**Unit Goal Progress and Revisions**

**2018 - 2019**

Every two years, during spring semester, programs/departments/service units are asked to develop Unit Strategic Plans. These plans need to be closely aligned with the Institutional Action Priorities, the College’s Long Range Goals, and/or the College’s strategic plan. The Strategic Plans incorporate and reflect the operation of that unit at all campuses and instructional sites. Each unit’s budget needs to reflect the fiscal implications associated with the unit’s identified goals and objectives.

Following the first year each unit submits a goal progress report and revises their unit goals for the second year.

**Name of Program/Department: Business Information Systems**

**2017-2018 Accomplishments and Goals Progress:**

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| **Goals** | **Request & Justification/Resources** | **Goal Progress** | **Strategies Implemented and Follow-Up** |
| **Maintain classrooms and computer labs with up-to-date hardware and software in order to provide quality instruction.** | * 1. Replace the projectors in RC-113 and RC114.   2. Purchase color printer for RC-122 to provide OAD students the proper equipment to print required projects   3. Purchase equipment for an Apple Lab. | The equipment for the Apple lab has been ordered and is being scheduled for installation. | Follow up to determine the approval and purchase of the projectors and printers.  Follow up needed to determine the installation of the Apple Lab. |
| **Maintain up-to-date curriculum and courses to prepare students for employment, advancements in employment, or continuing their education at four-year institutions** | 1. Review course competencies on an annual basis and revise as necessary based on input from faculty, graduates, employers, and/or advisory committee members. 2. Review curriculum on an annual basis with input from faculty, employers, former graduates and/or advisory committee members. Recommended changes will be presented to and approved by the department faculty as well as the college’s curriculum committee. | a. Course Competencies were revised and updated on Jefferson State web site.  b. CIS and BFN changes to the Curriculum Committee have been approved. | Strategies to create a rotation of individuals who will be willing to attend the conference are necessary. |
| **Provide ongoing office support.** | 1. Maintain office manager for the departments of Business/Information Systems and Mathematics/Engineering/Physical Sciences. 2. Maintain L19 to assist office manager and Business/Information Systems department chair with clerical/phone/part-time instructor support as well as manage/supervise lab assistants on a day to day basis. | The search committee for the Full Time Office Manager is ongoing. | Follow up to obtain approval for the L19 and create the employee requisition. |
| **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.** | 1. Provide guidelines/examples to insure all faculty understand the terminology used in developing SLOs. 2. Conduct faculty reviews of SLOs, modify as necessary. 3. Plan methods for assessing SLOs and documenting results. | The current system of recording and reporting SLOs has been discontinued. A new system needs to be decided upon by the Faculty. | Recommendations have been made by the Dean of Institutional Effectiveness. Follow up needed to determine Faculty decision moving forward. |
| **Provide students, faculty and advisors with accurate information regarding when and where courses will be available.** | 1. Develop and publish a one-year plan of department course offerings in conjunction with all campuses. | Curriculum changes have been properly reported in the new catalog. | The goal has been removed from future plans as a schedule of classes will not be provided by some areas. |
| **Program Certification** | 1. Next ACBSP Quality Assurance Report. 2. Send faculty representative(s) to the Annual ACBSP conference and/or Regional Conference. 3. For CIS certification, use nationally recognized COMPTIA and Microsoft Technology Associate exams. | Faculty Members are exploring certifications that can be achieved through the current course competencies.  No one attended the ACBSP conference on our behalf this year. | Follow up to ensure that certification exams have been approved once Faculty training is complete. |
| **Maintain up-to-date hardware/software for faculty.** | 1. Replace faculty laptop computers on a 3-yr rotation. | Two new computers were purchased and installed for Faculty members. | The current rotation will continue. |

**Revised Unit Goals (plans for the unit for the second year of the two year plan):**

1. **Objectives – the activities through which the goal will be achieved. Each Unit Goal should have at least one objective.**
2. **Method of Assessment – how the unit will determine if the objective has been met.**
3. **Additional Funding Requests – provide an estimate of the cost of achieving the objective. Also, include a description of how these funds will be used to accomplish the objective.**

**Revised Unit Goals for 2018-2019**

**Goal 1: Maintain classrooms and computer labs with up-to-date hardware and software in order to provide quality instruction.**

1. Objectives
   1. Replace the projectors in RC-113 and RC114.
   2. Purchase color printer for RC-122 to provide OAD students the proper equipment to print required projects
   3. Replace the chalkboards in RC 124, 125, and 328 as the chalkboards have become increasingly difficult for the students to see and the faculty to erase.
2. Method of Assessment
   1. Monitor the purchase and installation of hardware and software to ensure currency.
   2. Obtain feedback from faculty regarding the use and currency of instructional workstations and software used in lecture classrooms.
3. Additional Funding Requests
   1. $2500 to purchase new projectors.
   2. $750 to purchase a color printer.
   3. $5100 to purchase the white boards.

**Goal 2: Maintain up-to-date curriculum and courses to prepare students for employment, advancements in employment, or continuing their education at four-year institutions**

1. Objectives
   1. Review course competencies on an annual basis and revise as necessary based on input from faculty, graduates, employers, and/or advisory committee members.
   2. Review curriculum on an annual basis with input from faculty, employers, former graduates and/or advisory committee members. Recommended changes will be presented to and approved by the department faculty as well as the college’s curriculum committee.
   3. Create a Business Honor Society to provide students with access to additional scholarships, training, and possible career opportunities.
2. Method of Assessment
   1. Assessment of course competencies and the curriculum will be considered met based on the judgment of the faculty and advisory committee members.
   2. Assessment of the formation of the Business Honor Society (Kappa Beta Delta) will include documentation and review of the number of students being served by the society.
3. Additional Funding Requests
   1. Funding to hold bi-annual advisory committee meetings (Accounting/Business, Banking, Computer Science, and Office Administration): approximately $800
   2. Kappa Beta Delta National Fees are $200. Possible competition expense fees may occur in the future.

**Goal 3: Provide ongoing office support.**

1. Objectives
   1. Maintain office manager for the departments of Business/Information Systems and Mathematics/Engineering/Physical Sciences.
   2. Maintain L19 to manage/supervise lab assistants on a day to day basis for the computer labs
2. Method of Assessment
   1. Evaluation of job performance of office manager.
   2. Evaluation of job performance of L19.
3. Additional Funding Requests
   1. Funding estimate to hire office manager (E3 – 5): $28,032 annually.
   2. Funding estimate to hire L19: 19 hours at $13.11 = $249 per week or about $11,454 annually.

**Goal 4: 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.**

1. Objectives
   1. Provide guidelines/examples to insure all faculty understand the terminology used in developing SLOs.
   2. Conduct faculty reviews of SLOs, modify as necessary.
   3. Plan methods for assessing SLOs and documenting results.
2. Method of Assessment
   1. Assessment of SLOs will be based on judgment of the faculty and performance of the students. It is expected that SLOs and assessments will be continually modified as faculty determine where improvements are needed.
3. Additional Funding Requests

N/A

**Goal 5: Program Certification.**

1. Objectives
   1. Next ACBSP Quality Assurance Report.
   2. Send faculty representative to the Annual ACBSP conference and/or Regional Conference.
   3. For CIS certification, use nationally recognized COMPTIA and Microsoft Technology Associate exams.
2. Method of Assessment
   1. Acceptable feedback from ACBSP that Jefferson State remains in compliance
   2. Rotate conference representative among all Business faculty.
   3. Certification exam results for students will validate our programs.
3. Additional Funding Requests
   1. Annual dues: $1,950
   2. Conference and Travel expenses: $6,000.

**Goal 6: Maintain up-to-date hardware/software for faculty.**

1. Objectives
   1. Replace faculty laptop computers on a 3-yr rotation.
2. Method of Assessment
   1. Two faculty members are scheduled to receive new computers/docking stations in Spring 2019.
3. Additional Funding Requests
   1. Computers and accessories (docking stations, bags, etc.) $4000

**Goal 7: Maintain a professional facility that is conducive to the needs of the Faculty and students.**

1. Objectives
   1. Replace the rapidly deteriorating chairs in our conference; two of which cannot be used as individuals have fallen from them due to their defects.
   2. Replace the furniture in the student rest area.
2. Method of Assessment
   1. Monitor the purchase and installation of the new furniture.
3. Additional Funding Requests
   1. Chairs are $195 each, total of $1,950.
   2. A replacement couch would be $729.

**Goal 8: Increase awareness of our department and programs in the college and community.**

1. Objectives
   1. Brand the program and present branded materials in the department and when visit community events.
   2. Create a Business Plan Competition that will offer participation to all of the local high schools.
2. Method of Assessment
   1. Monitor the enrollment and retention of students once the branded materials have been introduced.
3. Additional Funding Requests
   1. A specific BIS website and social media that is linked to that of the college. BIS program postcards 500 for $114.00. BIS branded pens 250 for $200.
   2. An institutional scholarship will be need to award the winner of the competition, provided they meet all institutional requirements. We would like to have corporate sponsors who will provide additional prizes to participants.