

Directions

Dear SAC Administrative Liaisons:

This is a flexible and intentionally brief outline, created by deans in prior pilot years, to support your writing of the Annual Update Administrative Response (AR). To view examples of recently completed ARs, please visit [Program/Discipline Review at PCC](#) and scroll down to the table.

1. In 2021-2022 the office of Effectiveness and Planning will create a template file for each Pathway. These files will include the Annual Update Reports submitted by the SACs in your Pathway as well as a folder of individual AR forms for each SAC. We will share these folders with the administrative liaison (and the Pathway Deans) after the SACs submit their Annual Updates (usually early December 2021).
2. When your AR file is complete, please “Share” it with nichole.reding@pcc.edu. (Use the blue “Share” button in the top right corner.) E&P will convert the file to .pdf and post it to the table here: [Program/Discipline Review at PCC](#)
3. Feel free to delete these instructions.
4. Our hope is to receive all the AR’s by Friday, March 18, 2022, and post all the ARs before April 1st, in time to be viewed by our accreditation visitors in April.

Tip from deans from prior years:

- Many SAC liaisons have found it helpful to have a principal writer and supporting deans and directors as commenters. ⇒ Feel free to share an early draft of your AR document with deans and directors and others.

Tip from past pilot participants and support from Student Affairs:

- The AR is an opportunity to invite participation within and even across pathways. In addition, the AR is an opportunity for admin liaisons of Academic Affairs (deans and directors) to invite participation and conversation with leaders in Student Affairs. (Consider contacting Heather Lang, VP Student Affairs, heather.lang@pcc.edu to get started.) This engagement is essential when the AR cites services and support that is offered by or could be offered by our Student Affairs departments/programs.

Timeline:

- 1) When the SAC liaison and co-writers have completed the AR, the SAC liaison should re-share the document with Nichole Reding and indicate that the document is final. (nichole.reding@pcc.edu , ⇒ Use the blue “Share” button in the top right corner.)
- 2) Again, our hope is to receive all final documents no later than **Friday, March 18, 2022**. This will allow SAC Chairs and SAC liaisons some time to include these documents as they plan for their spring SAC meetings. (Spring SAC day 2022 will be Tuesday, April 26th.) And this will allow time for Effectiveness and Planning to post the documents publicly for our accreditation visitors in April 2022.

⇒ If you have questions, or if you would like to schedule a 1:1 or small-group coaching meeting with Effectiveness and Planning, please contact Dieterich Steinmetz (dsteinme@pcc.edu) or Nichole Reding (nichole.reding@pcc.edu) ⇒ You can also schedule a meeting directly by going to the E&P Office Hours appointment calendar, [here](#).

The template starts on the next page.

Program Review – Annual Program/Discipline Update

Administrative Response and Follow Up

Winter 2021-2022

Program/Discipline: Criminal Justice / Justice Studies

SAC Chair(s): Jane Ellis

SAC Administrative Liaison (Director or Program Dean): Beth Molenkamp

Other Dean(s) or Director(s): Joy Jerome Turtola

Department Chair(s): Jim Parks

Date: 3/11/2022

This section is for Administration to provide feedback.

To be prepared by Program Dean(s) and reviewed by Pathway Dean and Associate Vice Presidents(s).

- Strengths and successes of the program as evidenced by the data, analysis and reflection:
 - Enrollment has stayed consistent with the trend for the college over the past few years, even during the pandemic. A 35% drop in enrollment mirrors overall trends in enrollment college-wide. In person and blended classes experienced the most drop. Faculty have worked hard to provide relevant and quality experiences for students in an online or remote format.
 - The suggestion of the SAC to include the final three classes for the AAS degree online is a good strategy, considering students are less interested in coming to campus than they are in attending online classes. The current term's enrollment demonstrates that. Encouraging more faculty to take the training to become certified in online formats is important to ensure quality of instruction. Hopefully online ed will be able to add more trainings to support that trend.
 - It is appreciated that the CJA program conducted satisfaction surveys. The forward thinking approach to researching the attitudes of students related to issues of equity in delivery is important information that can be used for continuous improvement.
 - The pass rates are generally high for the program, in all student demographic areas. Even with high pass rates faculty are investigating intersectionality and how to improve performance rates amongst all students. We appreciate the continuous improvement commitment.
 - This review contains extremely thorough analysis of their classes, student performance and program concerns. The open approach that was used in this update is greatly appreciated.
- Areas of challenge or concern, if any:
 - After attending an advisory board meeting, it was clear that it would be beneficial to engage more varied members of the community on the board. This program is really under the microscope by the community and parts of the college and the

current advisory board composition represents a fairly narrow spectrum of individuals.

- The program dean also believes that this program staff deserve to be engaged in any discussion about their program. It is not really a very respectful strategy for other program areas in the college to engage with the community or college leadership about the CJ program without connecting with the faculty in the CJ program. It is understood that there is a great deal of concern surrounding issues of Criminal Justice as a whole, but college personnel need to engage all of the stakeholders in creating change.
- Reflection on goals and resources:
 - The program dean agrees with goals outlined in the program. This is a time of change for the program and it will require more engagement from faculty, college supporters, and the advisory board. The hiring of an additional FT faculty is in process and is a first step toward updating the program.
 - The program definitely needs resources to support advising work and anticipate that advising redesign will result in an individual who is experienced in the subject area be identified to provide services to students enrolling in the CJ program.
 - PCC is recommending that we expand in person classes to other campus locations as well. We hope to offer them at Rock Creek and the Hillsboro Center next year.
- Recommended next steps:

Proceed as planned on program review schedule

Follow up conversation needed with SAC, Dept Chair(s) and Dean

- Additional comments/questions:
 - The work that the temporary AP has been able to do to support the program is essential and continues to help steer the direction of the program to a more equity focused and student centered program. The direct contact that the AP provides to students helps build success and a clear communication channel back to the FDC. There is concern that the loss of this position could have a definite negative impact overall.
 - The program dean agrees with the concern that a FT advisor is needed for the program. 1600 students deserve focused attention, especially in our new student support model.
 - More equity training is a positive approach for the program. Utilizing Perkins funds to support training for part-time faculty would be a strategy that could ensure all faculty participate in training and that they are compensated for their time.