

CHIPOLA COLLEGE
Assessment of Program Outcomes and Standards
Based on Outcomes and Standards of the Council on Occupational Education

Program: **Correctional Officer and**
Crossover from Law Enforcement to Correctional Officer

Occupational Education Outcomes	Yes	No	Evidence the Chipola Meets this Outcome	Program Specific Standards or Certifications
Program Outcome 1:	The program maintains individual student records including:			
Accurate Student Records Are Maintained	X		Skills Check-Off of student performance standards Class Record Book Course Syllabi Florida Police Standards and Training Commission F.A.C. 11B-35	Intended Outcomes and Student Performance Standards: Correctional Officer CIP 0743010200 Crossover from Law Enforcement to Correctional Officer CIP 0743010205 <u>Outcomes-Standards Correctional Officer</u> <u>Crossover from Law Enforcement to Correctional Officer</u> Source Document: Program Curriculum Frameworks at www.firn.edu/doe/dwdframe/0607/ie/doc/43010200.doc www.firn.edu/doe/dwdframe/0607/ie/doc/43010205.doc
	X		Enrollment Services Student Records Department and Program Records	
Program Outcome 2:	(a) The program determines accurate program completion data, compares it to completion rates at			
Program	X		Data Center Reports Florida Accountability Data	

Completion Data Are Collected and Monitored	similar institutions.			Institutional Outcome Measures	
	(b) The program takes any actions required if overall completion rates are unacceptably lower than the expected outcome.	X		Program Review WFD Operational Unit Plan—Unit 5	
Program Outcome 3: Program Placement Data Are Collected and Monitored	(a) The program determines accurate program placement data each year and compares it to placement data at similar institutions.	X		FETPIP Report	
	(b) The program takes any actions required if overall placement rates are unacceptably lower than the expected outcome.	X		Program Review Program Improvement Plans WFD Operational Unit Plan—Unit 5	
Program Outcome 4: Licensure Examination Data are Collected and Monitored	(a) The program determines licensure examination passing rates each year and compares it to licensure passing rates at similar institutions.	No Licensure Exam for this program			
	(b) The program takes any actions required if overall placement rates are unacceptably lower than the expected outcome.	X		Program Review Program Improvement Plans WFD Operational Unit Plan—Unit 5	
Program Outcome 5:	The program has a written plan to ensure that follow-up is systematic and continuous. The plan includes the following elements:				
	(a) Responsibilities for			Planning Office	

Written Plans Are Prepared for Follow-up	assessment and follow-up are assigned.	X		Program Improvement Plans WFD Operational Unit Unit—Unit 5	
	(b) The data are collected and maintained on completers and employers of completers.	X		FETPIP Report Advisory Committee and industry feedback	
	(c) Feedback from completers and employers is focused on program effectiveness, including instructional delivery and workplace skills.	X		Advisory Committee and industry feedback	
	(d) Placement and follow-up data are used to evaluate and improve the quality of program outcomes.	X		FETPIP Report Advisory Committee Industry feedback	
	(e) Placement and follow-up data are compiled and communicated annually to appropriate instructors and administrators in Workforce Development Programs.	X		FETPIP Report Program Review Faculty Evaluations Advisory Committee Division Staff Meetings	
Occupational Education Unit Standards		Yes	No	Evidence that Chipola Meets this Standard	Program Specific Certification Standards
Standard A: The Program Has Clear and Appropriate	1. The primary goal of the program is to instruct students to reach competency levels so that they are qualified for initial	X		Florida DOE Curriculum Frameworks WFD Operational Unit Plan—Unit 5	Specific skills identified in Florida Dept. of Education's Curriculum Frameworks: Correctional Officer CIP 0743010200 Crossover from Law Enforcement to Correctional Officer

Goals and Objectives	employment and/or career advancement. (Statement of unit purpose)			Statement of Unit Purpose, Goals, and Expected Outcomes Florida Police Standards and Training Commission F.A.C. 11B-35	CIP 0743010205 <u>Outcomes-Standards Correctional Officer Crossover from Law Enforcement to Correctional Officer</u> Source Document: Program Curriculum Frameworks at www.firn.edu/doe/dwdframe/0607/ie/doc/43010200.doc www.firn.edu/doe/dwdframe/0607/ie/doc/43010205.doc
	2. An organized and functional advisory committee composed primarily of external personnel provides community input in maintaining relevant program objectives.	X		Correctional Officer and Crossover from Law Enforcement to Correctional Officer Programs Advisory Committees are active and make recommendations about the program, Florida Police Standards and Training Commission	
Standard B: Appropriate Learning Resources Are Provided	The occupational education unit has a written plan for its media services which is appropriate for the unit and includes the following:				
	a. The scope and availability of the media services	X		Computing and Technology Committee State-of-the-art instructional technology continuously available for all faculty Florida Police Standards and Training Commission F.A.C. 11B21-21	
	b. A variety of current and			Textbooks,	

	relevant education materials to help fulfill the occupational education unit's purposes and support its educational programs	X		Video Tapes DVDs Consumables Computer Assisted Instruction Florida Police Standards and Training Commission	
	c. Staff responsible for the implementation and coordination of media services.	X		Job descriptions of Program Instructors Technology Personnel Library personnel Florida Police Standards and Training Commission F.A.C. 11B-21	
	d. Roles and responsibilities of designated staff member(s)	X		Job descriptions of Program Instructors Technology Personnel Library personnel Florida Police Standards and Training Commission F.A.C. 11B-21	
	e. Orientation for user groups	X		Instructors, Librarians	
	f. Facilities essential for using media materials	X		Annual Classroom and Lab Inventory Checkoff Florida Police Standards and Training Commission F.A.C. 11B-21	

	g. Annual budgetary support for the services	X		Workforce Development Budget, Carl Perkins, Tech Prep	
	h. Evaluation of the effectiveness of media services and utilization of the results to modify and improve media services	X		Computing and Technology Committee, Student Evaluations, Student Exit Forms, Program Review	
	2. Relevant and up-to-date equipment is available in adequate variety and quantity to support the instructional programs offered by the occupational education unit.	X		Monitored by Florida Department of Law Enforcement and Annual Audits Annual Classroom and Lab Inventory Checkoff Technology Inventory and Maintenance Schedule Florida Police Standards and Training Commission F.A.C. 11B-21	
	3. Instructional supplies are available in adequate variety and quantity to support the instructional programs offered by the occupational education unit.	X		Monitored by Florida Department of Law Enforcement, Department Supplies, Perkins Resources, Information Technology Department Resources Florida Police Standards and Training	

				Commission F.A.C. 11B-21	
Standard C: Appropriate Physical Resources Are Provided	1. Existing physical plant of the occupational educational unit provides adequate, safe, and clean facilities with appropriate supporting utilities for classrooms, laboratories/shops, offices, restrooms, lounges, meeting rooms, and other needs.	X		Florida Department of Law Enforcement College Safety Plan Annual Safety Inspection Physical Plant maintenance and custodial crews Florida Police Standards and Training Commission F.A.C. 11B-21	
	An appropriate plan for assuring the health and safety of the occupational education unit's employee's, students, and guests has been developed and includes:				
	a. A system for reporting and investigating accidents	X		Chipola College Safety and Security Policies 4.360, 6.030, Safety and Security Manual	
	b. Is in use	X			
	c. Has been distributed to employees	X			
	d. Is available to students	X		College Catalog, Student Handbook	
d. Is regularly evaluated/revised with appropriate input from employees and students.	X		Safety Committee Annual Safety Inspection		
Standard D: Appropriate Financial	1. The occupational education unit demonstrates responsible financial management with funds			Chipola College Fiscal Procedures and Annual Audit by the Auditor General of Florida	

Resources Are Provided	sufficient to maintain quality educational programs and to complete the education of all students enrolled.	X		Criminal Justice Standards and Training Trust Fund Florida Police Standards and Training Commission F.A.C. 11B-18	
Standard E: The Program Has an Adequate Number of Competent Faculty	1. The occupational education unit has a sufficient number of qualified faculty members to fulfill its goal and operate its programs.	X		Faculty files maintained by Human Resources Office	
	2. Documentation is available to demonstrate that each faculty member in a technical field maintains liaison with employers in the technical field through periodic visitations and personal contact.	X		Advisory Committee, Special conferences with employer groups, Career Fairs	
Standard F: Appropriate Student Services Are Provided	1. Appropriate career counseling, employability skills instruction, orientation, and placement services are available to support the goal and programs of the occupational education unit.	X		Workforce Counselor, Employability Skills Instructor, Program Instructors, Career Lab Resources	