

COMPREHENSIVE PROGRAM REVIEW TEMPLATE

Academic Year: 2025-2026

Originator : Dr. Robert LaCarra (AJ Full Time Faculty Lead)

Division: Division 50 - Career Technical Education

Department: Business

II - CO-CONTRIBUTORS

None

III - PROGRAM MISSION AND ACCOMPLISHMENTS

Gavilan College Mission Statement: *Through equitable access and comprehensive support in a welcoming inclusive environment, Gavilan College guides students of diverse backgrounds to achieve academically and pursue lifelong learning. We prepare students for transfer success, career advancement, and meaningful community participation.*

The Administration of Justice program at Gavilan Community College seeks to provide a rigorous and supportive academic pathway which leads students to prepare for careers in Law Enforcement, Judiciary, and Correctional settings. We embrace students of diverse backgrounds to assist them to achieve two-year degrees and transfer to four- year institutions.

*Goal 1 AJ Enrollment Growth has increased and remained consistent
2021/22 = 462, 2022/23 = 534, 2023/24 = 553, 2024/25 = 519 12.3%

*Goal 2 AJ Success Rate is consistently above average 2021/22 = 341 = 74% 2022/23 = 386 = 75% 2023/24 = 392 = 71% 2024/25 = 397 = 76%

*Goal 3 AJ Persistence is consistent and above college average: 2021-22 2022-23 2023-24 2024-25 Headcount 132 149 173 152

Persistence Rate 21/22 = 70%, 22/23 = 69%, 23/24 = 66%, 24/25 = 70%

The goals listed above have remained consistent for the past three years.

IV - STUDENT AND PROGRAM OUTCOMES

AJ Success

AJ Program goals for course success focus on improving retention, completion, and equity through structured pathways, high-impact teaching, and utilizing robust support services. Key aims include aligning curriculum with career/transfer goals, reducing time to completion, and fostering engagement to ensure students reach specific educational milestones.

See previous Success Data and Comments discussed above.

AJ Strategies to Improve Retention Utilizing Gavilan College Resources

Academic Advising & Support (CTE Counselor): Using dedicated advisors to create clear academic plans and career paths. Worked with the CAP team to Map the Certificate of Achievement and Associate Degree.

Financial Assistance: Providing referrals to emergency grants, food pantry access, childcare stipends, and, in some cases, forgiving student debt opportunities.

Technology & Tools: Using data to track student engagement, identify at-risk individuals early, and improve communication.

Sense of Belonging: Cultivating a supportive, inclusive environment to foster student connection.

Pathways & Partnerships: Strengthening transfer agreements (e.g., Associate Degree for Transfer) to ensure smooth transitions.

V - EQUITY

The AJ Program is in alignment with Gavilan Community college equity initiatives. We aim to eliminate systemic barriers to success for historically underserved students by providing tailored support, resources, mentoring, and inclusive, data-driven pathways. Focused on closing achievement gaps in areas like

course completion and transfer, the AJ program address needs related to race, income, and disability.

The AJ Program intentionally creates an inclusive environment, recognizing individual student needs, and dismantling biases to provide equal opportunities for success. Key strategies include using diverse, culturally relevant materials, employing flexible teaching methods for various learning styles, fostering open communication, encouragement and validation, and setting high, uniform expectations for all students.

VI - LEARNING AND AREA OUTCOME

Have you reviewed all your Learning and Area Outcomes to ensure that they remain relevant for evaluating the performance of your area?

The AJ program is in the process of mapping our outcomes in CurriQunet, however, we review and assess our outcomes regularly during course updates. To ensure Learning and Area Outcomes remain relevant for performance evaluation, the AJ Program focuses on aligning outcomes with current strategic goals, measurable data, and evolving skill requirements. We regularly update criteria based on feedback, performance reviews, five-year updates, and industry shifts, ensuring they are specific, actionable, and tied to employee growth.

VII - OUTCOME ASSESSMENTS

Based on an analysis of SLO/SAO data in CurriQunet, planned improvements for the AJ Program focus on enhancing student success through targeted pedagogical changes, such as revising instructional materials or enhancing active learning strategies, offering students preferred teaching and learning modalities such as CANVAS typically scheduled for the upcoming semester to address identified gaps. Success will be measured by tracking improved proficiency rates in follow-up assessments, demonstrating higher achievement levels.

AJ finding suggests students prefer more CANVAS classes to accommodate their schedules and learning styles. Institutional Learning Outcomes (ILOs) at Gavilan community colleges are the core, overarching skills—such as critical thinking, communication, and information literacy—that all students are expected to master by graduation, regardless of their major. They represent the highest level of

learning outcomes, focusing on transferable, marketable skills and personal development. The AJ Program is in alignment with College Institutional Learning Outcomes (ILOs).

VIII - CURRICULUM AND COURSE OFFERINGS ANALYSIS

1. Are there plans for new courses or educational awards (degrees/certificates) in this program? If so, please describe the new course(s) or award(s) you intend to propose (200 words or less).
The AJ Program has no plans to add new courses. Our curriculum is relevant and current to students seeking careers in the Criminal Justice System – Law Enforcement, Courts, and Corrections.
2. Provide your plans to either inactivate or teach each course not taught in the last three years (200 words or less).
The AJ Program has no courses to inactivate at this time.
3. Consider and analyze your location, time, and delivery method trends. Are classes offered in the appropriate sequence/ available so students can earn their degree or certificate within two years? Are courses offered face-to-face as well as have distance education offerings? Are they offered on the main campus as well as the off-site areas? Different times of day? (300 words or less).
The AJ Program offers courses on the Gilroy and Hollister campus. We are active in dual enrollment settings on high school campus. We focus on a balanced approach to In-Person, Hybrid, and CANVAS Modalities.

IX - PROGRAM AND RESOURCE ANALYSIS

Select Year 1: 2023-2024

Number of Full Time Faculty: 1

Number of Part Time Faculty: 5

Number of Full Time Classified Professional: 0

Number of Part Time Classified Professional or Student Worker: 0

Number of Full Time Manager, Confidential or Administrator: 1

Number of Part Time Manager, Confidential or Administrator: 0

Select Year 2: 2024-2025

Number of Full Time Faculty: 1

Number of Part Time Faculty: 5

Number of Full Time Classified Professional: 0

Number of Part Time Classified Professional or Student Worker: 0

Number of Full Time Manager, Confidential or Administrator: 1

Number of Part Time Manager, Confidential or Administrator: 0

Select Year 3: 2025-2026

Number of Full Time Faculty: 1

Number of Part Time Faculty: 5

Number of Full Time Classified Professional: 0

Number of Part Time Classified Professional or Student Worker: 0

Number of Full Time Manager, Confidential or Administrator: 1

Number of Part Time Manager, Confidential or Administrator: 0

The AJ program does not anticipate any retirement or other leave at this time.

X - EVALUATION OF RESOURCE ALLOCATIONS AND PROGRAM EFFICIENCY

The AJ Program is not currently receiving grant allocations, but we urge the college to pursue State and Federal funding to expand our program. ? Any grant recommendations ?

XI - INTEGRATED PLANNING AND INITIATIVES

The AJ program serves as the foundation for the Gavilan Pre-Law effort (Law Pathway) offering students opportunities to engage the Justice System. The legal profession in California, and indeed throughout the United States fails to reflect the state's diversity in all areas of the population. The AJ Program creed is that this lack of diversity negatively impacts the administration of justice and the principle of "equal access under the law." A legal system made up of lawyers who do not reflect the people they serve in gender, ethnicity, race, LGBTQ, disability and age erodes public trust and

confidence in the courts and justice system, endangers fairness and equality, and opens doors to bias (both implicit and explicit). The AJ Program is that partnering with Law Pathway supports the college commitment to Diversity, Equity, and Inclusion. We believe it is the responsibility, and opportunity, of everyone in the legal profession to help build a profession that looks like California to ensure a justice system where all are equal under the law.

XII - OTHER OPPORTUNITIES AND CHALLENGES

The AJ Program maintains Canvas instruction is vital in California Community Colleges (CCC) and Gavilan College as the standardized Learning Management System (LMS) for ensuring equitable, accessible, and high-quality education across the system. It facilitates asynchronous learning, enhances course organization, supports mobile access, and integrates with the California Virtual Campus-Online Education Initiative (CVC-OEI) for seamless, cross-college course enrollment.

While we understand Gavilan College is not an online college per se, CANVAS use by the AJ Program is important to increase enrollment since many of our students need flexibility to support themselves while attaining a college education in the 21st century.

XIII - NEW GOALS

The Gavilan College Administration of Justice (AJ) program aims to prepare students for entry-level careers in law enforcement, courts, and corrections or for transfer to a four-year university. Key goals include comprehending criminal behavior, mastering criminal law, understanding the justice system (police, courts, corrections), developing ethical decision-making, and honing investigative, writing, and critical thinking skills.

XIV - RESOURCE REQUESTS

The AJ Program does not request any resource allocation for 2025-2026 academic calendar year.

XV - ADDITIONAL QUESTIONS

Please consider providing answers to the following questions. While these are optional, they provide crucial information about your equity efforts, training, classified professional support, and recruitment.

1. Does your division (or program) provide any training/mentoring for faculty and/ or classified professionals regarding professional development?
Dr. Robert LaCarra (25 years full-time teaching experience and USC Adjunct Professor of Teaching Practice) serves as a mentor to all part-time AJ faculty.
2. If there is a need for more faculty and/ or classified professional support in your area, please provide data to justify request. Indicate how it would support the college mission and college goals for success and completion.
No additional faculty are needed at the time of this report.
3. What, if anything, is your program doing to assist the District in attracting and retaining faculty and classified professionals who are sensitive to, and knowledgeable of, the needs of our continually changing constituencies, and reflect the make-up of our student body?
We have recruited one adjunct faculty from Hollister to build our presence at our new campus, Captain Betanio .
4. Are there program accomplishments/ milestones that have not been mentioned that you would like to highlight?
No.
5. Please share any recommendations for improvements in the Program Integrated Plan and Review process, analysis, and questions. Your comments will be helpful to the PIPR Committee and will become part of the permanent review record.
The AJ program is satisfied with PIPR focusing on individual programs instead of college wide departments.

XVI - EXECUTIVE SUMMARY

The Administration of Justice Program at Gavilan Community College is consistently steady in achieving its annual goals (Enrollment Growth,

Success Rate, Persistence, and Degree Completion and Transfer). The program has adequate faculty to operate a comprehensive AJ program which prepares students for careers in Law Enforcement, Judiciary, and Correctional settings. The program offers courses that support students in their area of interest and continues to be the foundation of the Gavilan Law Pathway program as evidenced by founder and faculty champion Dr. Robert LaCarra and current faculty champion Honorable Judge Sam Lovorato.

The AJ program will continue the goal of serving the Hollister campus with increased enrollment growth. We will continue to offer in-person, hybrid, and CANVAS modalities to support student preference. We will seek in the next three years to create an Associate in Science in Modern Policing to prepare students for law enforcement careers at local, county, state, and federal levels. Aligned with California's Assembly Bill 89, the program fulfills the educational requirement for peace officers while offering a pathway to four-year universities. The curriculum will focus on community policing, public trust, ethical decision-making, cultural competence, crime prevention, and criminal justice theory. Rooted in the principles of community engagement and public service, the program equips students with the knowledge, skills, and values needed to serve communities with integrity, empathy, and a commitment to [Social] justice, while meeting the core competencies outlined in California Government Code 1031.4.

XVII - ATTACH FILES

No attachments submitted.

