

**Memorandum of Agreement
External Program Review
Administration of Justice Major
College of Arts and Sciences
October 2015**

Members of the Administration of Justice program, the Dean and Associate Dean of the College of Arts and Sciences, the Social Sciences Division Chair, and the Academic Affairs Financial Analyst met on September 30, 2014 to review and discuss the program's review by Dr. William Niemi, Vice President for Academic Affairs at Western State Colorado University. The group agreed upon the summary points and action plan that follow:

Summary Facts:

- 1) The Administration of Justice (AJ) program is a multi-disciplinary Bachelor of Arts Program, created in 1991. It is currently housed in the Political Science Department.
- 2) The AJ program is led by a program coordinator (Katherine Young), who is appointed by the dean of CAS on the basis of the recommendation from the chair of POLS.
- 3) The AJ does not have its own operating budget; resources are drawn from the POLS Department budget and the Social Sciences Division budget.
- 4) The AJ program does not its own designated faculty. Faculty from POLS, SOC, PHIL, PSY, GEOG, HIST, KES, ANTH, and WS teach courses in their respective departments that contribute to the AJ Program.
- 5) The AJ program is a 2+2 program, currently requiring students to take one course (AJ 101) at Hawaii Community College.
- 6) Over an eight year period (Fall 2008 to Fall 2015), the AJ program averaged 103 majors per year, and has shown an increase from a low of 68 majors in 2008, to its current level of 126 majors in 2015. In that same time period, the AJ program has averaged 17 graduates per year,
- 7) The AJ program currently has a four-year retention rate of 37%, compared to the Social Sciences Division average of 52% and the CAS average of 49%.

External Reviewer's Recommendations:

- 1) Survey and track AJ Program graduates to inform curriculum development, potentially focused on the niche of leadership in administration of justice.
- 2) Community needs assessment to inform curriculum development in appropriate fields.

- 3) Keep AJ program housed in POLS given the success of the program since being moved there, and the positive stewardship of the POLS faculty.
- 4) Consider forming an advisory council consisting of faculty, a student representative, and identified significant community members in appropriate professions. The Advisory council might recommend curriculum development to the program coordinator based on the data survey discussed above; help guide institutional research for tracking graduates in compliance with coming new federal regulations; assist in developing community relationships that benefit program students (internships, placement, etc.).
- 5) Provide university support for community college outreach to recruit students for the program.
- 6) Respond to assessment data indicating an emphasis on providing writing assistance to students in the program as needed.
- 7) Intentionally develop an academic culture in the program through co- and extracurricular activities that engage students and promote best practices for retention.
- 8) Develop an internship program appropriate to promoting student/graduate success.
- 9) More institution support for data needed to manage the program.
- 10) Institutional support for website management.

Commitments

The AJ program agrees to:

- 1) Conduct focus-group interviews with AJ alumni to discover what kinds of jobs graduates have and where they are working. These data should provide the AJ program with guidance in curriculum development, as well as program growth and future development.
- 2) Conduct a community needs survey to assess the gap between where the AJ program's curriculum is now, and where it needs to be in the future to prepare students for employment and best serve the community.
- 3) Remain in the Political Science Department for the 2015-16 academic year until data from the focus-group interviews and community needs survey are obtained to inform the decision of whether to create a stand-alone AJ major.
- 4) Create an advisory group consisting of interested faculty whose course(s) currently support the AJ major. As more data become available, adjustments can be made to the composition of the advisory group. The purpose of this group will be to provide guidance to the Coordinator of the AJ program in the areas of program and curriculum development. The

committee should also advise the CAS Dean if a new nomination process is established after the Spring 2016 data analysis.

5) Update and maintain the AJ program's brochure and website.

Administration agrees to:

1. Continue to dialogue and work out details to implement a 2 + 2 articulated program with Hawaii Community College's AJ program by the end of Spring 2016 (CAS Dean's Office / Social Sciences Division / VCAA's Office)
2. Pay for the new AJ program brochures (CAS Dean's Office).
3. Pay to update the AJ website (Social Sciences Division / CAS Dean's Office).
4. Provide AJ with its own operational budget (Social Sciences Division / CAS Dean's Office)
5. Consider a new faculty position that would support both the AJ programs, as well as other related programs in CAS (e.g., POLS, SOC, GWS, etc.). This consideration is contingent upon the availability of funding and robust enrollments in the POLS and Administration of Justice programs (CAS Dean's Office / VCAA's Office).

Program Approvals:

Katherine Young, Coordinator (POLS)



Sarah Marusek (POLS)



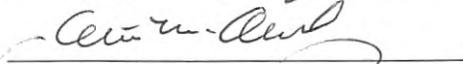
Todd Belt (POLS)



Enbao Wang (POLS)



Su-mi Lee (POLS)



Alton Okinaka (SOC)



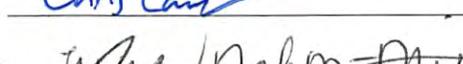
Marilyn Brown (SOC)



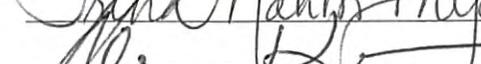
Celia Bardwell-Jones (PHIL) *gws*



Chris Lauer (PHIL)



Trina Nahm-Mijo (HCC)



Donnalyn Napua Kalei (HCC)

Napua



Administration Approvals:

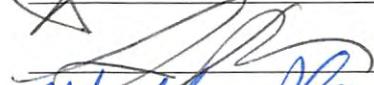
Thom Curtis, Social Sciences Division Chair

 1/13/16

Randy Hirokawa, CAS Dean

 1-8-16

Susan Brown, CAS Associate Dean

 1-29-16

Matthew Platz, VCAA

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