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## 2018 ANNUAL REPORT CERTIFICATION

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### Jefferson State Community College

#### Section1 - Profile and Accreditation

##### Institution Contact Information

**CEO Name:** Keith Brown, J.D.  
**Title:** President  
**Address:**  
2601 Carson Road  
Birmingham, AL 35215  
**Phone:** 205-856-7765  
**Fax:** 205-856-8505  
**Email:** kbrown@jeffersonstate.edu  
**Web Address:** <http://www.jeffersonstate.edu>

**Public or Private:** Public  
**Institution Purpose:** Multi Purpose  
**Program Department (Only if Multi Purpose):**  
Funeral Service Education  
**Courses are assigned which designation:**  
Semester hours

**Regional Accreditation**  
**Regionally Accredited:** Yes  
**Accreditation Association:** Commission on Colleges - SACS

**Year of Last Institutional Accreditation Visit (Regional or other):** 2013  
**Year of Next Institutional Accreditation Visit (Regional or other):** 2023

**List ABFSE accredited degrees, certificates, diplomas, etc.:**  
Associate of Applied Science Degree (Funeral Service Education)

**Funeral Service/Mortuary Science Accreditation**  
**Year of Initial Accreditation:** 1976  
**Year of Most Recent Comprehensive Accreditation Visit:** 2018  
**Year of Next Comprehensive Accreditation Visit:** 2025

**Non-ABFSE Accredited**  
**Non-Accredited Programs?:** Yes  
**If yes, how many New Enrollees and Graduates did you have in the non-accredited program(s) in 2018 ?**  
- New Enrollees: 13  
- Graduates: 18  
**Program Names:** Short Term Certificate in Funeral Service Education - 27 Hours, Advanced Certificate in Funeral Service Education - 36 Hours

##### Program Contact Information

**Program:** Funeral Service Education Program  
**Director Name:** Venus NR Smith  
**Title:** Program Coordinator  
**Address:**  
2601 Carson Road  
Birmingham, Alabama 35215  
**Phone:** 205-856-7841  
**Fax:** 205-856-7804  
**Email:** vriley@jeffersonstate.edu  
**Program Webpage Address:**  
<http://jeffersonstate.edu/fse>

**Embalming facility on campus is:** Demonstration only  
**Clinical embalming occurs:** Other, Johns-Ridout's  
Funeral Parlors

#### Section 2 - Program Changes

##### Staff Changes

**Have there been any new program faculty or administrative staff added since the last annual report?:** No

##### Faculty Without Master Degree

**Does program employ any full-time faculty who have not earned a masters degree?:** No

##### Size of Dedicated Funeral Service Staff

**Staff member who administers your program:** Program Coordinator  
**Does that person have regularly assigned teaching responsibilities?:** Yes

Number of Full Time teaching staff – With Masters: 2 | Without Masters: 0  
Number of Part Time teaching staff – With Masters: 2 | Without Masters: 4

**Other Changes**

**Budget Changes**

Any significant budget changes (*i.e. increases/decreases greater than 10%*) occurred since the last annual report?: No

**Total Enrollment**

Total Current Enrollment: 42

Total Prior Enrollment: 48

Change in Enrollment: -6

Percent Change in Enrollment: -12.5%

**Change in Enrollment**

Any significant change in enrollment (*i.e. increase/decrease greater than 10%*)?: Yes

Enrollment change is an increase or decrease: : Decrease

**Impact of Enrollment Change:**

The current enrollment numbers are average for the Funeral Service Education Program from year to year. The FSE Program numbers only decreased by 12.5%, which is not bad.

**Changes to Philosophy or Objectives**

Any change been made in published philosophy and/or objectives of the program?: No

**Curricular Changes**

Any significant curricular changes been made during the past year?: No

(*Note: Addition of Distance Education is a substantive change. See Manual Appendix K.*)

**Learning Resource Changes**

Any major changes in the learning resources of the program during the past year?: No

**Changes in Student Personnel Services**

Any major changes in the student personnel services provided by your institution during the past year?: No

**Physical Plant and Equipment Changes**

Any major changes in the program's physical plant or equipment during the past year?: No

**Organizational and Procedural Changes**

Any major changes in the organization, administration, control or departmental procedures during the past year?: Yes

**Describe Changes:**

2017 Report indicated that Keith Brown was Interim President, he is now the President of Jefferson State Community College.

(*Note: Substantive Changes require a separate report to ABFSE. See Manual, Appendix K.*)

### Section 3 - Standards Compliance

**Evaluations and Surveys**

Date of the last student evaluation of courses and faculty as per Std 11.1.2.c: 12-05-2018

How often do such evaluations occur?: Each Semester

Date of the last evaluation of faculty and program administrators as per Std 11.1.2.d: 05-01-2018

How often do such evaluations occur?: Annually

Date of the last survey of graduates as per Std 11.1.2.e: 12-12-2018

How often do such evaluations occur?: Each Semester

Date of the last survey of employers as per Std 11.1.2.e: 12-12-2018

How often do such evaluations occur?: Each Semester

Date of the last survey of job placement rates for graduates as per Std 11.3.3 and 11.1.2.e: 12-12-2018

How often do such evaluations occur?: Annually

**Adverse Actions**

Have any adverse actions been taken against the program or sponsoring institution by another accrediting agency during the past year?: No

If Yes, describe the action's impact on your continuing ability to meet the ABFSE Standards:

**Student Complaints**

Has the program received any written student complaints since the last annual report was submitted?: No

If Yes, briefly describe each complaint and the action taken:

## Section 4 - Program Demographics

### Student Counts

The Student Counts you entered below for New Enrollees and Graduates will be used as control totals that must be consistent throughout this section. You must also attach a list of New Enrollees and Graduates (and Distance Education Graduates, if applicable) and submit it with this final Annual Report Certification. The printing and mailing instructions are in the Submission Instructions section at the end of this report. The Certification page is being displayed for you to print and mail, at the end of the submission process.

For Section 4: Report only those in the accredited program(s) offered by your institution.

### Total Student Counts

New Enrollees: 42

Graduates: 29 | How many are Distance Education Graduates?: 19

The list of New Enrollees and Graduates to be used for cohort tracking. These lists plus a list of distance education graduates (if applicable) must be submitted with your Annual Report Certification

### Program Demographics

By Ethnicity and Gender	New Enrollees	Graduates
White Males ( <i>non-Hispanic</i> ):	13	13
White Females ( <i>non-Hispanic</i> ):	14	7
Hispanic Males:		
Hispanic Females:	1	1
African American Males:	5	5
African American Females:	9	3
Native American Males:		
Native American Females:		
Asian/Pacific Islander Males:		
Asian/Pacific Islander Females:		
Other/Did Not Indicate Males:		
Other/Did Not Indicate Females:		
<b>Totals:</b>	42	29

By Age	New Enrollees	Graduates
20 or under:	6	3
21-25:	12	6
26-30:	9	4
31-35:	7	8
36-40:	1	
41-45:	3	3
46-50:	3	3
51-55:	1	2
56-60:		
61-65:		
65-70:		
71 and over:		
Unknown:		
<b>Total:</b>	42	29

Students by State/Country

New Enrollees: AL - 36 | GA - 3 | TN - 3



**Total New Enrollees: 42**  
*(Calculated total of state counts entered)*

**New Enrollee Funeral Service Employment**

How many New Enrollees worked in funeral service prior to enrolling in program?:

<b>Less than 6 months:</b>	15
<b>6 months to 1 year:</b>	12
<b>More than 1 year:</b>	15
<b>Totals:</b>	42

**Graduates: AL - 25 | GA - 3 | MI - 1**

**Total Graduates: 29**  
*(Calculated total of State/country counts entered)*

**Graduate Funeral Service Employment**

How many Graduates worked while attending your funeral service courses/program?:

<b>In funeral service related employment:</b>	27
<b>Other non-funeral service employment:</b>	2
<b>Totals:</b>	29

**Number of Students**

The first two following sections display information regarding the prior education of new enrollees and graduates. The two sections are independent of one another.

The first section asks about high school background only for new enrollees and graduates. ALL of a program's new enrollees and ALL of a program's graduates will fit into one of the categories shown insofar as High School goes. More specifically, every student and every graduate will be either a high school graduate, a GED recipient, or will have been admitted under the "Other" category. As a result, the Calculated Totals for the first section should equal the total enrollees counts above. A similar situation applies with Graduates.

	<b>New Enrollees</b>	<b>Graduates</b>
--	----------------------	------------------

**By High School or Equivalent**

*(Calculated Totals in this section must agree with **Total Student Counts**, above.)*

<b>GED:</b>	7	2
<b>High School Graduate:</b>	35	27
<b>Other:</b>		
<b>Calculated Totals:</b>	42	29

**Education Level Prior to Entering Funeral Service Program/Institution**

**High School or Equivalent:**

<b>1 Year College:</b>	9	9
<b>2 Year College:</b>	17	10
<b>3 Year College:</b>	8	1
<b>Bachelor Degrees:</b>	8	4
<b>Master Degrees:</b>		5
<b>Other:</b>		
<b>Other (Listed):</b>		

<b>Totals:</b>	42	29
<hr/>		
<b>Number who Previously Attended a Funeral Service Program:</b> <i>(Including those who dropout and return in a different calendar year.)</i>	3	
<hr/>		
<b>Students with a Family Member in Funeral Service</b>		
<b>Parent:</b>	4	1
<b>Spouse:</b>	1	
<b>Sibling:</b>		
<b>In-Law:</b>	1	1
<b>Other:</b>	4	2
<b>Other (Listed):</b> Cousin,uncle,grandparents		grandparent
<b>Totals:</b>	10	4

**Students Who Left Program**

In this section you have indicated how many students have left prior to completing the accredited program during the calendar year for which this report is prepared.

	Number of Students
<b>Remained in a Funeral Service-related Major but Transferred to Another Institution:</b>	1
<b>Changed Major But Remained in Higher Education:</b>	
<b>Left for Academic Reasons:</b>	9
<b>Left for Financial Reasons:</b>	1
<b>Left for Personal Reasons:</b>	4
<b>Left Due to Other Reasons (Specified below):</b>	3
Other Personal Interest Unknown (2)	
<b>Totals:</b>	18

**Graduates by each ABFSE Accredited Degree**

If a student graduated with more than one degree, they are included in only one degree category.

	Number of Graduates
<b>Certificates of Diplomas</b>	
<b>Associate Degrees</b>	
Funeral Service Education	29
<b>Bachelor Degrees</b>	
<b>Total:</b>	29

**Bachelor Degree Completion**

Does your institution offer a bachelor degree program for licensees and/or individuals who have already completed an ABFSE accredited program that allowed them to take the NBE?: No

If yes, please answer the following for students in the degree completion program.

How many new enrollees?:

How many graduates?:

*(The above should not be included in the Cohort Tracking Spreadsheet to be submitted to the ABFSE, nor should they be included in the demographics in the earlier part of this Annual Report.)*

## Section 5 - Distance Education

### Distance Education Courses

Does your institution/program offer distance education courses?: Yes

Is Distance Education available only for General Education courses?: No

If Your School Does Not Offer Distance Education or if Distance Education is Available only for General Education Courses, does your program have any plans to offer distance education courses in the future?:

The following answers apply if your school offers Distance Education and it is not offered for General Education courses only. Otherwise, please skip to the next section.

Number of Funeral Service/Mortuary Science Courses for the ABFSE Accredited Degree available via distance education during the previous calendar year: 14

### Distance Education Student Enrollment

Total student enrollment in Distance Education for the Funeral Service/Mortuary Science courses noted above. (Does not include students enrolled in General Education courses in totals, below.)

Total Current Year Students: 40

Total Prior Year Students: 55

### Instructional Methodologies

List all instructional methodologies used for Distance Education Courses: Internet, Audio, Video, Print

### Distance Education - Complete Degree

The Distance Education program offers degreed funeral service courses in the following distance format?: 50% or more

If applicable, describe the on-campus residence requirements for Restorative Art, Embalming and any other courses: Students must complete 20 Embalming in Birmingham, Alabama at the Embalming Lab. Students must complete 6 hours of Restorative Lab (Advanced RA - FSE 213) on campus during the summer semester. Student must attend a mandatory orientation to enter the FSE Program, midterms, finals and Comprehensive Review (FSE 230) completed on campus.

*Reminder: A list of Distance Education graduates must be attached to the Annual Report Certification (i.e. those completing 50% or more of the courses in the accredited program via Distance Education). [See Section 4.1]*

### GPA of Distance Education Graduates

Approximate GPA on a 4.0 scale at graduation for students who took 50% or more of their courses via distance education (Without a formal analysis. E.g. 3.5): 2.0

### GPA of Distance Traditional Course Graduates

Approximate GPA on a 4.0 scale at graduation for students who took 50% or more of their courses via traditional methods of instruction (Without a formal analysis. E.g. 3.5): 2.0

### Student Competence - Distance Education Versus Traditional Methodologies

Recognizing that GPA is not the sole measure of expected professional competence, in general terms how would you rate the professional competence of students in Distance Education compared with students who take courses via traditional methodologies?: 3

(1=Lower level of competence, 3=About the same, 5=Higher level of competence)

### Future Distance Education Plans

Briefly indicate your program's future plans for Distance Education:

The Funeral Service Education Program always looking for ways to improve technology and the program takes advantages of BB9 offerings. Improvements to DL courses is an on-going task from semester to semester.

### NBE Pass Rates - Distance Education

Those programs which offer 50% or more of an ABFSE accredited degree via Distance Education are required by Standard 11.4.3 to separate NBE data for Distance Education and non-Distance Education students. Distance Education students are defined as those who take 50% or more of their courses via Distance Education formats.

Please Note: Schools offering distance education must attach to the Annual Report a separate list of Distance Education Graduates. This will enable ABFSE to readily identify distance education graduates. (Names of distance education graduates will also be included in the Graduate List).

If you do not have any students who take 50% or more of their coursework via Distance Education, please leave the following NBE Arts Section and Science Section questions blank and proceed to the next section, "U.S. Department of Education Compliance Statement."

Arts Section



Number of Distance Education graduates who, as first time takers, have:  
Taken the Arts Section of NBE in reporting calendar year: 16

**Sciences Section**

Number of Distance Education graduates who, as first time takers, have:  
Taken the Science section of NBE in reporting calendar year: 15

**U.S. Department of Education Compliance Statement**

Procedures acceptable to the U.S. Department of Education are in place to confirm identities of distance education students: Yes

Describe new or other technologies and practices in place in your program that are effective in verifying identity of distance education students:

JSCC provides each student with a login username and password. Students are able to change password once they login to the system. The username and J# are used to verify student identity. Login is also used for Blackboard 9 security.

**Section 6 - Student Outcomes**

**Graduation Rate**

How do you measure graduation rates for your program? Include calculation method and the name of the entity or entities to which these data are submitted:

The report will cover Fall 2017 to Spring 2017, no summer enrollment to the Funeral Service Education Program. The graduation rate calculation is measured by what is listed in the standard. The students moving through the second half of the AAS degree program who would be considered to have graduated on time if they completed their degree within 18 months vs. the number of students that completed the FSE Program over 18 months. Half of the FSE Program is 33.5 hours, 67 hours to complete.

**Graduation Rate Percent**

Using the measurement provided above, what was your program's graduation rate for the year?: 72%

**Student Graduation**

Number of graduates completing program in 1½ times program length: 14

(Note: Cannot exceed the number of graduates you previously entered [29]. Also see Standard 11.3.2)

**Job Placement/Employment Measurement**

Describe how you measure employment rates for your program. Include calculation method and the name of the entity or entities to which these data are submitted:

Annually the Institutional Effectiveness department conducts a job placement survey. However, our students are employed at funeral home during their enrollment in the FSE Program and prior to graduating. Also, note if a student loses employment while in the FSE Program we sometimes will assist with finding new employment.

**Job Placement/Employment**

Using the measurement provided, above, what was the job placement/employment rate for the most recent graduating class? 93%

Number of Graduates with job placement/employment within 6 months of graduation (See Standard 11.3.3)

Total 2018 graduates entered in Section 4.1: 29

(Total of numbers entered below must equal this number. Your response should also match the number on your Cohort Tracking Spreadsheet.)

Employed in Funeral Service or related field	27	
Continuing education		
Military duty		
Employed in a non Funeral Service related field		
Not seeking employment		
Not employed	2	
No employment info available		(Used only if all efforts to secure a response failed.)
<b>Total</b>	<b>29</b>	

**NBE Pass Rates**

In general ABFSE relies on NBE data provided by ICFSEB. However, to assist with data evaluation, please complete the following to the best of your ability.

**Arts Section**

Total number of first time Arts takers in 2018:

Taken the Arts section of NBE in the calendar year: 25

**Sciences Section**

**Total number of first time Science takers in 2018:**

**Taken the Science section of NBE in the calendar year: 24**

**Submission Instructions**

- 1) Print this Annual Report and sign the printed copy in the Report Certification section, below.
- 2) Attach the following to the printed Annual Report
  - A list of new enrollees
  - A list of graduates (*Include email addresses (preferable) or mailing addresses*)
  - A list of distance education graduates (*Only if applicable*)
  - A copy of any letter announcing an adverse action by another accrediting agency
  - A copy of the most recent financial aid audit (*Only required for non-regionally accredited Institutions*)
  - A copy of the latest report on default rates (*Only required for non-regionally accredited Institutions*)
- Submit an electronic copy of cohort tracking via email
- Selected programs will be asked to submit a copy of the most recent assessment plan
- 3) Mail the items listed in instructions #1 and #2, above to the following address:  
**American Board of Funeral Service Education**  
Annual Report  
992 Mantua Pike, Suite 108  
Woodbury Heights, NJ 08097

After you have printed a copy of this Certification, click **Close** icon (*X on Blue ball*), above to return to the ABFSE home page

**If you have any questions or need additional information,**  
please email ABFSE at [annual.report@abfse.org](mailto:annual.report@abfse.org) or call (816) 233-3747.

**Report Certification**

We hereby Certify the Accuracy of the Above Information and Attachments.  
(Signed by Program Director and One Other College Official - e.g registrar, dean, vice president, etc.)

Signature: <u></u>	Signature: _____
Name: <u>Venus NR Smith</u>	Name: _____
Title: <u>Program Coordinator</u>	Title: _____
Date: <u>2/5/19</u>	Date: _____



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## 2019 ANNUAL REPORT

Your **2019 Annual Report** submission is now complete. After you have printed a copy of this Certification, click **Close** icon (*Blue ball X*), above to return to the ABFSE home page.

### Jefferson State Community College

#### Section1 - Profile and Accreditation

##### Institution Contact Information

**CEO Name:** Keith Brown, J.D.  
**Title:** President  
**Address:**  
 2601 Carson Road  
 Birmingham, AL 35215  
**Phone:** 205-856-7765  
**Fax:** 205-856-8505  
**Email:** kbrown@jeffersonstate.edu  
**Web Address:** <http://www.jeffersonstate.edu>

**Public or Private:** Public  
**Institution Purpose:** Multi Purpose  
**Program Department (Only if Multi Purpose):**  
 Funeral Service Education  
**Courses are assigned which designation:**  
 Semester hours

**Regional Accreditation**  
**Regionally Accredited:** Yes  
**Accreditation Association:** Commission on Colleges - SACS

**Year of Last Institutional Accreditation Visit (Regional or other):** 2013  
**Year of Next Institutional Accreditation Visit (Regional or other):** 2013

**List ABFSE accredited degrees, certificates, diplomas, etc.:**  
 Associate of Applied Science Degree (Funeral Service Education)

**Funeral Service/Mortuary Science Accreditation**  
**Year of Initial Accreditation:** 1976  
**Year of Most Recent Comprehensive Accreditation Visit:** 2018  
**Year of Next Comprehensive Accreditation Visit:** 2025

**Non-ABFSE Accredited**  
**Non-Accredited Programs?:** Yes  
**If yes, how many New Enrollees and Graduates did you have in the non-accredited program(s) in 2019 ?**  
 - New Enrollees: 15  
 - Graduates: 13  
**Program Names:** Short-Term Certificate in Funeral Service Education - 27 Hours  
 Advanced Certificate in Funeral Service Education - 36 Hours

##### Program Contact Information

**Program:** Funeral Service Education Program  
**Director Name:** Venus NR Smith  
**Title:** Program Coordinator  
**Address:**  
 2601 Carson Road  
 Birmingham, Alabama 35215  
**Phone:** 205-856-7841  
**Fax:** 205-856-7804  
**Email:** vriley@jeffersonstate.edu  
**Program Webpage Address:**  
<http://jeffersonstate.edu/fse>

**Embalming facility on campus is:** Demonstration only  
**Clinical embalming occurs:** Other, Johns-Ridout's  
 Funeral Parlors

#### Section 2 - Program Changes

##### Staff Changes

**Have there been any new program faculty or administrative staff added since the last annual report?:** No

##### Faculty Without Master Degree

**Does program employ any full-time faculty who have not earned a masters degree?:** No

##### Size of Dedicated Funeral Service Staff

**Staff member who administers your program:** Program Coordinator  
**Does that person have regularly assigned teaching responsibilities?:** Yes  
**Number of Full Time teaching staff – With Masters:** 2 | **Without Masters:** 0  
**Number of Part Time teaching staff – With Masters:** 2 | **Without Masters:** 4

##### Other Changes

##### Budget Changes

**Any significant budget changes (i.e. increases/decreases greater than 10%) occurred since the last annual report?:** Yes

**Budget Amount:** na

**Budget Percent:** na

**Budget Impact:** n/a (There were NO BUDGET CHANGES) The field will not save my "NO" answer.

**Total Enrollment**

Total Current Enrollment: 46

Total Prior Enrollment: 42

Change in Enrollment: 4

Percent Change in Enrollment: 9.5%

**Change in Enrollment**Any significant change in enrollment (*i.e. increase/decrease greater than 10%*)?: No**Changes to Philosophy or Objectives**

Any change been made in published philosophy and /or objectives of the program?: No

**Curricular Changes**

Any significant curricular changes been made during the past year?: No

*(Note: Addition of Distance Education is a substantive change. See Manual Appendix K.)***Learning Resource Changes**

Any major changes in the learning resources of the program during the past year?: No

**Changes in Student Personnel Services**

Any major changes in the student personnel services provided by your institution during the past year?: No

**Physical Plant and Equipment Changes**

Any major changes in the program's physical plant or equipment during the past year?: No

**Organizational and Procedural Changes**

Any major changes in the organization, administration, control or departmental procedures during the past year?: No

*(Note: Substantive Changes require a separate report to ABFSE. See Manual, Appendix K.)***Section 3 - Standards Compliance****Evaluations and Surveys**

Date of the last student evaluation of courses and faculty as per Std 11.1.2.c: 12-10-2019

How often do such evaluations occur?: Each Semester

Date of the last evaluation of faculty and program administrators as per Std 11.1.2.d: 05-05-2019

How often do such evaluations occur?: Annually

Date of the last survey of graduates as per Std 11.1.2.e: 12-31-2019

How often do such evaluations occur?: Each Semester

Date of the last survey of employers as per Std 11.1.2.e: 12-31-2019

How often do such evaluations occur?: Each Semester

Date of the last survey of job placement rates for graduates as per Std 11.3.3 and 11.1.2.e: 12-31-2019

How often do such evaluations occur?: Each Semester

**Adverse Actions**

Have any adverse actions been taken against the program or sponsoring institution by another accrediting agency during the past year?: No

If Yes, describe the action's impact on your continuing ability to meet the ABFSE Standards:

**Student Complaints**

Has the program received any written student complaints since the last annual report was submitted?: No

If Yes, briefly describe each complaint and the action taken:

**Section 4 - Program Demographics****Student Counts**

The Student Counts you entered below for New Enrollees and Graduates will be used as control totals that must be consistent throughout this section. **You must also attach a list of New Enrollees and Graduates (and Distance Education Graduates, if applicable) and submit it with this final Annual Report.** The printing and mailing instructions are in the **Submission Instructions** section at the end of this report. The Certification page is being displayed for you to print and mail, at the end of the submission process.

For Section 4: Report only those in the accredited program(s) offered by your institution.

**Total Student Counts**

New Enrollees: 46

Graduates: 28 | How many are Distance Education Graduates?: 18

The list of New Enrollees and Graduates to be used for cohort tracking. These lists plus a list of distance education graduates (*if applicable*) **must be submitted** with your Annual Report

## Program Demographics

By Ethnicity and Gender	New Enrollees	Graduates
White Males ( <i>non-Hispanic</i> ):	16	10
White Females ( <i>non-Hispanic</i> ):	14	13
Hispanic Males:		
Hispanic Females:	2	1
African American Males:	3	
African American Females:	10	4
Native American Males:		
Native American Females:		
Asian/Pacific Islander Males:	1	
Asian/Pacific Islander Females:		
Other/Did Not Indicate Males:		
Other/Did Not Indicate Females:		
Totals:	46	28

By Age	New Enrollees	Graduates
20 or under:	7	8
21-25:	13	4
26-30:	7	5
31-35:	6	5
36-40:	5	2
41-45:	5	2
46-50:	2	2
51-55:		
56-60:		
61-65:	1	
65-70:		
71 and over:		
Unknown:		
Total:	46	28

## Students by State/Country

New Enrollees: AL - 34 | FL - 1 | GA - 5 | MS - 3 | TN - 3

Total New Enrollees: 46

(Calculated total of state counts entered)

## New Enrollee Funeral Service Employment

How many New Enrollees worked in funeral service prior to enrolling in program?:

Less than 6 months:	15
6 months to 1 year:	13
More than 1 year:	18
Totals:	46

Graduates: AL - 22 | FL - 1 | GA - 3 | TN - 2

Total Graduates: 28

(Calculated total of State/country counts entered)

## Graduate Funeral Service Employment

How many Graduates worked while attending your funeral service courses/program?:

In funeral service related employment:	28
--	----



## Other non-funeral service employment:

<b>Totals:</b>	28
----------------	----

**Number of Students**

The first two following sections display information regarding the prior education of new enrollees and graduates. The two sections are independent of one another.

The first section asks about high school background only for new enrollees and graduates. ALL of a program's new enrollees and ALL of a program's graduates will fit into one of the categories shown insofar as High School goes. More specifically, every student and every graduate will be either a high school graduate, a GED recipient, or will have been admitted under the "Other" category. As a result, the Calculated Totals for the first section should equal the total enrollees counts above. A similar situation applies with Graduates.

	<b>New Enrollees</b>	<b>Graduates</b>
<b>By High School or Equivalent</b>		
<i>(Calculated Totals in this section must agree with Total Student Counts, above.)</i>		
<b>GED:</b>	3	4
<b>High School Graduate:</b>	43	24
<b>Other:</b>		
<b>Calculated Totals:</b>	<hr/> 46	<hr/> 28
<b>Education Level Prior to Entering Funeral Service Program/Institution</b>		
<b>High School or Equivalent:</b>		
<b>1 Year College:</b>	21	9
<b>2 Year College:</b>	13	9
<b>3 Year College:</b>	4	4
<b>Bachelor Degrees:</b>	4	5
<b>Master Degrees:</b>	2	1
<b>Other:</b>	2	
<b>Other (Listed):</b>	Doctoral Degree, JD	
<b>Totals:</b>	<hr/> 46	<hr/> 28
<b>Number who Previously Attended a Funeral Service Program:</b>		
<i>(Including those who dropout and return in a different calendar year.)</i>		
	2	
<b>Students with a Family Member in Funeral Service</b>		
<b>Parent:</b>	1	3
<b>Spouse:</b>	1	
<b>Sibling:</b>		1
<b>In-Law:</b>		
<b>Other:</b>	5	1
<b>Other (Listed):</b>	3 - Cousins, Nephew, aunt	Cousin
<b>Totals:</b>	<hr/> 7	<hr/> 5

**Students Who Left Program**

In this section you have indicated how many students have left prior to completing the accredited program during the calendar year for which this report is prepared.

	<b>Number of Students</b>
<b>Remained in a Funeral Service-related Major but Transferred to Another Institution:</b>	1
<b>Changed Major But Remained in Higher Education:</b>	1
<b>Left for Academic Reasons:</b>	3
<b>Left for Financial Reasons:</b>	1
<b>Left for Personal Reasons:</b>	7

Left Due to Other Reasons (Specified below): \_\_\_\_\_

Totals: 13

**Graduates by each ABFSE Accredited Degree**

If a student graduated with more than one degree, they are included in only one degree category.

	Number of Graduates
<b>Certificates of Diplomas</b>	
<b>Associate Degrees</b>	
Funeral Service Education	28
<b>Bachelor Degrees</b>	
<b>Total:</b>	<u>28</u>

**Bachelor Degree Completion**

Does your institution offer a bachelor degree program for licensees and/or individuals who have already completed an ABFSE accredited program that allowed them to take the NBE?: No

if yes, please answer the following for students in the degree completion program.

How many new enrollees?:

How many graduates?:

*(The above should not be included in the Cohort Tracking Spreadsheet to be submitted to the ABFSE, nor should they be included in the demographics in the earlier part of this Annual Report.)*

**Section 5 - Distance Education**

**Distance Education Courses**

Does your institution/program offer distance education courses?: Yes

Is Distance Education available only for General Education courses?: No

If Your School Does Not Offer Distance Education or if Distance Education is Available only for General Education Courses, does your program have any plans to offer distance education courses in the future?:

The following answers apply if your school offers Distance Education and it is not offered for General Education courses only. Otherwise, please skip to the next section.

Number of Funeral Service/Mortuary Science Courses for the ABFSE Accredited Degree available via distance education during the previous calendar year: 14

**Distance Education Student Enrollment**

Total student enrollment in Distance Education for the Funeral Service/Mortuary Science courses noted above.

*(Does not include students enrolled in General Education courses in totals, below.)*

Total Current Year Students: 43

Total Prior Year Students: 40

**Instructional Methodologies**

List all instructional methodologies used for Distance Education Courses: Internet, Audio, Video, Print

**Distance Education - Complete Degree**

The Distance Education program offers degreed funeral service courses in the following distance format?: 50% or more

If applicable, describe the on-campus residence requirements for Restorative Art, Embalming and any other courses: Students must complete 20 Embalming in Birmingham, AL at the Embalming Lab (we change May 2020). Students must complete 6 hours of Restorative Art Lab (FSE 214) on campus during summer semester. Students must attend a mandatory orientation for DL, on campus midterms and finals as well as FSE 230 - Comprehensive Review.

*Reminder: A list of Distance Education graduates must be attached to the Annual Report (i.e. those completing 50% or more of the courses in the accredited program via Distance Education). [See Section 4.1]*

**GPA of Distance Education Graduates**

Approximate GPA on a 4.0 scale at graduation for students who took 50% or more of their courses via distance education (Without a formal analysis. E.g. 3.5): 2.0

**GPA of Distance Traditional Course Graduates**

Approximate GPA on a 4.0 scale at graduation for students who took 50% or more of their courses via traditional methods of instruction (Without a formal analysis. E.g. 3.5): 2.0

**Student Competence - Distance Education Versus Traditional Methodologies**

Recognizing that GPA is not the sole measure of expected professional competence, in general terms how

*2020 included All Student Due To COVID 19*

*44  
26  
70*



would you rate the professional competence of students in Distance Education compared with students who take courses via traditional methodologies?: 3

(1=Lower level of competence, 3=About the same, 5=Higher level of competence)

**Future Distance Education Plans**

**Briefly indicate your program's future plans for Distance Education:**

The FSE Program always looking for ways to improve technology and the program takes advantage of BB9 offerings. Improvement to DL courses is an on-going task from semester to semester. Video lecture is being used on one instructor currently.

**NBE Pass Rates - Distance Education**

Those programs which offer 50% or more of an ABFSE accredited degree via Distance Education are required by Standard 11.4.3 to separate NBE data for Distance Education and non-Distance Education students. Distance Education students are defined as those who take 50% or more of their courses via Distance Education formats.

**Please Note:** Schools offering distance education must attach to the Annual Report a separate list of Distance Education Graduates. This will enable ABFSE to readily identify distance education graduates. (Names of distance education graduates will also be included in the Graduate List).

If you do not have any students who take 50% or more of their coursework via Distance Education, please leave the following NBE Arts Section and Science Section questions blank and proceed to the next section, "U.S. Department of Education Compliance Statement."

**Arts Section**

Number of Distance Education graduates who, as first time takers, have:

Taken the Arts Section of NBE in reporting calendar year: 10

**Sciences Section**

Number of Distance Education graduates who, as first time takers, have:

Taken the Science section of NBE in reporting calendar year: 9

**U.S. Department of Education Compliance Statement**

Procedures acceptable to the U.S. Department of Education are in place to confirm identities of distance education students: Yes

**Describe new or other technologies and practices in place in your program that are effective in verifying identity of distance education students:**

JSCC provides each student with a login username and password. Students are able to change password once they login to the system. The username and A# (started fall 2019) are used to verify student identity. Login is also for BB9 security.

**Section 6 - Student Outcomes**

**Graduation Rate**

**How do you measure graduation rates for your program? Include calculation method and the name of the entity or entities to which these data are submitted:**

The report will cover Fall 2017 to Fall 2019, no summer enrollment to the FSE Program. The graduation rate calculation is measured by what is listed in the standard 10.3.2. The students moving through the second half of the AAS degree program who would be considered to have graduated on time if they completed their degree within 18 months vs. the number of students that completed the FSE Program over 18 months. Half of the FSE Program is 33.5 hours, 67 hours to complete.

**Graduation Rate Percent**

Using the measurement provided above, what was your program's graduation rate for the year?: 83%

**Timely Graduation**

Number of graduates completing program in 1½ times program length: 11

(Note: Cannot exceed the number of graduates you previously entered [28]. Also see Standard 11.3.2)

**Job Placement/Employment Measurement**

**Describe how you measure employment rates for your program. Include calculation method and the name of the entity or entities to which these data are submitted:**

Annually, the Institutional Effectiveness department conducts a job placement survey. However, our students are employed at funeral homes during their enrollment in the FSE Program and prior to graduating. Also, note if a student loses employment while in the FSE Program we sometimes will assist with finding new employment.

**Job Placement/Employment**

Using the measurement provided, above, what was the job placement/employment rate for the most recent graduating class? 92%

**Number of Graduates with job placement/employment within 6 months of graduation (See Standard 11.3.3)**

Total 2019 graduates entered in Section 4.1: 28

(Total of numbers entered below must equal this number. Your response should also match the number on your Cohort Tracking Spreadsheet.)

- Employed in Funeral Service or related field 28
- Continuing education
- Military duty

2020  
SPR 2020



Employed in a non Funeral Service related field  
 Not seeking employment  
 Not employed  
 No employment info available \_\_\_\_\_ (Used only if all efforts to secure a response failed.)  
**Total** 28

**Enrollment Patterns**

**Methods of Course Delivery Courses Available (%)**

Traditional classroom delivery 100  
 Distance education 82

Can students in the accredited program complete their courses on a part-time basis?: No

**Professional Licensure**

Describe how your program/institution informs students of state specific licensing requirements:  
 Listed in the college catalog, brochures, orientations, registration, office visits or telephone advising.

**NBE Pass Rates**

In general ABFSE relies on NBE data provided by ICFSEB. However, to assist with data evaluation, please complete the following to the best of your ability.

**Arts Section**

Total number of first time Arts takers in 2019:  
 Taken the Arts section of NBE in the calendar year: 22

**Sciences Section**

Total number of first time Science takers in 2019:  
 Taken the Science section of NBE in the calendar year: 22

**Submission Instructions**

- 1) Print this Annual Report and sign the printed copy in the Report Certification section, below.
- 2) Attach the following to the printed Annual Report
  - A list of new enrollees in alphabetical order ✓
  - A list of graduates in alphabetical order (Include email addresses (preferable) or mailing addresses) ✓
  - A list of distance education graduates in alphabetical order (Only if applicable) ✓
  - A copy of any letter announcing an adverse action by another accrediting agency —
  - A copy of the most recent financial aid audit (Only required for non-regionally accredited Institutions) —
  - A copy of the latest report on default rates (Only required for non-regionally accredited Institutions) —
  - Submit an electronic copy of cohort tracking via email ✓
  - Selected programs will be asked to submit a copy of the most recent assessment plan ✓
- 3) Mail the items listed in instructions #1 and #2, above to the following address:  
**American Board of Funeral Service Education**  
 Annual Report  
 992 Mantua Pike, Suite 108  
 Woodbury Heights, NJ 08097

After you have printed a copy of this Certification, click **Close** icon (X on Blue ball), above to return to the ABFSE home page

If you have any questions or need additional information,  
 please email ABFSE at [annual.report@abfse.org](mailto:annual.report@abfse.org) or call (816) 233-3747.

**Report Certification**

We hereby Certify the Accuracy of the Above Information and Attachments.  
 (Signed by Program Director and One Other College Official - e.g registrar, dean, vice president, etc.)

Signature: [Handwritten Signature]  
 Name: Venus NR Smith  
 Title: Program Coordinator  
 Date: 1/24/2020

Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_



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## 2020 ANNUAL REPORT

Your **2020 Annual Report** submission is now complete. After you have printed a copy of this Certification, click **Close** icon (*Blue ball X*), above to return to the ABFSE home page.

### Jefferson State Community College

#### Section 1 - Profile and Accreditation

**Institution Contact Information**

**CEO Name:** Keith Brown, J.D.  
**Title:** President  
**Address:**  
 2601 Carson Road  
 Birmingham, AL 35215  
**Phone:** 205-856-7765  
**Fax:** 205-856-8505  
**Email:** kbrown@jeffersonstate.edu  
**Web Address:** http://www.jeffersonstate.edu

**Program Contact Information**

**Program:** Funeral Service Education Program  
**Director Name:** Venus NR Smith  
**Title:** Program Coordinator  
**Address:**  
 2601 Carson Road  
 Birmingham, Alabama 35215  
**Phone:** 205-856-7841  
**Fax:**  
**Email:** vriley@jeffersonstate.edu  
**Program Webpage Address:**  
 http://jeffersonstate.edu/fse

**Public or Private:** Public  
**Institution Purpose:** Multi Purpose  
**Program Department (Only if Multi Purpose):**  
 Professional, Career and Technical Education  
**Courses are assigned which designation:**  
 Semester hours

**Embalming facility on campus is:** Demonstration only  
**Clinical embalming occurs:** In funeral homes

**Regional Accreditation**  
**Regionally Accredited:** Yes  
**Accreditation Association:** Commission on Colleges - SACS

**Year of Last Institutional Accreditation Visit (Regional or other):** 2013  
**Year of Next Institutional Accreditation Visit (Regional or other):** 2023

**List ABFSE accredited degrees, certificates, diplomas, etc.:**  
 Associate of Applied Science Degree (Funeral Service Education)

**Funeral Service/Mortuary Science Accreditation**  
**Year of Initial Accreditation:** 1976  
**Year of Most Recent Comprehensive Accreditation Visit:** 2018  
**Year of Next Comprehensive Accreditation Visit:** 2025

**Non-ABFSE Accredited**  
**Non-Accredited Programs?:** Yes  
**If yes, how many New Enrollees and Graduates did you have in the non-accredited program(s) in 2020 ?**  
 - New Enrollees: 18  
 - Graduates: 11  
**Program Names:** Short Term Certificate (STC) Funeral Service Education - 27 Hours  
 Advanced Certificate in Funeral Service Education - 36 Hours

#### Section 2 - Program Changes

**Staff Changes**

**Have there been any new program faculty or administrative staff added since the last annual report?:** No

**Faculty Without Master Degree**

**Does program employ any full-time faculty who have not earned a masters degree?:** No



**Size of Dedicated Funeral Service Staff**

Staff member who administers your program: Program Coordinator

Does that person have regularly assigned teaching responsibilities?: Yes

Number of Full Time teaching staff – With Masters: 2 | Without Masters: 0

Number of Part Time teaching staff – With Masters: 2 | Without Masters: 0

**Other Changes****Budget Changes**

Any significant budget changes (i.e. increases/decreases greater than 10%) occurred since the last annual report?: ~~Yes~~ No

Budget Amount: n/a

Budget Percent: n/a

Budget Impact: n/a

2/15/2021

**Total Enrollment**

Total Current Enrollment: 44

Total Prior Enrollment: 46

Change in Enrollment: -2

Percent Change in Enrollment: -4.3%

**Change in Enrollment**

Any significant change in enrollment (i.e. increase/decrease greater than 10%)?: No

**Changes to Philosophy or Objectives**

Any change been made in published philosophy and /or objectives of the program?: No

**Curricular Changes**

Any significant curricular changes been made during the past year?: No

(Note: Addition of Distance Education is a substantive change. See Manual Appendix K.)

**Learning Resource Changes**

Any major changes in the learning resources of the program during the past year?: No

**Changes in Student Personnel Services**

Any major changes in the student personnel services provided by your institution during the past year?: No

**Physical Plant and Equipment Changes**

Any major changes in the program's physical plant or equipment during the past year?: No

**Organizational and Procedural Changes**

Any major changes in the organization, administration, control or departmental procedures during the past year?: No

(Note: Substantive Changes require a separate report to ABFSE. See Manual, Appendix K.)

### Section 3 - Standards Compliance

**Evaluations and Surveys**

Date of the last student evaluation of courses and faculty as per Std 10.1.2.c: 12-13-2020

How often do such evaluations occur?: Each Semester

Date of the last evaluation of faculty and program administrators as per Std 10.1.2.d: 05-15-2020

How often do such evaluations occur?: Annually

Date of the last survey of graduates as per Std 10.1.2.e: 12-13-2020

How often do such evaluations occur?: Each Semester

Date of the last survey of employers as per Std 10.1.2.e: 12-13-2020

How often do such evaluations occur?: Each Semester

Date of the last survey of job placement rates for graduates as per Std 10.3.3 and 10.1.2.e: 12-13-2020

How often do such evaluations occur?: Each Semester

**Adverse Actions**

Have any adverse actions been taken against the program or sponsoring institution by another accrediting agency during the past year?: No

If Yes, describe the action's impact on your continuing ability to meet the ABFSE Standards:



**Student Complaints**

Has the program received any written student complaints since the last annual report was submitted?: No

If Yes, briefly describe each complaint and the action taken:

**Section 4 - Program Demographics**

**Student Counts**

The Student Counts you entered below for New Enrollees and Graduates will be used as control totals that must be consistent throughout this section. You must also attach a list of New Enrollees and Graduates (and Distance Education Graduates, if applicable) and submit it with this final Annual Report. The printing and mailing instructions are in the Submission Instructions section at the end of this report. The Certification page is being displayed for you to print and mail, at the end of the submission process.

For Section 4: Report only those in the accredited program(s) offered by your institution.

**Total Student Counts**

New Enrollees: 44

Graduates: 26 | How many are Distance Education Graduates?: 20

The list of New Enrollees and Graduates to be used for cohort tracking. These lists plus a list of distance education graduates (if applicable) must be submitted with your Annual Report

**Program Demographics**

By Ethnicity and Gender	New Enrollees	Graduates
White Males (non-Hispanic):	12	10
White Females (non-Hispanic):	17	8
Hispanic Males:		
Hispanic Females:		
African American Males:	4	3
African American Females:	11	4
Native American Males:		
Native American Females:		
Asian/Pacific Islander Males:		1
Asian/Pacific Islander Females:		
Other/Did Not Indicate Males:		
Other/Did Not Indicate Females:		
<b>Totals:</b>	<b>44</b>	<b>26</b>

By Age	New Enrollees	Graduates
20 or under:	11	3
21-25:	9	8
26-30:	11	5
31-35:	3	4
36-40:	3	
41-45:	2	3
46-50:	3	2
51-55:	2	
56-60:		
61-65:		1

<b>65-70:</b>		
<b>71 and over:</b>		
<b>Unknown:</b>		
<b>Total:</b>	44	26

**Students by State/Country**

**New Enrollees:** AL - 34 | FL - 2 | GA - 5 | MD - 1 | TN - 2

**Total New Enrollees:** 44  
*(Calculated total of state counts entered)*

**New Enrollee Funeral Service Employment**

How many New Enrollees worked in funeral service prior to enrolling in program?:

<b>Less than 6 months:</b>	23
<b>6 months to 1 year:</b>	11
<b>More than 1 year:</b>	10
<b>Totals:</b>	44

**Graduates:** AL - 20 | GA - 2 | MS - 1 | TN - 3

**Total Graduates:** 26  
*(Calculated total of State/country counts entered)*

**Graduate Funeral Service Employment**

How many Graduates worked while attending your funeral service courses/program?:

<b>In funeral service related employment:</b>	26
<b>Other non-funeral service employment:</b>	
<b>Totals:</b>	26

**Number of Students**

The first two following sections display information regarding the prior education of new enrollees and graduates. The two sections are independent of one another.

The first section asks about high school background only for new enrollees and graduates. ALL of a program's new enrollees and ALL of a program's graduates will fit into one of the categories shown insofar as High School goes. More specifically, every student and every graduate will be either a high school graduate, a GED recipient, or will have been admitted under the "Other" category. As a result, the Calculated Totals for the first section should equal the total enrollees counts above. A similar situation applies with Graduates.

**New Enrollees**

**Graduates**

**By High School or Equivalent**

*(Calculated Totals in this section must agree with Total Student Counts, above.)*

<b>GED:</b>	1	2
<b>High School Graduate:</b>	43	24
<b>Other:</b>		
<b>Calculated Totals:</b>	44	26



**Education Level Prior to Entering  
Funeral Service Program/Institution**

**High School or Equivalent:**

<b>1 Year College:</b>	17	9
<b>2 Year College:</b>	15	7
<b>3 Year College:</b>	7	4
<b>Bachelor Degrees:</b>	4	5
<b>Master Degrees:</b>	1	
<b>Other:</b>		1
<b>Other (Listed):</b>		PhD
<b>Totals:</b>	44	26

**Number who Previously Attended  
a Funeral Service Program:  
(Including those who dropout and return in  
a different calendar year.)**

	1	0
--	---	---

**Students with a Family  
Member in Funeral Service**

<b>Parent:</b>	1	1
<b>Spouse:</b>	1	1
<b>Sibling:</b>		
<b>In-Law:</b>	1	
<b>Other:</b>	4	1
<b>Other (Listed):</b>	Cousin (2), uncle (4)	cousin
<b>Totals:</b>	7	3

**Students Who Left Program**

In this section you have indicated how many students have left prior to completing the accredited program during the calendar year for which this report is prepared.

**Number of  
Students**

**Remained in a Funeral Service-related  
Major but Transferred to Another Institution:**

**Changed Major But Remained in Higher Education:**

<b>Left for Academic Reasons:</b>	1
<b>Left for Financial Reasons:</b>	1
<b>Left for Personal Reasons:</b>	2

**Left Due to Other Reasons (Specified below):**

<b>Totals:</b>	4
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**Graduates by each ABFSE Accredited Degree**

If a student graduated with more than one degree, they are included in only one degree category.

**Number of  
Graduates**

**Certificates of Diplomas**

**Associate Degrees**

Funeral Service Education	26
---------------------------	----

**Bachelor Degrees**

Total:	26
--------	----

**Bachelor Degree Completion**

**Does your institution offer a bachelor degree program for licensees and/or individuals who have already completed an ABFSE accredited program that allowed them to take the NBE?:** No

**if yes, please answer the following for students in the degree completion program.**

**How many new enrollees?:**

**How many graduates?:**

*(The above should not be included in the Cohort Tracking Spreadsheet to be submitted to the ABFSE, nor should they be included in the demographics in the earlier part of this Annual Report.)*

**Section 5 - Distance Education****Distance Education Courses**

**Does your institution/program offer distance education courses?:** Yes

**Is Distance Education available only for General Education courses?:** No

**If Your School Does Not Offer Distance Education or if Distance Education is Available only for General Education Courses, does your program have any plans to offer distance education courses in the future?:**

**The following answers apply if your school offers Distance Education and it is not offered for General Education courses only. Otherwise, please skip to the next section.**

**Number of Funeral Service/Mortuary Science Courses for the ABFSE Accredited Degree available via distance education during the previous calendar year:** 14

**Distance Education Student Enrollment**

Total student enrollment in Distance Education for the Funeral Service/Mortuary Science courses noted above.  
*(Does not include students enrolled in General Education courses in totals, below.)*

**Total Current Year Students:** 70

**Total Prior Year Students:** 40

**Instructional Methodologies**

**List all instructional methodologies used for Distance Education Courses:** Internet, Audio, Video, Print

**Distance Education - Complete Degree**

**The Distance Education program offers degreed funeral service courses in the following distance format?:**  
50% or more

**If applicable, describe the on-campus residence requirements for Restorative Art, Embalming and any other courses:** Students must complete 6 hours of Restorative Art Lab (FSE 214) on campus during the summer semester. Students must attend a mandatory orientation for DL, on campus midterms & finals as well as FSE 230 - Comprehensive Review.

**Reminder:** A list of Distance Education graduates must be attached to the **Annual Report** (i.e. those completing 50% or more of the courses in the accredited program via Distance Education).

**GPA of Distance Education Graduates**

**Approximate GPA on a 4.0 scale at graduation for students who took 50% or more of their courses via distance education (Without a formal analysis. E.g. 3.5):** 2.0

**GPA of Distance Traditional Course Graduates**

**Approximate GPA on a 4.0 scale at graduation for students who took 50% or more of their courses via traditional methods of instruction (Without a formal analysis. E.g. 3.5):** 2.0

**Student Competence - Distance Education Versus Traditional Methodologies**

**Recognizing that GPA is not the sole measure of expected professional competence, in general terms how would you rate the professional competence of students in Distance Education compared with students who**



**take courses via traditional methodologies?: 3**

*(1=Lower level of competence, 3=About the same, 5=Higher level of competence)*

#### **Future Distance Education Plans**

**Briefly indicate your program's future plans for Distance Education:**

The FSE Program always looking for ways to improve technology. Due to COVID 19, zoom lectures were introduced and students love it. Once back on campus, the FSE Program will start implementing Zoom lectures to on campus courses recordings.

#### **NBE Pass Rates - Distance Education**

Those programs which offer 50% or more of an ABFSE accredited degree via Distance Education are required by Standard 10.3.4 to separate NBE data for Distance Education and non-Distance Education students. Distance Education students are defined as those who take 50% or more of their courses via Distance Education formats.

**Please Note: Schools offering distance education must attach to the Annual Report a separate list of Distance Education Graduates. This will enable ABFSE to readily identify distance education graduates. (Names of distance education graduates will also be included in the Graduate List).**

If you do not have any students who take 50% or more of their coursework via Distance Education, please leave the following NBE Arts Section and Science Section questions blank and proceed to the next section, "U.S. Department of Education Compliance Statement."

#### **Arts Section**

**Number of Distance Education graduates who, as first time takers, have:**

**Taken the Arts Section of NBE in reporting calendar year: 18**

#### **Sciences Section**

**Number of Distance Education graduates who, as first time takers, have:**

**Taken the Science section of NBE in reporting calendar year: 20**

#### **U.S. Department of Education Compliance Statement**

**Procedures acceptable to the U.S. Department of Education are in place to confirm identities of distance education students: Yes**

**Describe new or other technologies and practices in place in your program that are effective in verifying identity of distance education students:**

JSCC provides each student with a login username and password. Students are able to change password once they login to the system. The username and A# are used to verify student identity. Login is also for BB9 security.

## **Section 6 - Student Outcomes**

#### **Graduation Rate**

**How do you measure graduation rates for your program? Include calculation method and the name of the entity or entities to which these data are submitted:**

The report will cover Spring 2018 to Spring 2020, no summer enrollment. The graduated rate calculation is measured by what is listed in standard 10.3.2. The students moving through the second half of the AAS degree program who would be considered to have graduated on time if they completed their degree within 18 months vs. the number of students that completed the FSE Program over 18 months. Half of the FSE Program is 33.5 hours, 67 hours to complete.

#### **Graduation Rate Percent**

**Using the measurement provided above, what was your program's graduation rate for the year?: 78%**

#### **Timely Graduation**

**Number of graduates completing program in 1½ times program length: 17**

*(Note: Cannot exceed the number of graduates you previously entered [26]. Also see Standard 10.3.2)*

#### **Job Placement/Employment Measurement**

**Describe how you measure employment rates for your program. Include calculation method and the name of the entity or entities to which these data are submitted:**

Annually, the Institutional Effectiveness department conducts a job placement survey. However, our students are employed at funeral homes during their enrollment in the FSE Program and prior to graduating. Also, note if a student loses employment while in the FSE Program we sometimes will assist with new employment.

**Job Placement/Employment**

Using the measurement provided, above, what was the job placement/employment rate for the most recent graduating class? 100%

**Number of Graduates with job placement/employment within 6 months of graduation** (See Standard 10.3.3)

**Total 2020 graduates entered in Section 4.1: 26**

(Total of numbers entered below must equal this number. Your response should also match the number on your Cohort Tracking Spreadsheet.)

Employed in Funeral Service or related field	26	
Continuing education		
Military duty		
Employed in a non Funeral Service related field		
Not seeking employment		
Not employed		
No employment info available		(Used only if all efforts to secure a response failed.)
<b>Total</b>	<b>26</b>	

**Enrollment Patterns**

**Methods of Course Delivery Courses Available (%)**

Traditional classroom delivery	100
Distance education	82

**Can students in the accredited program complete their courses on a part-time basis?: No**

**Professional Licensure**

**Describe how your program/institution informs students of state specific licensing requirements:**

Listed in college catalog, brochure, orientations, registration, office visits and telephone advising.

**NBE Pass Rates**

**In general ABFSE relies on NBE data provided by ICFSEB. However, to assist with data evaluation, please complete the following to the best of your ability.**

**Arts Section**

**Total number of first time Arts takers in 2020:**

**Taken the Arts section of NBE in the calendar year: 18**

**Sciences Section**

**Total number of first time Science takers in 2020:**

**Taken the Science section of NBE in the calendar year: 20**

## Submission Instructions

- 1) Print this Annual Report and sign the printed copy in the Report Certification section, below.
- 2) Attach the following to the printed Annual Report
  - A list of new enrollees in alphabetical order
  - A list of graduates in alphabetical order (Include email addresses (preferable) or mailing addresses)
  - A list of distance education graduates in alphabetical order (Only if applicable)
  - A copy of any letter announcing an adverse action by another accrediting agency
  - A copy of the most recent financial aid audit (Only required for non-regionally accredited Institutions)
  - A copy of the latest report on default rates (Only required for non-regionally accredited Institutions)
  - Submit an electronic copy of cohort tracking via email
  - Selected programs will be asked to submit a copy of the most recent assessment plan
- 3) Mail the items listed in instructions #1 and #2, above to the following address:
 

**American Board of Funeral Service Education**  
Annual Report  
992 Mantua Pike, Suite 108



Woodbury Heights, NJ 08097

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If you have any questions or need additional information, please email ABFSE at [annual.report@abfse.org](mailto:annual.report@abfse.org) or call (816) 233-3747.

### Report Certification

We hereby Certify the Accuracy of the Above Information and Attachments.  
(Signed by Program Director and One Other College Official - e.g registrar, dean, vice president, etc.)

Signature: [Handwritten Signature]  
 Name: Venus NR Smith  
 Title: Program Coordinator  
 Date: 2/15/2021

Signature: [Handwritten Signature]  
 Name: Vanessa LeBlanc  
 Title: Associate Dean of Health-related programs  
 Date: 2/15/2021



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## 2021 ANNUAL REPORT

Your **2021 Annual Report** submission is now complete. After you have printed a copy of this Certification, click **Close** icon (*Blue ball X*), above to return to the ABFSE home page.

### Jefferson State Community College

#### Section1 - Profile and Accreditation

**Institution Contact Information**

**CEO Name:** Keith Brown, J.D.  
**Title:** President  
**Address:**  
 2601 Carson Road  
 Birmingham, AL 35215  
**Phone:** 205-856-7765  
**Fax:** 205-856-8505  
**Email:** kbrown@jeffersonstate.edu  
**Web Address:** http://www.jeffersonstate.edu

**Program Contact Information**

**Program:** Funeral Service Education Program  
**Director Name:** Venus NR Smith  
**Title:** Program Coordinator  
**Address:**  
 2601 Carson Road  
 Birmingham, Alabama 35215  
**Phone:** 205-856-7841  
**Fax:**  
**Email:** vriley@jeffersonstate.edu  
**Program Webpage Address:**  
 http://jeffersonstate.edu/fse

**Public or Private:** Public  
**Institution Purpose:** Multi Purpose  
**Program Department (Only if Multi Purpose):**  
 Professional, Career and Technical Education  
**Courses are assigned which designation:**  
 Semester hours

**Embalming facility on campus is:** Demonstration only  
**Clinical embalming occurs:** In funeral homes

**Regional Accreditation**

**Regionally Accredited:** Yes  
**Accreditation Association:** Commission on Colleges - SACS

**Year of Last Institutional Accreditation Visit (Regional or other):** 2013  
**Year of Next Institutional Accreditation Visit (Regional or other):** 2023

**List ABFSE accredited degrees, certificates, diplomas, etc.:**  
 Associate of Applied Science Degree (Funeral Service Education)

**Funeral Service/Mortuary Science Accreditation**

**Year of Initial Accreditation:** 1976  
**Year of Most Recent Comprehensive Accreditation Visit:** 2018  
**Year of Next Comprehensive Accreditation Visit:** 2025

**Non-ABFSE Accredited**

**Non-Accredited Programs?:** Yes  
**If yes, how many New Enrollees and Graduates did you have in the non-accredited program(s) in 2021 ?**  
 - New Enrollees: 15  
 - Graduates: 16

**Program Names:** Short Term Certificate (STC) Funeral Service Education - 27 Hours Certificate in Funeral Service Education - 36 Hours

#### Section 2 - Program Changes



**Staff Changes**

**Have there been any new program faculty or administrative staff added since the last annual report?: Yes**

Staff Name	Degree Earned	Courses Taught or Primary Duties
Jonathan Freind (Part-Time)	Master Degree	FSE 206, FSE 207 and BIO 111
Jonathon Oswald (Part-Time)	Bachelor Degree	FSE 145

**Faculty Without Master Degree**

**Does program employ any full-time faculty who have not earned a masters degree?: No**

**Size of Dedicated Funeral Service Staff**

**Staff member who administers your program:** Program Coordinator

**Does that person have regularly assigned teaching responsibilities?: Yes**

**Number of Full Time teaching staff – With Masters: 2 | Without Masters: 0**

**Number of Part Time teaching staff – With Masters: 2 | Without Masters: 1**

**Other Changes****Budget Changes**

**Any significant budget changes (i.e. increases/decreases greater than 10%) occurred since the last annual report?: No**

**Total Enrollment**

**Total Current Enrollment:** 56

**Total Prior Enrollment:** 44

**Change in Enrollment:** 12

**Percent Change in Enrollment:** 27.3%

**Change in Enrollment**

**Any significant change in enrollment (i.e. increase/decrease greater than 10%)?: Yes**

**Enrollment change is an increase or decrease: : Increase**

**Impact of Enrollment Change:**

No significant impact, just more enrollees.

**Changes to Philosophy or Objectives**

**Any change been made in published philosophy and /or objectives of the program?: No**

**Curricular Changes**

**Any significant curricular changes been made during the past year?: No**

*(Note: Addition of Distance Education is a substantive change. See Manual Appendix K.)*

**Learning Resource Changes**

**Any major changes in the learning resources of the program during the past year?: No**

**Changes in Student Personnel Services**

**Any major changes in the student personnel services provided by your institution during the past year?: No**

**Physical Plant and Equipment Changes**

**Any major changes in the program's physical plant or equipment during the past year?: No**

**Organizational and Procedural Changes**

**Any major changes in the organization, administration, control or departmental procedures during the past year?: No**

*(Note: Substantive Changes require a separate report to ABFSE. See Manual, Appendix K.)*

## Section 3 - Standards Compliance

### Evaluations and Surveys

Date of the last student evaluation of courses and faculty as per Std 10.1.2.c: 12-07-2021

How often do such evaluations occur?: Each Semester

Date of the last evaluation of faculty and program administrators as per Std 10.1.2.d: 05-15-2021

How often do such evaluations occur?: Annually

Date of the last survey of graduates as per Std 10.1.2.e: 12-13-2021

How often do such evaluations occur?: Each Semester

Date of the last survey of employers as per Std 10.1.2.e: 12-13-2021

How often do such evaluations occur?: Each Semester

Date of the last survey of job placement rates for graduates as per Std 10.3.3 and 10.1.2.e: 12-13-2021

How often do such evaluations occur?: Each Semester

### Adverse Actions

Have any adverse actions been taken against the program or sponsoring institution by another accrediting agency during the past year?: No

If Yes, describe the action's impact on your continuing ability to meet the ABFSE Standards:

### Student Complaints

Has the program received any written student complaints since the last annual report was submitted?: No

If Yes, briefly describe each complaint and the action taken:

## Section 4 - Program Demographics

### Student Counts

The Student Counts you entered below for New Enrollees and Graduates will be used as control totals that must be consistent throughout this section. **You must also attach a list of New Enrollees and Graduates (and Distance Education Graduates, if applicable) and submit it with this final Annual Report.** The printing and mailing instructions are in the **Submission Instructions** section at the end of this report. The Certification page is being displayed for you to print and mail, at the end of the submission process.

**For Section 4:** Report only those in the accredited program(s) offered by your institution.

### Total Student Counts

**Total New Enrollees: 56**

**How many New Enrollees are US military veterans?: 1;**

**Total Graduates: 19**

**How many are Distance Education Graduates?: 19**

**How many Graduates are US military veterans?: 1**

The list of New Enrollees and Graduates to be used for cohort tracking. These lists plus a list of distance education graduates (*if applicable*) **must be submitted** with your Annual Report

### Program Demographics

By Ethnicity and Gender

New Enrollees

Graduates

White Males (*non-Hispanic*):

12

6



<b>White Females (non-Hispanic):</b>	24	10
<b>Hispanic Males:</b>		
<b>Hispanic Females:</b>		
<b>African American Males:</b>	8	
<b>African American Females:</b>	12	3
<b>Native American Males:</b>		
<b>Native American Females:</b>		
<b>Asian/Pacific Islander Males:</b>		
<b>Asian/Pacific Islander Females:</b>		
<b>Other/Did Not Indicate Males:</b>		
<b>Other/Did Not Indicate Females:</b>		
<b>Totals:</b>	56	19

<b>By Age</b>	<b>New Enrollees</b>	<b>Graduates</b>
<b>20 or under:</b>	7	4
<b>21-25:</b>	17	5
<b>26-30:</b>	10	3
<b>31-35:</b>	3	2
<b>36-40:</b>	12	1
<b>41-45:</b>	3	3
<b>46-50:</b>	1	1
<b>51-55:</b>		
<b>56-60:</b>	2	
<b>61-65:</b>	1	
<b>65-70:</b>		
<b>71 and over:</b>		
<b>Unknown:</b>		
<b>Total:</b>	56	19

**Students by State/Country**

**New Enrollees:** AL - 46 | FL - 1 | GA - 4 | MD - 1 | MI - 1 | MS - 1 | TN - 2

**Total New Enrollees:** 56

*(Calculated total of state counts entered)*

**New Enrollee Funeral Service Employment**

How many New Enrollees worked in funeral service prior to enrolling in program?:

<b>Less than 6 months:</b>	23
<b>6 months to 1 year:</b>	13
<b>More than 1 year:</b>	20
<b>Totals:</b>	56

**Graduates:**

AL - 13 | FL - 2 | GA - 2 | TN - 2

**Total Graduates:** 19

*(Calculated total of State/country counts entered)*

**Graduate Funeral Service Employment**

How many Graduates worked while attending your funeral service courses/program?:

<b>In funeral service related employment:</b>	19
<b>Other non-funeral service employment:</b>	
<b>Totals:</b>	19

**Number of Students**

The first two following sections display information regarding the prior education of new enrollees and graduates. The two sections are independent of one another.

The first section asks about high school background only for new enrollees and graduates. ALL of a program's new enrollees and ALL of a program's graduates will fit into one of the categories shown insofar as High School goes. More specifically, every student and every graduate will be either a high school graduate, a GED recipient, or will have been admitted under the "Other" category. As a result, the Calculated Totals for the first section should equal the total enrollees counts above. A similar situation applies with Graduates.

	<b>New Enrollees</b>	<b>Graduates</b>
<b>By High School or Equivalent</b>		
<i>(Calculated Totals in this section must agree with Total Student Counts, above.)</i>		
<b>GED:</b>	4	
<b>High School Graduate:</b>	52	19
<b>Other:</b>		
<b>Calculated Totals:</b>	56	19
<b>Education Level Prior to Entering Funeral Service Program/Institution</b>		
<b>High School or Equivalent:</b>		
<b>1 Year College:</b>	19	1
<b>2 Year College:</b>	13	14
<b>3 Year College:</b>	10	1
<b>Bachelor Degrees:</b>	7	1
<b>Master Degrees:</b>	6	
<b>Other:</b>	1	2
<b>Other (Listed):</b>	Ed.S	Doctorate
<b>Totals:</b>	56	19

**Number who Previously Attended**



**a Funeral Service Program:**

(Including those who dropout and return in  
a different calendar year.)

**Students with a Family  
Member in Funeral Service**

<b>Parent:</b>	3	
<b>Spouse:</b>		
<b>Sibling:</b>	1	
<b>In-Law:</b>		2
<b>Other:</b>	5	1
<b>Other (Listed):</b>	2 - Aunt 1 - Nephew 1 - Grandfather 1 - Uncle	cousin
<b>Totals:</b>	9	3

**Students Who Left Program**

In this section you have indicated how many students have left prior to completing the accredited program during the calendar year for which this report is prepared.

	<b>Number of Students</b>
<b>Remained in a Funeral Service-related Major but Transferred to Another Institution:</b>	2
<b>Changed Major But Remained in Higher Education:</b>	1
<b>Left for Academic Reasons:</b>	10
<b>Left for Financial Reasons:</b>	1
<b>Left for Personal Reasons:</b>	10
<b>Left Due to Other Reasons (Specified below):</b>	2
Other profession	
<b>Totals:</b>	26

**Graduates by each ABFSE Accredited Degree**

If a student graduated with more than one degree, they are included in only one degree category.

	<b>Number of Graduates</b>
<b>Certificates of Diplomas</b>	
<b>Associate Degrees</b>	
Funeral Service Education	19
<b>Bachelor Degrees</b>	
<b>Total:</b>	19

**Bachelor Degree Completion**

**Does your institution offer a bachelor degree program for licensees and/or individuals who have already completed an ABFSE accredited program that allowed them to take the NBE?: No**

**if yes, please answer the following for students in the degree completion program.**

**How many new enrollees?:**

**How many graduates?:**

*(The above should not be included in the Cohort Tracking Spreadsheet to be submitted to the ABFSE, nor should they be included in the demographics in the earlier part of this Annual Report.)*

## Section 5 - Distance Education

### Distance Education Courses

**Does your institution/program offer distance education courses?: Yes**

**Is Distance Education available only for General Education courses?: No**

**If Your School Does Not Offer Distance Education or if Distance Education is Available only for General Education Courses, does your program have any plans to offer distance education courses in the future?:**

**The following answers apply if your school offers Distance Education and it is not offered for General Education courses only. Otherwise, please skip to the next section.**

**Number of Funeral Service/Mortuary Science Courses for the ABFSE Accredited Degree available via distance education during the previous calendar year: 14**

### Distance Education Student Enrollment

Total student enrollment in Distance Education for the Funeral Service/Mortuary Science courses noted above.

*(Does not include students enrolled in General Education courses in totals, below.)*

**Total Current Year Students: 56**

**Total Prior Year Students: 40**

### Instructional Methodologies

**List all instructional methodologies used for Distance Education Courses:** Internet, Audio, Video, Print, Other

### Distance Education - Complete Degree

**The Distance Education program offers degreed funeral service courses in the following distance format?:**  
50% or more

**If applicable, describe the on-campus residence requirements for Restorative Art, Embalming and any other courses:** Students must complete 6 hours of Restorative Art Lab (FSE 214) on campus during the summer semester. All students must attend a Mandatory Orientation for enrollment. Midterm and Finals are completed on campus as well as FSE 230 (Comprehensive Review).

**Reminder:** A list of Distance Education graduates must be attached to the **Annual Report** (i.e. those completing 50% or more of the courses in the accredited program via Distance Education).

### GPA of Distance Education Graduates

**Approximate GPA on a 4.0 scale at graduation for students who took 50% or more of their courses via distance education (Without a formal analysis. E.g. 3.5): 2.0**

### GPA of Distance Traditional Course Graduates

**Approximate GPA on a 4.0 scale at graduation for students who took 50% or more of their courses via traditional methods of instruction (Without a formal analysis. E.g. 3.5): 2.0**

### Student Competence - Distance Education Versus Traditional Methodologies

**Recognizing that GPA is not the sole measure of expected professional competence, in general terms how would you rate the professional competence of students in Distance Education compared with students who take courses via traditional methodologies?: 3**

*(1=Lower level of competence, 3=About the same, 5=Higher level of competence)*



### Future Distance Education Plans

**Briefly indicate your program's future plans for Distance Education:**

The FSE Program is always looking for ways to improve the technology and delivery to students. The FSE Program is currently awaiting a "Zoom Room", equipped with cameras, microphone and new computer.

### NBE Pass Rates - Distance Education

Those programs which offer 50% or more of an ABFSE accredited degree via Distance Education are required by Standard 10.3.4 to separate NBE data for Distance Education and non-Distance Education students. Distance Education students are defined as those who take 50% or more of their courses via Distance Education formats.

**Please Note: Schools offering distance education must attach to the Annual Report a separate list of Distance Education Graduates. This will enable ABFSE to readily identify distance education graduates. (Names of distance education graduates will also be included in the Graduate List).**

If you do not have any students who take 50% or more of their coursework via Distance Education, please leave the following NBE Arts Section and Science Section questions blank and proceed to the next section, "U.S. Department of Education Compliance Statement."

#### Arts Section

**Number of Distance Education graduates who, as first time takers, have:**

Taken the Arts Section of NBE in reporting calendar year: 12

#### Sciences Section

**Number of Distance Education graduates who, as first time takers, have:**

Taken the Science section of NBE in reporting calendar year: 11

### U.S. Department of Education Compliance Statement

**Procedures acceptable to the U.S. Department of Education are in place to confirm identities of distance education students: Yes**

**Describe new or other technologies and practices in place in your program that are effective in verifying identity of distance education students:**

Jefferson State CC provides each student with a login username and password (student creates), email address and A-number (Student ID). All JSCC sites are password protected. Blackboard 9 is also password protected.

## Section 6 - Student Outcomes

### Graduation Rate

**How do you measure graduation rates for your program? Include calculation method and the name of the entity or entities to which these data are submitted:**

The report will cover Fall 2020 to Spring 2021, no summer enrollment. The graduate rate is calculated by using Standard 10.3.2. The student moving through the second half of the AAS degree program who would be considered to have graduated on time if they completed their degree within 18 months vs. the number of students that completed the FSE Program over 18 months. 50% of the FSE Program is 33.5 hours, 67 hours total.

### Graduation Rate Percent

**Using the measurement provided above, what was your program's graduation rate for the year?: 77%**

### Timely Graduation

**Number of graduates completing program in 1½ times program length: 11**

*(Note: Cannot exceed the number of graduates you previously entered [19]. Also see Standard 10.3.2)*

### Job Placement/Employment Measurement

**Describe how you measure employment rates for your program. Include calculation method and the name of the entity or entities to which these data are submitted:**

Annually, the Institutional Effectiveness department conducts a job placement survey. However, our students are employed at a funeral home during their enrollment in the FSE Program and prior to graduation. The FSE Program

counts program completion and six additional months toward job placement. Also note, if a student loses employment while in the FSE Program we sometimes will assist with new employment. Students has 3 weeks to find new employment to continue in FSE Program.

**Job Placement/Employment**

Using the measurement provided, above, what was the job placement/employment rate for the most recent graduating class? 100%

**Number of Graduates with job placement/employment within 6 months of graduation (See Standard 10.3.3)**

**Total 2021 graduates entered in Section 4.1: 19**

*(Total of numbers entered below must equal this number. Your response should also match the number on your Cohort Tracking Spreadsheet.)*

Employed in Funeral Service or related field	19	
Continuing education		
Military duty		
Employed in a non Funeral Service related field		
Not seeking employment		
Not employed		
No employment info available		<i>(Used only if all efforts to secure a response failed.)</i>
<b>Total</b>	<b>19</b>	

**Enrollment Patterns**

**Methods of Course Delivery Courses Available (%)**

Traditional classroom delivery	100
Distance education	82

**Can students in the accredited program complete their courses on a part-time basis?: No**

**Professional Licensure**

**Describe how your program/institution informs students of state specific licensing requirements:**

FSE Program requirements are listed in the college catalog, website, brochure, orientation, registration, office visits and telephone advising.

**NBE Pass Rates**

**In general ABFSE relies on NBE data provided by ICFSEB. However, to assist with data evaluation, please complete the following to the best of your ability.**

**Arts Section**

**Total number of first time Arts takers in 2021:**

**Taken the Arts section of NBE in the calendar year: 12**

**Sciences Section**

**Total number of first time Science takers in 2021:**

**Taken the Science section of NBE in the calendar year: 11**

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Annual Report

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### Report Certification

We hereby Certify the Accuracy of the Above Information and Attachments.

*(Signed by Program Director and One Other College Official - e.g registrar, dean, vice president, etc.)*

Signature:

*[Handwritten Signature]*

Name:

*Venus NR Smith*

Title:

*Program Coordinator*

Date:

*2/3/2022*

Signature:

*[Handwritten Signature]*

Name:

*Vanessa K. LeBlanc*

Title:

*Associate Dean of Health-Related Programs*

Date:

*2/3/2022*



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