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| jscc logo | **Goal Progress Report** |
| **Program:** | **Funeral Service Education**  | **Report period:** | **2019-2020** |

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| **What has your unit accomplished from the goals you proposed in the first year of your most recent Strategic Plan?**  |
| **Goals** | **Request & Justification/Resources** | **Goal Progress** | **Strategies Implemented & Follow-up** |
| Keep abreast of changes and trends in the Funeral Service Education (FSE) profession to improve classroom instruction | 1. Maintain membership in associations and pay accreditation fees -
2. Participate in professional development by attending meetings and relevant conferences
3. Enhance and improve classroom instruction
4. Network and establish relationships to promote the program
5. Faculty hold leadership positions within organizations
6. Pay accreditation visit fees, transportation, food and lodging, etc.

The FSE Program will request that all accreditation fee, membership fees, all meetings and professional development be paid.  | Faculty actively participates in FSE associations and professional development. This goal was met by the FSE Program, all meeting and memberships were paid.  | Pay institutional membership fees:1. National Funeral Directors & Mortician Association (NFDMA) / Alabama Funeral Directors & Mortician Association (AFDMA) Membership @ estimated cost of $650.00
2. Alabama Funeral Directors Association (AFDA) Membership @ estimated cost of $255.00
3. American Board of Funeral Service Education (ABFSE) Membership & accreditation fee @ $7,500.00
4. University of Mortuary Science Education Association (UMSEA) Membership @ estimated cost of $275.00
5. Purchase The Red Book Advertising - $260.00
6. Annual expense to attend ABFSE meeting for two faculty (ABFSE & AFDA’s Mid-Winter Meeting) @ estimated cost of $4,500.00
7. Continuing Education Provider from the Alabama Board of Funeral Service @ $250.00
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| Comply with the American Board of Funeral Service Education (ABFSE) Standard 5.4.6.i and all standards for the Funeral Service Education (FSE) Program.  | 1. Made the appropriate visits to Funeral Homes (FH) for students completing FSE 228 – Internship course.
 | Faculty or FSE Representative visit each FH where students are employed100% of sites were visited by Faculty or appropriate FSE Representatives. This goal was met.  | Faculty or appropriate FSE Representatives travel to off-site locations to comply with ABFSE Standard 5.4.6.i at estimated cost of $600.00 within the state of Alabama.Contract with FSE Representative to assist program faculty, as needed, to conduct site visits to comply with ABFSE Standard 5.4.6.i Currently the program has out of state students enrolled from Alabama, Florida, Mississippi, Tennessee and Georgia. Pay stipend of up to $100.00 to FSE Representative, if necessary |
| Make adjustments as necessary to National Board Examination (NBE) Improvement Plan for improved results | Implemented in the course, FSE 230 – Comprehensive Review and to help students with subject content before completing the NBE and take the Practice National Board Examination (PNBE), if they afford it.  | The FSE Program predicts that 70% of students will pass NBE.The FSE Program met this goal of a NBE passage rate above 70% for 2019.  | Maintain M.A.T.S. (Mortician Assessment Testing Stimulator) licensure $4,500.00 Renewal fee each year.The FSE Program met this goal of a NBE passage rate above 70% for 2019, the FSE Program will continue to seek improvement of scores.  |
| Maintain program labs, classrooms, and faculty offices with up-to date technology and adequate supplies and equipment to provide quality instruction. | Purchase lab supplies and equipment for the Restorative Arts & Embalming lab to improve student practical skills. Purchase necessary Personal Protective Equipment (PPE) and supplies for faculty FH visits, offices including software and computers | Both Faculty uses various supplies to improve instructional learning and improve practical skills. FSE 203, Embalming Instructor will order additional PPE) for embalming lab certification, standard 5.4.6 and 7.1. This goal is in progress currently.  | Annual purchase of supplies & Cosmetic for Restorative Art lab @estimated cost of $300.00 (*yearly listing to budge*t) (2020 – wax & airbrush machine)Purchase of supplies, PPE, for the instructor to complete the embalming lab certification @ $2000.00 each year.The FSE Program would like to update the classroom with new computer docking station, new proctoring software, new ceiling microphones and cameras. This would benefit the Distance Learning students and make the transition for traditional students to online classes easier. A proctoring system would be in place and students would already be familiar with software. FSE Program would need to get quotes on project from the IT Department.  |
| Maintain up-to date curriculum and courses to prepare students for the National Board Examination (NBE) and the workforce. | Continue to partner with the National Funeral Director Association (NFDA) to provide the cremation certification. Provide more continuing education seminar for state licensees and getting more expert speakers for class lectures on specific topics | The FSE students and state licensees will benefits from the information, this will better the knowledge of the students and licensees.Since the NBE is changing so much and focusing more on the textbooks. The FSE Program is trying to make sure their students receive all the knowledge from various textbooks used by the International Conference of Funeral Service Examining Board, who administers the NBE, book list. The goal is in progress.  | Purchase any additional Library resources to include textbooks, DVDs, CDs, etc. to complete the cremation course @ estimated cost $400.00. (*yearly listing to budge*t) The increase to the year budget for books, DVDs, CDs, etc. is to cover the cost with the bookstore, regarding some publishers not sending desk copies as requested.  |
| **Submission date: April 23, 2020** | **Submitted by: Venus Riley Smith** |