

<p>Unit Operational Plan</p> <p>Due March 1st Each Year</p> <p>2024-2025</p>
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Name of Unit: Criminal Justice/Law Enforcement Education Program

Primary Purpose: The Criminal Justice/Law Enforcement Program at Jefferson State Community College is dedicated to equipping students with comprehensive education and professional skills for immediate employment, fostering ethical values, analytical abilities, and leadership skills to prepare graduates for effective contributions in the dynamic field of criminal justice.

Unit Goals	Unit Outcome	Institution Strategic Plan	Fundamental Principles
Update classroom furniture (tables and chairs) in room 123 Harold Martin Building (Jefferson Campus).	Enhance the educational setting to align with the college's ongoing improvement initiatives, ensuring a conducive and contemporary learning environment for students.	<p>III. A. Develop additional locations and facilities to offer instructions and training.</p> <p>III. B. Continue to improve aesthetics and infrastructure.</p>	<p>FP 2.2, 2.4, 2.5, 3.1, 3.2</p> <p>FP 3.1, 3.2, 4.3</p>
Update technology and equipment in room 123 Harold Martin Building (Jefferson Campus).	Provide support for an optimal learning environment, aligning with continuous improvement processes and standards of the college's educational resources.	<p>I.A. 3. Increase work-based learning opportunities for students.</p> <p>II. B. Support the continued growth and enrollment of Dual Enrollment students and programs.</p> <p>II. D. Increase and enhance support for adult learners.</p> <p>III. A. Develop additional locations and facilities</p>	<p>FP 2.4, 5.4, 5.5</p> <p>FP 2.3, 2.6, 3.5</p> <p>FP 1.1, 1.2, 1.3, 3.4</p> <p>FP 2.2, 2.4, 2.5, 3.1, 3.2</p>

		to offer instructions and training. III. B. Continue to improve aesthetics and infrastructure.	FP 3.1, 3.2, 4.3
Personnel request for full-time instructor reporting to Criminal Justice Department Coordinator and provide technology (i.e. computer).	Provide support for an optimal learning environment, aligning with continuous improvement processes and standards of the college's educational resources.	III. B. Continue to improve aesthetics and infrastructure at all locations. IV. A. Improve and enhance the onboarding process for new employees. IV. B. Increase opportunities for professional development for all employees.	FP 3.1, 3.2 ,4.3 FP 4.1, 4.3 FP 3.3, 4.2, 4.3, 4.4
Update office furniture for room 214 Harold Martin Building.	Provide enhancement to the college working environment, ensuring functional and contemporary office space.	III. B. Continue to improve aesthetics and infrastructure.	FP 3.1, 3.2, 4.3

Unit Operational Plan for 2024-2025

1. **Goals** – The activities through which the outcome will be achieved. Each Unit Outcome should have at least one goal.
2. **Method of Assessment** – How the unit will determine if the objective has been met.
3. **Funding/Rationale** – Provide an estimate of the cost of achieving the objective. Also, include a description of how these funds will be used to accomplish the objective.

Goal	Assessment	Funding/Rationale
Update classroom table and chair and technology.	-New work bench frame tables (12) with shelf for storage to seat two students at each table to hold a total of thirty (24) students=\$21,314.76. -(24) 30" contoured seats to match tables color and design =\$5,218.08.	est. \$29,066.78 quote provided by "Virco"

	- (1) Instructor media station/desk with media tower, with inclined top, and stool/lab series=2,533.94.	
Update technology in the classroom to enhance active learning.	<p>Technology in classroom HBM 123 to enhance instructional capabilities and ensure a modernized learning environment within the CRJ/LEO program.</p> <p>Request Items:</p> <ul style="list-style-type: none"> - (1) Projector - (1) Projector Screen - Remove old stand and move new equipment to center of room (i.e. no projector is in the room currently). - New speaker system. - (1) Computer for classroom (this will go into the new computer media tower on the new desk). 	est. Dean Amanda Kin's department has been sent request and should have estimate to provide.
Personnel Request for full time instructor in Criminal Justice and Law Enforcement, reporting to the Program Coordinator of Criminal Justice.	<p>Program Coordinator will hire a qualified candidate to provide expertise in curriculum development, effective teaching and delivery methods, comprehensive advising, strategic recruiting efforts, and impactful mentoring within the program.</p> <p>(*This request is for a 9-month employee.)</p>	<p>est. Annual salary between \$50,071 to \$65,526 [Salary starting @ D-0]</p> <p>9-month @ \$50,071.00 12-month @ \$65,526.00</p> <p>*Plus, fringe benefits</p>
Update office technology and furniture in HMB 214.	<p>New computer and standard office furniture will be ordered to replace broken and outdated furniture for the program coordinator in HMB 214.</p> <p>Along with new furniture for new staff member.</p> <p>Also, request for office space in vacant office next to program coordinator be allocated to the criminal justice program for new staff member.</p>	<p>Laptop Computer est. @ \$1,150.00 (for newly hired employee).</p> <p>Standard Office Equipment est. @ \$4,500.00 (each) = \$9,000.00</p>