



OAKLAND
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WELCOME TO THE CURRICULUM REVIEW SELF-STUDY PROCESS

Discipline/Program CRIMINAL JUSTICE Coordinator(s) Ken Aud
CRC Mentor Gail Mays Review Date: 5/15/2009 10:45am

Thank you for agreeing to coordinate the Curriculum Review in your area. As Discipline/Program Case Review Coordinator, it is your responsibility to make sure the steps detailed below are completed by the Review Date. Your packet includes instructions and forms for completing the Review. If needed, a CRC mentor is available to you. Your Dean will also be able to provide meaningful assistance in completing this important task.

In the Part I-Core Review, the College asks your discipline/program to analyze its curriculum from a variety of perspectives. These include course offerings and contents, enrollment/retention, transfer trends, and plans for the future. An additional section of activities is contained in Part II. The nature of these review activities will depend on whether you are a member of a Discipline or a Program.

Included in this document to help you work on your review are: 1) Data Collection forms to distribute to your Discipline/Program Case colleagues and 2) Data Analysis forms with summary sections. Allow two to three months for this work. Please send all completed forms to the Chair of CRC 3 weeks prior to your scheduled review.

Once again, thank you for agreeing to work on this very important process with your colleagues. Together we will constantly strive to ensure the excellence of instruction at OCC.

College Curriculum Review Membership 2008-2009

Imagene Bailey (OR)
Thomas Boozer (AH)
Nadia Boulos (HL)
Aletia Droba (RO)
Cheryl Neely (RO)

Diane Hill (OR)
Tony Ingram (OR)
Darlene Levinson (OR)
David Mathews (RO)
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Janet Peart (AH)
Letyna Roberts (ex-officio)
Beverly Stanbrough (RO/SF)
Gail Mays-Chair (AH)
Mary Moon (AH)

**CURRICULUM REVIEW SELF-STUDY PROCESS
FOR
DISCIPLINE/PROGRAM COORDINATORS**

*Coordinator: The bold type below indicates forms that are attached and also available on the P drive.
Check off steps as completed.*

- Step 1**—Request that the Office of Assessment & Effectiveness (contact information available on InfoMart) to send you the Dashboard data for your Discipline/Program.
- Step 2**—If you are an occupational program coordinator, distribute the **PROE surveys** to faculty, students, and advisory committees. Return completed surveys to the OCC's Office of State and Federal Programs 6 weeks before your scheduled review.
- Step 3**—Send the **Data Collection forms** to all the full-time faculty and/or adjunct members of your Discipline/Program, as specified on each form.
- Step 4**—Collect syllabi from all adjuncts and full-time faculty for every course they are teaching, and complete the **Data Collection forms** for each course.
- Step 5**—After collecting the above data, complete the **Data Analysis forms** to help you organize and analyze the information you've gathered.
- Step 6**— Complete the Curriculum Review Report by compiling the **Data Analysis forms**
- Step 7**—Forward a DRAFT copy of your compiled Discipline/Program Curriculum Review Report along with a **Faculty Sign-off form** to all faculty participating in the review at least 6 weeks prior to your review appointment. NOTE: As part of the official CRC Review Document, please include the returned Faculty Sign-Off forms.
- Step 8**—Send a completed hard copy of all completed forms (including the **Data Collection, Data Analysis forms**) to the Chairperson of the Curriculum Review Committee at least 3 weeks prior to your review, along with enough copies of your completed report for each committee member. The Chairperson will distribute them.
- Step 9**—Present the Discipline/Program Self-Study to the Curriculum Review Committee on the appointed date.

The Curriculum Review Committee will then provide your Discipline/Program with recommendations and suggestions and share the results of your review with the College Academic Senate, Vice-Chancellor of Academic and Student Services, and the Office of Assessment & Effectiveness.

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**CRC
PART I-CORE REVIEW**

Coordinator: Data Collection and Data Analysis forms for the following review areas are attached. Please also attach a copy of your program requirements from the catalog and all course descriptions.

A. CATALOG COURSE DESCRIPTIONS

- Please reproduce copies of all your Discipline/Program catalog course descriptions, and distribute them to the full-time members of the Discipline/Program with the Data Collection form asking the faculty to comment on whether the catalog course descriptions are accurate, clear, and current.
- Analyze the responses in order to determine where there is a need for revision.

B. SYLLABUS REVIEW

- Collect syllabi from all full-time and adjunct faculty for every section of each courses listed in the catalog under your Discipline/Program.
- Analyze where there are inconsistencies or omissions in the syllabi.

ENROLLMENT TRENDS AND STUDENT RETENTION

- Collect the Dashboard enrollment and retention data for the current and last academic year (available from the Office of Assessment & Effectiveness).
- Analyze areas of strength and weakness. Discuss, where applicable, student recruitment and student retention strategies that your Discipline/Program participates in currently or intends to implement in the future.

D. DISCIPLINE/PROGRAM NEEDS AND RESOURCES

- Collect information on the Discipline/Program's current and anticipated needs and resources by distributing the Data Collection form to all full and adjunct faculty.
- Discuss what resources and staff development activities your Discipline/Program needs and also indicate necessary curriculum changes/revisions where appropriate.

DATA COLLECTION

CORE REVIEW

A. CATALOG COURSE DESCRIPTION

FOR: _____
Course Number

Coordinator: Distribute this form to all full-time members of the discipline/program for every course listed in the catalog.

CATALOG COURSE DESCRIPTION:

	Yes	No
Accurate	X	<input type="checkbox"/>
Clear	X	<input type="checkbox"/>
Current	X	<input type="checkbox"/>
NUMBER OF CREDITS		
Appropriate	X	<input type="checkbox"/>

Please explain any **NO** answer:

Please return to Ken Aud at AH by 4/1/09
Name Campus Date

DATA ANALYSIS

CORE REVIEW

A. CATALOG COURSE DESCRIPTION

Coordinator: Complete this form after reviewing the Catalog Course Data Collection forms from members of your Discipline/Program on all of the courses listed in the Catalog. Please also attach a photocopy of all program requirements and course descriptions in the catalogue.

List every course that is listed in the catalog. Check where revision is indicated or no revisions seem necessary. Please, add lines where needed.

	Revision needed	No Revision necessary
Course Number CRJ 1010	___	__X
Course Number CRJ 1030	___	__X
Course Number CRJ 1050	___	__X
Course Number CRJ 1060	___	__X
Course Number CRJ 1110	___	__X
Course Number CRJ 1120	___	__X
Course Number CRJ 1220	___	__X
Course Number CRJ 1720	___	__X
Course Number CRJ 1820	___	__X
Course Number CRJ 1830	___	__X
Course Number CRJ 1840	___	__X
Course Number CRJ 2120	___	__X
Course Number CRJ 2154	___	__X
Course Number CRJ 2200	___	__X
Course Number CRJ 2254	___	__X
Course Number CRJ 2260	___	__X
Course Number CRJ 2310	___	__X
Course Number CRJ 2320	___	__X

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Course Number CRJ 2364 ___ ___X
 Course Number CRJ 2403 ___ ___X
 Course Number CRJ 2420 ___ ___X

CATALOG COURSE DESCRIPTION REVIEW SUMMARY:

The catalog course descriptions are current at this time, with the following exception. Based on demand, an Introduction to Forensic Science course was recently approved by the College Curriculum/Instruction Committee during Winter term 2009 as an elective spanning all four (4) Criminal Justice Associate Degrees in Applied Science. As a result, the Introduction to Forensic Science course will be included and accordingly described in the Fall 2009 catalog.

INSTRUCTORS ⇨		22							
Mandatory Items (per FMA and Federal Law)									
ADA Notification		22							
Course Goals		22							
Grading Standards and Practices		22							
Tentative Schedule of Assignments and Tests		22							
Recommended Items (per Academic Senate)									
Course Name and Number		22							
Instructor, Office Location, Method of Contact		22							
Office Hours		22							
Available Assistance		22							
Course Catalog Description with Prerequisites		17							
General Education Attributes (where pertinent)									
Required Books and Supplies		22							
List of Supportive Materials (where available)		22							
Evaluation/Testing System & Policies		22							
Attendance Policy		22							
Safety Instructions		16							
Disclaimer Allowing for Reasonable Revisions		16							
Optional Items									
Semester Meeting Times & Room		22							
Teaching/Learning Strategies		14							
Applicable Forms Pertinent to Course		12							
Reference to Student Policies in OCC Catalog		11							

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Policy on Use of Computing Resources		8							
Description of Required Computing Skills		5							
Policy on Plagiarism		5							
Student Bill of Responsibilities		9							

DATA COLLECTION

2. CORE REVIEW

3. SYLLABUS REVIEW

FOR: _____
Course Number

Coordinator: Ask all full-time and adjunct faculty to send you the syllabi for all of their courses by a given date. Use this form to collect information about their syllabi.

DATA ANALYSIS

CORE REVIEW

B. SYLLABUS REVIEW

Coordinator: Use a separate sheet for each course.

Course Number	Number of Sections	Percent of Inclusion
Mandatory Items (per FMA and Federal Law)		
ADA Notification	22	100
Course Goals	22	100
Grading Standards and Practices	22	100
Tentative Schedule of Assignments and Tests	22	100
Recommended Items (per Academic Senate)		
Course Name and Number	22	100
Instructor, Office Location, Method of Contact	22	100
Office Hours	22	100
Available Assistance	22	100
Course Catalog Description with Prerequisites	17	77
General Education Attributes (where pertinent)		
Required Books and Supplies	22	100
List of Supportive Materials (where available)	11	50
Evaluation/Testing System & Policies	22	100
Attendance Policy	22	100
Safety Instructions	16	73
Disclaimer Allowing for Reasonable Revisions	16	73
Optional Items		
Semester Meeting Times & Room	22	100
Teaching/Learning Strategies	14	64
Applicable Forms Pertinent to Course	12	55
Reference to Student Policies in OCC Catalog	14	64
Policy on Use of Computing Resources	8	36
Description of Required Computing Skills	5	23
Policy on Plagiarism	5	23
Student Bill of Responsibilities	9	41

DATA ANALYSIS

CORE REVIEW

B. SYLLABUS REVIEW, (CONTINUED)

Coordinator: After reviewing the Data Analysis forms on all the courses in the Discipline/Program, please summarize your analysis of whether or not there are course syllabi in your Discipline/Program that need revision due to inconsistencies or omissions, or other issues.

SYLLABUS REVIEW SUMMARY:

All Mandatory Items were found to be in 100% compliance.

Of the Recommended Items, there was a total compliance rate of 88% .

Finally, of the Optional Items a total of 51% were in compliance.

Of note, although 100% compliance with ADA notification in all of the departmental syllabi, several instructors were still referring to the "PASS" office in lieu of ACCESS. This was remedied via a recent departmental wide email relative to the same.

DATA ANALYSIS

CORE REVIEW

C. ENROLLMENT TRENDS AND STUDENT RETENTION

Coordinator: The Dashboard report on your Discipline/Program will collect the necessary data in regard to Enrollment Trends and Student Retention. Use this form to review that data in the following areas. Please also attach Dashboard Data.

Enrollment (Use the Dashboard data on Average Section Size, Sections Filled to Capacity, Percent of Completed Sections, Percent Change in Headcount, and Percent Change in Credit Hours to discuss this area.)

The Criminal Justice Program has maintained a consistent composite dashboard score over the last four years, ranging from 9.21 to 9.62. In 2007-2008 the Criminal Justice Program ranked 34th highest of all 102 curriculum offered at the college. Additionally, the percent of cancelled sections continues to run well below the college-wide average.

Measures:

Average Section Size, 35
Sections Filled to Capacity, 92%
Percent of Completed Sections, 98%
Percent Change in Headcount, enrollment in CRJ courses has continued to increase
Percent Change in Credit Hours, 27.2 % increase over the past 5 years

Minority Students (Use the Dashboard data on Minority Students to discuss this area.)

This is the only measure of the seven dashboard measures which fell below the established college benchmark. This measure has been consistently lower than the college wide average over the last four years and as a result, deserves immediate attention. Recognizing this benchmark, we have addressed the issue formally through the recently formed Criminal Justice Student Association during the career fair in April 2009, as well as the recent hiring of an additional minority adjunct faculty.

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Student and Course Success (Use the Dashboard data on Percent of Withdrawals, Percent of Incompletes, and Student Course Completion Rate to discuss this area.)

Percent of Withdrawals, 13.2%
Percent of Incompletes, 0.7%
Student Course Completion Rate, 73.5%

The percent of withdrawals has hovered around 12% for the past four years. The percent of incompletes has remained consistently as well over the past four years at an average of 1%. Finally, the student course completion rate has averaged 75% over the same time frame.

**ENROLLMENT TRENDS AND STUDENT RETENTION
REVIEW SUMMARY:**

Student enrollments have steadily risen over the past ten years from 5,063 in 1997-1998 to 6,829 in 2007-2008. If the criminal justice program was viewed as a Fortune 500 Company, the overall analysis and upward trend would certainly prove to investors to **"BUY"**.

DATA COLLECTION

CORE REVIEW

D. DISCIPLINE/PROGRAM NEEDS AND RESOURCES

Coordinator: Distribute this form to all full-time and adjunct faculty.

What resources or services does the Discipline/Program need in order to improve instruction? Please explain the reason you are requesting each resource.

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What curriculum revisions or development would enhance instruction in your Discipline/Program?

Please return to Ken Aud at AH by 4/1/2009.
Name Campus Date

DATA ANALYSIS

CORE REVIEW

D. DISCIPLINE/PROGRAM NEEDS AND RESOURCES

Coordinator: Please summarize the needs, resources, and curriculum actions indicated on the Data Collection forms.

What resources or services does your Discipline/Program need?

- More classroom space in J-building. It is imperative that all of the CJ classes should be located in J-building near the crime lab and supportive services.
- New higher speed classroom computers and thin monitors.
- Most all of the needs will be addressed with the current lab renovation.
- DVD's pertaining to Criminal Justice current events.

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- Nothing, everything is working well and all of the tools are available.
- The program could use a library of tapes that all instructors could draw on for their classes.
- Crime Scene Photography: Copy stand with lights, Shade reflectors, Rechargeable batteries and battery station in the CJ Lab, Tripods
- Better evening tech support.
- Having all of the buildings support Wi-Fi.
- I think everything is just fine. I have what I need and the students have what they need.
- More classroom space in J-building. It is imperative that all of the CJ classes should be located in J-building near the crime lab and supportive services.

What curriculum revisions or development does your Discipline/Program see as beneficial to instruction?

- Additional on-line classes offered to accommodate a greater student population.
- A resource list of guest speakers available to faculty and adjuncts.
- Additional departmental resources such as DVD's , crime scene kits, Crime Lab scopes and manikins.
- Add a course on Legal Ethics.
- Additional emphasis on writing and communication skills.
- Additional coursework and offerings in the areas of Forensic Science and Organized Crime.

**DISCIPLINE/PROGRAM NEEDS AND RESOURCES
REVIEW SUMMARY:**

All classes should be located to the extent possible in J-building based on the needed support and resources such as lab, copier, filing, and other perihelia equipment. The instructors were consistent voicing the need for additional resources such as DVD's, Crime Scene Kits, etc. pertaining to current events in Criminal Justice.

Additional on-line course offerings as well as new course in Forensic Science and Organized Crime were recommended. Of note, our first two sections of Introduction to Forensic Science as course offerings are scheduled for the Fall of 2009.

**CRC
PART II- PROGRAM REVIEW
and
PROGRAM REVIEW OF OCCUPATIONAL EVALUATION (PROE)**

Under the provisions of the Carl D. Perkins Vocational and Technical Education Act/Public Law 105-332, if a Program is of an occupational nature, a Program Review in Occupational Education (PROE) report is required by the State of Michigan every five (5) years and can be used for the purposes of the Curriculum Review process.

Coordinator: Data Collection and Data Analysis forms for the following review areas are attached.

E. INPUT FROM INTERNAL & EXTERNAL COMMUNITY

- Collect information from faculty, students and external community (e.g., advisory committees and accrediting agencies) on your Program curriculum. It is recommended that you send or personally distribute these survey forms in your classes, during your advisory committee meetings, and/or at your departmental/staff meetings. Return these survey forms to the Office of State and Federal Programs.

Required survey forms:

- Individual Faculty Perceptions of Occupational Programs Forms
- Individual Student Perceptions of Occupational Programs Forms
- Individual Advisory Committee/Industry Perceptions of Occupational Program Forms

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- Analyze the data you have received from the internal and external community surveys. Record your findings on the PROE Data Analysis form and Final Review Summary

F. COMPARABLE COURSES/PROGRAMS AND TRENDS

- Collect information on transferability and articulation from the Counseling Department. Obtain labor market trends from the Office of Assessment & Effectiveness. Identify the job performance requirements with the aid of advisory committees, professional journals, along with student and employer feedback.
- Analyze and summarize these findings.

G. OUTCOMES ASSESSMENT

- Analyze the results of your most recent Program Assessment Plan, particularly evidence regarding the quality of student learning, and recommended action plans.

DATA COLLECTION

E. INPUT FROM INTERNAL & EXTERNAL COMMUNITY

**OAKLAND COMMUNITY COLLEGE
FACULTY PERCEPTIONS OF OCCUPATIONAL PROGRAMS
(Program Review of Occupational Evaluation - PROE)**

Thank you for taking the time to complete the following survey as it will help to improve upon the success of the occupational programs at Oakland Community College. **Please circle the letter that corresponds to your selection.**
Please circle only one letter.

**Comment [11]: REMEMBER TO CHANGE
THE DATE IN THE HEADER FOR EACH
ADMINISTRATION OF THE SURVEY.**

1. The program of study in which I teach at Oakland Community College is meeting my expectations as a faculty member.
 - a. Strongly Agree
 - b. Agree
 - c. Neutral
 - d. Disagree
 - e. Strongly Disagree
2. The courses offered in the program are preparing the students for the workforce.
 - a. Strongly Agree
 - b. Agree
 - c. Neutral
 - d. Disagree
 - e. Strongly Disagree

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3. The program can be more challenging academically for the students.

- a. Agree
- b. Neutral
- c. Disagree
- d. Strongly Disagree

4. The program can be more competitive with other institutions that offer similar programs.

- a. Strongly Agree
- b. Agree
- c. Neutral
- d. Disagree
- e. Strongly Disagree

DATA COLLECTION

E. INPUT FROM INTERNAL & EXTERNAL COMMUNITY (*continued*)

**OAKLAND COMMUNITY COLLEGE
FACULTY PERCEPTIONS OF OCCUPATIONAL PROGRAMS
(Program Review of Occupational Evaluation - PROE)**

5. I am satisfied with the quality of instruction provided to the students in this program.
- a. Strongly Agree
 - b. Agree
 - c. Neutral
 - d. Disagree
 - e. Strongly Disagree
6. My fellow faculty members in the program are knowledgeable about the course subject-matter.
- a. Strongly Agree
 - b. Agree
 - c. Neutral
 - d. Disagree
 - e. Strongly Disagree
7. I am satisfied with the course offerings in this program.
- a. Strongly Agree
 - b. Agree
 - c. Neutral
 - d. Disagree
 - e. Strongly Disagree
8. I feel that the program has a focus real-world application.
- a. Strongly Agree
 - b. Agree
 - c. Neutral
 - d. Disagree
 - e. Strongly Disagree

DATA COLLECTION

E. INPUT FROM INTERNAL & EXTERNAL COMMUNITY *(continued)*

**OAKLAND COMMUNITY COLLEGE
FACULTY PERCEPTIONS OF OCCUPATIONAL PROGRAMS
(Program Review of Occupational Evaluation - PROE)**

9. I feel that the students are prepared for the rigors of the program.

- a. Strongly Agree
- b. Agree
- c. Neutral
- d. Disagree
- e. Strongly Disagree

10. I am informed about what is happening in this program.

- a. Strongly Agree
- b. Agree
- c. Neutral
- d. Disagree
- e. Strongly Disagree

11. Opportunities are available for me to make suggestions for improvements in this program.

- a. Strongly Agree
- b. Agree
- c. Neutral
- d. Disagree
- e. Strongly Disagree

12. I think the department has a commitment to student success in the program.

- a. Strongly Agree
- b. Agree
- c. Neutral
- d. Disagree
- e. Strongly Disagree

DATA COLLECTION

E. INPUT FROM INTERNAL & EXTERNAL COMMUNITY *(continued)*

**OAKLAND COMMUNITY COLLEGE
FACULTY PERCEPTIONS OF OCCUPATIONAL PROGRAMS
(Program Review of Occupational Evaluation - PROE)**

13. I am satisfied with the direction of this program because ;
- a. I think it prepares students for employment in the workforce.
 - b. Working in conjunction with the advisory committee keeps the program going in the right direction.
 - c. Feedback that I have received from the students indicates that the program is headed in the right direction.
 - d. I know that other programs at other institutions do not compare to OCC.
14. If there is one thing you would like to change about the program, explain what it is and how it would enhance the program.

Thank you for taking the time to complete this survey!

Name: _____

Industry Type/Agency: _____

What OCC Program do you advise for : _____

Date Completed: _____

Please Return To: Letyna A. Roberts
Oakland Community College, Office of State and Federal Programs, AH Campus

Due Date: _____

DATA COLLECTION

E. INPUT FROM INTERNAL & EXTERNAL COMMUNITY

**OAKLAND COMMUNITY COLLEGE
STUDENT PERCEPTIONS OF OCCUPATIONAL PROGRAMS
(Program Review of Occupational Evaluation - PROE)**

Thank you for taking the time to complete the following survey as it will help to improve upon the success of the occupational programs at Oakland Community College. **Please circle the letter that corresponds to your selection.**
Please circle only one letter.

Comment [12]: REMEMBER TO CHANGE THE DATE IN THE HEADER FOR EACH ADMINISTRATION OF THE SURVEY.

1. What is your program of study? _____
2. What is your career goal? _____
3. My program of study at Oakland Community College is meeting my expectations.
 - a. Strongly Agree
 - b. Agree
 - c. Neutral
 - d. Disagree
 - e. Strongly Disagree
4. The courses offered in my program of study are preparing me for the workforce.
 - a. Strongly Agree
 - b. Agree
 - c. Neutral
 - d. Disagree
 - e. Strongly Disagree
5. I would like to change my current program of study because of academic reasons.
 - a. Strongly Agree
 - b. Agree
 - c. Neutral
 - d. Disagree
 - e. Strongly Disagree

DATA COLLECTION

E. INPUT FROM INTERNAL & EXTERNAL COMMUNITY *(continued)*

**OAKLAND COMMUNITY COLLEGE
STUDENT PERCEPTIONS OF OCCUPATIONAL PROGRAMS
(Program Review of Occupational Evaluation - PROE)**

6. I would like to attend another institution because of dissatisfaction with my current program of study at Oakland Community College.

- a. Strongly Agree
- b. Agree
- c. Neutral
- d. Disagree
- e. Strongly Disagree

7. I am satisfied with the quality of the instructors in my program of study.

- a. Strongly Agree
- b. Agree
- c. Neutral
- d. Disagree
- e. Strongly Disagree

8. I feel that the instructors are knowledgeable about the course subject-matter.

- a. Strongly Agree
- b. Agree
- c. Neutral
- d. Disagree
- e. Strongly Disagree

9. I am satisfied with the course offerings in my current program of study at Oakland Community College.

- a. Strongly Agree
- b. Agree
- c. Neutral
- d. Disagree
- e. Strongly Disagree

DATA COLLECTION

E. INPUT FROM INTERNAL & EXTERNAL COMMUNITY *(continued)*

**OAKLAND COMMUNITY COLLEGE
STUDENT PERCEPTIONS OF OCCUPATIONAL PROGRAMS
(Program Review of Occupational Evaluation - PROE)**

10. My instructors help me to understand how useful my program of study can be in the real-world.

- a. Strongly Agree
- b. Agree
- c. Neutral
- d. Disagree
- e. Strongly Disagree

11. My instructors make the course subject-matter seem interesting.

- a. Strongly Agree
- b. Agree
- c. Neutral
- d. Disagree
- e. Strongly Disagree

12. I am informed about what is happening in my program.

- a. Strongly Agree
- b. Agree
- c. Neutral
- d. Disagree
- e. Strongly Disagree

13. I think the department is committed to student success in the program.

- a. Strongly Agree
- b. Agree
- c. Neutral
- d. Disagree
- e. Strongly Disagree

DATA COLLECTION

E. INPUT FROM INTERNAL & EXTERNAL COMMUNITY *(continued)*

**OAKLAND COMMUNITY COLLEGE
STUDENT PERCEPTIONS OF OCCUPATIONAL PROGRAMS
(Program Review of Occupational Evaluation - PROE)**

14. I am satisfied with my program of study.

- a. Strongly Agree
- b. Agree
- c. Neutral
- d. Disagree
- e. Strongly Disagree

15. If there is one thing you would like to change about the program, explain what it is and how it would enhance the program.

Thank you for taking the time to complete this survey!

Name: _____

Industry Type/Agency: _____

What OCC Program do you advise for : _____

Date Completed: _____

Please Return To: Letyna A. Roberts
Oakland Community College, Office of State and Federal Programs, AH Campus

Due Date: _____

DATA COLLECTION

E. INPUT FROM INTERNAL & EXTERNAL COMMUNITY

**OAKLAND COMMUNITY COLLEGE
ADVISORY COMMITTEE/INDUSTRY PERCEPTIONS OF OCCUPATIONAL PROGRAMS
(Program Review of Occupational Evaluation - PROE)**

Thank you for taking the time to complete the following survey as it will help to improve upon the success of the occupational programs at Oakland Community College. **Please circle the letter that corresponds to your selection.**
Please circle only one letter.

Comment [13]: REMEMBER TO CHANGE THE DATE IN THE HEADER FOR EACH ADMINISTRATION OF THE SURVEY.

1. The program at Oakland Community College is meeting the expectations of the advisory committee.
 - a. Strongly Agree
 - b. Agree
 - c. Neutral
 - d. Disagree
 - e. Strongly Disagree

2. The courses offered are preparing the students for the workforce.
 - a. Strongly Agree
 - b. Agree
 - c. Neutral
 - d. Disagree
 - e. Strongly Disagree

3. The advisory committee is informed about the program.
 - a. Strongly Agree
 - b. Agree
 - c. Neutral
 - d. Disagree
 - e. Strongly Disagree

4. The advisory committee has substantial input into decision-making within the program.
 - a. Strongly Agree
 - b. Agree
 - c. Neutral
 - d. Disagree
 - e. Strongly Disagree

DATA COLLECTION

E. INPUT FROM INTERNAL & EXTERNAL COMMUNITY *(continued)*

**OAKLAND COMMUNITY COLLEGE
ADVISORY COMMITTEE/INDUSTRY PERCEPTIONS OF OCCUPATIONAL PROGRAMS
(Program Review of Occupational Evaluation - PROE)**

- 5. The advisory committee is satisfied with the direction of the program.
 - a. Strongly Agree
 - b. Agree
 - c. Neutral
 - d. Disagree
 - e. Strongly Disagree

- 6. If there is one thing the committee would like to change about the program, explain what it is and how it would enhance the program.

Thank you for taking the time to complete this survey!

Name: _____

Industry Type/Agency: _____

What OCC Program do you advise for : _____

Date Completed: _____

Please Return To: Letyna A. Roberts
Oakland Community College, Office of State and Federal Programs, AH Campus

Due Date: _____

DATA ANALYSIS

E. INPUT FROM INTERNAL & EXTERNAL COMMUNITY

Coordinator: After reviewing the Data Collection forms on all the courses in the Program, along with the collated data summary, please analyze and summarize these findings.

Faculty Perceptions of Occupational Programs Analysis

Survey responses were collected from 13 faculty members. This survey gathered feedback from the faculty responses on issues such as the courses offered in the program, faculty satisfaction with student preparation for the program, and the quality of instruction. Of those who responded, 46% are satisfied with the direction of the program because it prepares students for employment in the workplace. 15% are satisfied with the program because feedback from the students indicates that it is headed in the right direction.

Student Perception of Occupational Programs Analysis

Although a statistical analysis is still pending, upon a cursory individual review of 128 student surveys, the predominant answer and theme to each of the 16 questions is favorable concerning all aspects of the Criminal Justice program. Students overwhelmingly believe that the Criminal Justice program is meeting their expectations.

Recommendations for change included:

- add more classes to choose from
- very great program
- more parking spots near J-Bldg.
- more hands on activities
- add range time and a simulator to the firearms/ballistics class
- additional forensic course work
- more morning classes
- more classes offered at night and during the summer
- nothing, I am very satisfied
- offer more corrections classes per semester
- add the juvenile delinquency class to the corrections core
- I'm content with the program
- offer more tours/field trips
- offer late afternoon classes 3-6pm
- offer more of the required classes more often
- I would not change thing at the moment, I like how it is being run
- more on-line classes offered
- so far, I have found nothing to change about the program
- I am a guest student form Oakland University, but I like it here
- more classes about forensics
- I took the ballistics class and it would have been nice to be exposed to and shoot firearms
- this is my last course and I wouldn't change anything
- the program is fine, no need for any changes

- use CREST more

Advisory Committee/Industry Perceptions of Occupational Programs Analysis

NOTE: There is no current Criminal Justice Advisory Committee other than the related Advisory Committee for the Police Academy.

**INPUT FROM THE INTERNAL AND EXTERNAL COMMUNITY
REVIEW SUMMARY**

DATA COLLECTION

F. COMPARABLE COURSES/PROGRAMS AND TRENDS

Coordinator: Answer the following questions.

1. List three institutions to which the courses in your Program transfer, and list the specific courses for each institution. (Consult with the Counseling Department)

Madonna University- Criminal Justice
University of Michigan - Dearborn Campus- Criminal Justice
Wayne State University- Criminal Justice
Oakland University - Sociology

2. List the institutions with which articulation agreements exist that include the courses in your Program. (Consult with the Counseling Department)

Madonna University
University of Michigan
Oakland University

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3. Provide information regarding labor market trends in your field. (Consult with the Office of Assessment & Effectiveness)

Forensic Science Technicians; Probation Officers; First-line supervisors/managers Corrections
First line supervisors/managers – Police; First Line supervisors/managers – protective service workers;
Correction Officers and jailers; Detectives and criminal investigators; Police and sheriff's patrol; security
guards and personnel.

4. Identify changes in job performance and employer expectations that have occurred within your industry in the past 5 years. (Consult with advisory committees, professional organizations)

More and more, advance degrees are needed and expected where once a HS diploma sufficed. At the FBI, they will only accept attorneys, CPA's and only a Bachelors Degree's if fluent in Arabic language.

DATA ANALYSIS

G. COMPARABLE COURSES/PROGRAMS AND TRENDS

Coordinator: Please use the data from the Comparable Courses/Programs and Trends Data Collection form to answer the following questions:

1. Discuss how does your program serves transferring students.
 - I believe we serve transferring students well and especially since signing our recent articulation agreement with Madonna University at the local level.
2. Discuss the program's current articulation agreements. If your program does not transfer, discuss how the courses and/or program serve our students.
 - We currently have three articulation agreements in place and we are currently pursuing two others at Ferris State University and Michigan State University, respectively.
3. Discuss employment opportunities for students in both the current and future job market.

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- Employment opportunities exist and will continue to grow with retiring baby boomers and especially relating to the fields of policing and private security. Homeland Security is in it's infancy at present and we should see extensive growth relating to this sector over the next ten years.
- 4. Discuss the changes that will be made in your program in response to current/future employer expectations and market trends.
- We are consistent assessing the job market and responding to the needs of prospective employers. We just enjoyed our first career fair with over 42 vendors which allows for direct student communication to prospective employers in criminal justice agencies. Much is gained by this interaction including, but not limited to, discovering both current and future hiring practices and related requirements.

DATA ANALYSIS

H. OUTCOMES ASSESSMENT

Coordinator: Complete this form after reviewing your most recent Program Assessment Plan. Obtain the most recent copy of your Program Assessment Plan from the Office of Assessment & Effectiveness. Please attach it your review.

1. How have you used the findings from your Program Assessment to improve your program?

Yes, we have used the pre-test evaluations to improve course delivery, resulting in better post evaluation findings.

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2. What revisions to your Program Assessment Plan would you suggest?

None at this time.

3. Discuss the SAGE findings that apply to the instruction in your Program.
Obtain these findings from the Office of Assessment & Effectiveness.

OUTCOMES ASSESSMENT REVIEW SUMMARY:

Faculty Sign-Off Form*

For Curriculum Review of Program:

I approve the Curriculum Review Report as written by the Faculty Program Review Coordinator.

Yes _____ No _____

Comments: (Attach additional sheets if necessary)

Name (printed) _____

Signature _____

Date _____

* This form is to be copied by and distributed to all faculty within the Program to ensure awareness and participation.