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| jscc logo | **Assessment Record** |

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| **Program:** | **Chilton-Clanton Campus** |  **Assessment period:** | **Fall 2017 - Summer 2018** |

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| **Program or Department Mission:**  |

The Chilton-Clanton Campus of Jefferson State Community College is an instructional site created to specifically serve the educational needs of our students in Chilton County and the surrounding areas. It is a place where students are able to register for classes, pay tuition, see an advisor, and successfully meet their educational goals. The Chilton-Clanton Campus actively seeks to increase student enrollment, retention, and overall satisfaction. |

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| **Service Unit Outcomes & Assessment Plan** |
| **Intended Outcomes** | **Means of Assessment** | **Criteria for Success** | **Summary & Analysis of Assessment Evidence** | **Use of Results** |
| The facilities will be well maintained, staffed, and satisfactory to meet each student’s educational needs. | 1. Review of full-time instructor and staff assignment to the campus.2. Review of maintenance staff and housekeeping services. | 1. More than 50% full-time faculty will be assigned to the Clanton Campus for instruction. Maintain at least two full-time office personnel to provide assistance to students.2. Maintain full-time housekeeping staff and an L-19 maintenance personnel. | 1. Growing enrollment indicates need for additional dual enrollment classes and instructors. The English class offerings grew from 2 classes of about 27-32 students each during the 2016-2017 year to 3 large classes of 23-27-36 students each. 2. International Concepts has replaced Centaur for housekeeping services at the beginning of the summer of 2017 and has maintained two part-time housekeeping personnel since they began. Centaur had previously maintained two part-time staff personnel for the remainder of the year prior to the change. The maintenance L-19 maintenance personnel is still in place. Both services remain at the campus. | 1. The two full-time English instructors and one part-time English instructor teach the dual enrollment English classes and the full-time psychology, speech, math, and history instructors teach the dual enrolled classes in their subject areas on campus. English and math continue to be areas of concern for growing number of classes. English classes English classes remained at 13 each term, but they are growing upcoming in the 2018-19 year. The math classes offered went from 9 to 12 from the fall to spring and continue to fill. This is putting our math instruction load a bit below 50%The Campus has a full-time coordinator and office manager on campus, along with a full-time Associate Dean. 2. Continue to maintain upkeep of buildings, making necessary repair/maintenance requests as needed. |
| The Chilton-Clanton Campus will maintain a safe and comfortable learning environment to foster academic excellence. | 1. Jeff State Clery Report data2. Audit of security personnel hours | 1. Two small incidents on the Clery Report.2. Documentation of 100% presence of security personnel during all hours of operation. | 1. Data from the Jeff State Clery report shows 0 reported incidents at Clanton Campus from Fall 2017-Summer 2018.2. The Clanton Police Department supplies the campus with an officer during the hours of 7:00 am-9:30 pm. Officers rotate shifts. | 1. Continue police presence to ward off any potential crime problems. Continue to be proactive in talking to students in reported abuse situations so police are alerted to potential high risk students. 2. The offering of earlier Dual Enrollment classes brought about a change to create earlier hours for police presence, so the police staff arrive between 7:00-7:15 am Monday-Thursday to secure and open the building. Continue to provide security personnel during all hours of operation at the Campus. |
| The Chilton-Clanton Campus will increase student enrollment. | 1. Enrollment reports issued by Jeff State’s IRIR department. | 1. Enrollment at the Clanton Campus will continue to steadily increase by at least 2% yearly. | 1. Reports issued by the IRIR department show enrollment at the Clanton Campus for Fall 2017was 585 students with 4803 credit hours. | 1. Student enrollment is up 6.6% from the previous year, and credit hour production raised about 200 hours landing at 4803. Unofficial data for Fall 2018 shows enrollment at 752, 5193 credit hours. We look to continue to partner with the local BOE to continue offering several different options for high school students. We also continue to highlight JSCC in enrollment programs, community events, and college events etc. We have added a new electronic method of signing in to enrollment services and financial aid so we can better keep up with students who visit the campus. We brought math tutoring back and are looking to add English tutoring in Fall 2018 to match the services offered at the other campuses.We have requested additional personnel in the office due to the amount of visitors and needs of students to the office. |
| Students will be able to identify and work with an advisor to help achieve their identified educational goals at the Chilton-Clanton Campus. | 1. Review of advising sign-in sheets. | 1. More than 30% of students registering for classes will take advantage of advising sessions 2. At least one full-time advisor will be available to students during office business hours (Mon-Fri, 8 a.m.-4:30 p.m.) | 1. a. Registration and advising has been extended, so instead of a week push, advising and registration begins much earlier. This allows for more students to come in when it is convenient for them. In addition, academic advising is available to students throughout the entire academic year. For the entire school year 2017-2018, Walk-in appointments for enrollment services advisors totaled 4,231 students, with an additional 1129 students recorded only from March 2018-August 8, 2018 who were helped on the phone by an advisor. Financial Aid advising sign in for fall 2017- summer 2018 was 1,019. An additional 170 students were helped with Financial Aid on the phone recorded from March 2018-August 2018. b. Each instructor was given a group of between 11 and 16 students from Fall 2017 NSO to advise for the year.2. The office maintains a full-time program coordinator and office manager within the enrollment services areas. Both of these staff members are trained advisors. | 1. a. Now that students have ample time to visit the enrollment services office, they take advantage of sitting with one of the two full-time enrollment services/office staff members. Our campus would like a more regular financial aid presence.  b. Beginning in Fall 2017, faculty and staff began intrusively advising a group of students that attended the fall NSO. Faculty discussed their contacts with the Associate Dean during their yearly evaluations in the spring. All but one instructor remained consistent in contacting his /her students even when students sometimes did not reach back out. This effort is being adopted by the whole of Jeff State under the notion of Complete College America. Clanton was pioneering the way for student interaction. 2. At a time when another part-time financial aid personnel is available, Clanton campus would benefit from assistance in this area. Clanton only had financial aid assistance when it held its NSO in the summer for fall semester. Kim Rigg, nursing advisor, has been a huge asset to the campus – coming down at least once a month to advise nursing students. This has been a tremendous help. |
| The facility will house and support instruction that will enable students to successfully complete the general education requirements for all degree programs and develop the following degree programs: Registered Nursing (AAS) and Transfer Degrees (AA/AS). | 1. Review of course offerings at the Clanton Center.2. Review of full-time instructors in the AAS Nursing and AA/AS Transfer degree programs. | 1. Eighty percent of general education classes will be made available at the Clanton Center; 100% of classes needed for completion of the AAS Nursing program will be offered at Clanton.2. Maintain well-qualified, full-time instructors in the classes leading to the degrees offered (AA/AS, and AAS Nursing).  | 1. The Clanton Campus offers courses in humanities and fine arts, English, natural sciences and mathematics, social and behavioral sciences and nursing. 2. The Nursing program at Clanton continues to have steady enrollment and produces graduating nurses just one time a year now. Clanton’s nursing program graduated its sixth nursing class, spring 2018. To date, 127 nursing students have passed the program. The current year’s class achieved a 95% N-CLEX pass rate.  | 1. Enrollment numbers will continue to be monitored to determine if additional courses/faculty are needed. The full-time PSY instructor moved to Shelby at the end of summer 2018 and she was replaced by another full-time instructor, Stanley Triplett.2. Instructors and equipment are added as funding and need arise in order for students to successfully complete the AAS Nursing program. We are also adding a dual enrollment EMS/EMT class in hopes to get some of those students into nursing and to continue to offer EMS/EMT programs here. |
| **Plan submission date: October 9, 2018** | **Submitted by: Ashley Harlan Kitchens** |