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# Undergraduate Certificate Corrections

# Academic Assessment Plan

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**Adopted by the Corrections faculty: March 12, 2019**

Reviewed with curriculum updates by the Academic Assessment Committee: 5/3/19

Reviewed by the Faculty Senate as an information item: 5/3/19

## Mission Statement

The mission of the Corrections program is to provide excellent educational and professional development opportunities in law enforcement while specifically focusing on the Alaska Department of Corrections. The program will focus training to both the traditional student and current DOC employees in the areas of the justice systems, alternatives to incarceration, addictive processes, written and verbal communication skills and restorative justice, thereby helping to develop the public safety workforce. We aim to reach beyond the borders of the traditional classroom, into rural locations throughout Alaska and beyond.

## Program Student Learning Outcomes

Students graduating with an Undergraduate Certificate in Corrections will be able to:

* Describe the criminal justice system as a whole and the organization of criminal justice institutions.
* Demonstrate proficiency in probation, parole and correctional institutional methods.
* Coordinate with human services and other public service entities.
* Communicate effectively both orally and in writing with professionals in criminal justice and/or related agencies.
* Explain theories of criminology.
* Describe adult corrections institutions, community-based programs and restorative justice.
* Explain relevant human services issues (human behavior, substance abuse) and problem-solving methods.

\*Students graduating with the OEC in Corrections meet very similar outcomes; these outcomes will be assessed in coordination with the Undergraduate Certificate. The OEC in Corrections will be revised in Summer 2019 with submission for curricular approvals in Fall 2019. An updated assessment plan will be submitted in September 2019 with those changes.

## Measures

Table 1: Association of Assessment Measures to Program Outcomes

| **Outcomes** | Writing Assignments  | Exams | Discussion Boards | Quizzes |
| --- | --- | --- | --- | --- |
| **Outcome #1:** Describe the criminal justice system as a whole. | 1 | 1 | 0 | 1 |
| **Outcome #2:**  Demonstrate proficiency in probation, parole and correctional institutional methods. | 0 | 1 | 1 | 1 |
| **Outcome #3:** Coordinate with human services and other public service entities. | 1 | 0 | 1 | 0 |
| **Outcome #4:** Communicate effectively both orally and in writing with professionals in criminal justice and/or related agencies. | 1 | 0 | 1 | 0 |
| **Outcome #5:** Explain theories of criminology. | 1 | 1 | 1 | 1 |
| **Outcome #6:** Describe adult corrections institutions, community-based programs and restorative justice. | 1 | 1 | 0 | 0 |
| **Outcome #7:** Explain relevant human services issues (human behavior, substance abuse) and problem-solving methods. | 1 | 1 | 1 | 0 |

0 = Measure is not used to measure the associated outcome.

1 = Measure is used to measure the associated outcome.

A description of the measures used in the assessment of the program outcomes and their implementation are summarized in Table 2 below. The measures and their relationships to the program outcomes are listed in Table 1, above.

There is a separate appendix for each measure that shows the measure itself and describes its use and the factors that affect the results.

Table 2: Program Outcomes Assessment Measures and Administration

| **Measure** | **Description** | **Frequency/ Start Date** | **Collection Method** | **Administered by** |
| --- | --- | --- | --- | --- |
| Written Assignments | JUS A110: Short reaction paper assignment on interview with criminal justice professional. JUST A210 Research paper. Sentencing Policy. JUS A211: Case study paper on restorative justice case study. JUST A251: Research paper. Criminological theory and crime.HUMS 123: Paper. Addiction process and its impact on society. | Each year | Faculty | Faculty |
| Exam | Multiple examinations in each core course. | Each year | Faculty | Faculty |
| Discussion Boards | Multiple discussions in each core course. | Each year | Faculty | Faculty |
| Quizzes | Multiple quizzes in each core course. | Each year | Faculty | Faculty |

## Process

General Implementation Strategy

Kenai Peninsula College Corrections faculty collect the data on a 3-year rotation as indicated in Tables 1 and 2, with assistance from Faculty Support Services at Kenai Peninsula College. The designated assessment program coordinator for Corrections will coordinate course-level assessment and other assessment activities as needed. The assessment coordinator will work with staff and faculty to assemble the data, compile required reports, and forward needed materials to the KPC Director and Dean of the Career and Technical College as required. The final report will be reviewed by the program faculty before submitting it to UAA.

Method of Data Analysis and Formulation of Recommendations for Program Improvement

The faculty of the Corrections program will meet at least once a year, along with the Assessment Coordinator or Assistant Director for Academic Affairs, to review the data collected using the assessment tools. This meeting should result in recommendations for program changes that are designed to enhance performance relative to the program’s objectives and outcomes. The results of the data collection, an interpretation of the results, and the recommended programmatic changes are to be forwarded in a formal report to the appropriate reporting channels by October 15 of each year.

The proposed programmatic changes may be any action or change in policy that the faculty deems as being necessary to improve performance relative to programs objectives and outcomes. Recommended changes should also consider workload (faculty, staff, and students), budgetary, facilities, and other relevant constraints. A few examples of changes made by programs at UAA include:

* changes in course content, scheduling, sequencing, prerequisites, delivery methods, etc.
* changes in faculty/staff assignments
* changes in advising methods and requirements
* addition and/or replacement of equipment
* changes to facilities

Modification of the Assessment Plan

Following a review of the collected data, processes and course offerings a determination was made by faculty to alter the current course offerings and outcomes. Changes were made to the program within this assessment to accommodate for the deletion of HUMS A101: Introduction to Human Services and HUMS: A122: Substance Abuse as a Contemporary Problem. Instead the newly drafted courses are being added: HUMS A123- Community Education and Prevention in Substance Abuse and HUMS A155- Human Relations in the Workplace. Due to a limited course offering CIOS A135A: Spreadsheets I: MS Excel is being deleted from the program on two fronts: 1) spreadsheet manipulation is learned in the primary grades within secondary education now with Microsoft certifications at the high school level and 2) Excel has seen limited utilization within the corrections industry.

In addition to the needed course adjustments noted above, there was a need to alter the outcomes previously assessed. Specifically, outcome #4 that dealt with manipulating spreadsheets was deleted in combination with the deletion of that course, CIOS A135A. Outcome #5 focusing on oral and written communication was altered to focus on communication in relation to public service agencies. Outcome #9 regarding competitive entry skills was eliminated solely because it was difficult to assess in such a program through course completions (also many individual students who have completed the program have been employed with Corrections). A rearrangement of courses aligning to the program outcomes was made and is listed in Appendix E of this report.

## Appendix A: Writing Assignments

Writing assignments from a number of core Corrections courses will be used to assess student learning outcomes.

Measure Description:

These assignments are designed to measure students’ learning outcomes, both content knowledge and analysis skills. Written assignments will be used as a measure in all core Corrections courses.

Factors that affect the collected data:

The data could be affected by the number of students who completed the written assignments within a course or by the students’ level of educational experience. The assignments will be conducted at various times in the semester.

How to interpret the data:

Grading rubrics or graded samples will be provided for most assignments. Data (students scored out of 100% points) will be summarized by assignment.

## Appendix B: Exams

Exams from a number of core Corrections courses will be used to assess student learning outcomes.

Measure Description:

Exams will be administered in all related program courses. The exam questions will be derived from text, article, lecture, and other sources as determined by the program faculty. The final exams in particular courses will be comprehensive to the course. These exams will measure students success in achieving student learning outcomes.

Factors that affect the collected data:

The data could be impacted by the number of students who complete exams and on students’ level of educational experience.

How to interpret the data:

Instructors will gather the necessary data through the grade book in each course and make that data available to the Assessment Coordinator.

## Appendix C: DISCUSSION BOARDS

Exams from a number of core Corrections courses will be used to assess student learning outcomes.

Measure Description:

Discussion Boards are designed to measure how well students are meeting course objectives within each course. Students will answer various questions posed relating to current issues in criminal justice and apply those questions to theoretical assumptions learned. The expectation is that they will develop a broader understanding of all the topics covered, which will lead to a better informed individual who will be capable of communicating both sides of an issue relating to the program objectives.

Factors that affect the collected data:

The data could be impacted by the number of students who complete discussions and whether or not they open-mindedly utilize the material learned in each course.

How to interpret the data:

Grading rubrics or graded samples will be provided for most assignments. Data (students scored out of 100% points) will be summarized by assignment.

## Appendix D: QUIZZES

Quizzes from a number of core Corrections courses will be used to assess student learning outcomes.

Measure Description:

Quizzes will be used to measure students’ attainment of student learning outcomes.

Factors that affect the collected data:

The data could be impacted by the number of students who complete quizzes and participate fully each week.

How to interpret the data:

Instructors will gather the necessary data through the grade book in each course and make that data available to the Assessment Coordinator to ensure quizzes are meeting the program expectations.

## Appendix E: Course Groupings Associated With Each Outcome

**Outcome #1:** Describe the criminal justice system as a whole and the organization of criminal justice institutions.

 JUST A110 Introduction to Justice

 JUST A221 Justice Organization and Management

**Outcome #2:** Demonstrate proficiency in probation, parole and correctional institutional methods.

JUST A210 Principles of Corrections

JUST A211 Introduction to Restorative Justice

JUST A251 Crime & Delinquency

**Outcome #3:** Coordinate with human services and other public service entities.

JUST A211 Introduction to Restorative Justice

HUMS A123 Community Education and Prevention in Substance Abuse

**Outcome #4:** Communicate effectively both orally and in writing with professionals in criminal justice and/or related agencies.

COMM A237 Interpersonal Communication or PSY A153 Human Relations

HUMS A155 Human Relations in the Workplace

**Outcome #5:** Explain theories of criminology.

JUST A251 Crime & Delinquency

**Outcome #6:** Describe adult corrections institutions, community-based programs and restorative justice.

JUST A211 Introduction to Restorative Justice

JUST A210 Principles of Corrections

JUST A251 Crime & Delinquency

**Outcome #7:** Explain relevant human services issues (human behavior, substance abuse) and problem-solving methods.

HUMS A123 Community Education and Prevention in Substance Abuse

HUMS A155 Human Relations in the Workplace

COMM A237 Interpersonal Communication or PSY A153 Human Relations

JUST A251 Crime & Delinquency