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| jscc logo | | **Goal Progress Report** | |
| **Program:** | **Transfer and General Studies** | **Report period:** | **2015-2016** | |

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| **Goals** | **Request & Justification/Resources** | **Goal Progress** | **Strategies Implemented & Follow-up** |
| Continue to develop meaningful and timely course competencies, student learning outcomes, and assessment strategies at the course, program, and departmental levels. | The divisions housed under Transfer and General Studies equip students to gain competency re: six associate degree outcomes. To do this, competencies, student learning outcomes, and assessment strategies must be in place at the course, program, and department levels. | All courses, programs, and divisions under Transfer and General Studies completed three-year cycles of student learning outcomes. Divisions are now in the process of completing program reviews which will cycle up to the Transfer and General Studies department. Divisions, in conjunction with their counterparts at the Clanton, Jefferson, and Pell City campuses, are reviewing their SLOs and, when deemed necessary, revising them for a new three-year cycle that will begin in the fall of 2016. | The associate dean at the Shelby campus will continue to work with the associate deans at the Clanton, Jefferson, and Pell City campuses to review course competencies, student learning outcomes, and assessment strategies. Since divisions are finishing their three-year cycles, special emphasis will be placed on closing the loop re: improvements needed and revising student learning outcomes for the new three-year cycle. |
| Continue keeping offices functioning with needed equipment. | For faculty and staff members to perform their jobs successfully, they need access to high-quality, up-to-date, and functioning office equipment. | This goal has been met on an as-needed basis. For example, the Scantron machine in the General Studies Building was no longer working and was so old that repairs were no longer feasible. The college purchased a new Scantron machine, and the machine has been delivered to the GSB. The division office manager reports that it is in good working condition. The office manager of the Math Sciences Building requested a new shredder as office documents were piling up and they were running out of storage space. A new shredder was purchased. It has been received and is working properly. Faculty/Staff computers are generally in good condition as most of them received a computer upgrade in 2013. | The associate dean and the executive secretary will stay in close communication with the department chairs and office managers. If chairs/office managers report the need for new office equipment, the office of the associate dean will work with the chairs/office managers to obtain quotes, submit purchase requests, and receive delivery of new equipment. |
| Establish a fund to provide for unanticipated repairs as equipment breaks/wears out. | To continue delivering high-quality instruction to students and to create a professional and pleasant classroom environment, classroom equipment needs to be up to date and functioning. | The college has replaced classroom equipment on an as-needed basis. For example, two projectors in the HSB broke, and both were replaced. When screens in the MSB became non-functioning, they were replaced with new screens that fit current projectors but will also fit new projectors when the current projectors stop working. | The associate dean will work with the chairs and office managers re: their classroom equipment needs. As new equipment becomes necessary, the associate dean will work with the chairs re: obtaining quotes, submitting purchase requests, and receiving new equipment. |
| Maintain a program of quality undergraduate courses to assist our students in successfully graduating with an associate degree and to increase transfer success. | As enrollments change and student demand for courses increases/decreases, it is important that the Shelby campus match its course offerings to the needs of students. | The associate dean has worked with both Shelby chairs and associate deans at JSCC’s other campuses to coordinate course offerings. For example, when the associate dean at the Pell City campus noted a need for an additional chemistry section, the section was added at the Shelby campus for the summer 2016 session. The Shelby chair staffed the class. The associate dean is also working with chairs to assess the demand for traditional, online, and hybrid courses. For example, while the demand for online courses continues to grow, certain students maintain a strong preference for traditional classes. This is especially true for mathematics and “hands-on” courses such as computer courses or sciences courses with a lab component. | The associate dean will continue to work with other associate deans and with the division chairs so that course offerings accurately reflect student demand for courses in terms of number of sections offered, times offered, and delivery methods. |
| Receive funding for professional development that is specifically aimed at division chairs. | The job of serving as a division chair continues to grow. Division chairs perform a crucial role for the college as they hire faculty, supervise faculty, address complaints, and lead assessment activities. They do all of this while still teaching classes. | Last year, the associate dean focused on the College Readiness Seminar but did not plan special training for division chairs. (This seminar is explained in a goal below.) Now that the College Readiness Seminar has shifted to the Orientation 101 course, the associate dean would like to revisit this goal and plan a training session for chairs and program coordinators. This session could also focus on working as a team and sharing best practices among the attendees. | The associate dean will request funds for this event. While the budgeted request on the Strategic Plan was $1,000, the actual expenditure will probably be less as a one-day, on-campus conference can be planned. |
| Purchase a laptop computer for the associate dean of Transfer and General Studies. | The associate dean has begun to teach a significant percentage of her classes online. In addition, especially due to Phi Theta Kappa travel, she travels for the college and needs to stay in touch with college personnel and with online students. | This goal has not yet been met. | The associate dean will request the purchase of a laptop. The current quote for this expenditure is $1533.12. |
| Provide funding for travel for the associate dean for presentations. | Since the associate dean does not complete in IAP, dedicated funding is requested for travel for presentations and professional development. | In the fall of 2015, the associate dean travelled to Phoenix, Arizona, to present at the Community College Humanities Association bi-annual conference. Phi Theta Kappa International paid registration fees, and the college paid travel, hotel, and meals cost. This year, the associate dean has had a proposal accepted by the CCHA for its regional conference to be held in Charleston, South Carolina. Phi Theta Kappa did not budget for off-year/regional conference travel. So, the associate dean has requested that funds be provided by the college for this travel. The travel request was for $2,059.60, which is in line with the budgetary request made in the strategic plan. | The associate dean has submitted a travel request for this conference and is awaiting approval/disapproval. |
| Hold a college-wide seminar for student college preparedness. | At the request of the college’s president, all four Jefferson State campuses held college- preparedness seminars. The aim of the seminars was to provide students with study skills, time-management skills, etc. that would assist them in succeeding in college. | The Shelby Campus held a successful seminar. Students were able to register online, and over 150 students registered/attended. JSCC instructors presented workshops on the following topics: Banner and Degree Works, Professional Communication, Annotating Texts, Surviving Online/Hybrid Classes, Test Taking, and Library/Research skills. In addition, pizza and soft drinks were served, which helped the seminar to have a welcoming and social feel. | This seminar has evolved into a College Orientation course—Orientation 101. The course was piloted at the Jefferson and Shelby campuses in the fall of 2015. Beginning fall 2016, the course will be offered at all four JSCC campuses. Online sections will be available as well. The course is now required for new students beginning fall 2016. Because Orientation 101 is now required, there may not be a need for a special college preparedness seminar. |
| Access funds necessary if new fulltime hires need to be made. | To continue its mission of offering high-quality courses to students, Transfer and General Studies must maintain a core group of fulltime instructors. Employing fulltime instructors also helps the college to maintain its SACS-COC accreditation status. Fulltime instructors also assist the college in achieving its goals/mission through generating and implementing assessment tools, revising curriculum, and serving on college committees. Funding is requested for new fulltime hires on an as-needed basis. | A fulltime history instructor transferred to Shelby fulltime in the fall of 2016. Therefore, the funding for another new, fulltime history professor went through the Clanton/Pell City campuses. The associate dean will monitor enrollment numbers, fulltime/part-time ratios, and retirements and, in conjunction with division chairs, will make recommendations to the administration re: hiring new fulltime instructors. | If data show the need for a new fulltime instructor in any area under Transfer and General Studies, the associate dean will submit the request. |
| Decrease the percentage of classes cancelled at the Shelby Campus. | At the beginning of the associate dean’s tenure in the job, the class cancellation rate was too high. Some course cancellations are, of course, necessary. However, the associate dean would like to minimize these cancellations as they disrupt the academic plans of JSCC’s students. | The associate dean has continued to work with chairs and program coordinators to reduce cancellations. The rate is now around 3% of courses offered. While this rate is good, the associate dean would like to work to see it reduced even further, if possible. The associate dean has worked closely with chairs and has discouraged them from offering extra sections of classes unless there are data to support the offerings. For example, if a faculty member wanted to offer a class that was not covered by financial aid and that consistently did not make in the past when it was offered, the associate dean explained the high probability of a cancellation and discouraged chairs from placing such courses on the schedule. On the other hand, the associate dean also helped to keep classes with low enrollment open if an extenuating circumstance justified it. For example, some accounting classes required for graduation are offered once a year. When students need such courses to graduate, a case is made to keep the sections open. | The associate dean will continue to work with chairs and program coordinators to minimize course cancellations while providing adequate course offerings to JSCC students. |
| Establish a new computer lab in the General Studies Building dedicated to be used by Communications classes. | This is the most expensive TSG goal but may be the most important one. Space at the Shelby Campus is very tight. However, demand for computer labs continues to grow. For example, in addition to open labs, workforce development classes often need labs for their courses. In addition, courses such as those offered by the computer information systems program often need computer labs; and online/hybrid course instructors request labs for students to take exams. Programs such as nursing also need labs for testing purposes. As composition instruction more and more emphasizes the use of technology and composing drafts on computers, lab space becomes important. | This goal is still in flux. The associate dean will work with college administrators to see if space is available to install a new computer lab in the GSB. If space is deemed available, the communications chair and the associate dean will also work with the college re: securing funds for the lab. | The lab would require 36 computers at an estimated cost of $43,200 total. The associate dean will continue to work with college administrators on the feasibility of installing this lab. |
| Train faculty members on a new online delivery system if one is instituted | As demand for online and hybrid courses continues to grow, it is important that faculty members remain trained re: delivery systems so that they can provide students with the highest quality of instruction. | The college currently uses the Blackboard delivery system but is considering switching to the Canvas delivery system. The associate dean of developmental education and distance education has scheduled meetings for Canvas to make presentations to the faculty. | The associate dean will encourage all faculty members to attend the Canvas presentation. Even if some faculty members are currently not teaching either online or hybrid courses, all faculty members should be familiar with the college’s online delivery system. This will become more important as traditional classes begin to use online delivery systems to augment courses, post documents, accept assignment submissions, etc. |
| 8-15-2016 | | **Submitted by: Liesl W. Harris** | |