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| jscc logo | | | **Goal Progress Report** | |
| **Program:** | **Communications/Jefferson Campus** | **Report period:** | | **2015-2016** | |

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| **Goals** | **Request & Justification/Resources** | **Goal Progress** | **Strategies Implemented & Follow-up** |
| **Goal 1: Maintain an informed and professional faculty to preserve the ability to offer courses to help students meet their educational and transfer goals.** | 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. 2. Continue to review Student Learning Outcomes and assessments for each course. 3. Revise the current Developmental and Composition course curriculum to better align with the four year institutions. 4. Continue to staff courses with qualified instructors. 5. Maintain institutional memberships or subscriptions with professional organizations such as ACETA, NCTE, MLA, NCA, and SWCA. | 1. The Communications department across the college continues to emphasize professional development for instructors. We have hosted numerous sessions for our instructors, including a day-long summer workshop for all composition instructors (FT, PT, and dual enrollment) on teaching rhetorical writing in ENG 101. Since this method represents a change in focus for our department, much effort was put into orienting faculty by providing information, strategies, methods, and ideas. English instructors participated in conferences, including ACCA, Birmingham Institute for Teaching Writing, U.W.R.I.T.E, and the UAB Scholars Institute. The Speech Textbook committee also adopted a new SPH 106 text and completed training on the new technology adopted for this course. One faculty member completed her MFA in Creative Writing, and in addition to attending numerous workshops and seminars in her residency, she also presented a lecture entitled “Writing Difference: How White Writers Can Create Well-Rounded Black Characters,” as well as a reading of her original work “Evalyn.” 2. As a department, we met to “close the loop” on SLOs by discussing our assessment results, as well as strategies for implementing suggested changes in methodology and revision of the outcomes to reflect our change in focus. 3. The English Composition courses were revised to better align with four-year institutions. We will now teach a more rhetorical based method in ENG 101, and ENG 102 will become focused on literature, literary analysis, and research. Progress was made in revising our Reading classes to better align with standards and SLOs, including the restructuring of the course. We are currently reviewing the ENR 094 approach some colleges use to combine developmental reading and English courses, and plan to include pilots of this course in the spring. 4. The full time speech instructor on this campus retired in August. The instructor based at Pell City has been transferred permanently to the Jefferson Campus so that we can maintain appropriate ratios. Other classes are staffed by a part time instructor, and we continue to monitor the need for instructors based on enrollment. 5. The department maintains memberships in various professional organizations, including NCTE, ACETA, and MLA. | 1. The Communications Division committees have been effective and will continue to monitor effectiveness and assess needs. Department chairs will continue to work with faculty to provide professional development opportunities on campus and nearby, as well as encourage faculty to attend conferences where the budget allows and to submit proposals for presentations. Faculty will also continue to develop individual IAPs each year. 2. The SLOs have been revised and proposals have been submitted for approval. Instructors have collectively reworked the assessments for each class in order to better assess the revised outcomes. 3. The focus this coming year will be on evaluating and improving the curriculum and materials for developmental English and reading courses. 4. Several new part-time instructors were hired to fill vacant slots for fall and staff additional sections. We will monitor the need to hire additional fulltime faculty. 5. We will continue to budget to maintain our subscriptions and departmental memberships in professional organizations. |
| **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.** | 1. Plan for the establishment of a Writing Center on campus where students may get live, one-on-one help with written compositions from experienced instructors and tutors. 2. Visit other colleges’ writing centers to assess policies and procedures, staffing needs, equipment needs, organization, and administration. 3. Prepare and submit a proposal for a Writing Center, including locations at each campus, policies and procedures, staffing needs, organization, and administration. 4. Purchase necessary equipment and hire necessary staff. 5. Support student organizations (Sigma Kappa Delta, Sigma Chi Eta, and the Speech Team) with financial assistance for attendance at national conventions. 6. Continue financial support for the Red Mountain Reading Series, *Wingspan*, The Writer’s Roundtable, and the Concert and Lecture Series. 7. Support the College’s aim to improve student “soft skills” by offering English for Life (E4L) workshops led by department members 8. Establish a Little Free Library in the department to foster reading for pleasure and creative growth for students. 9. Create a Sigma Kappa Delta Honors Course in the 2016-2017 year. | 1. Some progress was made this year on the establishment of the Writing Center, although not as much as was hoped for. The department chairs from Jefferson and Shelby met several times to begin writing a proposal. We also met to discuss possible grant support. We still plan to visit other centers in order to fully develop our proposal to submit to the administration. 2. The department supported SKD activities, including meetings, community service projects, and attendance at the national convention. 3. The department also partnered with the department at Shelby to offer financial support for the Red Mountain Reading Series, *Wingspan*, The Writer’s Round Table, and the Concert and Lecture Series. 4. This year the college hosted a seminar for students about succeeding in college. Most instructors addressed “soft skills” in class through discussion and practice by insisting students avoid “text speak” in communications and assignments, as well as by enforcing rules of standard grammar. Others focused on etiquette regarding cell phones in class or meetings, and on netiquette, as well as on “dressing the part” for interviews and activities. In addition to these skills, Internet instructors stressed self-motivation and discipline, the importance of writing and communicating clearly, and critical thinking. Due to prioritizing other goals and the small number of faculty at the Jefferson Campus, we did not host any E4L seminars. This will remain one of our plans for the future. 5. SKD successfully established, stocked, and maintains a Little Free library in BDH. 6. HUM298S was created and added to the course schedule. Video conferencing It allows SKD members to attend from all four campuses. This course has increased campus involvement for the organization and has provided many professional opportunities for the student members. | 1. Department chairs will continue planning for a Writing Center staffed with highly-qualified L19 tutors and/or part time instructors where students may receive live one-on-one help with written compositions in a variety of subjects. The development of a writing center proposal will be a priority for the 2016-2017 academic year. 2. The student organizations work together to bring the greatest opportunities to students and community. Sigma Kappa Delta English Honor Society members assist with publicity, hosting, and editing of Wingspan. Faculty advisors offer valuable opportunities for hands-on experiences for these students. These partnerships shall continue. 3. The department will continue offering resources and opportunities such as the Writers’ Roundtable, the Red Mountain Reading series, and the Concert and Lecture Series. 4. To continue the emphasis on “soft skills,” the department will monitor activities in classes, as well as work to develop the E4L workshops on this campus. 5. SKD will continue to support the Little Free Library. 6. SKD will continue to offer the honors course in the fall and spring semesters. The department also asks that the faculty sponsor continue to be granted a course release for workload associated with the organization and its activities. |
| **Goal 3: Maintain classroom and office equipment and supplies to enhance the quality of instruction and improve student learning.** | 1. Enhance the quality of instruction offered to students through the use of up-to-date, appropriate equipment and technology. 2. Enhance student learning through the integration of technology into the curriculum. 3. Replace office and classroom supplies, computers and other technologic equipment as needed to ensure faculty continue to function as effective instructors. 4. Encourage instructors to evaluate new technology and equipment by piloting projects in their courses. | 1. Instructors still continue to rely daily on the computers and projectors in the classrooms. Other material purchased in the department includes upgrading office computers, chalkboards to whiteboards, as well as purchasing office furniture for instructors’ offices. Lastly, the department maintained departmental memberships or subscriptions to professional organizations and publications, including *Teaching English in the Two-Year College* and *The Chronicle of Higher Education.* 2. Online instructors continue to revamp Internet courses, and the department also increased the hybrid course offerings this year. Hybrid courses have not had the high enrollment on this campus as they have on the others; however, we will continue to offer this option in high demand courses. We will, however, need to provide access to the technology to students with limited means. Almost all instructors rely daily on the projectors and internet access in the classroom to enhance student learning. Webcams, microphones, document cameras, and applications like Google Sites, Piktochart, Audacity, and Audible continue to be relied upon in the classroom 3. Two instructors received new computers for their offices, and two instructors also received new office furniture. 4. The instructor proposing the iPad project was provided with an iPad from another department. The iPad was used to create iMovie video lectures and trailers for use in instruction. However, this particular iPad was lacking in storage and features, thus rendering it not as useful for the project as hoped. The instructor has since relied on Windows Movie Maker for video lectures, but has not pulled the plug on the iPad project. If this project is to be successful, an iPad with sufficient storage, processor, and accessibility would need to be purchased. However, without necessary technical support from the college, larger scale implementation is unlikely. All composition instructors are implementing an open source textbook this fall, and many are utilizing features of the LMS to provide this material to students. Digital writing, presentations, and other activities have been included around various classes where new technology, new methodology, or new textbook sources have been included. | 1. Specific requests were included in the technology plan as well as in the 2015-2017 Strategic Plan. 2. Instructors who teach Internet and hybrid courses will continue to revamp their courses, including utilization of a standardized Course Introduction to provide continuity across the college. Instructors are also encouraged to use existing technology and research other ways to incorporate technology into the classrooms. 3. As equipment fails or needs upgrading, it shall be reported in an effort to keep all necessary equipment functional. Requisitions will be processed for equipment requested through the technology plan and strategic plan upon approval on an as-needed basis. A need based on evaluation by IT Support Staff is to continue to replace instructor computers, particularly the laptop computers for instructors who teach Internet courses. According to IT, laptops older than four years old are in need of replacement. There are two English instructors and one Speech instructor who will need computers upgraded during this fiscal year. The requests for the upgrades for English teachers has been included on the original 2016-2017 strategic plan; the Speech instructor is the new transfer, so the upgrade to her 2008 laptop will be requested in the Revision of the 2016-2017 goals. Finally, instructors would very much like to upgrade their office phones. Static, poor audio, and inability to effectively listen to voicemail are reasons cited for needing new phones. 4. To enhance classroom and online instruction, LCD projectors in the classroom will continue to be monitored for maintenance/repair needs. Additionally, webcams, an ELMO document camera, and laser pointer/projection remotes will be requested. |
| **Submission date: August 26, 2016** | | **Submitted by: Kristin Henderson, Chair** | |