|  |  |
| --- | --- |
| jscc logo | **Goal Progress Report** |
| **Program:** |  Business Information Systems | **Report period:** |  2016 - 2017 |

|  |
| --- |
|  |
| **Goals** | **Request & Justification/Resources** | **Goal Progress** | **Strategies Implemented & Follow-up** |
| Maintain classrooms and computer labs with up-to-date hardware and software in order to provide quality instruction. | Replace computer classroom lab workstations on a 4 year rotational basis. ( revised Strategic Plan from 3 to 4 year rotation) | 31 workstations were replaced in RC-110. | On schedule for next lab replacement to be addressed in the subsequent strategic plan. |
| Maintain up-to-date curriculum and courses to prepare students for employment, advancements in employment, or continuing their education at four-year institutions | a. Review course competencies on an annual basis and revise as necessary based on input from faculty, graduates, employers, and/or advisory committee members.b. Review curriculum on an annual basis with input from faculty, employers, former graduates and/or advisory committee members. | a. Course Competencies were revised and updated on Jefferson State web site.b. CIS and BFN have submitted changes to the Curriculum Committee. | a. 2017-18 Catalog was revised to reflect the new program changesb. Curriculum changes are dependent upon decision of the Curriculum Committee. |
| Maintain up-to-date hardware/software for faculty. | Faculty computer rotation was revised from a 3-yr to 4-yr rotation. | A laptop and Tablet/Laptop were ordered for two faculty members. | On schedule for future workstation replacement to be addressed in the subsequent strategic plan. |
| Provide ongoing office support. | a. Maintain office manager for the departments of BIS and Mathematics/Engineering/Physical Sciences.b. Maintain L19 to assist office manager and BIS department chair with clerical/phone/part-time instructor support as well as manage/supervise lab assistants on a day to day basis for the computer labs | a. The shared office manager provides adequate support for BIS department.b. The L19 is essential to supervising the staffing and scheduling of the lab facilities and provides support to BIS fulltime and part time faculty. | No changes recommended. |
| Program Certification. | a. Submit ACBSP certification Quality Assurance Report due 9/15/2016.b. Send faculty representative to the Annual ACBSP conference.c. For CIS certification, use nationally recognized COMPTIA and Microsoft Technology Associate exams. | a. ACBSP QA report was submitted and feedback received from the board of commissioners.b. Tiffany Todd attended the conference in June 2016. c. CIS Faculty members are currently receiving training in preparation for COMPTIA and MOS materials and methodology. | a. The next QA report is due 09/15/2018.b. Plans are being made for a faculty member to attend the ACBSP regional conference.c. Once training has been completed, the individual tests will need to be approved. |
| Develop and Implement written Student Learning Outcomes (SLOs) for all courses in the department to more adequately document and enhance reporting of student progress in the department. | a. Provide guidelines/examples to insure all faculty understand the terminology used in developing SLOs. b. Conduct faculty reviews of SLOs, modify as necessary.c. Plan methods for assessing SLOs and documenting results. | a. Each program provided training to insure all faculty had a working understanding of the technology used in developing SLOs.b. Faculty reviews were conducted and some SLOs were modified.c. The department will review and assess SLOS yearly. | No changes recommended.  |
| Provide students, faculty and advisors with accurate information regarding when and where courses will be available. | Develop and publish a one-year plan of department course offerings in conjunction with all campuses. | The CIS program has completed their one-year plan. | Other programs are in discussion and will need to decide if the schedule will be beneficial to the students in their programs. |
| **Submission date: September 15, 2017** | **Submitted by: Tiffany N. Todd** |