**Unit Strategic Plan**

**2017-2019**

**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:*** Day and evening classes are offered 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. Out of area students may use approved proctors.

Plans include offering introductory classes at the St. Clair and Clanton sites as well as more online courses. CRJ 160 Introduction to Security is now online and three others are in development. CRJ 290 Seminar in Criminal Justice/Selected Topics is also available online and is open for pending graduates who need additional hours.

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

Fall 2015 - Summer2016 = 272

C140 Law Enforcement (AAS) = 70

T061 Criminal Justice (AS) = 202

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

Summer 2013 - Summer 2014 - Summer 2015 -

Spring 2014 Spring 2015 Spring 2016

69 34 60

***Three year average = 54.33***

***Productivity – Credit Hour Production***

Fall 2014 – Summer 2015 = 1167 hours

Fall 2015 – Summer 2016 = 1113 hours

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

***Program Review Data Summer 2016 – Spring 2017***

Graduates/Leavers Employed in Field 45%

Satisfied or Very Satisfied with Program 92%

* Data from 82% response rate

**Internal Conditions:**

1. **Technology** is sufficient for the program.
2. **Budget**

Office space at Shelby Campus was requested at an estimated cost of $1800. To date, there has been no word on status of this request.

1. **Staffing**

The addition of L19 Sheila Stephens has benefited the program by providing assistance to the program coordinator in advising, new student orientations/registration, marketing and online course development. Two full-time office managers at the Jefferson Campus and one at the Shelby 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 the program coordinator to attend and participate in conferences.

1. **Enrollment**

Enrollment remains consistent 2013/14 = 233, 2014/15 = 225 and 2015/16 = 265.

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. A designated office at Shelby has been requested.

**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.

**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.
* Referred students to the “3 degrees in 5 years” plan with the University of Alabama at Birmingham, Justice Sciences Department.

**2015-2016 Accomplishments:**

* AAS Law Enforcement Degree requirements were approved to include more specific major required courses but fewer electives, total hours remained the same.
* L19 developed online section of CRJ 160 Introduction to Security that is now offered.
* Program Coordinator was guest speaker for local security groups such as Alabama Power, Alagasco, ATT, etc. via Security Engineers, Inc.
* Program Coordinator served on Campus Security hiring committee multiple times.
* Program Coordinator served as liaison and adjunct for Huntingdon College.
* Continued coordination with Jefferson State’s Director of Safety and Security to schedule Crime Scene Investigation classes and in-service training for officers.
* Continued marketing program at High School Career Fairs and speaking to High School groups during Career Days.

**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**

**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 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 enhance 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 (2017-2018):**

**Goal 1: Maintain up-to-date curriculum 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 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

**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

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

1. Objective
   1. Enhance student accessibility for meetings and advising
   2. Create more efficient work space for program coordinator and L19
2. Method of Assessment
3. Establish office space at Shelby Campus
4. Additional Funding Requests
5. Estimated costs total $1800

**Desk $ 400**

**Chair $ 200**

**Computer $1,000**

**Filing Cabinet $ 200**

* **This objective could also apply to Goal 3 since L19 will also be advising.**
* ***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. 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