



2016-17 Academic Department Annual Report

Academic Department:
Document Prepared By:

Criminal Justice
Nikki Banks

Annual Report Submission Instructions:

This Annual Report of your Academic Department is intended to serve as a summary of departmental activities over the past year and as an outline of plans for the upcoming year.

Please note that responses are limited to the space provided below for each prompt and do not need to be written in narrative form (you are welcome to use bullet points/lists, as appropriate).

Please submit your Academic Department 2016-17 Annual Report to your Dean via email by May 31st.

For your reference, prior year reports (2011-2015) can be found on the Instructional Support website, <http://www.grcc.edu/instructionalsupport/departmentyearendreports>. If you have any questions about the 2015-16 reports entered into WEAVEonline, please contact Sheila Jones, Dean of Instructional Support, sheilajones@grcc.edu or x4289.

Part I: Report on 2016-17 Progress

Part I is intended to provide a “big picture” overview of your department’s activities during this past academic year. When completing the sections below, please consider the main points/highlights of each category.

Current Year Goals & Outcomes

This section asks you to provide details about the status of your department’s goals and outcomes for this past year. Please limit your response to the space provided in the text boxes below.

Our Departmental goals this year focused on a) Program Review b) Academy of Criminal Justice Sciences Certification c) Development and Implementation of Correction’s Academy and d) Police Academy moving to a two-semester format (fall and winter) e) continued work on developing the Juvenile Services Residential Program f) CJ Club (further development to include scholarships and service), recruitment, retention and successful release of students (i.e., graduate, transfer, enter job force). It should be noted that as a department we successfully attained all of our goals or are on the right track and making sound progress towards all of them to date.



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Departmental Professional Development

In this section, please provide details about your department's emphasis for professional development during this year. Please limit your response to the space provided in the text box below.

Gary Ebels:

Googlefest - Presented by MACUL - Report - Attended August 2016 - 7 hours
TRENDS Conference - attending and presenting - Report 2016 - 12 hours
FETC Conference - 2017 - Report - Attended - 20 hours
(Future of Educational Technology Conference)
Google Certified Educator Certificate - online learning - Report - Ongoing - 16 hours plus

Nikki Banks:

Michigan Community College Leadership Academy 2016-2017 (Graduate July 2017)
TRENDS in Occupational Studies (General Section Chair and Presenter) 2016
Attended Academic Chairs Conference 2017
Presented at Academy of Criminal Justice Sciences 2017 National Conference

Lynnell Talbert:

Member of NOBLE (National Organization of Black Law Enforcement Executives) 2016-17
Attended 39th Annual Meeting of the Midwestern Criminal Justice Association (ACJS) 2016
Attended Juvenile Justice Vision 20/20 2016
Attended Trends in Occupational Studies 2016

Jermaine Reese:

Attended and was a presenter of one of the breakout sessions at the 2016 TRENDS in Occupational Studies Conference, 2016.
During the summer, fall, and winter semesters, he enrolled and completed the following courses towards his doctoral degree in criminal justice at Capella University. The total credit hours taken during the three semesters is 20 credits.

Summer 2016

Completed:

PSL 7010 21st Century Communication and Leadership: Earned grade: A

Fall 2016

Completed the following courses:

PSL 7020 Professional Practices & Collaboration in a Diverse and Dynamic World: Earned grade: A

PSL 7030 Introduction to Critical Analysis and Research: Earned grade: A

Winter 2017

Completed the following courses:

CRJ 7015: Criminal Justice Theory: Earned grade: A

CRJ 7025: Justice, Security, and Democracy: Earned grade A

Departmental Advising Plan & Outcomes

In this section, please describe your department's advising plan and outcomes for this year. Please limit your response to the space provided in the text boxes below.

We use the blended model of Academic Advising for our students that our department established during the 2016-2017 academic year. I should note that the model consists of everyone in our department advising to their academic strength and being supported by each other (which entailed us making sure that we know all areas of our department).

1. Nikki Banks and Gary Ebels – Transfer/Pre-major
2. Jodi Richhart – Police Academy
3. Lynnell Talbert – Juvenile Services
4. Jermaine Reese – Corrections
5. Jan Willis and Nikki Banks – Addiction Studies

The Blend occurs because we have also fortified our relationship with Fred Zomer and Yolanda Duncan in the Counseling Department. The final component is to ensure that all students are familiar with MyDegreePathway as a final assurance that students are empowered.

We held virtual sessions year-round as well through Google.

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Program Accreditation Updates

In this section, please provide details regarding any program accreditation or re-accreditation that occurred this past year, if applicable. Please limit your response to the space provided in the text boxes below.

As a department our Police Academy (MCOLES), Corrections Certificate (MCOTC), Addictions Studies program (MCBAP), and our newly formed Corrections Academy (MSCTC) all have accrediting bodies and all of our programs are in good standing with their respective governing bodies.

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Perkins & Key Performance Indicators

In this section, please discuss Perkins and Key Performance Indicators for programs (total student enrollment, demographic profile, new students, student progress rate (transferred, graduated, enrolled), number of graduates, graduate employment rate, time to completion), if applicable. Please limit your response to the space provided in the text boxes below.

Please see attached Perkins Reports

This section will focus on areas of improvement needed with our respective programs in terms of indicators.

Addiction Studies:

2P1, 3P1, and 5P2: Our goal this year is to launch on-line course offerings in this program. We recognize that we must be responsive to the needs of our students and their time. Based on conversations during Advising Days the feedback from students is for on-line offerings. It should be noted that in terms of 3P1, most of the students in this program do go on to attain either a AAAS in Corrections or Juvenile Services. With diversifying the way in which we offer courses it is our hope that students will have greater access and ultimately and increased

opportunity to successfully complete (however they define a successful completion for themselves).

Juvenile Services:

2P1 & 3P1: Our goal this year is to launch on-line course offerings in this program. We recognize that we must be responsive to the needs of our students and their time. Based on conversations during Advising Days the feedback from students is for on-line offerings. It should be noted that we recognize that our students are primarily part-time students when they enroll in our program and rarely switch to full-time status. We believe that by diversifying the way in which we offer courses our students will have an increased opportunity to successfully complete (however they define a successful completion).

Corrections:

2P1: Our goal this year is to launch on-line course offerings in this program. We recognize that we must be responsive to the needs of our students and their time. Based on conversations during Advising Days the feedback from students is for on-line offerings. It should be noted that we recognize that our students are primarily part-time students when they enroll in our program and rarely switch to full-time status. With diversifying the way in which we offer courses it is our hope that students will have greater access and ultimately and increased opportunity to successfully complete (however they define a successful completion for themselves).

Law Enforcement:

5P1: One of our departmental goals this year focuses on strategic recruiting. We have decided that it is necessary to go beyond the bounds of college recruitment fairs and to forge relationships with organizations and entities within our community that work with this population in order to begin conversations at the middle and high school level about career opportunities in the field of criminal justice.



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Learning Outcomes Assessment Data & Findings on Past Year's Projects

In this section, please summarize your department's assessment work for this year, outlining the Program Learning Outcomes (PLOs) or Institutional Learning Outcomes (ILOs) assessed, the assessment measure, the findings, and the improvements planned based on the findings. Please limit your response to the space provided in the text boxes below.

Our work in this area really began in the fall of 2016 as we established language for our newly minted PLO Cultural Competence: Demonstrates knowledge, skills, the acquisition of values, and attributes that will allow an individual to work appropriately in cross cultural environments. It has since been incorporated into all of our programs and a PLO that must be evidenced through sound assessment. Because we did not have an opportunity to plan for a full assessment strategy we decided to look at one course in our Corrections degree program and do some preliminary assessment work to get us going for the coming year.

Please see attached assessment documents.

*Moving forward into the 2017-2018 year, it is our goal to take advantage of assessment development training as we need our assessments to be in direct alignment with the Academy of Criminal Justice standards.



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Part II: Plan for Upcoming Year

Part II is intended to provide a guide for your department's plans for the upcoming year with regards to the following: Operational Goals and/or Plans, Curriculum Goals and/or Plans, Learning Outcomes Assessment Plans, and Advising Plans. When answering the questions or completing the sections below, please consider the main points/highlights of each category.

A. Operational Goals and/or Plans

What are your departmental goals and plans for 2017-18?

Our focus heading into our 2017-2018 Academic year will be to focus on assessment (PLO – Cultural Competence), on-line course development, research and possible implementation of OER's, recruitment, final development of the Juvenile Services Residential Care Certificate and be the first community college in the state of Michigan gain membership in the American Criminal Justice Association (students).

- **Assessment:** We will specifically develop assessment opportunities in all of our programs in regards to our newly developed PLO that addresses cultural competence "Demonstrates knowledge, skills, the acquisition of values, and attributes that will allow an individual to work appropriately in cross cultural environments.– We are compelled to evidence that not only is this a core value of our overall institution but definitely of all of our programs given the state of our nation, state, and local communities regarding Criminal Justice and the community.
It should also be noted that all of our assessment work continues to move us closer in being prepared to gain certification as a program through the Academy of Criminal Justice Sciences – most prestigious criminal justice academic organization in the United States. *We will possibly be one of the first if not the first community college program to attain this certification in the United States.
- **On-line course development:** We recognize that enrollment is down within the bounds of Criminal Justice due in part to an improved economic climate that is affording a lot of our students the ability to not only work decent jobs but that many are working within the field of Criminal Justice. In an effort to meet them where they are, we must shift from the way in which we have traditionally offered courses which has been on-ground to developing and implementing on-line course offerings. This move will allow students to continue to work and create an opportunity for them to be able to continue towards attaining their academic goals without major sacrifice.
- **OER's:** We agreed as a department that the exploration and hopefully implementation of the use of OER's in at least one course within the bounds of each

program where it is applicable to seek to implement as quickly as possible for the financial benefit of our students.

- **Recruitment:** As a department, we pledge to continue to participate in as many college sponsored recruitment fairs as possible but we also feel the need to go beyond those fairs and tap into environments that the college does not at this time. Because of the nature of the work that we do and the requirements of persons entering the field of criminal justice, it is clear that we must strategically recruit certain populations.

*For example, as we discussed our Perkins Core Indicators, we acknowledged that in terms of our Police Academy and Addiction Studies programs that we continue to fall short in underrepresented gender groups in both of these areas. So, we are now crafting a plan that will have us link with local churches, professional organizations, and other non-profits that have children, youth, and young adult clubs/programming in order to build sound relationships with them and introduce this field of work to them in hopes that they will come our way.

- **Juvenile Residential Services Care Certificate:** The goal is to complete this work this year and have it ready for implementation by the fall of 2018.
- **American Criminal Justice Association:** Apply for and attain membership in the association for our students. Membership in the American Criminal Justice Association: It is our goal to enhance our Criminal Justice Club and award our first scholarships this year but to also enhance it with membership in the national student organization – American Criminal Justice Association. Membership in this organization will afford our students with industry information from a national perspective, scholarship access through the organization, the opportunity to participate in regional and national conferences as attendees and presenters, and other national networking opportunities.



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What new information from external sources has influenced your planning for next year?

Our respective Advisory Boards and community connections continue to share with us that we must be intentional about assessing our program learning outcome that addresses cultural competence in all of our respective programs: Demonstrates knowledge, skills, the acquisition of values, and attributes that will allow an individual to work appropriately in cross cultural environments.

Are your goals targeting any Perkins or Key Performance indicators? If yes, please explain.

Yes

5P1

5P2

Both of these indicators deal with underrepresented gender groups which will lean heavy into our recruitment efforts.

2P1

3P1

We are hoping to move the needle in a positive way with the development and implementation of our on-line course offerings.

What resources do you need to accomplish your departmental goals for the upcoming year?

Assessment Training

Assessment Training Institute

As a department, we are in the process of attaining certification/accreditation from the Academy of Criminal Justice Sciences and demonstration/evidence of sound assessment throughout our program is one of the primary areas that will determine whether or not we attain this certification. The goal is to learn new skills of assessment development and implementation to be used in all of our programs.

Trauma and Crisis Management for Children in Placement Training

Juvenile Services Residential Care Certificate

By participating in the training, we gain access to a 40-hour training curriculum that will be added into curriculum for this certification.

Academy of Criminal Justice Association

As a department, we are seeking to establish a chapter of the Academy of Criminal Justice Association for our Criminal Justice students. The association is one of the most prestigious academic associations in the academic arena of criminal justice. We are currently in line to be the first community college in the State of Michigan to gain a chapter.

Do you need support from other departments to accomplish these goals? If yes, please explain.

No

Do you need professional development in order to accomplish these goals? If yes, please explain.

Yes

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Trauma and Crisis Management for Children in Placement Training

Juvenile Services Residential Care Certificate

By participating in the training, we gain access to a 40-hour training curriculum that will be added into curriculum for this certification.

Academy of Criminal Justice Association

As a department, we are seeking to establish a chapter of the Academy of Criminal Justice Association for our Criminal Justice students. The association is one of the most prestigious academic associations in the academic arena of criminal justice. We are currently in line to be the first community college in the State of Michigan to gain a chapter.

For each of your departmental goals/plans/projects, please list the name of the lead faculty member(s) involved.

- On-line course development: Gary Ebels (fall17 determine courses in all programs that will be developed for on-line instruction and Winter 18 begin the work)
- Recruitment: Nikki Banks (fall 17 develop the recruitment calendar and mid-fall and all of 18 complete visits)
- OER's: Gary Ebels and Jermaine Reese (fall 17 determine course(s) that will pilot OER's in our department and implement either winter or summer 18)
- Juvenile Service Residential Certificate: Lynnell Talbert fall 17 -18 *goal is to have the certificate ready for the fall of 18.
- Assessment: Nikki Banks (fall 17 identify course in each program that will be the focus of assessment for this PLO and winter 18 implement across the board).
- American Criminal Justice Association Nikki Banks (fall 17 application submission and winter 18 implementation).

For each of your departmental goals/plans/projects, please provide a brief timeline for completion.

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- American Criminal Justice Association Nikki Banks **(fall 17 application submission and winter 18 implementation).**



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B. Curriculum Goals and/or Plans

What are your departmental curriculum development goals and plans for 2017-18?

On-line course development within all of our degree programs. As previously noted, Gary Ebels will take the lead on this work and will make determinations by fall 2017.

Click here to enter text.

Review of Department's Curriculum Transferability

Please note: this section should be completed by all SAS Departments, Business, and CIS.

Using transferability data provided by Instructional Support, please summarize your perceptions of how courses in your department transfer to our four-year university partners and how this understanding will impact your curriculum goals for the upcoming year.

TBD



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What new information from external sources has influenced your curriculum development planning for next year?

All of our respective Advisory Boards and school programs requested that we show intentional focus on on-line course development this year.

Are your curriculum development goals targeting any Perkins or Key Performance Indicators? If yes, please explain.

Yes

2P1

3P1

We are hoping to move the needle in a positive way with the development and implementation of our on-line course offerings – enabling us to meet the students where they are in terms of their schedules.



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What resources do you need to accomplish these curriculum development goals?

TBD

Do you need support from other departments to accomplish these curriculum development goals? If yes, please explain.

Yes, Distance Learning for on-line course templates and guidance, etc.

For each of your departmental curriculum development goals/plans/projects, please list the name of the lead faculty member(s) involved.

On-line course development within all of our degree programs. As previously noted, Gary Ebels will take the lead on this work and will make determinations by fall 2017.

For each of your departmental curriculum development goals/plans/projects, please provide a brief timeline for completion.

On-line course development within all of our degree programs. As previously noted, Gary Ebels will take the lead on this work and will make determinations by fall 2017.

C. Learning Outcomes Assessment Plan for 2017-18

In this section, please outline your department's plan for learning outcomes assessment work for the upcoming academic year, outlining the Program Learning Outcomes (PLOs) or Institutional Learning Outcomes (ILOs) that will be assessed as well as the assessment instruments/measure that will be used. Please limit your response to the space provided in the text boxes below.

As previously noted, work will be done to ensure that all programs and certificates within our department have assessment measures in place to address our PLO on cultural competence. The goal is to designate one course in each program and develop a common assessment to be used across the board for all courses. *Determinations are still being made in terms of how this will be crafted.



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D. Departmental Advising Plan for 2017-18

In this section, please outline your department's advising plan for the upcoming academic year. Please limit your response to the space provided in the text box below.

We will continue with the blended model of Academic Advising for our students that our department established during the 2016-2017 academic year. I should note that the model consists of everyone in our department advising to their academic strength and being supported by each other (which requires us making sure that we know all areas of our department).

1. Nikki Banks and Gary Ebels – Transfer/Pre-major
2. Jermaine Reese – Police Academy
3. Lynnell Talbert – Juvenile Services
4. Jermaine Reese and Nikki Banks – Corrections
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The Blend occurs because we have also fortified our relationship with Fred Zomer and Yolanda Duncan in the Counseling Department. The final component is to ensure that all students are familiar with MyDegreePathway as a final assurance that students are empowered.

We are looking forward to Guided Pathways this year as well.

Part III: 2016-17 Faculty & Staff Accomplishments/Awards

Part III is intended to provide a space to share the accomplishments, awards, and/or accolades achieved by faculty and staff in your department during the course of this past year.

Gary Ebels:
Google Certified Educator Certificate

Nikki Banks: Michigan Community College Leadership Academy Inaugural Class 2016 – 2017. Accepted into Cornerstone University's Doctorate in Organizational Leadership and Development program (May 2017 start).



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Lynnell Talbert: Acknowledged by National Organization of Black Law Enforcement
(acknowledged as an asset to local NOBLE Grand Rapids Chapter).

Jermaine Reese: Continues work on his Doctorate in Criminal Justice
Finalized all of the work on the Sheriff's Department Corrections Academy
Appointed Interim Police Academy Director



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Thank you for completing this report. Please submit to your Dean via email.