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| jscc logo | **Goal Progress Report** |
| **Program:** | **Funeral Service Education**  | **Report period:** | **2020-2021** |

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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 & 7.2 and all standards for the Funeral Service Education (FSE) Program.  | 1. Made the appropriate visits to Funeral Homes (FH) for students completing FSE 228 & FSE 230
* Internship course
* Embalming Laboratory
 | Faculty or FSE Representative visited the following FHs where students are employed and completing laboratoryDue to COVID-19, the FSE Program started several off-site visits until the college ceased visits due to virus, March 2020. Two FHs was not physically visited, however, videos helped to complete the task for FSE 228 only.Fall 2020, the FSE Program resumed off campus site visits. All the required FHs were approved by Faculty or appropriate FSE Representatives for FSE 228 and/or FSE 230. This goal was met.  | Faculty or appropriate FSE Representatives travel to off-site locations to comply with ABFSE Standard 5.4.6.i & 7.2 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 & 7.2. Currently the program has out of state students enrolled from Alabama, Florida, Mississippi, Tennessee, Maryland, Michigan, and Georgia. Pay stipend of up to $200.00 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 can afford it. Requested funds to support the M.A.T.S. (Mortician Assessment Testing Stimulator) annual renewal fee of approximately $4,500; purchase new instructional software and texts | The FSE Program predicts that 70% of students will pass NBE.The FSE Program met this goal of a NBE three-year rolling average, set forth by the American Board of Funeral Service Education, passage rate above 70% for 2020.  | 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 three-year rolling average, set forth by the American Board of Funeral Service Education, passage rate above 70% for 2020, 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. The FSE Program requested a Zoom Room to assist with classroom technology and delivery. | Both Faculty uses various supplies to improve instructional learning and improve practical skills. *Goal was completed for the 2020 - 2021 however, this is an ongoing goal. Due to Covid-19 the FSE Program did not use the classroom as much. Course offering was completed via Zoom. The College provided the FSE Program with a Zoom account with no stipulations, which assisted instructional delivery.*FSE 203, Embalming Instructor will order additional PPE) for embalming lab certification, standard 5.4.6 and 7.1. This goal was achieved.The FSE Program plans to implement new technology in the classroom for 2021 – 2022.  | Annual purchase of supplies & Cosmetic for Restorative Art lab @estimated cost of $300.00 (*yearly listing to budge*t) (2021 – wax & airbrush machine)Purchase of supplies, PPE, for the instructor to complete the embalming lab certification @ $2000.00 each year.The implementation of the Zoom room will improve instructional delivery for Distance Learners or the off-site students. The FSE program will also continue to update books, lab supplies and complete routine instructional supplement for higher learner.  |
| 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 (CE) seminar for state licensees and getting more expert speakers for class lectures on specific topics.Continue search of classroom and instructional improvement.  | The FSE students and state licensees will benefits from the information, this will better the knowledge of the students and licensees.Due to Covid-19, the FSE Program did not offer any in-person CEs for licensees, however, licensees did receive CE hours via Zoom. Expert speakers for class lecture met with students/faculty via Zoom. This goal was achieved. 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 was achieved.  | 2020 - 2021 Certified Cremation Operator’s Program continues to be successful. The FSE Program continues to promote and encourage participation annually. The CCO program was conducted via Zoom during the 2020 and resumed the in-person CCO program 2021. The FSE Program will continue to offer graduates and licensees in the state continuing education hours to meet state board regulations. 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: August 25, 2021** | **Submitted by: Venus Riley Smith** |