

PROGRAM PROPOSAL FORM

XX Preliminary Approval – Check here when using this form for preliminary approval of a program proposal, and respond to the items in general terms.

☐ **Final Approval** – Check here when completing this form after the Vice President for Instruction has given preliminary approval to a program proposal. For final approval, complete information must be provided for each item.

Program Name: Division and Department: Type of Award: Effective Term/Year: Initiator:	POLICE ACADEMY MNB ☐ AA ☐ AS ☐ AAS XX Cert. ☐ Adv. Cert. ☐ Post-Assoc. Cert. ☐ Cert. of Comp. FALL 2008 John Atkinson, Professional Faculty 		Program Code: CTPA CIP Code: 43.0107
Program Features Program's purpose and its goals. Criteria for entry into the program, along with projected enrollment figures. Connection to other WCC programs, as well as accrediting agencies or professional organizations. Special features of the program.	Students complete CJT 221 in preparation for the MCOLES certification examination to become sworn police officers in the state of Michigan. This certificate program is tied to the Criminal Justice – Law Enforcement AAS degree. Admission criteria are the same as those needed to enroll in CJT 221.		
Need Need for the program with evidence to support the stated need.	Currently exists. Creating a certificate program.		
Program Outcomes/Assessment State the knowledge to be gained, skills to be learned, and attitudes to be developed by students in the program. Include assessment methods that will be used to determine the effectiveness of the program.	<u>Outcomes</u> 1. Apply the knowledge and skills required for the M.C.O.L.E.S. police officer certification examination.	<u>Assessment method</u> 1. The M.C.O.L.E.S. police officer certification examination.	

Please return completed form to the Office of Curriculum & Assessment and email an electronic copy to sjohn@wccnet.edu for posting on the website.

Curriculum List the courses in the program as they should appear in the catalog. List minimum credits required. Include any notes that should appear below the course list.	CJT 221		
Budget Specify program costs in the following areas, per academic year:		START-UP COSTS	ONGOING COSTS
	Faculty	\$.	Operating under a
	Training/Travel	.	current budget.
	Materials/Resources	.	.
	Facilities/Equipment	.	.
	Other	.	.
	TOTALS:	\$ 0.00	\$ 0.00
Program Description for Catalog and Web site	The successful completion of this program is mandatory for anyone seeking law enforcement licensing in the State of Michigan. The Michigan Commission on Law Enforcement Standards (MCOLES) and the WCC Police Academy Advisory Committee have created the course content. The WCC Student Handbook, the MCOLES Policy and Procedure Manual, and the WCC Police Academy Daily Rules and Regulations will govern student conduct. The police academy is structured as an adult learning experience, and will require significant self-discipline on the part of the student. Teamwork is required. Just as a sworn law enforcement officers operate under a code of honor which requires them to be above reproach in ethics and behavior, students will also be held to this same standard. MCOLES pre-enrollment is a co-requisite of this course. Prospective students should review the "Selection and Employment Standards for Michigan Law Enforcement Officers" on the MCOLES website (mcoles.org).		
Program Information	Accreditation/Licensure - Michigan Commission on Law Enforcement Standards (M.C.O.L.E.S.) Advisors - Ralph Galvin, Police Academy Director Advisory Committee - YES Admission requirements - Same (listed in catalog) Articulation agreements - None Continuing eligibility requirements - None		

Assessment plan:

Program outcomes to be assessed	Assessment tool	When assessment will take place	Courses/other populations	Number students to be assessed
Application of the knowledge and skills required of students seeking M.C.O.L.E.S. certification as police officers	M.C.O.L.E.S. certification examination	Every three years beginning in January, 2009	CJT 221	All students who took the M.C.O.L.E.S. certification examination in the preceding three calendar years. (40-50 students per year.)

Scoring and analysis plan:

1. Indicate how the above assessment(s) will be scored and evaluated (e.g. departmentally developed rubric, external evaluation, other). Attach the rubric.

At the end of each semester, the police academy director is advised by M.C.O.L.E.S. of how many police academy students completing CJT 221 passed the M.C.O.L.E.S. police officer certification examination. M.C.O.L.E.S. also reports the areas of deficiency for those students who fail the test. They do not give any feedback on students who pass.

A record of the number of students taking the examination will be maintained, along with any failures. In addition, a record will be kept of the areas in which any failing students were deficient.

2. Indicate the standard of success to be used for this assessment.

An eighty five percent (85%) or better passing rate on the first attempt.

3. Indicate who will score and analyze the data.

The academy director along with the professional faculty member responsible for CJT 221.

4. Explain how and when the assessment results will be used for program improvement.

Immediately after compiling the data for the three year report, the academy director will meet with the full-time and part-time faculty that provided instruction for any areas identified by M.C.O.L.E.S. in which failing students were deficient. The director will review the M.C.O.L.E.S. learning objectives with the faculty to insure that all the materials are being adequately covered in class, and will also discuss with them ways to improve the delivery of the subject matter.

REVIEWER	PRINT NAME	SIGNATURE	DATE
POLICE ACADEMY Director Department Chair/Area Director	RALPH GALVIN	<i>Ralph Galvin</i>	01-24-08
Dean	Martha A. Snow-Her	<i>Martha Snow-Her</i>	JAN 28 2008
Vice President for Instruction ☐ Approved for Development ☒ Final Approval		<i>Roger M. Foley</i>	2/11/08
President		<i>Paul Whitworth</i>	4/26/08
Board Approval			

for logged 1/29/08 sig' 2/26/08 h

Program Information Report**School of Criminal Justice and Law Enforcement****Police Academy (CTPA)****Certificate****Program Effective Term: Fall 2008**

The successful completion of this program is mandatory for anyone seeking law enforcement licensing in the state of Michigan. The Michigan Commission on Law Enforcement Standards (MCOLES) and the WCC Police Academy Advisory Committee have created the course content. The WCC Student Handbook, the MCOLES Policy and Procedure Manual, and the WCC Police Academy Daily Rules and Regulations will govern student conduct. The police academy is structured as an adult learning experience, and will require significant self-discipline on the part of the student. Teamwork is required. Just as sworn law enforcement officers operate under a code of honor which requires them to be above reproach in ethics and behavior, students will also be held to this same standard. MCOLES pre-enrollment is a corequisite of this course. Prospective students should review the "Selection and Employment Standards for Michigan Law Enforcement Officers" on the MCOLES Web site (mcoles.org).

Major/Area Requirements	(16 credits)
CJT 221 Law Enforcement Training	16

Minimum Credits Required for the Program:	16
--	-----------