**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:**

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

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| --- | --- | --- | --- |
| **Goals** | **Request & Justification/Resources** | **Goal Progress** | **Strategies Implemented and Follow-Up** |
| To maintain accreditation. | Successful completion of annual report  Fees paid  1800.00 | Achieved | Report was submitted and Fee was paid |
| To continue development of dual enrollment courses to provide the educational component only of the nationally recognized Child Development Associate (CDA) credential. | * Faculty will review the courses identified to support the CDA credential * Faculty will continue to offer the courses in a combination of in-class and online work. | Achieved and Ongoing | Course syllabus were adjusted and evaluation continues |
| To continue development of the compact (Mini-term1 and Mini-term 2) courses to provide students an avenue to more quickly achieve their educational goals. | * Faculty will continue examination of the contents of the compact courses currently offered * Faculty will develop and offer two additional compact courses | Achieved and Ongoing | Courses are continually being adjusted and two new compact courses were offered. |
| To improve and maintain program curriculum and instruction | Employers and graduates will report at least a 75% satisfaction with educational preparation. | Achieved and will continue | Evaluations were submitted to students for feedback |
| To improve program quality through faculty professional development and the review of program processes in regards to curriculum and instruction | * Faculty review whether adjustments need to be made to the curriculum * Adjustments will be made to improve the delivery format. | Achieved | Faculty made changes to curriculum which included changes in delivery format to better meet the needs of students |
| Improve interactive learning facilities/faculty resources | Faculty professional development will continue to improve instruction | Achieved | Faculty attending two professional development conferences and made curriculum adjustments, |
| Expand professional community outreach to enhance student learning opportunities and program recruitment | * Promotion of Stepping Stones Conference * Marketing the program to the community | Achieved and partially achieved | Promotion of Stepping Stones was made by mail and online then presented.  Marketing the program needs to be more outgoing with needed promotional supplies/materials. |

**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** – To maintain accreditation.

1. Outcome: Completion of the annual report submitted.

2. Objectives:

a. To complete and submit accreditation annual report

3. Method of Assessment:

a. Successful completion of annual report.

4. Additional Funding Requests:

a. Annual Accreditation Fee - $1950.00

**GOAL 2** – To improve program quality through faculty professional development and the review of program curriculum and instruction – Ongoing

1. Outcome:Maintenance of program quality through ongoing review of courses.

2. Objectives:

1. Faculty professional development/training for continued program improvement to ensure current research is being taught
2. Continued technical training for faculty in current instructional teaching tools.
3. Continue program faculty meetings to go over courses and improve curriculum and instruction.
4. To prepare and host Program Advisory Committee annual meeting

3. Method of Assessment

1. Review of Faculty evaluation of courses and make adjustments where needed

4. Additional Funding Requests

1. NAEYC Annual Conference and/or Professional Development Institute: Estimate cost $6,000
2. Funding for potential technical/instructional training, ie. webinaires, etc. $2,000
3. Funding estimate for meetings: $750 estimated

**GOAL 3:** To continued review and development of additional compact courses to provide students an avenue to more quickly achieve their educational goals

1. Outcome: Addition of at least two compact courses

2. Objectives:

1. Faculty will continue examination of the contents of the compact courses currently offered
2. Faculty will develop and offer two additional compact courses

3**.** Method of Assessment:

a. Faculty will review the compact courses as they are offered.

b. Faculty will also receive input from the students to evaluate the need for and success of compact courses.

c. Faculty will use the information from previously reviewed compact courses to aid in the development of the additional compact courses

b. Faculty will also examine the success of students in completing the courses.

4. Additional Funding Requests

1. No additional funding

**GOAL 4:** To continue offering dual enrollment specific courses to provide the educational component only of the nationally recognized Child Development Associate (CDA) credential

1. Outcome: Course adjustments will be made to accommodate the Dual Enrollment learner.

2. Objectives

a. Faculty will continue to work with dual enrollment office regarding student needs and success

3. Method of Assessment

1. Faculty will continue to review the course methods offered to dual enrollment
2. Faculty will continue to offer the courses in a combination of in-class and online work.

4. Additional Funding Requests

No additional cost

**GOAL 4 – Continued improvement to interactive learning facilities/faculty resources**

1. Outcome: Maintenance of equipment and the classrooms to best meet the needs of the students.
2. Objectives
3. Continue improvements to the student resource rooms at both the Jefferson and Shelby Campuses
4. Provide any needed l faculty instructional resources
5. Method of Assessment
6. Faculty evaluation of resource room needs for both Shelby and Jefferson Campus.
7. Purchase of equipment and materials needed in each resource room
8. Additional Funding Requests

a. Routine program, instructional and office supplies: $ 2,000

b. Purchase resources and materials needed in both Jefferson and Shelby campuses: estimated. (ie laminator, Ellison press dies, ) $3,000

c. Purchase of faculty and classroom computers as needed. $5,000

**GOAL 5 – Expand professional community outreach to enhance student learning opportunities and program recruitment - Ongoing**

1. Outcome: Outreach opportunities continue and expand to provide support for the professional communities on behalf of the students, the program and the college.

2. Objectives

1. Promotion and implementation of Stepping Stones Workshop
2. Faculty will continue work with state departments in need of support from our program.
3. Continue marketing program with promotional items to the community

3. Method of Assessment

1. Stepping Stones evaluation of previous workshop to determine needed improvements
2. Faculty will continue to serve in a variety of capacities in professional communities both state and local.
3. Pamphlets, inexpensive promotional items will be offered to potential students
4. Completion of a bi-annual grant updates/reports for grants, if awarded
5. Additional Funding Requests
6. Stepping Stones Workshop – $4,000 fully refunded
7. Instate travel expenses –$1,500
8. Program Marketing materials/supplies - $2,500