**Program Review of the Administration of Justice and Forensics Program.**

**SECTION 1 –OVERVIEW:**

**Narrative**

The Administration of Justice program is designed to prepare students for direct employment into careers within the justice system with either an AA or AAS degree. It will also prepared students to transfer into a four year institution to attain a BS or BAS degree. The track is AA to BS and AAS to BAS. Careers offered within the justice system are : law enforcement officers, correctional officers, probation officers, parole officers and support function positions for the justice system and law enforcement.

The Forensics Certificate is designed to prepare students for direct employment into a forensics based career track as an assistant in the field of evidence collection, medical examiner assistant, evidence preservation, evidence inventory management and crime scene processing. This certificate provides entry level knowledge for entry level employment and works well in conjunction with a career which requires the gathering of evidence such as nursing, EMS and medical assistant personnel.

**Program mission statement**

It is the mission of the Administration of Justice and Forensics Program of Coconino Community College to provide the highest level of education into the study of the justice systems of the United States with emphasis on critical thinking, ethics, conflict recognition, conflict resolution and addressing current hardships and challenges within the justice system. The overarching mission of the program of study is to contribute to the criminal justice professions through education, evaluation, research, and ultimately employment.

**Staffing of the program**

Currently there is one full time faculty and several part-time faculty. The full-time faculty teaches a minimum of 30 credit hours per academic year and fulfills the requirements of a full time faculty member at Coconino Community College.

In addition the full-time faculty provides direct input into the schedule for upcoming semesters, course construction and hiring of part time instructors. He also provides college representation on community councils, statewide articulation task force representation, advisory council coordination and participation, internships and community and outside partnerships. This position also requires active partnerships will all local law enforcement agencies and justice system partners. This individual is responsible for curriculum updates, textbook adoptions and any other duties necessary for the program to succeed, grow and meet the ever changing needs and demands of the industry.

Currently there are also up to six part time faculty members in the program, two to three per semester based upon course need whose duties are primarily instruction based.

All faculty members are either currently employed within industry or retired in good standing from industry.

**Decision making**

The Administration of Justice program and the Forensics certificate program place emphasis on critical thinking and analysis of human behavior, situations relevant to justice studies, statutes and the State and U.S. Constitution. Critical analysis of past and current events which have impact the Administration of Justice and society as a whole. Decisions are based upon direct input from Articulation Task Force meetings, Advisory Council meetings and feedback from community partners.

Given the tumultuous state of the public opinion of law enforcement within specific locations of the country the Administration of Justice and Forensics Program of Coconino Community College remains flexible to draw from these events and dissect them to critically evaluate the event/s. Continual and objective assessment and evaluation of events provides a critical thinking component

**Summary of student assessment results since last program review and programmatic changes as a result of the assessment results.**

During the academic year of 2014-2015, specifically spring 2015, efforts to improve student learning and retention in AJS 280 Criminology took place. Prior course average at time of completion of the course was at 88% at the start of the semester. The course which is primarily theory based, addresses crime causation and human behavior in our society. Significant changes with instruction and testing took place providing real world applications and current events. With the utilization of actual human behavior and challenging the student to analytically attach the appropriate theory followed by defending their opinion in a classroom setting, created an environment of practical application of the theories. Also traditional tests were modified to create a learning environment based upon research and ultimately class room discussion. By the end of the spring 2015 semester, the class success rate was at 92%.

During the academic year of 2015-2016, specifically spring 2016, continued efforts to improve student learning and retention in AJS 280 was built upon further. Prior course average at time of completion of the course was at 92% at the start of the semester. During this semester quizzes and tests are varied, there are multiple choice, essay, research and new is situational research. During the spring 2016 semester 37 students were enrolled in the course. 32 acquired a grade of 90% or better, 3 at 70 to 79 percentile and 2 failed. The course success rate was 95% which was an improvement over spring 2015.

It should be noted that all fall 2016 semester courses were modified and initial data at time of FTSE Fall 2016 an overall improvement in student scores thus displaying a greater comprehension of the subject matter. One of significant improvement is within the Criminal Investigations course of study, AJS250. This course is not only processing crime scenes but is also working in conjunction with the Substantive Criminal Law class and takes one case from investigation, arrest and ultimately trial. Hands on experience with prosecution and defense provides an exceptional experience with due process of law.

Current enrollment numbers within the program of study are as follows:

371 fall 2016, an increase from 336 during the spring 2016 semester. The 5 year average is at 330.5

**A statement of the program’s accomplishments in support of the College’s current strategic plan.**

A total of four goals were developed for the plan based on input received from all areas of the College in the planning process. Those goals are:

1. CCC will provide learners educational opportunities that are accessible and affordable, while also being economically feasible for the College.

2. CCC will promote a learner-centered environment that incorporates innovative strategies and support structures intended to reduce student attrition and increase retention.

3. CCC will empower students to achieve their individual learning goals and implement strategies to increase certificate and degree completion rates.

4. CCC will strengthen the College’s working environment by maximizing college resources, expanding community outreach, and implementing effective personnel management and employee development strategies.

The 2016-2020 Strategic Plan goals and objectives focus the College’s work on improving student performance measures.

By incorporating innovative strategies, teaching methodologies and support structures, student attrition and retention has improved and continues to improve. By investing heavily into each student’s success, the AJS/FOR program at CCC has created an environment of students who want to come to class, that are engaged and motivated. Real world problems and real world solutions are the emphasis of the program here at CCC. Input by our partners whether advisory council of articulation task force based is critical. By instilling innovative measures within the classroom, student success has improved the 2016-2020 Strategic Plan goals and objectives

**A description of the current facilities needed to conduct the program, including space and equipment.**

Currently theAdministration of Justice and Forensics program utilizes the Lone Tree Campus, specifically room 505 and 601. Class sizes range from 15 to 35 during the fall 2016 semester. These are traditional classrooms with standard technology afforded within today’s classroom. Internet availability and the ability to display off of the web is essential. Out of classroom projects take place within the AJS 250 Criminal Investigations course. This course utilizes the out of doors for the processing of mock crime scenes in an effort to replicate real world issues and hardships in working outside. Items utilized are standard crime scene documentation tools, automobiles, human mannequins and any other props for the purposes of replication a crime scene. Space in ample within the classroom. Seating is adequate along with comfortable temperature.

**SECTION 2- TEACHING AND LEARNING:**

**Program requirements and course offerings**

**Course descriptions:**

Last Updated: 20 July 2015 by David Ramos FT Faculty / Dr. Monica Baker Dean CTE

Administration of Justice (AJS)

AJS 101 (3)

Introduction to Administration of Justice

Organization and jurisdiction of local, state, and federal law enforcement, judicial and corrections systems, terminology, and constitutional limitations of the system. General Education: Social and Behavioral Sciences. Three lecture.

AJS 105 (3)

Juvenile Detention Studies

Introduction to the field of juvenile detention, including responsibilities and job duties of the

detention employee. The course will include both legal and procedural issues in the subject area.

Three lecture.

AJS 110 (3)

The Correction Function

History and development of correctional theories and institutions. Three lecture.

AJS 120 (3)

Substantive Criminal Law

Philosophy and legal sanctions and historical development from the common law to modern

American criminal law. Classifications of crimes, elements of and parties to crimes, general

definitions of crime, common defenses utilized, and review of offenses and the essential elements of

each defense. Three lecture.

AJS 130 (3)

The Police Function

Theories of procedures and methods of operations with emphasis on the discretionary powers

available to the working police officer. Career opportunities and current trends in law enforcement

will be presented. General Education: Social and Behavioral Sciences. Three lecture.

AJS 150 (3)

Rules of Criminal Procedures

Procedural criminal law including the judiciary role in the criminal justice systems, the right to

council, pretrial release, grand juries, adjudication process, types and rules of evidence, and

sentencing. Three lecture.

AJS 200 (3)

Community Relations

Examination, recognition, and understanding of community problems; community action programs;

methods of coping with human behavior, conflict and communications; ethnic and minority cultures

and environments; the community and the relationships with the criminal justice system. Three

lecture.

AJS 216 (13)

Basic Detention Academy

The Coconino Community College Basic Detention Academy is designed to provide entry level

training to detention officer staff , meeting Arizona Detention Association standards. Prerequisites:

Hired and/or recommended by approved law enforcement or correctional agency. Thirteen Lecture.

AJS 220 (3)

Rules of Evidence

Understanding of the rules of evidence which most often affect personnel concerned with the

administration of the criminal law. Three lecture.

AJS 230 (3)

Deviant Behavior

Basic concepts of deviant behavior; evaluates current literature and studies the application of current

criminological theories related to patterns of deviance. General Education: Social and Behavioral

Sciences. Three lecture.

AJS 240 (3)

Juvenile Justice Procedure

History and development of juvenile procedures and institutions. Three lecture.

AJS 250 (3)

Criminal Investigations

Fundamentals of criminal investigation. Examines theory of criminal investigation, crime scene

procedures, case preparation, basic and advanced interviewing techniques, and basic investigative

techniques. Three lecture.

AJS 260 (3)

Constitutional Law

Constitutional law as it relates to the operation of the criminal justice system. Three lecture.

AJS 280 (3)

Criminology

Deviance and society’s role in defining behavior; theories of criminality and the economic, social,

and psychological impact of crime and victimization; relationships between statistics and crime

trends. General Education: Social and Behavioral Sciences. Three lecture.

AJS 289 (1–6)

Internship I

Designed for students who are looking for paid or voluntary, practical learning experiences that apply

academic and occupational education to real-life, on-the-job situations. Credit hours will be

negotiated based on fulfillment of a contract. Each credit hour requires the completion of a

minimum 45 hours of on-the-job participation. Prior experience or course work in the field of

interest is required. One to six variable credit hours. May be taken for S/U credit.

AJS 298 (1–6)

Special Topics

Designed to meet the needs of an individual(s) with interest in pursuing an original topic in an

instructional area under faculty supervision. One to six variable credit hours.

FOR 101 (3)

Introduction to Forensics

Students in this course will study the techniques and technologies of the various forensic sciences as

they relate to criminal investigations. Students will become fully aware of the legal issues that

pertain to these activities and current forensic practices. Three lecture.

FOR 150 (3)

Death Investigations

This course is designed to provide students with an overview of the procedures of Scene

Investigators, and the Medical Examiner’s Office, in determining cause and manner of death.

Students will study the techniques and technologies utilized in modern death investigations, and

become fully aware of the legal issues surrounding these activities. Three lecture.

FOR 289 (1–6)

Internship I

Designed for students who are looking for paid or voluntary, practical learning experiences that apply

academic and occupational education to real-life, on-the-job situations. Credit hours will be

negotiated based on fulfillment of a contract. Each credit hour requires the completion of a

minimum 45 hours of on-the-job participation. Prior experience or course work in the field of interest

is required. One to six variable credit hours. May be taken for S/U credit.

FOR 298 (1–6)

Special Topics

Designed to meet the needs of an individual(s) who has an interest in pursuing an original topic in an

instructional area under faculty supervision. One to six variable credit hours.

**AA Degree Requirements:**

Description

This degree is designed for transfer to the Criminal Justice bachelor's degree at Northern Arizona

University (NAU) and Arizona State University (ASU). The program provides students with

knowledge and skills which can be used to enter a wide variety of law enforcement and corrections

positions. Students completing this degree will transfer a minimum of 60 credits to NAU or ASU.

Students planning to transfer to a university other than NAU or ASU should see an advisor. This

degree results in an AGEC-A, which is transferable to all Arizona public universities.

AGEC-A Requirements (35 credits)

All AGEC coursework must be selected from the approved AGEC list.

Course Course Title Hours

Composition (6 credits)

ENG 101 College Composition I 3

ENG 102 College Composition II 3

Mathematics (3 credits)

MAT 140 (5) or higher (3).

College Mathematics w/ Algebra Review (5) 3

Arts/Humanities 6 credits

Two courses from different disciplines. 6

Social/Behavioral Sciences 6 credits

Two courses from different disciplines. 6

Physical/Biological Sciences (8 credits)

Two courses. 8

Options (0-6 credits)

Any AGEC coursework to complete 35 credit hours. 0-6

Special Requirements

Must be met within the AGEC or degree requirements by a minimum of 2 courses.

Intensive Writing/Critical Inquiry "W"

Ethnic/Race/Gender Awareness "E"

Contemporary Global/International Awareness or Historical Awareness "C"

Degree Core Requirements (15 credits)

Course Course Title Hours

AJS 101 Intro to Administration of Justice 3

AJS 110 The Correction Function 3

AJS 130 The Police Function 3

AJS 260 Constitutional Law 3

AJS 280 Criminology 3

Electives (10 credits)

10 credits of transferable courses as stated in the Course Equivalency Guide (CEG). These courses

must transfer to all Arizona public universities. See an advisor or check the Course Equivalency

Guide (CEG).

Course Course Title Hours

Recommended

One course at the 100 level or above in Spanish or Navajo. 2-4

SOC 210 Sociology of Gender 4

SOC 215 Race and Ethnic Relations 3

Program Outcomes

Upon completion of the program, students will:

• prepare for upper division university study and the attainment of a bachelor’s degree in related fields of study;

• understand the structure of the criminal justice system and the functions of its main constituents: official agencies, citizens, and their elected representatives;

• acquire the major communication skills required of most criminal justice practitioners including the development of effective written and oral communications consistent with the criminal justice field;

• use knowledge of other cultures, politics, ethics, and human rights to positively impact the community, work place, and the physical environment around us;

• be provided with the resources to investigate careers within the criminal justice system;

• and be prepared with skills necessary to enter the criminal justice workforce with specialized training in such areas as detention/corrections officer or emergency communications dispatcher.

**AAS Degree Requirements:**

Description

The Administration of Justice AAS program is designed to prepare students to enter the workforce in

the criminal justice arena. This program teaches students specific knowledge and skills, which will

assist in securing employment in a wide variety of law enforcement and corrections/juvenile detention

positions.

General Education Requirements (29 credits)

All AGEC coursework must be selected from the approved AGEC list.

Course Course Title Hours

Composition (6 credits)

ENG 101 College Composition I 3

ENG 102 Collge Composition II 3

Mathematics (3 credits)

MAT 140 or higher. College Mathematics 5

Arts/Humanities (6 credits)

Two courses from different disciplines. 6

Social/Behavioral Sciences (6 credits)

Two courses from different disciplines. Recommended: SOC 210 or SOC 215. 6

Physical/Biological Sciences 8 credits

Two courses 8

Degree Core Requirements 33 credits

Course Course Title Hours

AJS 101 Intro to Administration of Justice 3

AJS 105 Juvenile Detention Studies 3

AJS 110 The Correction Function 3

AJS 120 Substantive Criminal Law 3

AJS 150 Rules of Criminal Procedure 3

AJS 160 Police Administration 3

(Modification pending during 16-17 Academic year)

AJS 200 Community Relations 3

AJS 220 Rules of Evidence 3

AJS 230 Crime & Deviant Behavior 3

AJS 240 Juvenile Justice Procedure 3

AJS 280 Criminology 3

Outcomes:

The outcomes identified below define the knowledge and skill sets that graduates will possess at the end of their program of study.

• Prepare students for upper division course work and the attainment of a bachelor’s degree in related fields of study or.

• Understand the structure of the criminal justice system and the functions of its’ main constituents: official agencies, citizens, and their elected representatives.

• Acquire the major communication skills required of most criminal justice practitioners including the development of effective written and oral communications consistent with the criminal justice field.

• Use knowledge of other cultures, politics, ethics, and human rights to positively impact the community, work place, and the physical environment around us.

• Provide students with the resources to investigate careers within the criminal justice system.

• Prepare students with skills necessary to enter the criminal justice workforce with specialized training in such areas as detention/corrections officer or emergency communications dispatcher.

Description

The Forensic Investigations Certificate is designed for individuals seeking an introduction to the field

of forensic investigations. This certificate provides training to new students and is designed to

enhance skills of those currently involved in criminal justice and medical professions.

Certificate Requirements (25 credits)

Course Course Title Hours

AJS 101 Introduction to Administration of Justice 3

AJS 220 Rules of Evidence 3

AJS 250 Criminal Investigations 3

BIO 160 Introduction to Human Anatomy and Physiology 4

ENG 101 College Composition I 3

FOR 101 Introduction to Forensics 3

FOR 150 Death Investigations 3

FOR 289 Forensic Investigation Internship 3

**The following table provided by Coconino Community College Institutional Research indicates multiple factors about course enrollment data for the past five years.** Table 1 below has been split for this Program Review.

**Enrollment as of Day 10 for each semester**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Columns | | |  | |  | | |  | |  | |  | | |
|  | 2010-11 | | | | | | | | 2011-12 | | | | | | |
| Courses | #Sec | | | #Enr | | Tuition\* | | | #Sec | | #Enr | | Tuition\* | | |
| **AJS** | **21** | | | **318** | | **$76,320** | | | **24** | | **300** | | **$74,700** | | |
| AJS 101 - Intro. to Admin. of Justice | 6 | | | 103 | | $24,720 | | | 6 | | 80 | | $19,920 | | |
| AJS 105 - Juvenile Detention Studies |  | | |  | |  | | |  | |  | |  | | |
| AJS 110 - The Correction Function | 2 | | | 32 | | $7,680 | | | 2 | | 23 | | $5,727 | | |
| AJS 120 - Substantive Criminal Law |  | | |  | |  | | |  | |  | |  | | |
| AJS 130 - The Police Function | 3 | | | 25 | | $6,000 | | | 3 | | 43 | | $10,707 | | |
| AJS 150 - Rules of Criminal Procedures | 1 | | | 23 | | $5,520 | | | 1 | | 15 | | $3,735 | | |
| AJS 200 - Community Relations | 1 | | | 12 | | $2,880 | | | 2 | | 20 | | $4,980 | | |
| AJS 216 - Basic Detention Academy |  | | |  | |  | | |  | |  | |  | | |
| AJS 220 - Rules of Evidence |  | | |  | |  | | |  | |  | |  | | |
| AJS 230 - Deviant Behavior | 1 | | | 25 | | $6,000 | | | 1 | | 22 | | $5,478 | | |
| AJS 240 - Juvenile Justice Procedures | 1 | | | 21 | | $5,040 | | | 1 | | 13 | | $3,237 | | |
| AJS 250 - Criminal Investigations | 1 | | | 22 | | $5,280 | | | 1 | | 20 | | $4,980 | | |
| AJS 260 - Constitutional Law | 2 | | | 27 | | $6,480 | | | 2 | | 28 | | $6,972 | | |
| AJS 280 - Criminology | 3 | | | 28 | | $6,720 | | | 2 | | 32 | | $7,968 | | |
| AJS 289 - Internship I |  | | |  | |  | | | 1 | | 2 | | $498 | | |
| AJS 298 - Special Topics |  | | |  | |  | | | 2 | | 2 | | $498 | | |
| **FOR** | **5** | | | **76** | | **$18,240** | | | **5** | | **52** | | **$12,948** | | |
| FOR 101 - Introduction to Forensics | 2 | | | 45 | | $10,800 | | | 2 | | 27 | | $6,723 | | |
| FOR 150 - Death Investigations | 1 | | | 16 | | $3,840 | | | 1 | | 17 | | $4,233 | | |
| FOR 170 - Forensic Interviewing | 1 | | | 14 | | $3,360 | | | 1 | | 7 | | $1,743 | | |
| FOR 289 - Internship I | 1 | | | 1 | | $240 | | | 1 | | 1 | | $249 | | |
| **Grand Total** | **26** | | | **394** | | **$94,560** | | | **29** | | **352** | | **$87,648** | | |
|  |  | | |  | |  | | |  | |  | |  | | |
|  | 2012-13 | | | | | | | 2013-14 | | | | | | |
| Courses | #Sec | #Enr | | | Tuition\* | | | #Sec | | #Enr | | Tuition\* | | |
| **AJS** | **26** | **355** | | | **$91,375** | | | **25** | | **303** | | **$79,083** | | |
| AJS 101 - Intro. to Admin. of Justice | 6 | 96 | | | $24,480 | | | 5 | | 87 | | $22,707 | | |
| AJS 105 - Juvenile Detention Studies | 1 | 1 | | | $255 | | | 1 | | 7 | | $1,827 | | |
| AJS 110 - The Correction Function | 3 | 26 | | | $6,630 | | | 4 | | 36 | | $9,396 | | |
| AJS 120 - Substantive Criminal Law | 1 | 11 | | | $2,805 | | | 1 | | 8 | | $2,088 | | |
| AJS 130 - The Police Function | 3 | 55 | | | $14,025 | | | 2 | | 24 | | $6,264 | | |
| AJS 150 - Rules of Criminal Procedures | 1 | 13 | | | $3,315 | | |  | |  | |  | | |
| AJS 200 - Community Relations | 2 | 14 | | | $3,570 | | | 2 | | 21 | | $5,481 | | |
| AJS 216 - Basic Detention Academy | 1 | 1 | | | $1,105 | | |  | |  | |  | | |
| AJS 220 - Rules of Evidence |  |  | | |  | | | 1 | | 1 | | $261 | | |
| AJS 230 - Deviant Behavior | 2 | 28 | | | $7,140 | | | 1 | | 25 | | $6,525 | | |
| AJS 240 - Juvenile Justice Procedures | 1 | 12 | | | $3,060 | | |  | |  | |  | | |
| AJS 250 - Criminal Investigations | 1 | 20 | | | $5,100 | | | 1 | | 12 | | $3,132 | | |
| AJS 260 - Constitutional Law | 1 | 26 | | | $6,630 | | | 4 | | 49 | | $12,789 | | |
| AJS 280 - Criminology | 3 | 52 | | | $13,260 | | | 2 | | 32 | | $8,352 | | |
| AJS 289 - Internship I |  |  | | |  | | | 1 | | 1 | | $261 | | |
| AJS 298 - Special Topics |  |  | | |  | | |  | |  | |  | | |
| **FOR** | **3** | **35** | | | **$8,925** | | | **3** | | **21** | | **$5,481** | | |
| FOR 101 - Introduction to Forensics | 2 | 25 | | | $6,375 | | | 1 | | 11 | | $2,871 | | |
| FOR 150 - Death Investigations | 1 | 10 | | | $2,550 | | | 1 | | 9 | | $2,349 | | |
| FOR 170 - Forensic Interviewing |  |  | | |  | | |  | |  | |  | | |
| FOR 289 - Internship I |  |  | | |  | | | 1 | | 1 | | $261 | | |
| **Grand Total** | **29** | **390** | | | **$100,300** | | | **28** | | **324** | | **$84,564** | | |
|  |  |  | | |  | | |  | |  | |  | | |
|  | 2014-15 | | | | | | | 2015-16 | | | | | | |
| Courses | #Sec | #Enr | | | Tuition\* | | | #Sec | | #Enr | | Tuition\* | | |
| **AJS** | **24** | **336** | | | **$94,752** | | | **26** | | **377** | | **$115,721** | | |
| AJS 101 - Intro. to Admin. of Justice | 6 | 92 | | | $25,944 | | | 7 | | 103 | | $28,227 | | |
| AJS 105 - Juvenile Detention Studies | 1 | 9 | | | $2,538 | | | 1 | | 19 | | $5,529 | | |
| AJS 110 - The Correction Function | 3 | 26 | | | $7,332 | | | 2 | | 26 | | $7,566 | | |
| AJS 120 - Substantive Criminal Law |  |  | | |  | | | 1 | | 11 | | $3,201 | | |
| AJS 130 - The Police Function | 3 | 48 | | | $13,536 | | | 3 | | 52 | | $15,132 | | |
| AJS 150 - Rules of Criminal Procedures | 1 | 11 | | | $3,102 | | | 1 | | 13 | | $3,783 | | |
| AJS 200 - Community Relations | 2 | 20 | | | $5,640 | | | 2 | | 16 | | $4,656 | | |
| AJS 216 - Basic Detention Academy |  |  | | |  | | | 1 | | 8 | | $10,088 | | |
| AJS 220 - Rules of Evidence | 1 | 10 | | | $2,820 | | | 1 | | 15 | | $4,365 | | |
| AJS 230 - Deviant Behavior | 1 | 28 | | | $7,896 | | | 1 | | 32 | | $9,312 | | |
| AJS 240 - Juvenile Justice Procedures |  |  | | |  | | | 1 | | 4 | | $1,164 | | |
| AJS 250 - Criminal Investigations | 1 | 14 | | | $3,948 | | | 1 | | 17 | | $4,947 | | |
| AJS 260 - Constitutional Law | 2 | 22 | | | $6,204 | | | 2 | | 25 | | $7,275 | | |
| AJS 280 - Criminology | 3 | 56 | | | $15,792 | | | 2 | | 36 | | $10,476 | | |
| AJS 289 - Internship I |  |  | | |  | | |  | |  | |  | | |
| AJS 298 - Special Topics |  |  | | |  | | |  | |  | |  | | |
| **FOR** | **2** | **27** | | | **$7,614** | | | **3** | | **34** | | **$9,894** | | |
| FOR 101 - Introduction to Forensics | 1 | 6 | | | $1,692 | | | 1 | | 14 | | $4,074 | | |
| FOR 150 - Death Investigations | 1 | 21 | | | $5,922 | | | 1 | | 19 | | $5,529 | | |
| FOR 170 - Forensic Interviewing |  |  | | |  | | |  | |  | |  | | |
| FOR 289 - Internship I |  |  | | |  | | | 1 | | 1 | | $291 | | |
| **Grand Total** | **26** | **363** | | | **$102,366** | | | **29** | | **411** | | **$125,615** | | |
|  |  |  | | |  | | |  | |  | |  | | |
|  |  | |  | | |  |
|  | Total #Sec | | Total #Enr | | | Total Tuition\* |
| Courses |
| **AJS** | **146** | | **1989** | | | **$531,951** |
| AJS 101 - Intro. to Admin. of Justice | 36 | | 561 | | | $145,998 |
| AJS 105 - Juvenile Detention Studies | 4 | | 36 | | | $10,149 |
| AJS 110 - The Correction Function | 16 | | 169 | | | $44,331 |
| AJS 120 - Substantive Criminal Law | 3 | | 30 | | | $8,094 |
| AJS 130 - The Police Function | 17 | | 247 | | | $65,664 |
| AJS 150 - Rules of Criminal Procedures | 5 | | 75 | | | $19,455 |
| AJS 200 - Community Relations | 11 | | 103 | | | $27,207 |
| AJS 216 - Basic Detention Academy | 2 | | 9 | | | $11,193 |
| AJS 220 - Rules of Evidence | 3 | | 26 | | | $7,446 |
| AJS 230 - Deviant Behavior | 7 | | 160 | | | $42,351 |
| AJS 240 - Juvenile Justice Procedures | 4 | | 50 | | | $12,501 |
| AJS 250 - Criminal Investigations | 6 | | 105 | | | $27,387 |
| AJS 260 - Constitutional Law | 13 | | 177 | | | $46,350 |
| AJS 280 - Criminology | 15 | | 236 | | | $62,568 |
| AJS 289 - Internship I | 2 | | 3 | | | $759 |
| AJS 298 - Special Topics | 2 | | 2 | | | $498 |
| **FOR** | **21** | | **245** | | | **$63,102** |
| FOR 101 - Introduction to Forensics | 9 | | 128 | | | $32,535 |
| FOR 150 - Death Investigations | 6 | | 92 | | | $24,423 |
| FOR 170 - Forensic Interviewing | 2 | | 21 | | | $5,103 |
| FOR 289 - Internship I | 4 | | 4 | | | $1,041 |
| **Grand Total** | **167** | | **2234** | | | **$595,053** |
|  |  | |  | | |  |
| \* Tuition Notes: | | | | | | | | | | | | | |
| Most Dual Enrollment sections do not generate tuition revenues. See The Dual Enrollment tab for section details. | | | | | | | | | | | | | |
| Tuition is based on in-state tuition rates | | | | | | | | | | | | | |
| Differential Tuition began 2014-15 | | | | | | | | | | | | | |

**Credentialing**

An AA or AAS degree in Administration of Justice or Forensics certificate is offered here at CCC. The certificate and AAS are standalone while the AA is a transferable degree to an accredited university. No industry credentialing is offered within the program with one exception.

AJS 216 Basic Detention Academy

The Coconino Community College Basic Detention Academy is designed to provide entry level

training to detention officer staff , meeting Arizona Detention Association standards and certification. This is held in partnership with the Coconino County Sheriff’s Office. Prerequisites: Hired and/or recommended by approved law enforcement or correctional agency. Thirteen Lecture.

Those pursuing a career track in law enforcement as an officer are still required to attain state certification at the academy level, this level is not offered at the community college level in AZ. Law enforcement officer credentials are governed by Arizona Police Officer Standards and Training, AZPOST. This is a separate 18 week program, 720 hours of actual seat time. There is a current articulation agreement with AZ Post which allows for direct transferability of the following courses:

AJS101 Intro to Administration of Justice

AJS120 Substantive Criminal Law

AJS130 Police Function

AJS200 Community Relations

JS250 criminal Investigations

**How often are course outlines reviewed and updated?**

There are three meetings that take place during the academic year. Two advisory councils and one articulation task force on a state level. In addition whenever input from industry partners is provided, it will be applied to the program if the input possesses merit. Instructor input is a valuable component and is applied regularly.

Review and updates are an ongoing process.

Curriculum:

Curriculum is reviewed on a regular basis every semester, generally at the onset. In the event that there is a need to modify or update curriculum all involved instructors will discuss the curriculum and prior to any proposed changes input will be solicited by industry partners within the AJS Advisory Council and the State Articulation Task Force which meets ever October. This year’s ATF took place on October 6, 2016 in Flagstaff. There was much discussion on interpersonal communication skills and the need to emphasize critical thinking due to not being a norm any longer. The fear was, because of technology we are losing the ability to speak to one another. All agreed that greater emphasis must take place immediately to minimize confusion when interacting with the public. Further side discussions on the topic established it to be a high priority.

Articulation:

During the October Statewide Articulation Task Force meeting we discussed all aspects of articulation with the ASU, NAU, U of A and all community colleges. The next AJS ATF will be held here at CCC on November 18, 2016. Course Equivalencies, common course transferability, registration trends, common course matrix review, curricular updates, internships, police/ detention academies, HLC visitations, employment trends and any other news or discussion items pertinent to AJS and Forensics are the agenda. This document will be updated to reflect the outcomes of the meetings.

If applicable, is the program accredited by a programmatic accrediting agency? If so, name the agency and include the status of your most recent accreditation.

Teaching Loads:

Currently there is one full time faculty and content expert in the program. This individual teaches a minimum of 30 credit hours per academic year. and fulfills the requirement of a full time faculty member at Coconino Community College.

Currently there are also up to six part time faculty members in the program, two to three per semester based upon course need whose duties are primarily instruction based.

SECTION3 – Staff, Resources, Facilities, and Funds

Internal factors:

What do you see as internal strengths of the program?

The biggest strength is the passion for excellence by faculty to provide a “students first environment and innovation with instruction.” Students are placed in the forefront of the program so they are work ready or transfer equipped whichever they choose upon their completion. New and innovative techniques in presenting subject material is expected. As the result of this student and program success is high.

What do you see as internal weaknesses of the program?

There has also been no growth academically as a result of the Financial Austerity Plan of 2014. The program is solid but will have to grow to remain competitive. Creative instructors and the marketing of the program is essential but funding is needed for growth.

**SECTION 4—ANALYSIS AND RECOMMENDATIONS**

In comparing the AJS and Forensics Program with comparable institutions in AZ our successes are due to the commitment of the faculty to provide a realistic education opportunity that will carry forward into the workplace or furtherance of a degree beyond the AAS / AA. Enrollment data shows consistent enrollment trends and a higher than average success rate and rate of completion. New to the program is AJS 101 Introduction to Administration of Justice / Web. This began fall 2016. Having not been offered before on the web, this is being closely monitored as the fall semester continues. At this point in time overall grade averages are lower than in person offerings.

Creative and innovative teaching techniques are at the forefront along with student retention and success. Perhaps it is time for the insertion of a new or resurrected course, ethics in law enforcement, and require AJS101 to be the starting point for all AJS and FOR tracks. Lastly, controlled sustainable growth can only be beneficial to the program.

**Course Syllabus**

**Criminology Spring 2016**

**AJS 280 01 CRN # 13347 Tues/Thurs 1300-1415**

**Instructor:** David Ramos

**Contact Telephone:** 928-226-4245

**E-Mail:** [**david.ramos@coconino.edu**](mailto:david.ramos@coconino.edu)

**Office Hours:** Office hours are by appointment please…:

**Course Description:** Deviance and society’s role in defining behavior; theories of criminality and the economic, social and psychological impact of crime and victimization; relationships between statistics and crime trends. .

**Course Goals/Objectives:** To provide the students with the necessary skills to prepare them for understanding the contemporary environment of criminology in the United States and the dynamic changes taking place within the nation today and to emphasize the functional areas of criminology and the techniques and the applications as preparation for: problem-solving, communication, reasoning, and reporting.

**Course Competencies:** The student will demonstrate by their scores on written assignments and exams, mastery of the basic business skills necessary to perform the following:

1. Problem solving techniques

2. Instruction interpretation

3. Understanding of criminal justice vocabulary

4. Explain the concepts of crime, law, and criminology

5. Explain the theories of crime causation

6. Describe the nature of economic crimes and how those crimes affect the national interests

7. Critical thinking

**What to expect in class:** Lecture

Discussion

Debate

Guest Speakers

Cooperative studying and learning

Inside and outside class assignments

Individualized learning

**Required Text:**  **“Criminology, 12th Edition” Larry Siegel**

**Material to be graded:** Quizzes

New article presentations

Projects

Exams

Final Exam, 2 parts.

**Written Assignments:** All assignments will be typed, font of 12, no hand written assignments will be accepted.

**Tests and Quizzes:** On the day of test or quiz, you must be on time or forfeit taking the test.

**Extra Credit:** Available as needed but not scheduled.

**Course Evaluation:** A 90% or higher

B 80% -89%

C 70%-79%

D 60%-69%

F 59% or lower

**Homework:** No late assignments will be accepted unless prior arrangements have been made with me.

**Deadlines:                               Hard Deadline-** the assignment will not be accepted past the due date.

**On Line Hard Deadline-**the assignment will be unavailable past 11:59 PM

                                    On the due date.

Quiz make up for the 1st half of the semester is March 3rd.

                                                 Quiz make up for the 2nd half of the semester is May 3rd.

**Extra Credit:** It will be available and announced during the semester.

**Ethics:** Each student is responsible for the completion of his or her own work. Personal integrity is of the utmost importance, academic dishonesty will not be tolerated.

**General Information:** It is highly beneficial and recommended that the student read and become familiar with the CCC student handbook and general information within the 2016 Spring Schedule publication.

**Communication:** Communication is an essential part of learning. Should you have concerns about this course communicate your thoughts to me clearly so we may work together for resolution. I encourage discussion and will require it of each student. You are a significant contributor to the class and to the learning environment.

**Cell Phones:** Do not disturb the class, that’s it!

**Food and Drink:** You spill you clean, that’s it!

**Attendance:** Students are expected to attend class; Attendance is paramount to academic success. Poor attendance will affect your grade considerably. If for any reason you are unable to attend class, please notify me as soon as possible, preferably via telephone or CCC voice mail. Pursuant to policy a student will be dropped if he/she attains the equivalence of missing three weeks of class. There are excused absences; we will address these on a case by case basis. **Those who have perfect attendance will be excused from the written final exam.**

**Cancellation of classes:** Notice of cancellation of classes will be announced on local radio and television, also via the CCC web site or by calling 928-527-1222. This includes weather related or emergency situations.

**Emergencies:** In case of fire or other emergency that requires immediate exit from the classroom, refer to the emergency exit plan posted next to the outer door in any classroom.

**Calendar:** Jan 19 Class Begins

Jan 25 Deadline for 100% Refund

Feb 15 No School

Mar 14-18 Spring Break

May 3 Final Due, part II (Hard Deadline)

May 10 Written Final Exam part I

May 10 Last day of class

**Think critically…I dare you.**

**Spring 2016 AJS 280**

**FINAL EXAM part I on May 10, 2016 (50%)**

Written exam covering all topics discussed during the semester. Material will be gathered from quizzes and lecture material. **Those who have perfect attendance will be excused from the written final exam but may take the written final for extra credit.**

**FINAL EXAM part II due on May 3, 2016 (50%)**

During the course of the semester you will be required to interview someone who has committed a crime, whether detected or not. It **cannot and must not** be a crime of violence. You will research the following points during your interview:

* The socio-economic status of the offender?
* Prior criminal history of the offender?
* Prior convictions?
* The frequency of the offense?
* What was lost and or gained during the offense?
* What were the motivating factors of the individual?
* Is there remorse?
* If undetected, how has it remained undetected?
* If detected, how was it detected?
* Opinion of the police and court experience by the offender.
* How could this offense be prevented?
* What is overall opinion of the offender and situation?

The person you interview **cannot and must not** be identified. You can only describe the person by gender and approximate age.

Final submitted copy will be a minimum of 2000 words and any interview notes will be attached to the final submission.

**Expectation Paper**

Due on Jan 21st; this is a one page paper (750 words min.) on your expectation of this class. Please also include what field of study you are pursuing and any long term career goals if known. This is a required paper, graded as pass/fail.

**Reflection Paper**

On May 3rd, a reflection paper is due to me. It needs to be limited to two pages and is required, graded as pass/fail. This is for my ongoing assessment of the class and your opinion counts. I value your opinion as the student.

**Assessment Exam**

On Jan 19th you will complete an AssessmentExam. This is for course assessment and is a required. Credit is given for completion of the exam; this is for course content knowledge at the onset of class.

**303.2 ATTENDANCE** **PROCEDURE**

**303.2.1** CCC students are expected to attend regularly and punctually all classes in which they are enrolled. Attendance requirements must be published in the course syllabus distributed to students.

**303.2.2 FIRST CLASS SESSION REQUIREMENT**

All students are required to attend the first class session of each course in which they are enrolled. Failure to attend the first class session or to notify the instructor prior to the class session of an inability to attend may result in the student being dropped from the class by the instructor.

**303.2.3 ABSENCES**

1. Instructors may drop a student whose unexcused absences exceed the equivalent of 1 week of class of a regular full semester.

2. It is recommended that an instructor drop a student whose unexcused absences exceed the equivalent of 3 weeks of class of a regular full semester.

4. Instructors may grant excused absences at their discretion.

**303.2.4 LATENESS**

At the instructor’s discretion, late arrivals (tardy) may count as an unexcused absence for that class meeting.

**303.2.5 OTHER**

1. Instructors may establish a more stringent attendance policy that must be stated on their syllabus.

2. Instructors are under no obligation to make special arrangements for students who have missed class assignments due to unexcused absences.

3. Students are responsible for notifying their instructors in advance of any planned absences and for completing all class assignments as required.

4. Instructors have the discretion to excuse absences for illness, optional activities related to other classes, or personal emergencies.

1. Absences due to the student representing the College in some official capacity, or due to participation in a required field trip in another class, will be excused upon presentation of verifying evidence by an authorized College official.
2. Web or online courses are a special category. As web courses come in a variety of modalities, instructors must publish their attendance policy in their syllabus on the course website. There must be a definition of what qualifies as attendance for the course in the published attendance policy.

**303.2.6 GRADE OF WITHDRAWAL**

1. Regular Semester

After the midpoint of the instructional period, instructors may drop a student for excessive absences with a “W” grade (withdrawal). Students may drop a class until the deadline published in the appropriate academic calendar and in the Schedule of Classes. Students who prefer to be dropped with a “W” grade (withdrawal) rather than receiving the grade earned, after the deadline of a student initiated withdrawal, may request this from the instructor. The instructor has the discretion to grant or deny such requests. If a withdrawal is not granted, the student will receive the grade earned for the course. No student may drop a class during the last 2 weeks of a regular semester course or the equivalent in non-traditionally scheduled courses.

2. Short Course

Withdrawals and drops in short or non-traditionally scheduled courses will be handled according to a timeline proportional to the regular semester timeline.

3. Absences After Student Initiated Withdrawal **Deadline**

If an absence, which would otherwise result in a student being dropped, occurs after the deadline for student initiated withdrawal, the instructor may either drop the student by indicating a “W” grade (withdrawal) on the grade roster or retain him/her on the class roster and award the grade warranted by the student’s performance. All drops must conform to stated College policy.

4. Written petitions for exception to procedures may be presented to the Registrar/Director for Admissions or designee for action.

308-02 CONTRACTUAL LOADING REQUIREMENTS—PROCEDURE

1. PURPOSE

The purpose of the loading requirements procedure is to ensure that loading expectations

of faculty are clear and equitable and that the quality of program delivery in the classroom

is consistently maintained.

1. PROCEDURE

1. Full-time Faculty Assignments

The Department Chair may assign a full-time instructor to teach at any

campus/site/extension within the District during the contract year that best utilizes

the instructor's teaching/academic talents and skills in meeting the College's

mission.

2. Full-Time Faculty Loads

Full-time faculty shall be accountable for thirty (30) load hours of teaching and

release time responsibilities per academic year, as assigned by the Department

Chair.

Following approval from the department chair and the appropriate division dean,

an instructor may teach less than or more than fifteen (15) load hours per

semester provided that the instructor teaches a total of thirty (30) load hours in the

academic year.

3. Full-time Faculty Hours per Week

Full-time faculty have a minimum weekly accountability of forty (40) hours. This

includes classroom teaching, classroom preparation, committee work, student

office hours, advising and to fulfill all aspects of the faculty job description.

4. Full-time Faculty Duty Days

Full-time faculty are accountable to work 169 duty days in an academic year.

A schedule of required duty days is established annually by the Director of Human

Resources and does not include weekends, Spring Break, college holidays, or the

Holiday Break in December.

5. Overload

Any load in excess of thirty (30) hours in an academic year will be paid at the

prevailing overload rate. Overload payments are paid with a pay addendum during

the semester in which the overload is taught.

In the event a class is canceled due to low enrollment where a potential overload

exists, the primary contractual load takes precedence and overload will not be

granted.

Any faculty not teaching the thirty (30) load hour minimum per academic year must

have written justification recommended through the department chair and division

dean and approved by the Vice President for Academic Affairs.

6. Release Time and Special Projects

Release time and special projects may be granted by the Vice President of

Academic Affairs.

Faculty members who accept special projects in addition to full time load may

also be compensated with a stipend, at the discretion of the Vice President of

Academic Affairs.

7. Part-time Faculty Loads

Part-time faculty normally will not teach more than nine (9) load hours in each

regular semester of employment.

During summer sessions part-time faculty will normally teach no more than six (6)

load hours per session not to exceed twelve (12) load hours for all sessions.

Exceptions may be made by the appropriate division dean and the Vice President

for Academic Affairs, but in no case will loads above twelve (12) load hours per

semester and no more than twenty (20) load hours for both fall and spring

semesters be approved. No more than one semester per fiscal year may be taught

at a level greater than nine (9) load hours.

8. Part-time Faculty Hours per Week

For purposes of determining hours worked per week, each load hour includes

both an hour of classroom teaching time and an hour of out of class work, such

as preparation for class, meeting with students, grading, etc. Part-time faculty

work hours are set in order to meet the State requirements for part-time, nonbenefit,

non-retirement eligible employees.

9. Classified/Administrative/Professional Employees

Administrative/Professional (exempt) employees are encouraged to teach classes.

They may teach one class or one workshop each fall, spring, and summer session.

Compensation for teaching a class will be according to the part-time faculty pay

schedule.

Based on the Fair Labor Standards Act, full-time regular classified (non-exempt)

employees are required to receive compensation at time and one-half for working

above forty (40) hours a week; therefore they are only eligible to teach if the total

payment for the class can be demonstrated on an hourly basis to be equal to at

least time and one-half their normal hourly rate.

If any of the teaching assignment occurs during the employee’s normal workday, it

must be accommodated through a flexible scheduling arrangement, use of

vacation time, or leave without pay, as approved by the employee’s supervisor.

Employees who have teaching as part of their normal job descriptions will not

receive additional compensation for teaching the classes that are defined as a job

responsibility.

3. BACKGROUND

1. References: none

2. Revision history: 05/1997, 04/02/2002, 05/11/2011 (reformatted and revised),

formerly Procedure 470.1

3. Legal review: none

4. Sponsor: Academic Affairs

Adopted by College Council: 05/11/2011

COCONINO COMMUNITY COLLEGE