



## Planning and Evaluation Tracking

College Year: 2007-2008

Division of: Workforce Development  
Department of: Criminal Justice Programs

Person Responsible: Damaris Schlong  
Person Responsible: Toni Gordy

**Purpose Statement:** Provide valuable educational opportunities for criminal justice professionals in the Texas Panhandle. Maintain our commitment to excellence in criminal justice training through our long-standing relationships with the individuals, agencies, and institutions that depend on us to provide quality and flexible training.

Goal Statements	Objectives/Outcomes (including assessment tools and standards)	Results	Use of Results (including improvements and revisions)
1. Advise students who set an appointment, walk in, or call for advising.	1. After developing a comprehensive advising schedule, criminal justice employees who advise academic students will provide advising at 95% availability during advising hours using the Criminal Justice Advising Log.	1. Timeframe: (4/21/07 through 9/19/07)  # students advised in office: <b>98/197 (50%)</b>  # students advised by phone: <b>78/197 (40%)</b>  # students advised by email: <b>17/197 (8%)</b>  # students rescheduled: <b>4/197 (2%)</b>  <b>98% Availability</b> (N = 50% + 40+ 8%)	1. Timeframe: (4/21/07 through 9/19/07)  At 98%, we surpassed our expectations. This is a result of changes made in the last FY.  The objective was revised to include measurable criteria, and the advising will be revised to include: <ul style="list-style-type: none"><li>Put an advising log at each advisor's desk to record in-person as well as phone advising.</li><li>Advising log will include whether the student was a walk-in, phone call, or had an appointment.</li><li>The advising log is being formatted to an Excel spreadsheet that each employee will have access to.</li><li>Increase number of CJ employees for advising.</li><li>Revised <b>5/15/07</b>: Only students having to be</li></ul>

			<p>rescheduled will sign in on the Advising Log Sheet kept in the front office. The individual advisors will log in students they actually advise either by phone or in person.</p> <p><b>As of 10-10-07:</b>  We are satisfied with the results which met or exceeded our expectations. We are going to keep this objective and measure it another year.</p> <p>a. We have decided to continue with the three advisors that we currently have. At this time, the plan we have in place is working well without additional advisors.</p> <p>b. Email contacts will be added to the advisor's logs,</p> <p>c. All three advisors will use the Advising Log to keep track of students they advise either by phone, in person, or by email.</p>
2. Increase communication within the department.	<p>2. After participating in weekly departmental meetings, the Senior Staff Assistant will prepare and send information to all Criminal Justice employees within the same business day for review and approval using e-mailed minutes.</p> <p><i>(Updated 10/2007)</i></p> <p>2. After scheduling weekly departmental meetings, the CJ staff will hold at least 95% of those scheduled meetings.</p>	<p>2. Timeframe: (5/1/07 – 9/19/07)</p> <p><b># meetings scheduled: 20</b>  <b># meetings held: 19</b></p> <p>95% (N = 19 of 20)</p>	<p>2. Timeframe: (5/1/07 – 9/19/07)</p> <p>The objective has been updated, and the departmental meetings have been restructured to include ALL Criminal Justice employees who will meet on Friday mornings at 10:30.</p> <p>Along with standard items which will be included on each weekly agenda, all Criminal Justice employees will submit agenda items to the Senior Staff Assistant by noon on Thursdays.</p>

			<p>5/15/07: The meetings are set on a good day and time. Communication is satisfactory.</p> <p>ACTION PLAN (10-10-07):</p> <p>a. Items discussed in the weekly meetings will be sent to the Associate Director for inclusion on the meeting Agenda.</p> <p>b. The Associate Director will email the minutes of the meetings within 2 business days.</p> <p>c. The objective has been re-worded to more clearly reflect what we wanted to measure: the number of meetings scheduled versus the number of meetings held.</p>
<p>3. Increase attendance at Specialized Schools (CJ Account #441327).</p>	<p>3. After learning of classes, students seeking specialized training will complete classes and represent a 5% increase in contact hours over the previous year using certified numbers.</p>	<p>3. Timeframe: FY 2005 – FY 2007</p> <p>FY 2005-06 Contact hours: <b>91,445</b></p> <p>FY 2006-07 Contact hours: <b>134,262</b></p> <p><b>47% (N = 134,262 of 91,445)</b></p>	<p>3. Timeframe: FY 2005 – FY 2007</p> <p>The 47% increase may be an anomaly.</p> <p>FY 2005-2006 was a year with lower contact hours. To make adjustments for the existing decrease, we partnered more with Randall Co. Sheriff's Office and the Amarillo Police Dept. to increase contact hours for FY 2007. We also had a strong conference schedule for 06-07.</p> <p>5/15/07: Following is a list where training increased in contact hours for FY 2007: Pantex SPO: 20,608 TDCJ In-Service: 880</p>

			<p>TDCJ Pre-Service: 1,040 TDJC ERT: 626 APD: 1,400 Conference: 1,775 Enrollment is up overall 265 people.</p> <p>ACTION PLAN (10/10/07): This objective will continue to be monitored for fluctuations of + or – 5%. However, it will not be a PET plan objective unless we determine it needs to be.</p>
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Revised 05/15/07