**Unit Strategic Plan**

**2015-2017**

**Name of Program/Department: Criminal Justice / Law Enforcement**

**Mission Statement:**

The Criminal Justice Department contributes to the fulfillment of the college’s mission by offering quality undergraduate education that enables students to complete Associate Degrees in Criminal Justice and/or Associate in Applied Science Degrees and Certificates in Law Enforcement. It is a comprehensive professional and career program that enriches intellectual, political, cultural and civic dialogue and understanding through its diversified curriculum.

The department will:

* meet the educational needs of students planning to transfer to universities
* prepare students considering criminal justice careers
* provide education for students employed in the field who are seeking advanced education
* provide access to instruction through traditional and distance learning modes of delivery
* evaluate courses for relevancy
* ensure a professional and knowledgeable faculty

***Accessibility:*** There are day and evening classes each semester at Jefferson and Shelby campuses. There is a minimum of 4 online classes per semester and exams are given at both sites with day and evening options for midterms and finals. It is expected that as more Internet courses are developed and offered, enrollment should continue to increase due to increased accessibility.

Distribution of class offerings between Jefferson and Shelby Campuses from Fall 2013 through Summer2014 were equal with 17 sections each.

Future plans include offering introductory classes at the St. Clair and Clanton sites as well as more online courses being developed and offered.

***Headcount Enrollment by Current Umbrella CIP program and Award Sought:***

Fall 2014 – Summer 2015

43.0107 Law Enforcement (AAS) 141

T061 Criminal Justice (AS) 229

* More students are opting for the transfer degree with plans to seek a BS degree.

***Program Viability 43.0101 Law Enforcement (AAS) – continues to exceed state requirement***

Summer 2012 - Summer 2013 - Summer 2014 -

Spring 2013 Spring 2014 Spring 2015

43 69 34

***Three year average = 48.7***

***Productivity – Credit Hour Production***

Fall 2013 – Summer 2014

Jefferson Campus 17 sections 639 hours

Shelby Campus 17 sections 732 hours

Total 1371 hours

* One full-time faculty working on 50/50 FT to PT ratio.

***Program Review Data Summer 2014 – Spring 2015 (most recent data)***

Graduates/Leavers Employed in Field 39%

In Progress 21% enrolled in 4-year college and/or

(%s overlap since both may apply) 28% employed out of field

Status Unknown 23%

**Internal Conditions:**

1. **Technology**

Classrooms at the Shelby campus are sufficiently equipped. Classrooms at the Jefferson campus have not always been adequately equipped but classes have been successfully moved to rooms with required technology.

1. **Budget**

The budget for office and classroom supplies is sufficient. Since this is primarily a social and behavioral curriculum with very few instances of “skills” being taught, there is seldom a need for special supplies or equipment. Funding for professional development meets the program’s needs.

1. **Staffing**

Enrollment has remained consistent with no statistically significant changes. As previously noted, this has been accomplished with one full-time faculty, the program coordinator, and part-time and/or adjunct faculty hired as needed. Considering the high percentage of credit hour production by Criminal Justice – Law Enforcement compared to other programs with similar credit hour production that have multiple full-time faculty, as well as the high percentage oftransfer students generated by the Criminal Justice – Law Enforcement Department, adding another full-time instructor would be beneficial in the following ways:

* increase the number of part-time instructors (full-time/part-time ratio), thereby, increasing class offerings
* enhance the flexibility of class schedules
* offer the 8 Criminal Justice (CRJ) AAS in Law Enforcement “major requirement” courses more often
* allow the program coordinator time to develop additional online courses
* provide more time for marketing the program, speaking to high school students, etc.
* grow the program

A part-time L19 instructor level position was approved and a person was hired in August 2015. This is expected to benefit the program and its students in the ways noted above.

Two full-time office managers housed at the Jefferson Campus are available to assist the program as needed. These office managers support this program as well as other programs housed in the Center for Professional, Career and Technical Education.

1. **Resources**

State (Alabama Council on Crime and Delinquency) and regional (Southern States Correctional Association) annual conferences provide essential training for faculty to stay abreast of a wide range of issues such as public policy and legal changes in the system, administrative/managerial trends, investigations, supervision of offenders, rehabilitation efforts, budgeting constraints, etc. Moreover, these venues provide excellent networking opportunities not only for occupations to relate back to students but also to assess successful justice-related strategies used in other districts and jurisdictions. Funding has been sufficient for program full-time faculty to attend and participate in conferences. As noted above, the program has adequate resources; however, it would greatly benefit the program to have an additional full-time faculty member.

1. **Enrollment**

Enrollment remains consistent in both the AAS in Law Enforcement and the AS in Criminal Justice averaging between 150 and 200 students in fall and spring semesters

1. **Facilities**

The program has access to campus facilities including classroom space that are sufficient to meet the program’s needs. The program coordinator has private office space located in the George Layton Building on the Jefferson Campus, and has access to office space at the Shelby Campus in General Studies Building, room 216A, adjunct offices.

**External Conditions (such as state funding, accrediting agencies, advisory committees, postsecondary policy changes):**

There is no accrediting body for academic criminal justice programs. Various criminal justice and law enforcement agencies have their own training and certifying entities, i.e. Alabama Peace Officers Standards and Training Commission (APOSTC), Alabama Board of Pardons and Paroles, Alabama Department of Corrections, FBI, ATF, DEA, US Probation, etc. This is an academic program that enhances practitioner education but does not certify students as “law enforcement” officers. Many students pursue higher education in justice sciences, law and other related areas. Jefferson State does, however, offer certification for Crime Scene Investigators who complete the Crime Scene Investigation program. These students are, by and large, already working in law enforcement and are being sponsored by their agencies.

The Criminal Justice-Law Enforcement Advisory Committee is comprised of upper management and professionals from local and state agencies as well as private companies, including the Birmingham Police Department; Jefferson, Shelby and Blount County Sheriffs Departments; City Action Partnership, Alabama Peace Officers Standards and Training Commission, and Security Engineers, Inc. The committee meets at least once per year and provides useful feedback on educational and training needs, current job market information as well as constructive suggestions for improving the program.

Board of Trustees: The Alabama Community College System has a new Board of Trustees that was appointed by the Governor and confirmed by the senate on May 27, 2015. New policies may be developed that may reflect changes within the program.

**2013-2014 Accomplishments:**

* Continued coordination with Jefferson State’s Director of Safety and Security to schedule Crime Scene Investigation classes and in-service training for officers
* Provided specifically designated advising sessions to Crime Scene Investigation students between their training and classes
* Program Coordinator spoke to Pell City High School Safety Program students
* Improved student tracking with the assistance of L19 Career and Technical Administrative Specialist/Liaison
* Worked with students transferring in from private universities who required more accurate career advising and degree direction
* Referred students to the “3 degrees in 5 years” plan with the University of Alabama at Birmingham, Justice Sciences Depart

**2014-2015 Accomplishments:**

* Hired L19 Instructor/Assistant, Criminal Justice/Law Enforcement to assist the Program primarily with instruction, online course development, program and course assessment, and marketing/recruitment.
* Program Coordinator spoke on campus security and community safety panels.
* Program Coordinator spoke to Pell City High School Safety Program students
* Continued coordination with Jefferson State’s Director of Safety and Security to schedule Crime Scene Investigation classes and in-service training for officers
* Provided specifically designated advising sessions to Crime Scene Investigation students between their training and classes
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**Unit Goals (2015-2016):**

**Goal 1: Maintain up-to-date curriculum and courses to prepare students for employment, advancements in employment, or continuing their education at four-year institutions**

**Program Outcome #3: At least 75% of graduates returning surveys indicate employment in field or a related field, or current enrollment in a 4 year degree program.**

1. Objectives
	1. Review course competencies on an annual basis and revise as necessary based on input from faculty, graduates, employers, and/or advisory committee members.
	2. Review curriculum on an annual basis with input from faculty, employers, former graduates and/or advisory committee members. Recommended changes will be presented to and approved by the department faculty as well as the college’s curriculum committee.
	3. Work with newly hired L19 to develop and offer more Internet courses.
2. Method of Assessment
	1. Assessment of course competencies and the curriculum will be considered met based on the judgment of the faculty and advisory committee members.
3. Additional Funding Requests
	1. Funding to hold annual advisory committee meeting: approximately $150
	2. Funding related to faculty compensation for online course development at current rate paid by the college

**Goal 2: Provide facultyprofessional development to enhance instruction and maintain program quality**

**Program Outcome #2: Graduates will report an 80% satisfaction with educational preparation.**

1. Objective
2. Ensure that program faculty stay abreast of relevant issues, recent developments, current trends, changes affecting the system, and job market trends
3. Method of Assessment
4. Faculty Individual Action Plans (IAP)
5. Attend Criminal Justice-Law Enforcement related professional development
6. Additional Funding Requests
7. Estimated costs to attend state and regional conferences $2000.00

($500.00 for state conference and $1500 for regional conference)

**Goal 3: Continue to improve program advising**

**Program Outcome #1: Graduation rates will exceed state viability requirements.**

1. Objective
2. Review, revise, and update program advising material as needed and distribute to students
3. Collaborate with Enrollment Services, advisors, faculty and administrators to more efficiently advise students
4. Method of Assessment
5. Advising material revised, updated and distributed in CRJ classes and placed in key locations during registration period
6. Additional Funding Requests

Estimated costs: $500.00 printing costs of advising material

**Unit Goals (2016-2017):**

**Goal 1: Maintain up-to-date curriculum and courses to prepare students for employment, advancements in employment, or continuing their education at four-year institutions**

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2. Method of Assessment
	1. Assessment of course competencies and the curriculum will be considered met based on the judgment of the faculty and advisory committee members.
3. Additional Funding Requests
	1. Funding to hold annual advisory committee meeting: approximately $150

**Goal 2: Continue professional and program development**

***Program Outcome #2: Graduates will report an 80% satisfaction with educational preparation.***

1. Objective
2. Ensure that program faculty stay abreast of relevant issues, recent developments, current trends, changes affecting the system, and job market trends
3. Method of Assessment
4. Faculty Individual Action Plans (IAP)
5. Attend Criminal Justice-Law Enforcement related professional development
6. Additional Funding Requests

a. Estimated costs to attend state and regional conferences $2000.00

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