**Unit Goal Progress and Revisions**

**2018- 2019**

Every two years, during spring semester, programs/departments/service units are asked to develop Unit Strategic Plans. These plans need to be closely aligned with the Institutional Action Priorities, the College’s Long Range Goals, and/or the College’s strategic plan. The Strategic Plans incorporate and reflect the operation of that unit at all campuses and instructional sites. Each unit’s budget needs to reflect the fiscal implications associated with the unit’s identified goals and objectives.

Following the first year each unit submits a goal progress report and revises their unit goals for the second year.

**Name of Program/Department: Funeral Service Education**

**2017-2018 Accomplishments and Goals Progress:**

* FSE Program continued to offer a Certified Crematory Operator Program (CCO) in partnership with the National Funeral Director Association (NFDA) for up to 50 funeral service professionals at the college’s Jefferson Campus. This was a great opportunity for funeral directors to build on their current skills and talents so that they can better serve their communities and families on cremation options. This CCO Program will be offered to FSE students every year; this would allow the students the opportunity to increase job prospects and receive the CCO designation after their names, next offering will be August 2018.
* The FSE Program started its reaccreditation process for the 2018 accreditation visit. Re-accreditation visit in June 2018 was successfully. Looking forward to meeting the Committee on Accreditation in October 2018 for final results.
* The FSE Program hired a new part-time instructor, Linda Michelle Beasley, to teach the FSE 145 – Principles of Basic Accounting for the spring 2017 semester.
* The FSE Program received a new part-time instructor, DeNedra Peasant, to teach the FSE 227 – Computer Principles and Funeral Service Applications for the fall 2017 semester.
* The Alabama Board of Funeral Service changed the laws in 2017, with the changes in the law, all individuals that has completed the Certified Crematory Operator Program (CCO) via any of the organizations that offers the certification course must complete a “refresher course” to be recertified with the year of expiration. JSCC’s Advisory Board Chairperson for the FSE Program, John Purdy and the Alabama Board of Funeral Service’s Executive Director, reached out the FSE Program Coordinator, Venus Smith, to develop a “Refresher Course” for the recertification. Within two days, the Program Coordinator had the “Refresher Course” developed for half the time and cost to individuals and later implemented in the administrative code for the state of Alabama with the Alabama Board of Funeral Service. Successfully meeting in March of 2018, over 40 attendees.

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| **Goals** | **Request & Justification/Resources** | **Goal Progress** | **Strategies Implemented and Follow-Up** |
| Keep abreast of changes and trends in the Funeral Service Education 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. | 1. Faculty actively participates in FSE associations and professional development | Pay institutional membership fees:   1. NFDMA/AFDMA Membership @ estimated cost of $500.00 2. AFDA Membership @ estimated cost of $255.00 3. ABFSE Membership & accreditation fee @ estimated cost of $7,500.00 4. 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 & Mid-Winter Meeting) @ estimated cost of $4,500.00 7. Continuing Education Provider from the Alabama Board of Funeral Service @ $200.00 |
| Comply with the American Board of Funeral Service Education Standard 6.9.8 and all standards | 1. Made the appropriate visits to FH for students completing FSE 228 – Internship course | Faculty or FSE Representative visit each Funeral Home where students are employed  100% of sites visited by Faculty or appropriate FSE Representatives | 1. Faculty or appropriate FSE Representatives travel to off-site locations to comply with ABFSE Standard 6.9.8 at estimated cost of $600.00 within the state of Alabama. 2. Contract with FSE Representative to assist program faculty, as needed, to conduct site visits to comply with ABFSE Standard 6.9.8. Currently the program has out of state students enrolled from Alabama, Florida, Mississippi, Tennessee and Georgia. 3. Pay stipend of up to $100.00 to FSE Representative, if necessary |
| Make adjustments as necessary to NBE Improvement Plan for improved results | 1. Maintain pass rate of 70% or above   2. Continue to encourage students to complete the exam for subject content before completing the NBE | 70% of students will pass NBE exam | Maintain M.A.T.S. (Mortician Assessment Testing Stimulator) licensure  $4,500.00 Renewal fee for one year. |
| Maintain program labs, classrooms, and faculty offices with up-to date technology and adequate supplies and equipment to provide quality instruction. | 1. Purchase lab supplies and equipment for the Restorative Arts & Embalming lab to improve student practical skills. 2. Purchase necessary equipment and supplies for faculty offices including software and computers | Both Faculty uses various supplies to improve instructional learning and improve practical skills. | 1. Annual purchase of supplies & Cosmetic for Restorative Art lab @estimated cost of $300.00 (*yearly listing to budge*t) (new spatula, suture pads) 2. Purchase of supplies for embalming lab @ 100.00 |
| Maintain up-to date curriculum and courses to prepare students for the 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 | 70% of students will pass the Cremation Operations portion of the NBE.  The FSE students and state licensees will benefits from the information, this will better the knowledge of the students and licensees. | 1. Purchase any additional Library resources to include DVDs, CDs, etc. to complete the cremation course @ estimated cost $100.00. (*yearly listing to budge*t) |
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**Revised Unit Goals (plans for the unit for the second year of the two year plan):**

1. **Objectives – the activities through which the goal will be achieved. Each Unit Goal should have at least one objective.**
2. **Method of Assessment – how the unit will determine if the objective has been met.**
3. **Additional Funding Requests – provide an estimate of the cost of achieving the objective. Also, include a description of how these funds will be used to accomplish the objective.**

**Revised Unit Goals for 2018-2019**

* The Funeral Service Education Program will be working with the National Funeral Director Association to offer another Refresher Course, February 2019. Due to the changes in the law with the Alabama Board of Funeral Service the FSE Program would like to offer it every year, continuing education hours will be review for the seminar. This was an accomplishment for the FSE Program in 2017-2018.
* New provider fee for Continuing Education for Alabama Funeral Directors and Embalmers with the Alabama Board of Funeral Service, $250.00. This fee should be good for two years before renewing.
* New laptop computer for Program Coordinator and new desktop for full time instructor.