

## Santa Rosa Campus

Discipline	X2018	F2018	S2019	X2019	F2019	S2020	X2020	F2020	S2021
Administration of Justice	40.0%	62.1%	61.8%	50.0%	64.4%	55.2%	84.7%	67.5%	71.1%

## Petaluma Campus (Includes Rohnert Park and Sonoma)

Discipline	X2018	F2018	S2019	X2019	F2019	S2020	X2020	F2020	S2021
Administration of Justice	0.0%	70.5%	80.0%	0.0%	70.7%	60.9%	0.0%	0.0%	0.0%

## Other Locations (Includes the PSTC, Windsor, and other locations)

Discipline	X2018	F2018	S2019	X2019	F2019	S2020	X2020	F2020	S2021
Administration of Justice	75.5%	97.6%	91.2%	72.7%	99.2%	85.1%	79.8%	99.1%	88.1%

## ALL Locations (Combined totals from ALL locations in the District)

Discipline	X2018	F2018	S2019	X2019	F2019	S2020	X2020	F2020	S2021
Administration of Justice	70.0%	82.6%	79.6%	71.0%	83.0%	71.5%	80.8%	80.0%	80.0%

# Administration of Justice - FY 2020-21 (plus current FY Summer and Fall)

**5.6c Grade Point Average** The average GPA in each Discipline (UnitsTotal / GradePoints).

## Santa Rosa Campus

Discipline	X2018	F2018	S2019	X2019	F2019	S2020	X2020	F2020	S2021
Administration of Justice	2.15	2.35	2.48	2.23	2.53	2.15	1.49	2.07	2.07

## Petaluma Campus (Includes Rohnert Park and Sonoma)

Discipline	X2018	F2018	S2019	X2019	F2019	S2020	X2020	F2020	S2021
Administration of Justice	0.00	3.08	2.68	0.00	2.95	2.33	0.00	0.00	0.00

## Other Locations (Includes the PSTC, Windsor, and other locations)

Discipline	X2018	F2018	S2019	X2019	F2019	S2020	X2020	F2020	S2021
Administration of Justice	0.20	2.83	1.74	0.00	2.79	0.18	1.40	3.09	0.00

## ALL Locations (Combined totals from ALL locations in the District)

Discipline	X2018	F2018	S2019	X2019	F2019	S2020	X2020	F2020	S2021
Administration of Justice	0.33	2.68	1.97	0.11	2.70	0.95	1.41	2.64	0.00

## 5.7 Student Access

### Ethnicity

Overall, enrollment in the Administration of Justice (AJ) discipline is very similar, except for one area, to enrollment for the District as a whole. The exception to this is for the percentage of White students. At the District level, White students comprise 42.5% of the student population, whereas within the AJ discipline the percentage is 45.4%. The second largest group served in the AJ discipline is the Hispanic/Latino population at 38.9%. The most underrepresented group within the AJ discipline is the Pacific Islander at 0.4%. This is nearly equal to that of the District at 0.6%.

The ethnicity and gender populations have remained relatively the same for the last four years, with a slight decrease in the male population. The needs of our students have remained the same in that a large number of students lack basic English skills. This is a recurring theme in the Police and Corrections Academies. In addition, given the economic climate of the last few years more and more students are returning to school after being displaced from the job market. They are in search of a new career, but experience financial hardship. Therefore, financial assistance is often needed by students in the AJ discipline, specifically in the Police Academies.

The faculty and academy directors invite guest speakers and evaluators from surrounding government agencies to promote stronger attendance by females and other minority groups. In addition, the use of multimedia presentations that reflect personnel diversity in justice system careers is a tool used by the AJ program. Last, participation by our diverse AJ staff in Career Fairs at both the elementary and high school levels is important in that it introduces justice system careers to children and teens at young ages.

## Administration of Justice - FY 2020-21 (plus current FY Summer and Fall)

**5.7a Students Served - by Ethnicity** The number of students in each Discipline at first census broken down by ethnicity (duplicated headcount).

**ALL Locations** (Combined totals from ALL locations in the District)

Administration of Justice	Ethnicity	2018-19	Percent	2019-20	Percent	2020-21	Percent	2021-22	Percent
	White	1562	49.0%	980	40.7%	1120	50.5%	1120	50.5%
	Asian	96	3.0%	43	1.8%	56	2.5%	56	2.5%
	Black	93	2.9%	52	2.2%	34	1.5%	34	1.5%
	Hispanic	955	30.0%	802	33.3%	680	30.6%	680	30.6%
	Native American	15	0.5%	16	0.7%	19	0.9%	19	0.9%
	Pacific Islander	8	0.3%	21	0.9%	11	0.5%	11	0.5%
	Filipino	62	1.9%	28	1.2%	33	1.5%	33	1.5%
	Other Non-White	92	2.9%	91	3.8%	78	3.5%	78	3.5%
	Decline to state	303	9.5%	372	15.5%	189	8.5%	189	8.5%
	<b>ALL Ethnicities</b>	<b>3186</b>	<b>100.0%</b>	<b>2405</b>	<b>100.0%</b>	<b>2220</b>	<b>100.0%</b>	<b>2220</b>	<b>100.0%</b>

## Administration of Justice - FY 2020-21 (plus current FY Summer and Fall)

**5.7b Students Served - by Gender** The number of students in each Discipline at first census broken down by gender (duplicated headcount).

**ALL Locations** (Combined totals from ALL locations in the District)

<b>Administration of Justice</b>	<b>Gender</b>	<b>2018-19</b>	<b>Percent</b>	<b>2019-20</b>	<b>Percent</b>	<b>2020-21</b>	<b>Percent</b>	<b>2021-22</b>	<b>Percent</b>
	Male	2122	66.6%	1446	60.1%	1440	64.9%	1440	64.9%
	Female	968	30.4%	869	36.1%	707	31.8%	707	31.8%
	Unknown	96	3.0%	90	3.7%	73	3.3%	73	3.3%
	<b>ALL Genders</b>	<b>3186</b>	<b>100.0%</b>	<b>2405</b>	<b>100.0%</b>	<b>2220</b>	<b>100.0%</b>	<b>2220</b>	<b>100.0%</b>

# Administration of Justice - FY 2020-21 (plus current FY Summer and Fall)

**5.7c Students Served - by Age** The number of students in each Discipline at first census broken down by age (duplicated headcount).

**ALL Locations** (Combined totals from ALL locations in the District)

Administration of Justice	Age Range	2018-19	Percent	2019-20	Percent	2020-21	Percent	2021-22	Percent
	0 thru 18	186	5.8%	195	8.1%	120	5.4%	120	5.4%
	19 and 20	403	12.6%	315	13.1%	266	12.0%	266	12.0%
	21 thru 25	660	20.7%	555	23.1%	434	19.5%	434	19.5%
	26 thru 30	531	16.7%	395	16.4%	413	18.6%	413	18.6%
	31 thru 35	441	13.8%	277	11.5%	273	12.3%	273	12.3%
	36 thru 40	350	11.0%	213	8.9%	262	11.8%	262	11.8%
	41 thru 45	261	8.2%	191	7.9%	188	8.5%	188	8.5%
	46 thru 50	183	5.7%	127	5.3%	141	6.4%	141	6.4%
	51 thru 60	131	4.1%	116	4.8%	100	4.5%	100	4.5%
	61 plus	40	1.3%	21	0.9%	23	1.0%	23	1.0%
	<b>ALL Ages</b>	<b>3186</b>	<b>100.0%</b>	<b>2405</b>	<b>100.0%</b>	<b>2220</b>	<b>100.0%</b>	<b>2220</b>	<b>100.0%</b>

## 5.8 Curriculum Offered Within Reasonable Time Frame

Most courses in the Administration of Justice program are offered in the Fall and Spring semesters in either an in-class or distance delivery format of the material. Four courses are offered once a year due to the advanced material in the courses: Basic Criminal Investigations (AJ51A), Advanced Criminal Investigations (AJ51B), Public Safety Communications (AJ52), and Correctional Interviewing (AJ71). Courses for evening-only students in the AJ program are offered at a minimum of once during an academic year.

The Dean and faculty are currently scrutinizing the courses in the degree and certificate programs to assist students with completion of the course work given the reduction in course offerings.

## 5.9a Curriculum Responsiveness

The nature of the academic transferrable courses in the Administration of Justice program addresses current issues in all communities and populations, which is an important component of all careers in the justice system. As societal issues arise, faculty members update curriculum to allow exploration and analysis of the impact of those issues on the career and society.

The transferrable general education course in the AJ program, which is Crime and Criminal Justice in Society (AJ56), is current and meets the criteria for Area D in the CSU diversity requirements for the social sciences. Courses in the AJ program support majors and certificates in Human Services: Advocacy, Social and Behavioral Sciences, and Child Development.

Our law Enforcement Advisory Committee has 9 voting members and meets on a quarterly bases. In addition, the Sonoma County law Enforcement Training Managers meets monthly and has over thirty members.

## **5.9b Alignment with High Schools (Tech-Prep ONLY)**

## **5.10 Alignment with Transfer Institutions (Transfer Majors ONLY)**

The Administration of Justice Transfer Model Curriculum (TMC) was approved in 2012 and is accepted by California State University: Chico, East Bay ,Long Beach, Sacramento, San Francisco State University, San Jose State University, Sonoma State University, and UC Irvine.

## **5.11a Labor Market Demand (Occupational Programs ONLY)**

The demand for educated and trained criminal justice employees is high. Public safety employees remain in relatively high demand as many criminal justice agencies must provide basic services in their respective jurisdictions.

The Basic Police Academy, the Corrections Course and the Public Safety Dispatch courses are operated in accordance with state-mandated training requirements. Graduates of these programs meet state certification requirements for employment in their respective fields. Law enforcement employers are more likely to hire entry-level officers who have successfully completed the Basic Police Academy.

The certificate programs in the Administration of Justice academic program provide students with foundational knowledge to assist them in preparing for careers. The certificates are useful in demonstrating to prospective employers that the student has a basis of knowledge in their chosen field. The student's education serves as a foundation for additional state mandated training.

The AJ degree program demonstrates to the prospective employer that a student has foundational knowledge in the criminal justice field. Prospective employers in the criminal justice field are more apt to hire students who have earned a degree as there have been studies that have shown that entry level law enforcement candidates who have earned a degree suffer less job related injuries; are less apt to be the subject of misconduct complaints; are more likely

to successfully complete a career, and are more likely to be successful in assignments that require critical analysis and thinking such as investigations, crisis response teams and supervisory and training positions.

**Per the California Employment Development Department:**

5% growth in Law Enforcement jobs:

Area	Estimated Year-Projected Year	Employment	Employment Change	Annual Avg Openings
Estimated	Projected	Number		
California	2016 - 2026	69,700	73,200 3,500	5.04,860

**5.11b Academic Standards**

The implementation of student learning outcomes and assessments of our courses and program opened the dialogue within the department on maintaining academic standards for transferability and employability of our students. The review and update of our AA degree program and three certificate programs evolved from using the information about student success from past program review reports.

## 6.1 Progress and Accomplishments Since Last Program/Unit Review

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0000	Windsor	04	06	Facilities in disrepair.	Repair areas of PSTC facilities that are in disrepair due to long term differed maintenance	1-3 years	as noted in 2.4c and 2.5a
0000	Windsor	04	06	- New construction project.	Classrooms and student lounge space	1-5 years	Measure "H" funding-1st building completed June 2019.
0000	Windsor	02	06	Meet regularly with Advisory Committee— seek input regarding training needs and priorities.	Strive to meet shareholder top priority training needs by providing services within budget.	3-5 years	Equipment, classroom, staffing s noted in 2.4C and 2.2e
0000	Windsor	01	01	increase productivity while decreasing course offerings	work within confines of budget	1-3 years	funding

## 6.2b PRPP Editor Feedback - Optional

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## 6.3a Annual Unit Plan

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0000	Windsor	04	06	Facilities in disrepair.	Repair areas of PSTC facilities that are in disrepair due to long term differed maintenance	1-3 years	as noted in 2.4c and 2.5a
0000	Windsor	04	06	- New construction project.	Classrooms and student lounge space	1-5 years	Measure "H" funding-1st building completed June 2019.
0000	Windsor	02	06	Meet regularly with Advisory Committee— seek input regarding training needs and priorities.	Strive to meet shareholder top priority training needs by providing services within budget.	3-5 years	Equipment, classroom, staffing s noted in 2.4C and 2.2e
0000	Windsor	01	01	increase productivity while decreasing course offerings	work within confines of budget	1-3 years	funding