**Unit Strategic Plan**

**2017-2019**

**Name of Program/Department: Liberal Arts – Shelby Campus**

**Mission Statement (for the program or department):** The mission of the Liberal Arts Department is to offer courses and programs that will provide a quality educational experience. 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 Long Range Goals:**

 1. Prepare students to continue their education at four-year institutions or to enter the

 Workforce.

 2. Provide students with a discipline approach to the theories and methodologies that will assist them in understanding their society.

 3. Provide for its students an informal and participatory environment which encourages them to adopt a lifestyle of intellectual growth and self-awareness.

 4. Cultivate qualities of character and leadership in students by developing their analytical skills as well as creating sensitivity to values essential for people living in an ever-changing world.

 5. Maintain an informed and professional faculty.

**Department Level Student Learning Outcomes:**

 1. Students will acquire content knowledge in the arts, humanities and social sciences.

 2. Students will gain a better understanding of their society and cultural differences among people in an ever-changing world.

 3. Students will develop higher level thinking and communication skills.

**Summary of Access, Productivity and Effectiveness (Including, but not limited to, program load, success rate, retention rate, completion rate, employer surveys, student surveys):**

The Liberal Arts Department, Shelby Campus department offers the following courses: history, psychology, sociology, art, music, anthropology, humanities, geography, religion, and philosophy. These courses are a core element of the general studies program at Jefferson State Community College. Most of the courses within these major disciplines meet Areas II and IV of the Alabama General Studies Committee/STARS Guide; others fall under Area V. According to the Institutional Research Analysis, from the Fall 2015- Spring 2017, 229 Associate in Art degrees were awarded. Shelby campus graduates totaled 119. While the department is proud of its graduates, most students enrolled in department disciplines transfer to four year institutions to complete bachelor degrees. The department is sensitive to the academic needs of its students and strives hard to help them achieve their goals. The department serves a diverse student population with traditional classes, online classes, and high school students as part of dual enrollment.

**Internal Conditions:**

1. Technology

 Liberal arts courses are taught in all three campus buildings. Classrooms in all buildings are equipped with an operational computer, LCD projector, and screen. Many of these computers are old and are not in the best working condition. Classrooms HSB 355 and MSB 118 in the Math Science Building and Health Science building (Shelby campus) have been furnished with new projectors.

All fulltime faculty (8 total) in the department have computers that will need replacing within a couple of years. These computers are used daily for online instruction and preparation of instructional materials, creation of exams, record keeping, communication, etc.

 The department chair office in MSB 100 is equipped with a laptop that is less than 1-year old. It is used for departmental business and classroom instruction. The office manager’s office space in the central of the Math Sciences Building is equipped with a desktop computer, one printer and a printer/scanner, and a VoIP telephone.

 The Math Sciences Building has wireless internet, but the coverage has not been adequate to reach all offices and classrooms. Recently, however, the college has expanded coverage throughout the building, and service is effective.

1. Budget

 The department has a number of anticipated large expenditure request over the next two years and if funded will see an increase in its budget.

1. Staffing

Currently, the department has 8 full-time instructors: two psychology instructors, one music instructor, one art instructor, and three full time history instructors, one speech/theatre instructor whom also serves as department chair.

The full time to part time ratio currently stands at 30% full time and 70%-part time, and the division percentages shows a need to request additional full-time faculty.

 The department shares an office manager with Math and Sciences.

1. Resources

 The college has been generous in providing the support needed for faculty and staff to serve a growing student population.

1. Enrollment

 Enrollment from Fall ’15-16 through Summer ’15-16 was 8,201 students. Enrollment from Fall ’16-17 through Summer ’16-17 was 8,200 students.

1. Facilities

 The department offers classes in the General Studies Building, the Health Sciences Building and the General Services Building.

 The department chair and office manager are housed in the Math Sciences Building.

1. Equipment:

 The studio art classes are taught on the third floor of the Health Sciences. Ceramics, one of our studio classes, uses a kiln to fire clay used in student projects. When used, the kiln releases gases which should be properly vented to the outside. However, presently the vent system is connected to an adjacent bathroom vent which is not adequate to take all fumes to the roof and then to the outside. The department has decided to suspend offering ceramics until this situation can be resolved, which will entail drilling a hole from the outside into the ceramics room so the fumes can be properly vented, therefore not posing a potentially hazardous condition for students and others. This situation is budgeted to be addressed in the Unit Goals for 2017-2019

8. 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 department has made appropriate adjustments based upon the data.

**2016-17 Accomplishments:**

1. Purchased two (2) new projectors for MSB 118, 127 and HSB 355 classrooms.

 2. Department was involved in the sponsorship of Constitution Day to acknowledge the heritage and significance of the U.S. Constitution

 3. Wendy Shuffett was named the Women’s Golf Coach.

4. Kevin S. Townes was named new chair of Liberal Arts in January 2017.

5. Theatre courses we placed under Liberal Arts in January 2017.

5. Kyle Irvin traveled to Ireland with over 14 students.

6. Revised department learning outcomes as well as discipline outcomes.

 7. Department was involved in the sponsorship of Freedom Week to acknowledge the atrocities of human trafficking.

 8. Replaced Scantron Scanner due to failure of one leased in 2016.

 9. Relocated the work room, including copier/scanner into MSB 100-B for better security. A combination lock was placed on door for afterhours access by faculty.

 10. Theatre listing was changed from Communications to Liberal Arts.

 11. New courses were developed and added in History and Psychology.

**2014-2015 Accomplishments:**

1**.** The department hired a full time history position effective fall 2015.

 2. In cooperation with the Jefferson Campus, is assessing all Liberal Arts disciplines on all campuses.

 3. Upgraded audio equipment in two classrooms in the Math-Sciences Building.

 4. Purchased a new projector for Room 128 in Math-Sciences Building.

 5. Department was involved in the sponsorship of Constitution Day to acknowledge the heritage and significance of the U.S. Constitution.

 6. Purchased printer/scanner for the Liberal Arts office to replace old one.

 7. Purchased new Scantron scanner used to grade multiple choice exam questions.

**Unit Goals for 2017-2018**

**Goal 1:** Prepare students to continue their education at four-year institutions or to enter the

 Workforce.

 **Objectives:**

A**.** 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. The department plans to bring in an outside learning theories specialist to conduct a workshop focused on effective pedagogical techniques.

 **Funding Request**:

- $1000.00 to purchase licenses/registration for online seminars as well as pay honorariums for workshops provided by guest lectures/professors.

- $2000.00 to support conference attendance for faculty. Requests will be on a first come, first serve basis until the budget is exhausted.

- $3500.00 to continue to provide $500 per instructor for IAP funds.

- $1500.00 to properly vent the ceramic kiln so toxic gases can properly escape outside HSB 350. A “cherry picker” will be needed.

- $2500.00 to purchase two additional pottery wheels.

- $2,500.00 for the purchase and installation of a projector in MSB 120. Re-wiring will be needed to install the projector.

- $700.00 for full-time faculty member to join professional associations in their fields ($100.00 per fulltime faculty member.)

-$3000.00 for the purchase and installation of two new projectors in HSB 351 & 356 ($1,500.00 each).

 **Method of Assessment:**

a. Have faculty who have attended workshops share their experiences with other department members.

 b. Follow up with evaluations to determine to extent of success of new teaching strategies.

B. Encourage faculty to attend local, in-state, and out-of-state conferences.

 **Method of Assessment:**

a. Have faculty who have attended workshops share their experiences with other department members.

 b. Follow up with evaluations to determine to extent of success of new teaching strategies.

C. Encourage faculty to submit proposals to present at local, in-state, and out-of-state conferences.

Funding Request: Funding for faculty to present is outlined in each faculty’s IAP.

 **Method of Assessment:**

a. Have faculty who have attended workshops share their experiences with other department members.

 b. Follow up with evaluations to determine to extent of success of new teaching strategies.

D. The ceramic kiln used in the art program is not properly vented to the outside which allows some gases to escape into the Health Sciences Building. To properly vent will involve drilling a hole from the outside into HSB 350 using a “cherry picker”.

 **Method of Assessment:**

a. Art faculty will be involved in this endeavor and will monitor progress and effectiveness of operation

E. The ceramics program has only six pottery wheels to 12 enrolled students. To make the class more conducive to student projects, the department requests two additional wheels.

 **Method of Assessment:**

a. art faculty will be involved in this endeavor and will monitor progress and effectiveness of operation

F. Provide a new projector for MSB 120. The installation will include new wiring.

**Goal 2:** Provide students with a discipline approach to the theories and methodologies that will assist them in understanding their society.

 **Objectives:**

 A. Implement different learning strategies that encourage higher level thinking and communication skills.

**Method of Assessment:**

a. Acquire feedback from instructors in periodic faculty meetings.

 b. Faculty evaluations will be used to determine effectiveness of instruction.

 B. By adhering to course syllabi, instructors of all Liberal Arts disciplines will expose their students to understanding the society of which they are part.

**Method of Assessment:**

a. Acquire feedback from instructors in periodic faculty meetings.

 b. Faculty evaluations will be used to determine effectiveness of instruction.

**Goal 3**: Provide for its students an informal and participatory environment which encourages them to adopt a lifestyle of intellectual growth and self-awareness.

 **Objectives:**

 A. Implement different learning strategies that encourage higher level thinking and communication skills.

 **Method of Assessment:**

a. Acquire feedback from instructors in periodic faculty meetings.

 b. Faculty evaluations will be used to determine effectiveness of instruction.

 B. By adhering to course syllabi, instructors of all Liberal Arts disciplines will expose their students to understanding the society of which they are part.

 **Method of Assessment:**

a. Acquire feedback from instructors in periodic faculty meetings.

 b. Faculty evaluations will be used to determine effectiveness of instruction.

**Goal 4**. Cultivate qualities of character and leadership in students by developing their analytical skills as well as creating a sensitivity to values essential for people living in an ever-changing world.

 **Objectives:**

 A. Implement different learning strategies that encourage higher level thinking and communication skills.

 **Method of Assessment:**

a. Acquire feedback from instructors in periodic faculty meetings.

 b. Faculty evaluations will be used to determine effectiveness of instruction.

 B. By adhering to course syllabi, instructors of all Liberal Arts disciplines will expose their students to understanding the society of which they are part.

 **Method of Assessment:**

a. Acquire feedback from instructors in periodic faculty meetings.

 b. Faculty evaluations will be used to determine effectiveness of instruction.

**Goal 5. Maintain an informed and professional faculty.**

 **Objectives:**

A. Replace chalkboards with dry-boards in MSB 128.118, and 120.

 **Funding Request**: $1,500 ($500 per classroom)

 **Method of Assessment**:

 a. Chair will elicit input from faculty to determine the efficacy of improvements.

B**.** Update exterior paint on doors and interior paint in the office manager area and department chair office.

 **Funding Request:** $500.00

 **Method of Assessment**:

 a. Chair will elicit input from faculty to determine the efficacy of improvements.

C**.** Purchase a microwave for the student break room

 **Funding Request:** $100

 **Method of Assessment**:

 a. Chair will elicit input from faculty to determine the efficacy of improvements.

 D. Sponsor fall art show.

 **Method of Assessment**:

 a. Chair will elicit input from faculty to determine the efficacy of improvements.

 **Funding Request**: $500 per year.

 E. Purchase new desktop computers for three classrooms (MSB 120, 128, 118)

 **Method of Assessment**:

 a. Chair will elicit input from faculty to determine the efficacy of improvements.

 **Funding Request**: $4,500 ($1,500 each)

 F. Purchase data storage software for faculty end of term reports, exams.

 **Funding Request:** $600

 **Method of Assessment**:

 a. Chair will elicit input from faculty to determine the efficacy of improvements.

b. This will help eliminate the amount of stored papers by instructors in unsecured paper boxes

 G. Purchase three new computers for the adjunct office area.

 **Funding Request**: $4,500 ($1,500 per computer)

 **Method of Assessment**:

 a. gain feedback from faculty to determine the efficacy of the new technology.

H. Purchase and update video and audio equipment for MSB 120 (used for Music and Humanities courses.)

 Funding Request: $1500.00

 Method of Assessment:

a. gain feedback from faculty and technology department to determine cost-effective equipment.

I. Purchase laptop computers and docking stations for all full-time faculty (five)

 Funds requested: $7,500.00 ($1,500.00 each).

 Method of Assessment:

 a. Surveys will be created and passed out to faculty to determine the usability and effectiveness of the laptops and docking stations

 in their offices.

 J. Purchase 7 new Macintosh/Apple computers to run the Adobe Software. That includes 6 of the computers to be used by the students in ART 220 (these are also used in the ART 121, Animation, and Photo), and 1 for the instructor. The current computers are several years old and are not up to date to run the most current software.

 Funds Requested: $10,010.00 ($1,430.00 per computer)

 Method of Assessment:

 a. Will gather information from the Art faculty and IT department to determine efficiency of current technology.

 b. The purchase of new computers and software will allow the Art classes to expand and offer more diverse material for students to master that will help them in their future careers.

 K. To hire (1) full-time religion/philosophy, philosophy/history or philosophy/humanities instructor.

 Funds requested: TBD

 Method of Assessment:

 a. Chair will elicit input from faculty on the need for the position.

 L. To hire (1) full-time psychology instructor.

 Funds requested: TBD

 Method of Assessment:

 a. Chair will elicit input from faculty on the need for the position.

**UNIT GOALS 2018-2019**

**Goal 1: Prepare students to continue their education at four-year institutions or to enter the**

 **Workforce.**

 **Objectives:**

 **A. 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. The department plans to bring in an outside learning theories specialist to conduct a workshop focused on effective pedagogical techniques.**

 **Funding Request:**

**- $1000.00 to purchase licenses/registration for online seminars as well as pay honorariums for workshops provided by guest lectures/professors.**

**- $2000.00 to support conference attendance for faculty. Requests will be on a first come, first serve basis until the budget is exhausted.**

**- $3500.00 to continue to provide $500 per instructor for IAP funds.**

**- $1500.00 to properly vent the ceramic kiln so toxic gases can properly escape outside HSB 350. A “cherry picker” will be needed.**

**- $2500.00 to purchase two additional pottery wheels.**

**- $2,500.00 for the purchase and installation of a projector in MSB 120. Re-wiring will be needed to install the projector.**

**- $700.00 for full-time faculty member to join professional associations in their fields ($100.00 per fulltime faculty member.)**

**-$3000.00 for the purchase and installation of two new projectors in HSB 351 & 356 ($1,500.00 each).**

 **Method of Assessment:**

 **a. Have faculty who have attended workshops share their experiences with other department members.**

 **b. Follow up with evaluations to determine to extent of success of new teaching strategies.**

**B. Encourage faculty to attend local, in-state, and out-of-state conferences.**

 **Method of Assessment:**

 **a. Have faculty who have attended workshops share their experiences with other department members.**

 **b. Follow up with evaluations to determine to extent of success of new teaching strategies.**

**C. Encourage faculty to submit proposals to present at local, in-state, and out-of-state conferences.**

 **Funding Request: Funding for faculty to present is outlined in each faculty’s IAP.**

 **Method of Assessment:**

 **a. Have faculty who have attended workshops share their experiences with other department members.**

 **b. Follow up with evaluations to determine to extent of success of new teaching strategies.**

**D. The ceramic kiln used in the art program is not properly vented to the outside which allows some gases to escape into the Health Sciences Building. To properly vent will involve drilling a hole from the outside into HSB 350 using a “cherry picker”.**

 **Method of Assessment:**

 **a. Art faculty will be involved in this endeavor and will monitor progress and effectiveness of operation**

**E. The ceramics program has only six pottery wheels to 12 enrolled students. To make the class more conducive to student projects, the department requests two additional wheels.**

 **Method of Assessment:**

 **a. art faculty will be involved in this endeavor and will monitor progress and effectiveness of operation**

**F. Provide a new projector for MSB 120. The installation will include new wiring.**

**Goal 2: Provide students with a discipline approach to the theories and methodologies that will assist them in understanding their society.**

 **Objectives:**

 **A. Implement different learning strategies that encourage higher level thinking and communication skills.**

**Method of Assessment:**

 **a. Acquire feedback from instructors in periodic faculty meetings.**

 **b. Faculty evaluations will be used to determine effectiveness of instruction.**

 **B. By adhering to course syllabi, instructors of all Liberal Arts disciplines will expose their students to understanding the society of which they are part.**

**Method of Assessment:**

 **a. Acquire feedback from instructors in periodic faculty meetings.**

 **b. Faculty evaluations will be used to determine effectiveness of instruction.**

**Goal 3: Provide for its students an informal and participatory environment which encourages them to adopt a lifestyle of intellectual growth and self-awareness.**

 **Objectives:**

 **A. Implement different learning strategies that encourage higher level thinking and communication skills.**

 **Method of Assessment:**

 **a. Acquire feedback from instructors in periodic faculty meetings.**

 **b. Faculty evaluations will be used to determine effectiveness of instruction.**

 **B. By adhering to course syllabi, instructors of all Liberal Arts disciplines will expose their students to understanding the society of which they are part.**

 **Method of Assessment:**

 **a. Acquire feedback from instructors in periodic faculty meetings.**

 **b. Faculty evaluations will be used to determine effectiveness of instruction.**

**Goal 4. Cultivate qualities of character and leadership in students by developing their analytical skills as well as creating a sensitivity to values essential for people living in an ever-changing world.**

 **Objectives:**

 **A. Implement different learning strategies that encourage higher level thinking and communication skills.**

 **Method of Assessment:**

 **a. Acquire feedback from instructors in periodic faculty meetings.**

 **b. Faculty evaluations will be used to determine effectiveness of instruction.**

 **B. By adhering to course syllabi, instructors of all Liberal Arts disciplines will expose their students to understanding the society of which they are part.**

 **Method of Assessment:**

 **a. Acquire feedback from instructors in periodic faculty meetings.**

 **b. Faculty evaluations will be used to determine effectiveness of instruction.**

**Goal 5. Maintain an informed and professional faculty.**

 **Objectives:**

 **A. Replace chalkboards with dry-boards in MSB 128.118, and 120.**

 **Funding Request: $1,500 ($500 per classroom)**

 **Method of Assessment:**

 **a. Chair will elicit input from faculty to determine the efficacy of improvements.**

**B. Update exterior paint on doors and interior paint in the office manager area and department chair office.**

 **Funding Request: $500.00**

 **Method of Assessment:**

 **a. Chair will elicit input from faculty to determine the efficacy of improvements.**

**C. Purchase a microwave for the student break room**

 **Funding Request: $100**

 **Method of Assessment:**

 **a. Chair will elicit input from faculty to determine the efficacy of improvements.**

 **D. Sponsor fall art show.**

 **Method of Assessment:**

 **a. Chair will elicit input from faculty to determine the efficacy of improvements.**

 **Funding Request: $500 per year.**

 **E. Purchase new desktop computers for three classrooms (MSB 120, 128, 118)**

 **Method of Assessment:**

 **a. Chair will elicit input from faculty to determine the efficacy of improvements.**

 **Funding Request: $4,500 ($1,500 each)**

 **F. Purchase data storage software for faculty end of term reports, exams.**

 **Funding Request: $600**

 **Method of Assessment:**

 **a. Chair will elicit input from faculty to determine the efficacy of improvements.**

**b. This will help eliminate the amount of stored papers by instructors in unsecured paper boxes**

 **G. Purchase three new computers for the adjunct office area.**

 **Funding Request: $4,500 ($1,500 per computer)**

 **Method of Assessment:**

 **a. gain feedback from faculty to determine the efficacy of the new technology.**

**H. Purchase and update video and audio equipment for MSB 120 (used for Music and Humanities courses.)**

 **Funding Request: $1500.00**

 **Method of Assessment:**

**a. gain feedback from faculty and technology department to determine cost-effective equipment.**

**I. Purchase laptop computers and docking stations for all full-time faculty (five)**

 **Funds requested: $7,500.00 ($1,500.00 each).**

 **Method of Assessment:**

 **a. Surveys will be created and passed out to faculty to determine the usability and effectiveness of the laptops and docking stations**

 **in their offices.**

**J. Purchase 6 new Macintosh/Apple computers to run the Adobe Software. That includes 6 of the computers to be used by the students in ART 220 (these are also used in the ART 121, Animation, and Photo). The current computers are several years old and are not up to date to run the most current software.**

 **Funds Requested: $8,580.00 ($1,430.00 per computer)**

 **Method of Assessment:**

 **a. Will gather information from the Art faculty and IT department to determine efficiency of current technology.**

 **b. The purchase of new computers and software will allow the Art classes to expand and offer more diverse material for students to master that will help them in their future careers.**