**Unit Strategic Plan: Liberal Arts (Jefferson)**

**2017 - 2019**

**Name of Program/Department: Liberal Arts—Jefferson Campus**

**Mission Statement:**

The mission of the Liberal Arts Department is consistent with the mission of the college. The department is dedicated to offering a curriculum that develops students into well-rounded individuals who become contributing members of society and have an appreciation for the arts, humanities and social sciences. The Liberal Arts Department offers courses and programs that provide a quality educational experience in the liberal arts tradition. The Liberal Arts Department is divided into two areas-Humanities and Social Sciences.

The Humanities area of this department is dedicated to providing valuable learning experiences in the liberal arts tradition. The department is committed to offering those courses which will present the student an excellent opportunity to pursue moral, creative, and philosophical interests. Courses within this curriculum include art, music, religion, and philosophy.

The Social Science area of this department also acknowledges the liberal arts tradition. It is committed to creating a learning environment of self-awareness along with a sense of growth and development. Courses in this curriculum include anthropology, geography, history, political science, psychology, and sociology.

Department Level Student Learning Outcomes

* Students will acquire content knowledge in the arts, humanities and social sciences.
* Students will gain a better understanding of their society and cultural differences among people in an ever-changing world.
* Students will develop analytical skills by researching and evaluating materials to support ideas.

**Summary of Access, Productivity and Effectiveness:**

Courses offered in Liberal Arts are open to all students. However, students enrolling in the choral ensemble (MUL) must audition for admission. The Liberal Arts Department continues to produce a large number of credit hours with 14,931 for the college in Fall 2016. The bulk of the liberal arts enrollment at the Jefferson campus is generated by Art, History, and Psychology, with 3741 of 4700 credit hours produced in in those three subject areas. The largest student demographic falls between the ages of 18-25, but the department does serve both younger and older students. We serve accelerated and dual enrolment students as well as non-traditional students. We also serve a diverse ethnic population, including many second-language learners.

**Annual Credit Trend by Department Fall 2014, Fall 2015, and Fall 2016**

**College Wide**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Department** | **Fall 2014** | | **Fall 2015** | | **Fall 2016** | |
| **Total**  **Registrations** | **Credit**  **Hour**  **Production** | **Total**  **Registrations** | **Credit**  **Hour**  **Production** | **Total**  **Registrations** | **Credit**  **Hour**  **Production** |
| **ART** | 683 | 2049 | 718 | 2154 | 828 | 2484 |
| **GEO** | 87 | 261 | 82 | 246 | 92 | 276 |
| **HIS** | 1625 | 4875 | 1501 | 4503 | 1611 | 4833 |
| **HUM** | 87 | 261 | 72 | 154 | 91 | 195 |
| **MUS** | 79 | 126 | 352 | 1056 | 307 | 921 |
| **POL** | 26 | 78 | 42 | 126 | 42 | 126 |
| **PSY** | 1564 | 4692 | 1576 | 4728 | 1651 | 4953 |
| **REL** | 195 | 588 | 175 | 525 | 174 | 522 |
| **SOC** | 291 | 873 | 251 | 753 | 207 | 621 |
| **TOTAL** | 4637 | 13,803 | 4769 | 14,425 | 5003 | 14,931 |

**Jefferson Campus**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Department** | **Fall 2014** | | **Fall 2015** | | **Fall 2016** | |
| **Total**  **Registrations** | **Credit**  **Hour**  **Production** | **Total**  **Registrations** | **Credit**  **Hour**  **Production** | **Total**  **Registrations** | **Credit**  **Hour**  **Production** |
| **ART** | 216 | 648 | 229 | 687 | 263 | 789 |
| **GEO** | 40 | 120 | 37 | 111 | 44 | 132 |
| **HIS** | 345 | 1035 | 417 | 975 | 351 | 1053 |
| **HUM** | 20 | 48 | 20 | 54 | 28 | 68 |
| **MUS** | 110 | 330 | 99 | 297 | 64 | 192 |
| **POL** | 11 | 33 | 17 | 51 | 23 | 69 |
| **PSY** | 701 | 2103 | 663 | 1989 | 633 | 1899 |
| **REL** | 94 | 282 | 61 | 183 | 58 | 174 |
| **SOC** | 93 | 279 | 99 | 297 | 108 | 324 |
| **TOTAL** | 1630 | 4878 | 1642 | 4644 | 1572 | 4700 |

**Internal Conditions:**

1. **Technology**

Keeping computers for faculty and classrooms current is an ongoing need. The department sets a four to five-year rotation plan for upkeep of equipment or whatever meets the college’s plan. The Liberal Arts classrooms in BDH, HYC, and FSC are equipped with a computer, a projector, and a screen. Most equipment is functioning and being monitored for replacement as needed.

All of the Liberal Arts instructors utilize computers in their offices for online instruction and preparation of instructional materials, creation of exams, record keeping, communication, etc. Of these there are two desktops and five laptops. Five of the seven Liberal Arts instructors received new computers in the 2016-2017 year (BDH 209A, 209B, 209C, 209D and HYC 300. Replacement computers will be requested as needed for the remaining instructors, or as the computers age out of usefulness and warranty. Currently, all instructors except for the choir director have analog telephones.

The Division office in BDH 219 has three computers (2 desktop/1 laptop with docking station). The office manager’s computer was purchased in the 2011-2012 year; the chair’s laptop was replaced in the 2016-2017 year. The other computer in the office was purchased in the 2014-2015 year. Both the office manager and the chair utilize a dual monitor setup. There are three printers in 219: a large networked copier/scanner/printer, a color laser printer used by the chair and office manager, and an additional printer connected to the office manager’s computer. A fax machine, a desktop scanner, and a Scantron grading machine are also available for faculty use. Both the chair and the office manager have VoIP telephones.

In the Part Time Office in 209, there are two computers that are shared with Liberal Arts Part Time instructors. There is also an older laser printer (previously from 219) available for all instructors in Communications and Liberal Arts to use.

**Summary Table of the Ages of Computers, Projectors and VoIP Phones**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CLASSROOM** | | **COMPUTER** | **PROJECTOR** | **VoIP PHONE** |
| BDH 200 | | 2014-2015 | 2014-2015 |  |
| BDH 201 | | 2014-2015 | 2014-2015 |  |
| BDH 208 | | 2014-2015 | 2014-2015 |  |
| BDH 210 | | 2014-2015 | 2014-2015 |  |
| BDH 216 | | 2013-2014 | 2013-2014 |  |
| HYC 212 | |  | unknown |  |
| HYC 301 | |  |  |  |
| HYC 305 | |  | 2014-2015 |  |
| HYC 306 | | Pre- 2011 | Pre - 2011 |  |
| FSC JR | | Pre - 2011 | Pre - 2011 |  |
| FSC PII | |  |  |  |
| **OFFICES (D = desktop; L = laptop)** | | | | |
| BDH 209 A – L | | 2016-2017 |  | NA |
| BDH 209 B –L | | 2016-2017 |  | NA |
| BDH 209 C – L | | 2016-2017 |  |  |
| BDH 209 D – L | | 2016-2017 |  |  |
| BDH 209 (PT) | | 2015-2016 |  | NA |
| GLB 219 -- D | | 2011-2012 |  | NA |
| GLB 255 -- D (Not in use) | | 2014-2015 |  | NA |
| FSC (Choir Director) | | 2014-2015 |  | 2014-2015 |
| HYC 300 | | 2016-2017 |  |  |
| BDH 219  (DIV. OFFICE) | CHAIR -L | \*2016-2017 |  | \*2013-2014 |
| OFFICE MGR-D | \*2011-2012 |  | \*2013-2014 |
| OFFICE –D | \*2014-2015 |  | NA |

(\*Also counted on Communication’s Strategic Plan)

1. **Budget**

The budget for classroom and office supplies is sufficient and genuinely appreciated by the faculty.

1. **Staffing**

The Liberal Arts Department currently has seven full time faculty members. We will monitor enrollment and course offerings, and should enrollment or conditions change, a request for new personnel will be submitted. We currently utilize eleven part-time instructors in both on campus and Internet courses. There is also one full-time office manager for the Division of Communications and Liberal Arts, as well as three work study students, one of which is dedicated for Art.

**Percentage of Full Time Faculty – Jefferson Campus**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Department** | **Fall 2014** | | **Fall 2015** | | **Fall 2016** | |
| **Total**  **Registrations** | **Full Time Faculty Percentage** | **Total**  **Registrations** | **Full Time Faculty Percentage** | **Total**  **Registrations** | **Full Time Faculty Percentage** |
| **ART** | 216 | 54.6% | 229 | 80.3% | 263 | 80.2% |
| **GEO** | 40 | 0% | 37 | 0% | 44 | 0% |
| **HIS** | 345 | 95.7% | 325 | 72.6% | 351 | 31.3% |
| **HUM** | 20 | 43.8% | 20 | 44.4% | 28 | 44.6% |
| **MUS** | 110 | 64.5% | 99 | 60.6% | 64 | 100% |
| **POL** | 11 | 100% | 17 | 100% | 23 | 100% |
| **PSY** | 701 | 94.7% | 663 | 98% | 633 | 100% |
| **REL** | 94 | 0% | 61 | 0% | 58 | 0% |
| **SOC** | 93 | 76.3% | 99 | 87.9% | 108 | 89.8% |
| **TOTAL** | 1696 | 78.98% | 1550 | 80% | 1572 | 73% |

**Credit Hour Production for 2016-2017 Academic Year – Jefferson Campus**

**(201710, 201730, 201740)**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Department** | **Full Time** | | | | **Part Time** | | | | **Total** | |
| **Sections** | **Enrolled** | **CHP** | **CHP%** | **Sections** | **Enrolled** | **CHP** | **CHP%** | **Sections** | **CHP** |
| **ART** | 18 | 474 | 1422 | 81.7% | 7 | 106 | 318 | 18.3% | 25 | 1740 |
| **GEO** | 0 | 0 | 0 | 0 | 3 | 117 | 351 | 100% | 3 | 351 |
| **HIS** | 16 | 463 | 1389 | 55.1% | 13 | 378 | 1134 | 44.9% | 29 | 2523 |
| **HUM** | 8 | 38 | 76 | 57.1% | 2 | 19 | 57 | 44.9% | 10 | 133 |
| **MUS** | 6 | 110 | 330 | 83.3% | 1 | 22 | 66 | 16.7% | 7 | 396 |
| **POL** | 3 | 62 | 186 | 100% | 0 | 0 | 0 | 0 | 3 | 186 |
| **PSY** | 46 | 1440 | 4320 | 99.6% | 1 | 6 | 18 | .4% | 47 | 4338 |
| **REL** | 0 | 0 | 0 | 0 | 6 | 148 | 444 | 100% | 6 | 444 |
| **SOC** | 10 | 303 | 909 | 96.5% | 1 | 11 | 33 | 3.5% | 11 | 942 |

1. **Resources**

Faculty members are grateful to the college for providing funding to support professional development opportunities. Faculty members are encouraged to attend and present at conferences, upgrade their computer skills, and complete studies that help them to remain relevant in their fields. The department respectfully requests that this funding continue.

1. **Enrollment**

Enrollment numbers have remained steady. During summer terms, we have seen a decline in enrollment numbers in traditional classes due to changes in Pell Grant funding; however, the demand for online classes remains high. Enrollment in the department’s courses is consistent with the enrollment at the college as a whole. Enrollment in online classes has impacted enrollment in traditional classes as the number of online classes have increased. Course offerings are adjusted according to enrollment trends.

**Enrollment per Course for the 2016-2017 Academic Year – Jefferson Campus**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Course** | **Traditional** | | | **Method**  **Total** | **Hybrid** | | | **Method**  **Total** | **Internet** | | | **Method**  **Total** | **Yearly Total** |
| **F** | **SP** | **SU** | **F** | **SP** | **SU** | **F** | **SP** | **SU** |
| **ART 100** | **123** | **67** | **44** | **234** | **0** | **0** | **0** | **0** | **92** | **87** | **86** | **265** | **499** |
| **ART 113** | **10** | **13** | **0** | **23** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **23** |
| **ART 114** | **3** | **6** | **0** | **9** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **9** |
| **ART 127** | **0** | **6** | **0** | **6** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **6** |
| **ART 203** | **24** | **0** | **0** | **24** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **24** |
| **ART 253** | **1** | **0** | **0** | **1** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **1** |
| **ART 283** | **8** | **3** | **0** | **11** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **11** |
| **GEO 100** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **44** | **24** | **49** | **117** | **117** |
| **HIS 101** | **91** | **48** | **52** | **191** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **191** |
| **HIS 102** | **15** | **29** | **0** | **44** | **0** | **0** | **0** | **0** | **0** | **0** | **40** | **40** | **84** |
| **HIS 201** | **76** | **31** | **39** | **146** | **0** | **0** | **0** | **0** | **82** | **41** | **98** | **221** | **367** |
| **HIS 202** | **21** | **40** | **0** | **61** | **0** | **0** | **0** | **0** | **43** | **0** | **41** | **84** | **145** |
| **HUM 298A** | **8** | **6** | **5** | **19** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **19** |
| **HUM 298M** | **10** | **6** | **0** | **16** | **2** | **1** | **0** | **3** | **0** | **0** | **0** | **0** | **19** |
| **HUM 299P** | **5** | **0** | **0** | **5** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **5** |
| **MUS 101** | **64** | **54** | **14** | **132** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **132** |
| **MUS 110** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| **MUS 111S** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| **MUS 180** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| **MUS 181** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| **MUS 182** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| **MUS 183** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| **POL 211** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **23** | **15** | **24** | **62** | **62** |
| **PSY 200** | **277** | **208** | **37** | **522** | **0** | **0** | **0** | **0** | **145** | **75** | **143** | **363** | **885** |
| **PSY 210** | **47** | **56** | **11** | **114** | **0** | **0** | **0** | **0** | **129** | **76** | **155** | **360** | **504** |
| **PSY 230** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **35** | **28** | **24** | **87** | **87** |
| **PSY 250** | **0** | **0** | **0** | **0** | **0** | **5** | **0** | **5** | **0** | **0** | **0** | **0** | **5** |
| **REL 151** | **0** | **15** | **0** | **15** | **0** | **0** | **0** | **0** | **27** | **22** | **0** | **49** | **64** |
| **REL 152** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **31** | **25** | **28** | **84** | **84** |
| **SOC 200** | **51** | **31** | **0** | **82** | **0** | **0** | **0** | **0** | **43** | **41** | **112** | **196** | **278** |
| **SOC 210** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **20** | **0** | **20** | **20** |
| **SOC 247** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **14** | **0** | **0** | **14** | **14** |
| **TOTALs** | **834** | **619** | **202** | **1655** | **2** | **6** | **0** | **8** | **708** | **454** | **800** | **1962** | **3625** |

1. **Facilities**

The Liberal Arts Department offers classes in Bethune-DeRamus Hall, H.Y. Carson Hall (Art) and Fitzgerald Student Center (Music/Choir). The department utilizes five classrooms in BDH (200, 201, 208, 210, 216), four dedicated classrooms in HYC (300, 301, 305, 306, and sometimes for large classes 212), and a classroom (JR) and choir room (PII) in FSC. Of the classroom space for Art in HYC, rooms 300, 301, and 306 are studio spaces.

Liberal Arts faculty has adequate office space in BDH, utilizing four offices in a suite: 209 A, B, C, and D. One instructor has an office in George Layton (219), one instructor has office space in H.Y. Carson (300), and one instructor has office space in Fitzgerald Student Center. Two faculty members received upgraded office furniture in 2015-2016, and others have requested to upgrade their office furniture to more professional ensembles which will give offices a more cohesive appearance. Because these purchases will be large, the expenses will be spread out over the next two year plan.

Four unoccupied offices in BDH are currently being used by Liberal Arts and Communications for department storage or by student organizations. We recently converted unused space in BDH 211 into a make-up testing room for Communications and Liberal Arts, which is available for students to use for study purposes when it is not being used for testing. Phi Theta Kappa uses BDH 119 as their chapter room for meetings, office hours, and activities. The Part Time Teacher office in 209 is shared with Communications. This space is large and open, providing a place for Part Time instructor mailboxes, a computer, work tables, PT instructor file storage, department storage, and a refrigerator and microwave. Since the area serves two departments, an additional computer will need to be purchased. This area also lacks a telephone.

The Division Office in 219 houses the Chair, Office Manager, full-time faculty mailroom, storage and secure file areas, the first iteration of the Writing Center, and work study students. The office suite includes space for secure storage, a waiting area, a copy/scantron area, and a break room.

1. **Equipment**

In addition to the technologic equipment previously mentioned, the department also has DVD/VCR combs in some classrooms. These units are not supported by newer projectors. In addition, we have three portable TV sets that can be moved from room to room. Other specialized equipment:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Classroom | Pre2011 | 2011-2012 | 2012-2013 | 2013-2014 | 2014-2015 |
| HYC 300/301/305 (Computer Graphics/Ani-mation Lab) | Dell Optiplex GX620 (donation) | Printer/Scanner/Copier Dell 2155 cdn | 16 Apple Computers | 4 Wacom Tablets | 3 Gaphic Cintiq Tablets |
| Logitech HD 10 Webcam | Digital Camera (donation) | 4 Wacom Tablets |  |  |
|  |  | Dell 2155 cdn Printer/Scanner/Copier |  |  |
|  |  | Adobe CS6 Software |  |  |
|  |  | ToonBoom Animation Software |  |  |
| HYC 306 (Lecture classroom) | Computer (no monitor) |  |  |  |  |
| FSC PII/JR | 3 pianos | Sound System |  |  |  |
| Computer (JR) |  |
|  |  |

**External Conditions:**

The division’s accreditation comes through the college’s general accreditation with the Southern Association of Colleges and Schools—SACS-COC. The college completed its Reaffirmation process in 2014-2015. The college completed a three-year program review, as well as a three-year assessment cycle and have made appropriate adjustments based upon the data. Details can be found in our Program Review. The division is impacted by Post-Secondary policy changes when applicable. Currently there are no policy changes or other external agencies or committees that impact the department’s operations. The department uses the STARS articulation guide to inform its curriculum and course offerings.

**2015-2016 Accomplishments:**

* The History department began offering HIS 121-122 on the Jefferson campus.
* The Psychology department reactivated two courses and proposed a new course to the Curriculum Committee, all of which were approved to be offered beginning Spring 2017.
* The Sociology Department emphasized recruiting more students for SOC 210 and SOC 247.
* Camilla Avery and the Art and Animation Guild participated in community projects, including collecting warm weather items for the homeless. AAG also sponsored the 2016 Student Art Exhibition, including a high school art competition. The winner of the contest was awarded a scholarship to Jefferson State.
* The choir conducted excellent performances at the Black History Program, Honors Convocation, Graduation, Phi Theta Kappa Induction, and the Alabama Collegiate Choir Festival.
* One instructor attended the Alabama Choral Directors’ Association.
* One instructor attended the Institute of Teaching Psychology.
* One instructor presented a seminar on a Peer Program and Success in College at the University of Tennessee-Knoxville.
* One instructor presented a paper entitled "Imitation Of Life (1934) and Three Came Home (1950): An Examination of Motherhood Using Film to Teach Across the Curriculum" at the National Social Science Association conference.
* The department purchased an ELMO document camera for use in the classrooms.
* Classroom projectors were upgraded in several classrooms.
* The Art department purchased five new Intuos Pro Professional Creative Pen & Touch tablet for use in Art and Animation classes, as well as in photography and Intro to Computer classes.
* The college also continues to support the Art and Animation classes through our membership and networking with the ACME Network and Dreamworks Studios.
* Two instructors received new office ensembles to create a more professional workspace.
* Whiteboards were purchased to replace chalkboards in BDH 201.
* Faculty member Lucy Lewis served as vice-chair of the Faculty Senate Executive Council.
* Faculty member Samuel Jones served on the College’s Curriculum Committee
* Faculty members also served as members of other College Committees.

**2016-2017 Accomplishments:**

* Faculty member Lucy Lewis attended the Alabama Master Teachers Experience.
* Faculty member Lucy Lewis was elected Chair of the Faculty Senate.
* Faculty member Lucy Lewis served as coach/sponsor of the College Scholars Team.
* The College Scholars Team participated in tournaments across the state, as well as hosted the Alabama College Bowl League Sectionals and the Alabama High School Scholars Association District competition and the ASCA State Championship tournament.
* The College Scholars represented the College at the National Championship tournament in Minneapolis, MN.
* Faculty member Pamela West attended the NSSA fall conference.
* Faculty member Michael Thomas attended the Alabama Choral Directors Association meeting.
* Faculty members Samuel Jones and Angie Ford each attended national psychology conferences.
* Faculty member Samuel Jones led a two-day seminar for first responders on “critical Incident Stress Management & Debriefing” and “Mental Health Conditions.”
* Faculty members served on various college committees.
* The Art and Animation Guild worked with the local area high schools and sponsored a high school art competition as part of the 2017 JSCC Student Art Exhibition.  The first-place winner of the high school competition, Cynnamon Bagget of Gardendale High School, was offered a full tuition scholarship to Jefferson State Community College.  Ashley Blakely was the winner of the JSCC student art competition. The Pinson Valley Northeast Recreation Center served as the venue for the exhibition and opening reception with over 100 individuals in attendance! Ms. Celeste Phau and Mr. Peter Prinz, CEO and Co-Founder of Space One Eleven, judged both the high school and college art exhibitions.
* The AAG organized a Little Libraries program to promote literacy on the JSCC campus. Guild members partnered with other student organizations to collect books and decorate the old telephone stalls on campus to act as book repositories. Students may check books in and out of the repositories at their own convenience and on an honor system.
* The AAG organized a can food drive in the month of November.  We delivered over 100 cans to the YWCA to feed homeless individuals.
* Jefferson State animation program students mentored the animation program students at the Jefferson County Visual Arts Academy at Shades Valley (Instructor Olsen Ross).
* Aaron Stewart, a Jeff State animation student won the ACME/Animator Mentor Scholarship for MAYA training.

**Unit Goals for 2017-2018**

**Goal 1: Maintain an informed and professional faculty to preserve the ability to offer courses to help students meet their educational and transfer goals.**

**Objectives, Methods of Assessment, & Funding Requests:**

**OBJ. 1. Provide support for professional development.**

* 1. Provide professional development activities on campus through roundtable discussions, guest speaker presentations, and workshops for faculty to maintain knowledge of current trends and technology in their fields.
  2. Encourage faculty to attend local, in-state, and out-of-state conferences.
  3. Encourage faculty to submit proposals to present at local, in-state, and out-of-state conferences.

**Method of Assessment for Objective 1:**

* Support faculty members participating in the Peer Teaching Across the Curriculum partnership in conjunction with the Communications department during the fall of 2017.
* Institute the book club reading of *What the Best College Teachers Do* by Ken Bain in the spring of 2018.
* Administer a faculty survey to determine faculty areas of interest to plan the on-campus sessions for each semester. Following each session, an evaluation will be given to participants to assess its effectiveness.
* Review faculty Individual Action Plans for meaningful professional development opportunities, track the number of grants and requests submitted, and track the number of faculty attending conferences.
* Track the number of faculty submitting proposals for presentations at conferences.
* Ask faculty who have attended conferences to share their experiences with other faculty.

**Funding Requests for Objective 1:**

* **$150** for institutional membership in the American Choral Directors Association and attendance at the Alabama meeting
* **$1000** to purchase licenses/registration for online seminars as well as to pay honorariums for workshops provided by guest lecturers/professors.
* **$2000** to support conference attendance for faculty. Requests will be supported on a first come, first served basis until the budget is exhausted.
* **$1000** for professional development materials (including copies of *What the Best College Teachers Do* by Ken Bain)
* **$3500** to continue to provide **$500** per instructor in IAP funds.

**OBJ. 2. Continue to review Student Learning Outcomes and assessments for each course.**

**Method of Assessment for Objective 2:**

* Compile data each semester, annual reviews, and 3-year reviews and work to create an efficient and effective method of compiling the data.
* Encourage active participation from each subject area in data compilation, results interpretation, and implementation of strategies, best practices, and assessments.
* Conduct faculty reviews of SLOs for each course to determine the need for changes in the next three-year cycle.

**Funding Requests for Objective 2: NONE**

**OBJ. 3. Offer courses to meet students’ needs and interests, including offering more history courses (such as world history or Alabama history) music theory courses, psychology courses and other courses as needed.**

**Method of Assessment for Objective 3:**

* Advertise and promote additional courses to determine student interest.
* Continue to promote new courses to increase enrollment.
* Monitor the number of students enrolled in traditional, hybrid, and online courses to determine the appropriate number of offerings of each type.

**Funding Requests for Objective 3: NONE**

**OBJ. 4. Continue to staff courses with qualified instructors.**

**Method of Assessment for Objective 4**:

* Conduct annual faculty evaluations and part time instructor evaluations.
* Department chairs will continue to monitor enrollment, FT/PT ratios and the need for additional faculty. If a new faculty member is warranted, the request will be submitted.

**Funding Request for Objective 4:**

* **$55,000.00** for new instructor (if necessary).

**Total Funding Request for Goal 1: $62,650 (includes the IAP funds)**

**Goal 2: Provide academic, developmental, and support services to assist students in achieving their academic goals, as well as fostering intellectual inquiry and creative growth.**

**Objectives, Methods of Assessment, & Funding Requests:**

**OBJ. 1. Continue financial support for the Concert and Lecture Series.**

**Method of Assessment for Objective 1:**

* Monitor offerings and attendance at Concert and Lecture series events.

**Funding Requests for Objective 1:**

* **$500** to support the concert portion of the Concert and Lecture Series. (Shelby is requesting the same amount.)

**OBJ. 2. Support the college’s aim to improve students’ “soft skills” by participating in college seminars and discussing soft skills in class.**

**Method of Assessment for Objective 2:**

* Conduct a survey to determine how faculty teach and/or encourage soft skills in their classes.
* Work with departments to determine how each area can best encourage students to develop these skills.
* Ask faculty with innovative and interesting methods to share these with department members.

**Funding Requests for Objective 2: None**

**OBJ. 3. Support the choir through their attendance at conventions, festivals, workshops, and concerts.**

**Method of Assessment for Objective 3:**

* Monitor requests by the choir for support.

**Funding Requests for Objective 3:**

* **$1200** to support the Choir’s attendance at the Alabama Collegiate Choral Festival, including bus rental

**OBJ. 4. Support the Art and Animation Guild with assistance for projects and Art Shows.**

**Method of Assessment for Objective 4:**

* Monitor requests by the Art and Animation Guild for support.

**Funding Requests for Objective 4:**

* **$1000** to support the Art and Animation Guild’s activities.

**Total Funding Request for Goal 2: $2,700.00**

**Goal 3: Maintain classroom and office equipment, supplies, and software to enhance the quality of instruction and improve student learning.**

**Objectives, Methods of Assessment, & Funding Requests:**

**OBJ. 1. Enhance student learning and the quality of instruction offered to students using up-to-date, appropriate equipment and technology.**

**Methods of Assessment for Objective 1:**

* Offer training on campus for faculty relating to using technology to improve instruction, including the LMS system, Smartboards, and textbook software.
* Upgrade animation software in the Art Department to industry standards.
* Upgrade Toonboom software for the Art Department to industry standards.
* As equipment fails or needs upgrading, it shall be reported to maintain functionality and currency.
* Requisitions will be processed for equipment requested through the technology plan upon approval and on an as-needed basis.

**Funding Requests for Objective 1:**

* **$12, 500** for ACME Network animation fee (Jefferson and Shelby classes) for 1 year
* **$7,440** to upgrade the ToonBoom Software.

**OBJ. 2.    Replace office and classroom supplies, computers, other technology, and furniture/equipment as needed to ensure faculty continue to function as effective instructors.**

**Method of Assessment for Objective 2:**

* Monitor the purchase, installation, and updating of classroom and office software and hardware to ensure currency.
* Survey faculty to determine their needs.
* Submit requests to replace consumable supplies and furniture/equipment as needed to the administration for approval.

**Funding Requests for Objective 2:**

* **$1400** for Elmo document camera to be housed in BDH 200
* **$2252.28** to replace the projector in HYC 212
* **$4800** for two office ensembles (BDH 209A and GLB 219)
* **$150** for office chair for instructor (GLB 219)
* **$1005.74** to replace the desktop office computer in GLB 219
* **$210** for 3 presentation remotes
* **$400** for instrumentalist and sound recording technicians for choral concerts
* **$150** for water cooler supplies for the choir’s rehearsals
* **$700** for piano tuning for the choir twice per year
* **$1000** to purchase educational materials (books/dvds) for classroom use.
* **$1750** for replacement telephones for instructors’ offices.
* **$100** for 1 keypad lock to be added to the copy/printing room in BDH 219 to provide access for instructors to the copier/printer area after hours while maintaining the security of the office.
* **$375** for 5 AC adapters for instructor laptop computers to increase portability
* **$300** for 6 webcams for instructors to hold virtual office hours, attend skype meetings, and record video lectures.
* **$160** for 4 HDMI to VGA converter cables (BDH 209 A, 209B, 209D, and CH 300)
* **$300** for task chairs (instructor use) for Liberal Arts classrooms

**OBJ. 3. Enhance the quality of Art instruction offered to students through a safe, comfortable, and welcoming classroom environment conducive to learning.**

**Method of Assessment for Objective 3:**

* Replace student seating for Art and Animation and the Drawing studio.
* Purchase drawing easels for ART classes.
* Repair windows in art and animation studios to prevent drafty conditions.
* Add window blinds in the studio to control lighting.
* Place display boards in the hallways to display student artwork.

**Funding Requests for Objective 3:**

* **$2706** for light controlling blinds in art studio spaces (16 windows total in classrooms HYC 300, 301, 305)
* **$1350** for 15 task chairs for the Drawing studio.
* **$2806** for 30 midback drafting stools in the drawing studio and 2D/3D studios.
* **$1725** for 15 drawing easels for the drawing studio.
* **$480** for 12 12”x18” display frames

**OBJ. 4. Encourage instructors to evaluate new technology and equipment by piloting projects in their courses.**

**Method of Assessment for Objective 4:**

* Ask the two instructors who currently have access to Smartboard technology to evaluate their experience to determine if the department wants to invest in this technology.
* Survey faculty to identify those who wish to pilot new methods and technology and plan the budget accordingly for necessary purchases.

**Funding Requests for Objective 4:**

* **$1000** to support purchase of necessary materials for piloting new technology and equipment (other than smartboards)

**Total Funding Request for Goal 3: $45,480.02**

**Unit Goals for 2018-2019**

(These goals will be reviewed and revised if necessary prior to the 2018-2019 academic year.)

**Goal 1: Maintain an informed and professional faculty to preserve the ability to offer courses to help students meet their educational and transfer goals.**

**Objectives, Methods of Assessment, & Funding Requests:**

**OBJ 1: Provide support for professional development.**

**Method of Assessment for Objective 1:**

* Survey faculty (informally) to determine areas of interest to plan the on-campus sessions for each semester. Following each session, participants will evaluate the session.
* Review faculty Individual Action Plans for meaningful professional development opportunities, track the number of grants and requests submitted, and track the number of faculty attending conferences.
* Track the number of faculty submitting proposals for presentations at conferences.
* Ask faculty who have attended conferences to share their experiences with other faculty.

**Funding Requests for Goal 1 Objective 1:**

* **$150** for institutional membership in the American Choral Directors Association and attendance at the Alabama meeting
* **$1000** to purchase licenses/registration for online seminars as well as to pay honorariums for workshops provided by guest lecturers/professors.
* **$2000** to support conference attendance for faculty. Requests will be supported on a first come, first served basis until the budget is exhausted.
* **$3500** to continue to provide **$500** per instructor in IAP funds.

**OBJ. 2. Continue to review Student Learning Outcomes and assessments for each course.**

**Method of Assessment:**

* Compile data each semester, annual reviews, and 3-year reviews and work to create an efficient and effective method of compiling the data.
* Encourage active participation from each subject area in data compilation, results interpretation, and implementation of strategies, best practices, and assessments.
* Conduct faculty reviews of SLOs for each course to determine the need for changes in the next three-year cycle.

**Funding Requests for Goal 1 Objective 2: NONE**

**OBJ. 3. Offer courses to meet students’ needs and interests, including offering more history courses (such as world history or Alabama history) music theory courses, psychology courses and other courses as needed.**

**Method of Assessment:**

* Advertise and promote additional courses to determine student interest.
* Continue to promote new courses to increase enrollment.
* Monitor the number of students enrolled in traditional, hybrid, and online courses to determine the appropriate number of offerings of each type.

**Funding Requests for Goal 1 Objective 3: NONE**

**OBJ. 4. Continue to staff courses with qualified instructors.**

**Method of Assessment**:

* Conduct annual faculty evaluations and part time instructor evaluations.
* Department chairs will continue to monitor enrollment, FT/PT ratios and the need for additional faculty. If a new faculty member is warranted, the request will be submitted.

**Funding Request for Goal 1 Objective 4:**

* **$55,000.00** for new instructor (if necessary).

**Total Funding Request for Goal 1: $61,650 (includes the IAP funds)**

**Goal 2: Provide academic, developmental, and support services to assist students in achieving their academic goals, as well as fostering intellectual inquiry and creative growth.**

**Objectives, Methods of Assessment, & Funding Requests:**

**OBJ. 1. Continue financial support for the Concert and Lecture Series.**

**Method of Assessment for Objective 1:**

* Monitor offerings and attendance at Concert and Lecture series events.

**Funding Requests for Objective 1:**

* **$500** to support the concert portion of the Concert and Lecture Series. (Shelby is requesting the same amount.)

**OBJ. 2. Support the college’s aim to improve students’ “soft skills” by participating in college seminars and discussing soft skills in class.**

**Method of Assessment for Objective 2:**

* Conduct a survey to determine how faculty teach and/or encourage soft skills in their classes.
* Work with departments to determine how each area can best encourage students to develop these skills.
* Ask faculty with innovative and interesting methods to share these with department members.

**Funding Requests for Objective 2: None**

**OBJ. 3. Support the choir through their attendance at conventions, festivals, workshops, and concerts.**

**Method of Assessment for Objective 3:**

* Monitor requests by the choir for support.

**Funding Requests for Objective 3:**

* **$1200** to support the Choir’s attendance at the Alabama Collegiate Choral Festival, including bus rental

**OBJ. 4. Support the Art and Animation Guild with assistance for projects and Art Shows.**

**Method of Assessment for Objective 4:**

* Monitor requests by the Art and Animation Guild for support.

**Funding Requests for Objective 4:**

* **$1000** to support the Art and Animation Guild’s activities.

**Total Funding Request for Goal 2: $2,700.00**

**Goal 3: Maintain classroom and office equipment, supplies, and software to enhance the quality of instruction and improve student learning.**

**Objectives, Methods of Assessment, & Funding Requests:**

**OBJ. 1. Enhance student learning and the quality of instruction offered to students using up-to-date, appropriate equipment and technology.**

**Methods of Assessment for Objective 1:**

* Offer training on campus for faculty relating to using technology to improve instruction, including the LMS system, Smartboards, and textbook software.
* Upgrade animation software in the Art Department to industry standards.
* Upgrade Toonboom software for the Art Department to industry standards.
* As equipment fails or needs upgrading, it shall be reported to maintain functionality and currency.
* Requisitions will be processed for equipment requested through the technology plan upon approval and on an as-needed basis.

**Funding Requests for Objective 1:**

* **$12, 500** for ACME Network animation fee (Jefferson and Shelby classes) for 1 year

**OBJ. 2.    Replace office and classroom supplies, computers, other technology, and furniture/equipment as needed to ensure faculty continue to function as effective instructors.**

**Method of Assessment for Objective 2:**

* Monitor the purchase, installation, and updating of classroom and office software and hardware to ensure currency.
* Survey faculty to determine their needs.
* Submit requests to replace consumable supplies and furniture/equipment as needed to the administration for approval.

**Funding Requests for Objective 2:**

* **$2500** for office ensembles (CH 300)
* **$420** for 6 presentation remotes
* **$400** for instrumentalist and sound recording technicians for choral concerts
* **$150** for water cooler supplies for the choir’s rehearsals
* **$700** for piano tuning for the choir twice per year
* **$1000** to purchase educational materials (books/dvds) for classroom use.

**OBJ. 3. Encourage instructors to evaluate new technology and equipment by piloting projects in their courses.**

**Method of Assessment for Objective 3:**

* Ask the two instructors who currently have access to Smartboard technology to evaluate their experience to determine if the department wants to invest in this technology.
* Survey faculty to identify those who wish to pilot new methods and technology and plan the budget accordingly for necessary purchases.

**Funding Requests for Objective 3:**

* **$1000** to support purchase of necessary materials for piloting new technology and equipment (other than smartboards)
* **$5770** for purchase of a SMART board interactive white board and software for instructional use.

**Total Funding Request for Goal 3: $11,940.00**