



Planning and Evaluation Tracking

College Year: 2006-2007

Division of: Workforce Development
Department of: Criminal Justice Programs

Person Responsible: Damaris Schlong
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Purpose Statement: The Criminal Justice Programs provides valuable educational opportunities for criminal justice professionals in the Texas Panhandle. We will 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)
<p>1. Be available on a consistent and scheduled basis to advise students pursuing a criminal justice degree or certificate.</p> <p><i>NOTE: Goal Updated (10/27/06)</i></p> <p>1. Advise students who set an appointment, walk in, or call for advising.</p>	<p>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.</p>	<p>1. Timeframe: 4/1/06 – 10/26/06 # of walk-in students: 104</p> <p><i>The following measurements are now in place:</i></p> <p># students advised: (10/27/06 through 4/20/07)</p> <p># students advised in office:</p> <p># students advised by phone:</p> <p># students rescheduled:</p> <p>% advised in person:</p> <p>% advised by phone:</p> <p>% rescheduled:</p>	<p>1. The original objective lacked measurable efforts.</p> <p>A comprehensive advising schedule was developed, but students did not always adhere to the schedule and CJ staff had a hard time turning away students when they showed up at unscheduled advising times.</p> <p>In addition, there were only two advisors available to schedule for advising, and they were not keeping records of phone advising.</p> <p>ACTION PLAN: The objective was revised to include measurable criteria, and the advising will be revised to include:</p> <ul style="list-style-type: none"> Put an advising log at each advisor's desk to record in-person as well as phone advising.

			<ul style="list-style-type: none"> ▪ Advising log will include whether the student was a walk-in, phone call, or had an appointment. ▪ The advising log is being formatted to an Excel spreadsheet that each employee will have access to. ▪ Increase number of CJ employees for advising.
<p>2. Increase the efficiency in Criminal Justice Programs by becoming more succinct and organized.</p> <p><i>NOTE: Goal Updated (10-27-06)</i></p> <p>2. Increase communication within the department.</p>	<p>2. After participating in weekly meetings (9:30 am, 1st workday of the week), the director, associate director and senior staff assistant for Criminal Justice Programs will synchronize and disseminate information (administrative, office operations) to all Criminal Justice employees within the same business day using e-mailed minutes.</p> <p><i>NOTE: Outcome Updated (10-27-06)</i></p> <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>The following measurements are now in place beginning 11/2006:</i></p> <p># meetings scheduled:</p> <p># meetings held:</p> <p>Identify who missed meetings:</p>	<p>2. Members of the CJ Department became dissatisfied with the direction of the meetings.</p> <p>The results became a “to-do” list for the 3 employees involved in the meetings, were not effective for increasing communication within the department, and actually created more questions for the employees who did not attend the meetings.</p> <p>ACTION PLAN: 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>3. Increase attendance and awareness of our specialized schools to participants and agencies.</p> <p><i>NOTE: Goal Updated (10-27-06)</i></p> <p>3. Increase attendance at Specialized Schools (CJ Account #441327).</p>	<p>3. After learning of classes, students seeking specialized training will register for classes and will represent a 10% increase in enrollments when comparing 2004-05 to 2005-06 Colleague Query Conhr_byCensusandGL.</p> <p><i>NOTE: Objective Updated (10-27-06)</i></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: 9/1/05 – 8/31/06</p> <p>2004-05 Enrollments: 3,298</p> <p>2005-06 Enrollments: 2,781</p> <p>8% ↓ (N = 2,781 of 3,298)</p> <p><i>The following measurements are now in place for 11/2006:</i></p> <p>2005-06 Contact Hours:</p> <p>2006-07 Contact Hours:</p> <p>% increase/decrease:</p>	<p>3. There was an 8% decrease in TDCJ Pre-Service, In-Service, and Pantex enrollments and contact hours. This is the bulk of our training in this account.</p> <p>ACTION PLAN: In the future, only contact hours will be measured for comparison.</p> <p>To make adjustments for the existing decrease, we will partner more with Randall Co. Sheriff's Office and the Amarillo Police Dept. to increase contact hours.</p> <p>Also, we have a strong conference schedule for 06-07.</p>
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Revised 10/27/06