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| jscc logo | **Assessment Record** |

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| **Program:** | **Chilton-Clanton Campus** |  **Assessment period:** | **Fall 2018 - Summer 2019** |

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| **Program or Department Mission:**  |

The Chilton-Clanton Campus of Jefferson State Community College is an instructional site created to specifically serve the educational needs of our students in Chilton County and the surrounding areas. It is a place where students are able to register for classes, pay tuition, see an advisor, and successfully meet their educational goals. The Chilton-Clanton Campus actively seeks to increase student enrollment, retention, and overall satisfaction. |

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| **Service Unit Outcomes & Assessment Plan** |
| **Intended Outcomes** | **Means of Assessment** | **Criteria for Success** | **Summary & Analysis of Assessment Evidence** | **Use of Results** |
| The facilities will be well maintained, staffed, and satisfactory to meet each student’s educational needs. | 1. Review of full-time instructor and staff assignment to the campus.2. Review of maintenance staff and housekeeping services. | 1. More than 50% full-time faculty will be assigned to the Clanton Campus for instruction. Maintain at least two full-time office personnel to provide assistance to students.2. Maintain full-time housekeeping staff and an L-19 maintenance personnel. | 1. Growing enrollment indicates need for additional dual enrollment classes and instructors; English classes are being taught by more part-time instructors than full-time. Math is under the 50% mark for FT/PT as well because of the growth of the math class need. 2. International Concepts is still providing housekeeping services, and it has maintained two part-time housekeeping personnel since they began in 2017. The maintenance L-19 maintenance personnel was discontinued in May of 2019. Both services remain at the campus because maintenance from the main campuses makes rounds to the Clanton campus when needed. | 1. Due to growth of enrollment and need for English and math classes, a plan has been put in place to move the split PC/CC English instructor to CC full-time. This will help move the FT/PT ratio back closer to 50%. Similarly, a math hire committee has been put into place to hire a split PC/CC math instructor. We will continue to monitor other class needs. The Campus has a full-time coordinator and office manager on campus, along with a full-time Associate Dean. Increased enrollment has also put a stress on the enrollment services office, and additional personnel, particularly a financial aid representative (L-19, even) would alleviate some of the traffic that the office handles.2. Continue to maintain upkeep of buildings, making necessary repair/maintenance requests as needed. |
| The Chilton-Clanton Campus will maintain a safe and comfortable learning environment to foster academic excellence. | 1. Jeff State Clery Report data2. Audit of security personnel hours | 1. Two or fewer small incidents on the Clery Report.2. Documentation of 100% presence of security personnel during all hours of operation. | 1. Data from the Jeff State Clery report shows 0 reported incidents at Clanton Campus from Fall 2018-Summer 2019.2. The Clanton Police Department supplies the campus with an officer during the hours of 7:00 am-9:30 pm. Officers rotate shifts. | 1. Continue police presence to ward off any potential crime problems. Continue to be proactive in talking to students in reported abuse situations so police are alerted to potential high risk students. Requested security camera installation in lab 201 and outside building cameras.2. Continue to provide security personnel during all hours of operation at the Campus. |
| The Chilton-Clanton Campus will increase student enrollment. | 1. Enrollment reports issued by Jeff State’s IRIR department. | 1. Enrollment at the Clanton Campus will continue to steadily increase by at least 2% yearly. | 1. Reports issued by the IRIR department show enrollment at the Clanton Campus for Fall 2018 was 621 with 5,204 credit hours.  | 1. Student enrollment is up another 5.8% from the previous year, and credit hour production raised about 400 hours landing at 5204. Unofficial data for Fall 2019 (last headcount report on 12/5/19) shows enrollment at 753, 5204 credit hours. We look to continue to partner with the local BOE to continue offering several different options for high school students. We also continue to highlight JSCC in enrollment programs, community events, and college events etc. We continue to use the electronic method of signing in to enrollment services and financial aid because we can easily generate reports showing the traffic in enrollment services. We have tutoring services when enrollment on-campus dictates it.We have requested additional personnel in the office due to the amount of visitors and needs of students to the office. |
| Students will be able to identify and work with an advisor to help achieve their identified educational goals at the Chilton-Clanton Campus. | 1. Review of advising sign-in sheets. | 1. More than 30% of students registering for classes will take advantage of advising sessions 2. At least one full-time advisor will be available to students during office business hours (Mon-Fri, 8 a.m.-4:30 p.m.) | 1. a. Registration and advising has been extended, so instead of a week push, advising and registration begins much earlier. This allows for more students to come in when it is convenient for them. In addition, academic advising is available to students throughout the entire academic year.  b. Each instructor was given a group of between 18-28 students from Fall 2018 IR/IE data to advise for the year.2. The office maintains a full-time program coordinator and office manager within the enrollment services areas. Both of these staff members are trained advisors. | 1. a. Now that students have ample time to visit the enrollment services office, they take advantage of sitting with one of the two full-time enrollment services/office staff members. Our campus would like a more regular financial aid presence. We would also like more office help. The volume of appointments, calls, help-desk emails, advising, and financial aid (VA included) has grown tremendously.  b. In Fall 2018, faculty and staff began intrusively advising a group of students given to us by the IR/IE department. Each mentor had between 18-28 students to mentor and check on through the year. Mentors checked on both FT and PT students. Faculty discussed their contacts with the Associate Dean during their yearly evaluations in the spring. All instructors completed their efforts with emails, meetings for students, or other methods. This effort was adopted by the whole of Jeff State under the notion of Complete College America. Clanton was pioneering the way for student interaction before this, and we will continue to try different methods in reaching students to help them be successful. 2. At a time when another part-time financial aid personnel is available, Clanton campus would benefit from assistance in this area. Clanton only had financial aid assistance when it held its NSO in the summer for fall semester. Kim Rigg, nursing advisor, has been a huge asset to the campus – coming down at least once a month to advise nursing students. This has been a tremendous help. The campus remains in need of an additional office employee; often both the coordinator and the office manager are attending training sessions or other required activities and the office does not have capabilities for taking money or advising. The office manager currently serves as much more than a simple administrative assistant. |
| The facility will house and support instruction that will enable students to successfully complete the general education requirements for all degree programs and develop the following degree programs: Registered Nursing (AAS) and Transfer Degrees (AA/AS). | 1. Review of course offerings at the Clanton Center.2. Review of full-time instructors in the AAS Nursing and AA/AS Transfer degree programs. | 1. Eighty percent of general education classes will be made available at the Clanton Center; 100% of classes needed for completion of the AAS Nursing program will be offered at Clanton.2. Maintain well-qualified, full-time instructors in the classes leading to the degrees offered (AA/AS, and AAS Nursing).  | 1. The Clanton Campus offers courses in humanities and fine arts, English, natural sciences and mathematics, social and behavioral sciences and nursing. 2. The Nursing program at Clanton continues to have steady enrollment and produces graduating nurses just one time a year now. Clanton’s nursing program graduated its seventh nursing class, spring 2019. To date, 156 nursing students have passed the program. The current year’s class achieved a 94% N-CLEX pass rate.  | 1. Enrollment numbers will continue to be monitored to determine if additional courses/faculty are needed. Higher class demands for English and Math have created the need for additional instructors; next year Jamie King (English PC/CC) will no longer be split between campuses, and we will look at hiring a split math instructor for PC/CC.2. Instructors and equipment are added as funding and need arise in order for students to successfully complete the AAS Nursing program. We added a dual enrollment EMS/EMT class in hopes to get some of those students into nursing and to continue to offer EMS/EMT programs here. Three of the Dual Enrollment EMS/EMT students (out of the 9 students completing the class) are now enrolled at Jeff State as students. |
| **Plan submission date: September 16, 2019** | **Submitted by: Ashley Harlan Kitchens** |