

# West Hills College Lemoore

## **Program Title: Correctional Rehabilitation Certificate of Achievement**

Title of proposed program: Correctional Rehabilitation Certificate of Achievement

Contact Person: James Preston/Douglas Snell

Title: Dean of Educational Services/AOJ Instructor

Phone number: 559-925-3146

Email address: jamespreston@whccd.edu

Projected start date: Fall 2017

Type of change requested: Add new Major or Area of Emphasis

Projected annual completers: 40

Units for degree major or area of emphasis: 24 units

Total units for certificate: 24 units

### **Criteria A: Appropriateness to Mission**

#### **1. Program Goals and Objectives**

The Correctional Rehabilitation Certificate of Achievement prepares students for the workforce through the acquisition of key entry-level and promotional skills required for success in a Correctional Rehabilitation setting. Students will also acquire experience working in teams and will learn to communicate effectively with other correctional workers and offenders. The curriculum prepares students for several job titles including correctional officer, supervisor, and office or administrative support workers. Program level outcomes include the following:

- Demonstrate an understanding of the history of corrections and rehabilitation and the relationship between the criminal justice and corrections subsystem
- Demonstrate an understanding of the roles and responsibilities relative to the supervision and control of inmates in local, state and federal correctional institutions
- Demonstrate the ability to communicate effectively in a correctional setting to include verbal and written communications or reports
- Demonstrate an understanding of the doctrines of criminal liability in the United States and the classification of crimes against persons, property, morals, and public welfare
- Demonstrate an understanding of the legal and historical framework, concepts and precedents that guide correctional practice in the United States
- Demonstrate an understanding of the techniques of interviewing and counseling available to practitioners in corrections
- Demonstrate understanding of the processes of Risk and Needs assessments relative to correctional clients

#### **2. Catalog Description**

The Correctional Rehabilitation Certificate guides students toward successful employment in a correctional law enforcement agency. The certificate of achievement for correctional workers, developed in conjunction with local and state agencies, provides students with a broad range of correctional skills and competencies which promote success in a variety of correctional settings. The certificate ensures correctional workers understand the history of correctional rehabilitation, the relationship between correctional and other law enforcement agencies and the complex legal environment of the corrections worker. Students will understand the role of risk and needs assessments in developing treatment programs for correctional clients. Students who complete the certificate will be ready for the workforce and the certificate provides a stepping stone to continue their education and complete an A.A. in Administration of Justice or Corrections.

### 3. Program Requirements

Course Dept./Number	Course Title	Units
AOJ 3	Introduction to Corrections	3.0
AOJ 4	Control and Supervision of Inmates	3.0
AOJ 12	Written Criminal Justice Communications	3.0
ENG 51A or Higher	Introduction to Communication Skills	3.0
AOJ 20	Criminal Law	3.0
COM 1	Elements of Public Speaking	3.0
AOJ 7	Legal Aspects of Corrections	3.0
AOJ 6	Correctional Interviewing and Counseling	3.0
	Total Units	24.0

### 4. Background and Rationale

The Correctional Rehabilitation Certificate is a correctional treatment program designed with faculty involvement to prepare students for entry-level and supervisory jobs and to inform correctional law enforcement agencies of the rich capabilities that exist at every California Community College campus. This pathway utilizes existing academic programs and courses.

The pathway represents a set of skills in demand by correctional agencies throughout the state based upon interviews with agency management and cross-referenced with advisory groups and other Labor Market Information. The certificate incorporates historic and law enforcement agency structural relationships, oral and written communication skills, legal considerations and critical classification and treatment skills.

Advantages to law enforcement agencies are to have a known skill set detailed and communicated consistently across the state. The advantage to students, who need employment sooner rather than later, is a clear and definitive pathway that improves employment and performance outcomes and prepares student/employees for promotional pathways.

## Criteria B: Need for Program

### 5. Enrollment and Completer Projections

		Year 1		Year 2	
CB01: Course Department Number	CBO2: Course Title	Annual Sections	Annual Enrollment Total	Annual Sections	Annual Enrollment Total
AOJ 3	Introduction to Corrections	1	40	1	40
AOJ 4	Control and Supervision of Inmates	1	40	1	40
AOJ 12	Written Criminal Justice Communications	1	40	1	40
ENG 51A	Introduction to Communication Skills	1	40	1	40
AOJ 20	Criminal Law	1	40	1	40
COM 1	Elements of Public Speaking	1	40	1	40
AOJ 6	Correctional Interviewing and Counseling	1	40	1	40
AOJ 7	Legal Aspects of Corrections	1	40	1	40

### 6. Place of Program in Curriculum/Similar Programs

The college currently has A.A. and A.S. degree in Administration of Justice / Corrections. The new Correctional Rehabilitation certificate is part of a continuum of offerings which may lead the student to an A.A. or A.S. degree and eventually to upper division or graduate course work. The Correctional Rehabilitation certificate has the support of the local CTE advisory committee and meets growing demand a variety of office jobs in the college's service area and across California.

### 7. Similar Programs at Other Colleges in Service Area

The Correctional Rehabilitation certificate is offered in various formats at numerous colleges throughout the region and the state to meet the high demand in this field. Although there are other similar programs in the region, the labor market data in the region and the ability to use the skills acquired in this certificate program outside of the region make it a needed and marketable certificate. This program provides additional instruction in written and oral communication critical for success as a correctional worker.

### 8. Labor Market Information and Analysis (CTE only)

#### Attachment Required: Labor Market Information & Analysis (CTE only)

The growth rates in this area reflect job growth rate for the area and reinforces the need for a program that prepares students for this occupation. Furthermore, students often travel outside the Central San Joaquin Valley to gain employment and have access to employment outside the region. The California Department of Corrections and Rehabilitation is the second largest law enforcement agencies in the

United States and employs more than 60,000 people in dozens of classifications. The employment market also includes federal correctional facilities as well as county jails and probation departments in all 58 of California’s counties. Correctional Officers and Jailers were most recently listed in the August 2016 report on the “Top 100 Occupations in the Central Valley/Mother Lode Region” that was published by the Centers of Excellence and showed a 6% growth in the next 5 years and 518 annual openings.



**Top 100 Occupations in the Central Valley/Mother Lode Region**  
by annual job openings and hourly wages

August 2016

Occupation	2015 Jobs	5-Year Job Change	5-Year % Change	Annual Openings	Entry-level Wages	Experienced Wages	Typical Entry Level Education
Registered Nurses	25,124	3,709	15%	1,401	\$30.09	\$41.58	Bachelor's degree
Heavy and Tractor-Trailer Truck Drivers	30,280	3,343	11%	1,240	\$13.39	\$19.06	Postsecondary nondegree award
Home Health Aides	5,235	2,656	51%	692	\$8.92	\$10.72	No formal educational credential
Nursing Assistants	12,448	1,890	15%	688	\$9.64	\$12.21	Postsecondary nondegree award
Customer Service Representatives	13,237	1,774	13%	710	\$10.80	\$15.72	High school diploma or equivalent
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	20,729	1,281	6%	494	\$10.47	\$16.26	High school diploma or equivalent
Teacher Assistants	17,286	1,263	7%	704	\$10.08	\$13.65	Some college, no degree
First-Line Supervisors of Retail Sales Workers	15,132	1,213	8%	664	\$11.55	\$16.46	High school diploma or equivalent
First-Line Supervisors of Food Preparation and Serving Workers	8,198	1,198	15%	509	\$9.67	\$13.15	High school diploma or equivalent
Medical Assistants	9,021	1,136	13%	434	\$10.16	\$14.20	Postsecondary nondegree award
First-Line Supervisors of Office and Administrative Support Workers	13,341	1,111	8%	438	\$15.21	\$23.35	High school diploma or equivalent
Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	10,117	1,066	11%	453	\$13.19	\$25.82	High school diploma or equivalent
Maintenance and Repair Workers, General	14,139	1,040	7%	603	\$10.49	\$17.94	High school diploma or equivalent
Social and Human Service Assistants	5,685	989	17%	323	\$9.69	\$15.02	High school diploma or equivalent
Licensed Practical and Licensed Vocational Nurses	6,093	914	15%	376	\$18.21	\$23.65	Postsecondary nondegree award
Correctional Officers and Jailers	12,741	757	6%	518	\$26.83	\$40.24	High school diploma or equivalent

**9. Employer Survey (CTE only)**

**Attachment Required: Employer Survey (CTE only)**

Faculty does not believe a survey is needed as labor market data indicates a demand for employees with these skill sets. Valuable input was gathered from industry partners in recent advisory committee meetings and in collaboration with industry partners.

#### **10. Explanation of Employer Relationship (CTE only)**

The Correctional Rehabilitation Certificate of Achievement follows Title 5, section 51006 requirements and is not designed exclusively for individuals already employed by a specific employer. This program is available to all interested students who are interested in entering into the Correctional Rehabilitation field and also to individuals who are currently working in the field. Through the advisory committee, faculty contacts with industry, and through current part-time faculty who are working in the Correctional Rehabilitation field the college is developing relationships with multiple agencies and professionals within the area to develop relationships for job preparation and placement.

#### **11. List of Members of Advisory Committee (CTE only)**

David Rengh-West Hills College Lemoore-CIS Instructor

Sean Reil-West Hills College Lemoore-Vocational Instructional Aide

Teresa Quilici-West Hills College Lemoore-Counselor

Miguel & Mikayla Reyes-Quesadilla Gorilla-Owners

Larry Orth-West Hills College Lemoore-AOJ Adjunct

Doug Snell-Department of Corrections and West Hills College Lemoore-AOJ Adjunct

Eric Anderson-West Hills College Lemoore-AOJ Adjunct

Kathy Defede-West Hills College Director of Health Careers

Debbie Muro- LUHSD- Superintendent

James Preston-West Hills College Lemoore- Dean of Educational Services

Naomi Popoff-United Health Centers-Volunteer Program Manager

Santiago Rodriguez-Toshiko's-Floor Manager

Amy Babb-West hills College Lemoore-Hospitality Adjunct

David Rengh-West Hills College Lemoore-CIS Instructor

Kathlene Brookshire-Kings County Human Service-ETW

Maribel Guzman- Kings County Human Service-ETW

Xuchitl Rodriguez- Kings County Human Service-ETW

Giselle Simon- West Hills College Lemoore Career Pathways Director

Dave Bolt-West Hills College Lemoore- Vice President of Educational Services

April Betterson-West Hills College Lemoore-Academic Advisor

Jennifer Cadena-West Hills College Lemoore-Advisor

Maria Gonzales-West Hills College Lemoore-Counselor

Angela Barginear-West Hills College Lemoore- Career Tech

Brian Kron-West Hills College Lemoore-Business/CIS Instructor

Christian Raia-West Hills College Lemoore-Culinary/HRCM Instructor

Christopher Leach-Kern Medical Center-IT Manager

Diana Schartz-West Hills College Lemoore-Vocational Instructional Aide Business

**12. Recommendation of Advisory Committee (CTE only)**

During the CTE learning area advisory committee meeting in November 2016 the Correctional Rehabilitation certificate of achievement was discussed and approved. This certificate will be beneficial to the students because it will prepare them for the testing requirements to enter the field and provide additional knowledge and skills for those who are currently in the field. The new certificate is designed with courses that are stackable so that students and professionals can continue their studies to achieve higher level certificates and degrees.

**Attachment Required: CTE Advisory Committee Approval Meeting Minutes (CTE only) Attached**

**Criteria C. Curriculum Standards**

**Narrative Items #13 - 14**

**13. Display of Proposed Sequence**

The initial offering of the Correctional Rehabilitation certificate of achievement will be in an academy format with cohort classes which encourage co-enrollment in all of the courses in the program. The students will take classes on a two-day a week schedule with hybrid campus/online course work. If the students follow the recommended pathway they can complete the certificate in two semesters.

Course Dept./Number	Course Title	Units
AOJ 3	Introduction to Corrections	3.0
AOJ 4	Control and Supervision in Corrections	3.0
AOJ 12	Written Criminal Justice Communications	3.0
ENG 51A	Introduction to Communication Skills	3.0
AOJ 6	Correctional Interviewing and Counseling	3.0
Com 1	Elements of Public Speaking	3.0
AOJ 20	Criminal Law	3.0
AOJ 7	Legal Aspects of Corrections	3.0
	Total Units	24.0

**Course Sequence**

AOJ 3: Introduction to Corrections.....Fall Semester 1<sup>st</sup> Nine Weeks

AOJ 4: Control and Supervision in Corrections .....Fall Semester 2<sup>nd</sup> Nine Weeks

AOJ 12: Written Criminal Justice Communications .....Fall Semester (Online)

ENG 51A: Introduction to Communication Skills .....Fall semester

AJ 6: Correctional Interviewing and Counseling .....Spring Semester 1<sup>st</sup> Nine Weeks  
COM 1: Elements of Public Speaking .....Spring Semester  
AJ 20: Criminal Law .....Spring Semester (Online)  
AJ 7: Legal Aspects of Corrections .....Spring Semester 2<sup>nd</sup> Nine Weeks

**14. Transfer Applicability (if applicable)**

Courses in this certificate program are transferable and applicable to an AA/AS in Law Enforcement and Corrections.

**Criteria D. Adequate Resources**

**Narrative Items #15 – 18**

**15. Library and Learning Resources Plan**

No additional library and learning resources will be required beyond the college’s current resources.

**16. Facilities and Equipment Plan**

No additional facilities and equipment resources will be required beyond the college’s current resources.

**17. Financial Support Plan**

No additional financial support resources will be required beyond the college’s current resources.

**18. Faculty Qualifications and Availability**

No new faculty will be needed, and no additional costs will be incurred. All of the faculty that will teach in this program meet the State minimum qualifications and possess knowledge and experience in this program area.

**Criteria E. Compliance**

**Narrative Items #19 - 21**

**19. Based on Model Curriculum (if applicable)**

N/A

**20. Licensing or Accreditation Standards**

There are no licensing or accrediting standards that apply to this program. No additional student selection criteria is required, this program complies with California Code of Regulations, title 5 section 55201 and 58106.

**21. Student Selection and Fees**

There are no additional fees required beyond those identified in California Education Code section 76300.