**Unit Strategic Plan**

**2019-2021**

**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 the Shelby campuses and day classes offered at the Jefferson campus. There are 5 to 7 online classes per semester. Three additional online courses are in the approval phase and should be ready for spring 2020 schedule.

There are two qualified adjuncts waiting to teach at the St. Clair and Clanton sites. Recent efforts to offer a course at Clanton fell a bit short in enrollment but interest is growing and we continue to market the program in that area. CRJ 290 Seminar in Criminal Justice/Selected Topics is also available online and is open for pending graduates who need additional hours and have taken all other available electives. Plans are to offer 290 in traditional format as in the past, teaching current and relevant topics such as cyber security, homeland security, etc.

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

Fall 2017 – Summer 2018 = 233

C140 Law Enforcement (AAS) = 47

T061 Criminal Justice (AS) = 186

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

Summer 2014 - Summer 2015 - Summer 2016 -

Spring 2015 Spring 2016 Spring 2017

34 60 53

***Three year average = 49***

***Productivity – Credit Hour Production***

Fall 2016 – Summer 2017 = 537 hours

Fall 2017 – Summer 2018 = 600 hours

Fall 2018 – Summer 2019 = 702 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 64 %

Satisfied or Very Satisfied with Program 94 %

* Data from 82% response rate

**Internal Conditions:**

1. **Technology**

Shelby Campus Administrative Assistance Sandra Pugh has been advised of GSB classroom with noisy air unit and slow or faulty tech equipment. Otherwise, technology is sufficient.

1. **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. Office managers at the Jefferson and Shelby Campuses are available to assist the program. 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 with previous years above 200 and 2017/18 at 233.

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.

**2017-2018 Accomplishments:**

* Program Coordinator updated the Criminal Justice/Law Enforcement webpage.
* Program Coordinator revised the Advisory Committee section of student handbook/catalog.
* Program Coordinator served as liaison and adjunct for Huntingdon College.
* Program Coordinator served on hiring committee for campus security.
* Continued coordination with Jefferson State’s Director of Safety and Security to schedule Crime Scene Investigation classes and in-service training for officers.
* L19 and PC continued marketing program at High School Career Fairs and speaking to High School groups during Career Days.

**2018-2019 Accomplishments:**

* L19 developed online course CRJ 130 Judicial Process that is now being taught by Attorney Doug Scofield.
* L19 completed development of courses CRJ 146 Criminal Evidence, CRJ 178 Narcotics and CRJ 216 Police Organization/Administration that are in approval process.
* Program Coordinator attended Alabama Community College conference and met with other Law Enforcement/Criminal Justice Program Coordinators and faculty.
* Program Coordinator and L19 followed up with other state two-year programs to ascertain status of their AAS in Law Enforcement and/or AS in Criminal Justice degrees.
* 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 served as adjunct for Huntingdon College and helped promote the Criminal Justice partnership between HU and JSCC.

**Unit Goals (2019-2020):**

**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 also assists in new student orientations and 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

**Unit Goals (2020-2021):**

**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