**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 and Information Systems – Shelby Campus**

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

* Curriculum Committee approved changes in CIS programs.
	+ Computer Programming, Networking and Web Technologies
		- Swift App development program was added
		- CISCO networking program was continued with additional courses added
* James Calhoun attended the annual AAHEB conference in 2018
* Tommy Battles, Hal Harris and Justin Fisher attended the ACCA conference in Nov. 2017
* Sandi Logan attended the Southern Business Education Conference in fall 2017
* Linda Dobyns attended CISCO Training for the Networking program and continues to take CISCO courses
* An Apple lab was installed in Room 446
* Computers were replaced in Room 442
* Office computers were replaced for six faculty members
* Overhead projectors were replaced in several computer labs and business classrooms
* ACBSP 2-year report will be submitted in September 2018

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| **Goals** | **Request & Justification/Resources** | **Goal Progress** | **Strategies Implemented and Follow-Up** |
| **Goal One:****Maintain classrooms and computer labs with up-to-date hardware and software in order to provide quality instruction.** | $203,000.00 was requested to support ongoing memberships and professional development as well as five computer labs and miscellaneous equipment for the department. | * The $2,500 request for conference attendance was exhausted and several faculty members were able to participate in professional development.
* All memberships (AAHEB and ACBSP) and subscriptions were maintained for 2017/2018.
* The Apple Swift lab was installed. It was funded primarily by Apple and DPE.
* Out of the four computer labs requested for replacement two were replaced-- HSB 446 and 442.
* Printer in HSB 451 was replaced and the department also purchased a new shredder for all faculty to use.
* Overhead projectors were replaced in computer labs and business classrooms
 | Professional Development will be needed on a yearly basis.Subscriptions and Memberships will be reviewed yearly and maintained as needed to stay current.Replacement computers are still needed in labs for HSB 451, 447 and 356.The Department is also still in need of a color printer for the main office.Projectors will continue to need replacement as needed. |
| **Goal Two:****Maintain up-to-date curriculum and courses to prepare students for employment, advancements in employment or to continue their education at four-year institutions.** | $2,000 was requested to send one faculty member to Cisco Training Academy.Curriculum was reviewed and updated by department faculty and the Curriculum Committee.Course competencies were reviewed by faculty and updated as needed. | * Funding for CISCO training was paid by Perkins

Vocational funds.* The Computerized Accounting program replaced CIS 117 with two options—CIS 263 or OAD 232.
* SWIFT App Development certificate was added and three App development courses were added. Two faculty members completed the Swift App Development Training.
* Advisory committee members gave valuable input to business and computer faculty.
 | The Networking faculty member will continue to complete required CISCO training courses.Curriculum in all business programs will be reviewed yearly and updated as needed.The App Development program will continue to be reviewed and courses added or changed as needed. New faculty will be added as needed.All departments will continue to solicit feedback from former students, employers and advisory committee members.The 2018-19 catalog was revised to reflect new program changes. |
| **Goal three:****Maintain up-to-date hardware/software for faculty.** | $13,450 was requested to replace faculty computers, purchase technology equipment for faculty and classrooms. (iPad Pro for faculty and Apple TV for classrooms) Three-year rotation for computers. | * Four faculty members got laptops in their offices. Two faculty members got a desktop. Apple TV was included as part of the Apple lab in Room 446.
 | All faculty members will continue to require updated computers and technology items in order to maintain quality of instruction for students. |

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

 **Objectives:**

1. Because the computer labs are used for student learning, it is necessary to have the most up to date hardware and software. The Apple Swift Lab that was installed in 2017/2018 displaced an existing computer lab which moved to HSB 356. Computer labs in 451, 447 and 356 are in need of updating.

 **Method of** **Assessment:** Monitor the age of the computer labs in conjunction with IT to make sure that all labs are replaced every three years.

 **Funding Request:**  We are requesting $40,000 per lab for three labs at the suggestion of the IT department.

 **Total Funding Request of Goal One: $120,000.00**

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

 **Objectives:**

* Continue with training courses for the CISCO Academy
* Continue with updating/expanding the course offerings for the App Development certificate

**Method of Assessments:**

The CISCO/networking faculty member has completed three CISCO courses. There are two courses remaining. The completion will be monitored.

App Development course enrollments will be monitored and new sections will be added as necessary for students to complete the certificate.

**Funding request for Goal two:**

* A new part-time instructor to teach the App Development courses will be added for fall term.
* Additional funding for CISCO courses (if not paid by Perkins funds).

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

**Objectives:**

* Continue to update faculty office computers to enhance the quality of instruction offered to students
* Replace other technology equipment as needed to ensure faculty members continue to be effective

**Method of Assessment:**

* Ask faculty to ensure they have updated office computers
* Survey faculty members to determine other technology needs

**Funding Request for Goal three:**

* $6,000 to replace three faculty members’ office computers and office manager’s computer ($1500 x 4)