



CORRECTIONAL MINISTRIES INSTITUTE

CM401: Organization and Program Development

Course Instructor: Angie Bauman, PhD

Course Description

This course equips those ministering within correctional and community settings to research, plan, and administrate a ministry program that provides learning experiences to help justice-involved people encounter the person of God, the truths of His Word, the power of His Holy Spirit, and to transform their thinking and behavior. Included are principles and practices in strategic planning, volunteer management, program development, and evaluation.

Course Objectives

Upon completion of the course, you should be able to do the following:

- A. Implement evidence-based practices to ministry program development.
- B. Explain the components for program development and evaluation.
- C. Design a ministry strategic plan.

Course Text

The following textbook is required for the course.

Leading Strategically: Planning for Success by Ed Stetzer and Karen Swanson (Amazon)

Course Requirements

This course consists of two virtual meetings, readings, audio lectures, quizzes, discussion forums, and writing assignments. The information regarding these course components and expectations is as follows:

Virtual Meeting. Attend the virtual meeting, **Tuesday April 7, at 6:00 pm (Central) and May 5, at 6:00 pm (Central)**. Information and link will be emailed to you.

Readings/Lectures. Readings and lectures for this course should be completed during the module for which the reading is assigned to garner the most benefit from the interaction between readings, discussion forums, and assignments. Modules will include textbook reading, supportive course documents, personal research, and lectures from Chaplain Steve Lowe or Dr. Bauman.

Quizzes. Each module includes an open notes multiple-choice quiz over the readings and lectures for that module.

Discussion Forums. Discussions will appear in the course modules. The Discussion Forum for each week

begins on Wednesday at 12:01 a.m. Central Standard Time (CST), and your initial post is required by Friday at midnight each week. All posts must be submitted prior to the following Sunday at 11:59 p.m. CST. You are required to post an initial response and respond to two other people's initial posts. However, to support maximum learning more discussion engagement is recommended.

Posts should include: (1) Substantial thoughts: Ideas and positions explained clearly. References to course content when appropriate. Reply posts extends discussion by providing constructive, thought-provoking questions and feedback to consider; (2) Completeness: Answers the question completely and aligns with the discussion forum topic; (3) Support: Provides rationale and support for responses.

Written Assignments. Course work is due at the assigned due date by 11:59 pm Central time. Written work is expected to be college-level quality, spell checked and proof-read. Failure to do so will affect the grade on the assignment. *Contact your instructor prior to the deadline if there is a problem.*

Course Grading

Grades will be issued within one week of the end of the course. Your grade for the course will be determined as follows:

Virtual Meetings	10% of Course
Discussion Forum	25% of Course
Assignments	50% of Course
Quizzes	15% of Course

Grading scale will be as follows:

A	93-100	A-	90-92	B+	87-89
B	84-86	B-	80-83	C+	77-79
C	74-76	C-	70-73	D+	67-69
D	64-66	D-	60-63	F	0-59

Weekly Topics and Assignments

Module 1: Theology of Mission

DUE: April 12

VIRTUAL MEETING

Tuesday, April 7 at 6:00 pm Central

1.1 Welcome and Syllabus

LISTEN

1.2 Course Overview

1.3 Theology of Mission

READ

1.1 Syllabus

1.2 Course Overview

1.3 Theology of Mission

Leading Strategically (Introduction & Ch.1)

DISCUSS

Respond to one discussion question: Either (1) How do you discern God's direction and make life and ministry decisions or (2) If you completed a SWOT analysis as suggested in Chapter 1 of *Leading*

Strategically, compare what you learned using SWOT analysis to how God is guiding you in ministry?

QUIZ

Readings and lectures

Module 2: Strategic Planning

DUE: April 19

LISTEN

2.1 Mission, Vision, and Environmental Needs Assessment

2.2 Vision, Beliefs, and Objectives

2.3 Strategic Planning

READ

2.1 Mission, Vision, and Environmental Needs Assessment

2.1a PY Strategic Plan (pages 1-17)

2.2 Values, Beliefs, and Objectives

2.3 Strategic Planning

Leading Strategically (Ch. 2-3)

Recommended *The Village of Juvenile Hall*

DISCUSS

People we assist often do not change at the rate we hope for. How do you cope with the discrepancy between the change you hope to see in others and the change that actually occurs?

QUIZ

Readings and lectures

Module 3: Implementing Evidence-Based Principles

DUE: April 26

LISTEN

3.1 Social Science and Evidence-based Practices

3.2 Enhancing Motivation

3.3 Target Interventions

READ

3.1 Social Science and Evidence-based Practices

3.2 Enhancing Motivation

3.3 Target Interventions

Implementing Evidence-based Principles in Community Corrections (pages 1-15)

DISCUSS

For this course you may take an organizational or personal approach to completing the course work.

However, once you choose either your organization or yourself for this discussion forum, the course work that follows must correspond to this initial choice.

Option 1: Organization – Share your organization’s mission and vision statements, and core values.

OR

Option 2: Personal – Share your personal mission and vision statements, and your core values.

After your initial post, make sure you critique other’s mission, vision, and values for clarity and alignment.

QUIZ

Readings and lectures

ASSIGNMENT

Mission and Vision Statements (follow assignment instructions)

Core Values (follow assignment instructions)

Module 4: Policies and Procedures

DUE: May 3

LISTEN

- 4.1 Policy and Procedures
- 4.2 Key Institutional Policies
- 4.3 EBP 4 Skill Training with Directed Practice

READ

- 4.1 Policy and Procedures
 - 4.2 Key Institutional Policies
 - 4.3 EBP 4 Skill Training with Directed Practice
- Implementing EBP in Community Corrections* (page 13-17)

Orange County Protestant Chaplaincy Ministry Policy and Procedures Manual (Ch. 2, 3, 5).
Leading Strategically (Ch. 4)

DISCUSS

Describe one or two significant learning moments you experienced in the first four weeks of the course. For example, what topics were helpful to you and why? What readings/activities were most/least beneficial and why?

QUIZ

Readings and lectures

ASSIGNMENT

Strategic Objectives (follow assignment instructions)

Module 5: Management

DUE: May 10

VIRTUAL MEETING

Tuesday May 5, 6:00 pm (Central)

LISTEN

- 5.1 Policies and Procedures: Skills Development Training
- 5.2 EBP 5 and 6
- 5.3 Managing Change

READ

- 5.1 Policies and Procedures: Skills Development Training
 - 5.2 EBP 5 and 6
 - 5.3 Managing Change
- Leading Strategically* (Ch. 5)

Orange County Protestant Chaplaincy Ministry Policy and Procedures Manual (Ch. 1, 2, 4)

QUIZ

Readings and lectures

DISCUSS

No Discussion Forum.

ASSIGNMENT

Evaluation Methods (Follow assignment instructions)

Module 6: Program Design and Evaluation

DUE: May 17

LISTEN

- 6.1 Religious Saliency
- 6.2 EBP 7 and 8

READ

6.1 Religious Salience

6.2 EBP 7 and 8

Implementing EBP in Community Corrections (pages 17-20)

Leading Strategically (Ch. 6)

DISCUSS

Answer one of the following questions: Either (1) What must a person *know* and *do* to grow in their Christian faith? OR (2) Critique a discipleship resource which you have used in the past or your organization currently uses. How effective is the resource at discipleship?

QUIZ

Readings and lectures

Module 7: Volunteer Management

DUE: May 24

LISTEN

7.1 Volunteer I: Preparation and Recruitment

7.2 Volunteer II: Policies

7.3 Volunteer III: Training and Motivation

READ

7.1 Volunteer I: Preparation and Recruitment

7.2 Volunteer II: Policies

7.3 Volunteer III: Training and Motivation

Leading Strategically (Ch. 7-8)

DISCUSS

You have the option to complete a Professional Development Plan or a Volunteer Management Plan, therefore respond to this discussion forum accordingly.

Option 1: Professional Development Plan

Briefly describe one positive and one negative experience you have had with professional development.

What could you learn from these experiences to possibly make changes to your professional development approach?

OR

Option 2: Volunteer Management Plan

Briefly describe one positive and one negative volunteer experience you have had. What could you learn from these experiences to possibly make changes to your volunteer management approach?

QUIZ

Readings and lectures

ASSIGNMENT

Professional Development OR Volunteer Management Plan (Follow assignment instructions)

Module 8: Leadership and Evaluation

DUE: May 31

LISTEN

8.1 Organizational Leadership

8.2 Leading a Team

8.3 Evaluation

READ

8.1 Organizational Leadership

8.2 Leading a Team

8.3a Evaluation

8.3b Pacific Youth Program Evaluation

Evaluation Toolkit

DISCUSS

Congratulations on making it to the last week of this 8-week course. Answer at least one of the following questions: How will you implement your strategic plan? What will you do with your professional development plan or your volunteer management plan? What are your next steps beyond this course?

QUIZ

Readings and lectures.

ASSIGNMENT

Strategic Plan (Follow assignment instructions)