

Los Angeles City College
Comprehensive Program Review 2008

Law/Administration of Justice Department

XI. Dean's Review and Recommendations

I. Department Mission

Does the department's mission statement reflect the goals and activities of the department? Is it aligned with the college mission? Explain.

The department's mission statement reflects the goals and activities of the department and is alligned with the college mission to prepare students to succeed in their goals of transferring to a four-year university or obtaining an Associate of Arts degree leading directly to a job – a career.

II. Department Overview

Does the department's analysis of trends in enrollment and achievement accurately reflect the data? Have any issues been identified? Explain.

While the departments analysis is mostly accurate in the decline in enrollment and the success rate of students, the narrative fails to give a quantitative analysis or discuss other extraneous and internal factors that have had a negative effect on enrollment.

III. Vocational Programs

Does the department's analysis of labor market demand, advisory board activities and accreditation status (if applicable) reflect the data? Have any issues been identified and are they adequately addressed with appropriate action plans? Explain.

The department's analysis of the labor market demand is good. The Advisory Boards need to meet much more frequently. A lot of work, college funds, and time has been expended in the Departments pursuit of an ABA Accredited Paralegal Program. Progress has been made; but at a pedestrian pace.

IV. Curriculum

Does the department's analysis of enrollment trends accurately reflect the data? Has adequate progress been made in developing and assessing student learning outcomes at the course and program level? Are Title 5 course outline updates current? Has adequate analysis of course scheduling been provided? Explain.

The department offers a narative of the enrollment trends; but could go into more analysis of the trends and why the sections are offered at the various times. The department is currently working on it's SLO's at the course level. However, no SLO's have been determined at the Program level.

There are about 13 classes within the LAW/AJ Deparment that are now being adressed for update. No information has been submitted on course scheduling.

V. Departmental Engagement

Has the department provided a full description of departmental engagement? Explain.

The department has provided a description that reflects minimal, if any internal or campus engagement. This lack of internal or campus engagement with students and other colleagues would seem to suggest that more internal or campus engagement is needed; not only to expose the department and its programs to other colleagues, but to attract more students to the program.

Research on student engagement and student involvement seems to suggest that the department and students could benefit more, if the faculty were on campus more, interacting with students more, and working with students more on a one-to or group basis (i.e., clubs and students organizations). These types of activities could influence future enrollment trends.

The department appear to have

VI. Professional Development

Has the department provided a full description of professional development? Explain.

The department has provided a full description of its professional development. The members of both disciplines (AJ and Law) are active and affiliated with many professional bodies that related to their field of instruction.

VII. Support and Activities

Has the department provided a full description of support needs of the department? Explain.

The department has provided a full description of support needs, and feel that they are being adequately supported.

VIII. Resources: Personnel, Equipment and Facilities

Has the department provided a full description of resource needs of the department? Explain.

Based on the narrative from this program review, the department feels that they don't need new resources and feel that they have the physical, fiscal, and human resources to function.

IX. Planning and Budget

Do the planning goals and action plans reflect the issues raised in the self study? Are they aligned with the Educational Master Plan and the College Strategic Plan? Explain.

The narrative provided by the department reflects a need for the current funding levels (whether they be 10100, VTEA, CTE, etc...) to be consistent so that the program doesn't go from maintenance to survival mode.

The goals and action plans should be re-examined and adjusted to address concerns that will have more of an overall affect on the program and be restated so that they are more in line with the Educational Master Plan and the College Strategic Plan.

X. Final Summary by Discipline

Are all items identified as a Major Concern addressed with a goal and action plan? Explain.

The items of major concern are addressed, however the goals and action plans need to be re-examined and adjusted to address these concerns more specifically.

XI. Department Strengths and Weaknesses

Has the department provided an adequate analysis of departmental strengths and weaknesses? Explain.

The department has provided a short narrative of its strengths and weaknesses. While I agree that the curriculum is good, there is room for improvement in instruction and faculty commitment to the disciplines, the department, the college, and the students who look to the department to assist them in the fields of Administration of Justice and Law.

XII. Recommendations/Commendations

What recommendations based on your comments do you have for this department? What commendations do you have for this department? Explain.

I would strongly recommend, for the good of the department, that the department:

- 1.) Review its goals and action plans; and create more program specific goals and action plans.
- 2.) Create a goal and activity to address the low levels of inter-campus and intra-departmental engagement by the faculty in the department.
- 3.) Create a goal and activity that addresses increasing the interest, awareness, and enrollment in the department.
- 4.) Update the past due Title V's and develop SLO's at the course level; and start a serious dialog about SLO's at the Program level.
- 5.) Review the support and activity comments; as I feel that the department may be selling itself short; and may need more fiscal, human, and physical resources in the near future; if and when the Paralegal Program becomes ABA Accredited and there is an increase in the Administration of Justice enrollments.
- 6.) And lastly, create a strong advisory committee for both Law and AJ that meets regularly and has constituents that are seriously interested in hiring our students upon completion of a certificate or AA degree; or offer our students internships that have the potential to lead to jobs after completion of a certificate or AA degree in the Law and AJ fields.