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| jscc logo |  **Goal Progress Report** |
| **Program:** | **Transfer and General Studies** | **Report period:** | **2016-2017** |

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| **Goals** | **Request & Justification/Resources** | **Goal Progress** | **Strategies Implemented & Follow-up** |
| Continue to develop meaningful and timely course competencies, student learning outcomes, and assessment strategies at the course, program, and departmental levels.  |  The divisions housed under Transfer and General Studies equip students to gain competency re: six associate degree outcomes. To do this, competencies, student learning outcomes, and assessment strategies must be in place at the course, program, and department levels.  |  All courses, programs, and divisions under Transfer and General Studies completed three-year cycles of student learning outcomes. In addition, all divisions submitted and revised three-year program reviews, which summarized assessment data and made recommendations on the use of assessment.  |  The associate deans on the Jefferson and Shelby campuses compiled both a 2015-2016 annual assessment report and a three-year program review summary. The program review gave specific action recommendations for each division based upon assessment results. The associate deans will work with division chairs to implement these action priorities.  |
| Continue keeping offices functioning with needed equipment.  |  For faculty and staff members to perform their jobs successfully, they need access to high-quality, up-to-date, and functioning office equipment.  | This goal is being met on an as-needed basis. For example a laptop computer was purchased for the associate dean. This allowed the associate dean greater work flexibility since she travels for Phi Theta Kappa and other college-related events. Computers were also purchased for faculty members as needed. Since the division already had major technological needs met (color copier, shredder, etc.), no other major purchases were needed this year.  | The associate dean will work closely with division chairs to make needed technology requests in the division and Transfer/General Studies 2017-2019 strategic plan.  |
| Establish a fund to provide for unanticipated repairs as equipment breaks/wears out.  | To continue delivering high-quality instruction to students and to create a professional and pleasant classroom environment, classroom equipment needs to be up to date and functioning.  | The college has replaced classroom equipment on an as-needed basis. For example, a projector bulb went out on the fourth floor of the Health Sciences Building. Even though this expenditure was not budgeted for, the college was able to meet this unexpected need as having working equipment in all classrooms is crucial to the college’s educational mission.  | The associate dean will work with the chairs and office managers re: their classroom equipment needs. As acquiring new equipment becomes necessary, the associate dean will work with the chairs re: obtaining quotes, submitting purchase requests, and receiving new equipment.  |
| Maintain a program of quality undergraduate courses to assist our students in successfully graduating with an associate degree and to increase transfer success.  | As enrollments change and student demand for courses increases/decreases, it is important that the Shelby campus match its course offerings to the needs of students.  | The associate dean worked closely with division chairs to add classes as necessary to meet student needs. An example of a new course offered is ENR 094. ENR 094 is a four-hour course that combines ENG 093 (three hours) and RDG 085 (three hours) into a single, four-hour course. The hope is that taking one four-hour course instead of two-six hour courses will save students both time and money. In addition, reducing the amount of hours taken at the developmental, non-transferable level will, hopefully, allow students to achieve their educational goals in a swifter manner.  | The associate dean will continue to work with other associate deans and with the division chairs so that course offerings accurately reflect student demand for courses in terms of number of sections offered, times offered, and delivery methods. Associate deans will also monitor the effectiveness of new courses. For example, two sections of ENR 094 are being offered at both the Jefferson and the Shelby campuses. Associate deans need to monitor the pass rates for these classes and the performance of students in English 101 after they successfully complete ENR 094. If subsequent pass rates are good, this could serve as a rationale for offering more sections of ENR 094.  |
| Receive funding for professional development that is specifically aimed at division chairs.  | The job of serving as a division chair continues to grow. Division chairs perform a crucial role for the college as they hire faculty, supervise faculty, address complaints, and lead assessment activities. They do all of this while still teaching classes.  | This goal is still ongoing. It was not met this year, so the associate dean will renew this goal for the upcoming strategic plan.  | The Liberal Arts division has a new chair. In addition, some chairs have recently articulated confusion as to who is responsible for various reports. While serving as a chair is one of the most difficult and crucial jobs at the college, no formal orientation and/or training is in place. Training is essentially on the job. It would be good to at least get chairs together to brainstorm and share best practices and to allow more seasoned chairs to mentor new chairs. The associate dean will work on implementing this for the upcoming year.  |
| Purchase a laptop computer for the associate dean of Transfer and General Studies.  | The associate dean has begun to teach a significant percentage of her classes online. In addition, especially due to Phi Theta Kappa travel, she travels for the college and needs to stay in touch with college personnel and with online students.  | The college purchased a laptop for the associate dean this year.  | As noted previously, the purchase of this laptop has allowed the associate dean to maintain communications with colleagues and students as she travels for Phi Theta Kappa and other college-related events.  |
| Provide funding for travel for the associate dean for presentations. | Since the associate dean does not complete in IAP, dedicated funding is requested for travel for presentations and professional development.  | Funds were provided for the associate dean to travel to Charleston, South Carolina, to present at the regional Community College Humanities Association conference. This was beneficial professional development for the associate dean.  | This goal will be renewed in the upcoming strategic plan, and funds have already been approved for the associate dean to travel to Baltimore, Maryland, to present to the annual Community College Humanities Association. The associate dean will present on JSCC Phi Theta Kappa honors initiatives and will also co-present with a PTK advisor from Texas on general practices of and challenges when teaching the humanities.  |
| Hold a college-wide seminar for student college preparedness.  | At the request of the college’s president, all four Jefferson State campuses held college- preparedness seminars. The aim of the seminars was to provide students with study skills, time-management skills, etc. that would assist them in succeeding in college.  | This goal was met last year. In addition, the goal was met this year, but the method for meeting it changed. Instead of offering a one-day seminar, the college now offers a one-hour, semester-long Orientation 101 class for all incoming students. The class is taught in both a traditional and an online forum.  | This goal will be revised for the upcoming strategic plan since it was so successfully met. A revised goal may include working on student mentorship. For example, five students from the Horizon School will be taking Orientation 101 this fall. The Horizon School provides education and training for special-needs adults with an emphasis on independent living. Phi Theta Kappa students will provide one-on-one mentoring to our new students from Horizon. The associate dean will hold discussions with other student organization sponsors to brainstorm on other ways student leaders can mentor other students.  |
| Access funds necessary if new fulltime hires need to be made.  | To continue its mission of offering high-quality courses to students, Transfer and General Studies must maintain a core group of fulltime instructors. Employing fulltime instructors also helps the college to maintain its SACS-COC accreditation status. Fulltime instructors also assist the college in achieving its goals/mission through generating and implementing assessment tools, revising curriculum, and serving on college committees. Funding is requested for new fulltime hires on an as-needed basis.  | During the summer of 2017, 56 candidates were interviewed to fill three English instructor positions. One position was created by a retirement, and one was created due to a fulltime instructor transferring to the Jefferson Campus. The additional position was created as enrollment numbers showed the need for a new instructor to keep up with demands for providing fulltime instructors to teach dual-enrollment courses.  | If data show the need for a new fulltime instructor in any area under Transfer and General Studies, the associate dean will work with the appropriate division chair to submit the request.  |
| Decrease the percentage of classes cancelled at the Shelby Campus.  | At the beginning of the associate dean’s tenure in the job, the class cancellation rate was too high. Some course cancellations are, of course, necessary. However, the associate dean would like to minimize these cancellations as they disrupt the academic plans of JSCC’s students.  | The percentage of classes cancelled is down from when the Associate Dean began in the position in 2013. It is a delicate balance to keep cancellations down while still offering needed courses to students. The associate dean will continue to work with division chairs to ensure that course offerings are adequate yet cancellations are kept to a minimum.  | The associate dean will continue to work with chairs and program coordinators to minimize course cancellations while providing adequate course offerings to JSCC students.  |
| Establish a new computer lab in the General Studies Building dedicated to be used by Communications classes.  | This is the most expensive TSG goal but may be the most important one. Space at the Shelby Campus is very tight. However, demand for computer labs continues to grow. For example, in addition to open labs, workforce development classes often need labs for their courses. In addition, courses such as those offered by the computer information systems program often need computer labs; and online/hybrid course instructors request labs for students to take exams. Programs such as nursing also need labs for testing purposes. As composition instruction more and more emphasizes the use of technology and composing drafts on computers, lab space becomes important.  | A modified version of this goal has been fulfilled. There is now a computer lab in room 320 of the GSB. While the lab is not dedicated for exclusive use by Communications faculty users, instructors may reserve this lab for their classes.  | This goal has been fulfilled and will be retired.  |
| Train faculty members on a new online delivery system if one is instituted  | As demand for online and hybrid courses continues to grow, it is important that faculty members remain trained re: delivery systems so that they can provide students with the highest quality of instruction.  | This goal may no longer be necessary as the college has decided to remain with Blackboard for now and not switch to a new delivery system such as Canvas.  | The associate dean will continue to work with chairs to make sure that adequate training is available for Blackboard usage. For example, more and more instructors are utilizing Blackboard features even for traditional classes. This training should be available for all current instructors and should be emphasized for new instructors.  |
| 8-15-2016 | **Submitted by: Liesl W. Harris** |