

**Unit Operational Plan**

**Due March 22<sup>nd</sup>, 2024**

**2024-2025**

**Name of Unit:** Funeral Service Education

**Mission Statement (for the unit):** The mission of the Funeral Service Education Program at Jefferson State Community College is to educate individuals in the professional discipline of funeral service education through high quality educational exposures in classroom instruction, practicum, internships, and clinical experience. We are dedicated to providing learning and teaching environment of high academic standards, respect for diversity and instill a keen sense of ethics, academic and professional excellence. The Funeral Service Education Program seeks to provide an accessible and economical program for the students.

**Unit Goals**

<b>Unit Goals</b>	<b>Unit Outcome</b>	<b>Institution Strategic Plan</b>	<b>Fundamental Principles</b>
Keep abreast of changes and trends in the Funeral Service Education profession to improve classroom instruction.	Provide quality instruction through continued professional development opportunities.	<b>IV.B</b> - Increase opportunities for professional development for all employees.	<b>FP 4.2</b> Professional development experiences that enable personnel to maintain currency in their respective fields, increase their awareness and use of alternative methods of meeting the needs of a diverse student population, and develop innovative approaches to fulfilling their roles in the institution. <b>FP 4.4</b> - Continual improvement through ongoing evaluation and advocacy of innovation in teaching and learning.
Comply with the American Board of Funeral Service Education (ABFSE) Standard 5.4.6.h and all standards for the Funeral Service Education (FSE) Program.	Provide courses relevant to the career and professional programs, provide opportunity to meet FH owners/manager to help encourage student involvement in the funeral homes daily operation.	<b>I.A-2</b> - Improve alignment of industrial programming with local businesses and industry.	<b>FP 2.2</b> - Career and professional associate degree programs that integrate general and career-specific education and prepare students for immediate employment. <b>FP 4. 2</b> - Professional development experiences that enable personnel to maintain currency in their respective fields, increase their awareness and use of alternative methods of meeting the needs of a diverse student population, and develop innovative approaches to fulfilling their roles in the institution.

Maintain program labs, classrooms, and faculty offices with up-to date technology and adequate supplies and equipment to provide quality instruction.	Increase learning and provide quality teaching and learning environments for faculty and students through maintaining classroom and labs equipment.	<b>III.B</b> - Continue to improve aesthetics and infrastructure at all locations.	<b>FP 3.1</b> - A friendly and stimulating atmosphere that is conducive to both formal and informal learning and to cross-cultural awareness. <b>FP 4.3</b> - A working environment that supports employee wellness and job satisfaction.
Make adjustments as necessary to National Board Exam (NBE) Improvement Plan for improved results and courses to prepare students for the NBE and the workforce.	Provide quality instruction though continued professional development, seeking various way to increase student knowledge.	<b>III.A.3</b> - Increase work-based learning opportunities for students.	<b>FP 4.4</b> - Continual improvement through ongoing evaluation and advocacy of innovation in teaching and learning.

**Unit Plan for the next year**

- 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.

<b>Goal</b>	<b>Assessment</b>	<b>Funding/Rationale</b>
Comply with the American Board of Funeral Service Education (ABFSE) Standard 5.4.6.h & 7.2 and all standards for the Funeral Service Education (FSE) Program.	Faculty or FSE Representative visit each FH where students are employed.  100% of sites visited by Faculty or appropriate FSE Representatives	Faculty or appropriate FSE Representatives travel to off-site locations to comply with ABFSE Standard 5.4.6.h at estimated cost of \$2000.00 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.h & 7.2. Currently the program has out of state students enrolled from Alabama, Florida, Mississippi, Tennessee, and Georgia.  The FSE Program plans to continue utilizing a L-19 employee to assist

		with meeting ABFSE standard 5.4.6.h Cost: ongoing rate.  \$300.00 for one in-person advisory committee meeting.
Maintain program labs, classrooms, and faculty offices with up-to-date technology and adequate supplies and equipment to provide quality instruction and achieve program and course outcomes.	Both Faculty uses various supplies to improve instructional learning and improve practical skills.  FSE 203, Embalming Instructor will order additional PPE) for embalming lab certification, standard 5.4.6 and 7.1 – 7.2.  Renovation of the Harold Martin building.	Purchase routine instructional materials and lab supplies @ estimated cost of \$2,000.00. Maintain supplies for FSE 203.  Maintain supplies for FSE 214 Restorative Art Lab @\$400.00 (yearly listing to budget)  Furnish new RA Lab, embalming room and main classroom with TV, computer, tables, chairs, etc. (estimated quote attached, <i>to be revised by new vendor</i> )  Purchase new laptop & docking station for Program Coordinator and/or full-time instructor, estimated cost \$4500.00.
Keep abreast of changes and trends in the Funeral Service Education profession to improve classroom instruction.	Faculty actively participates in funeral service associations and professional development	Pay institutional membership fees: A. NFDMA & AFDMA Membership @ estimated cost of \$650.00  B. ABFSE Membership @ estimated cost of \$7,500.00  C. UMSEA Membership @ estimated cost of \$275.00  1. Purchase The Red Book Advertising - \$250.00  2. Annual expense to attend ABFSE meeting for two faculty (ABFSE & Mid-Winter Meeting) @ estimated cost of \$5,500.00
Make adjustments as necessary to NBE Improvement Plan for improved results and courses to prepare	Identify, review and/or purchase of additional instructional software to assist with review class and student performance.	Purchase new instructional software to improve NBE results @ estimated cost of \$4,000.00.

students for the NBE and the workforce.		
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