**Unit Goal Revisions**

**2016 - 2017**

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 the College’s five year 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: LIBERAL ARTS (Jefferson)**

**2015-2016 Accomplishments:**

* The History department began offering HIS 121-122 on the Jefferson campus
* The Psychology department reactivated two courses and proposed a new course to the Curriculum Committee, all of which were approved to be offered beginning Spring 2017.
* The Sociology Department emphasized recruiting more students for SOC 210 and SOC 247.
* Camilla Avery and the Art and Animation Guild participated in community projects, including collecting warm weather items for the homeless. AAG also sponsored the 2016 Student Art Exhibition, including a high school art competition. The winner of the contest was awarded a scholarship to Jefferson State.
* The choir conducted excellent performances at the Black History Program, Honors Convocation, Graduation, Phi Theta Kappa Induction, and the Alabama Collegiate Choir Festival.
* One instructor attended the Alabama Choral Directors’ Association.
* One instructor attended the Institute of Teaching Psychology.
* One instructor presented a seminar on a Peer Program and Success in College at the University of Tennessee-Knoxville.
* One instructor presented a paper entitled "Imitation Of Life (1934) and Three Came Home (1950): An Examination of Motherhood Using Film to Teach Across the Curriculum" at the National Social Science Association conference.
* The department purchased an ELMO document camera for use in the classrooms.
* Classroom projectors were upgraded in several classrooms.
* The Art department purchased five new Intuos Pro Professional Creative Pen & Touch tablet for use in Art and Animation classes, as well as in photography and Intro to Computer classes.
* The college also continues to support the Art and Animation classes through our membership and networking with the ACME Network and Dreamworks Studios.
* Two instructors received new office ensembles to create a more professional workspace.
* Whiteboards were purchased to replace chalkboards in BDH 201.
* Faculty member Lucy Lewis served as vice-chair of the Faculty Senate Executive Council.
* Faculty member Samuel Jones served on the College’s Curriculum Committee
* Faculty members also served as members of other College Committees.

**Revised Unit Goals:**

**Goal 1: Maintain an informed and professional faculty to preserve the ability to offer courses to help students meet their educational and transfer goals.** (No change in the goal.)

**Objectives:**

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. Continue to gauge student interest and offer courses to meet students’ needs, including offering more history courses (such as world history or Alabama history) music theory courses, additional transferable psychology courses, and other courses as needed.
4. Hire additional faculty if necessary.

**Methods of Assessment:**

**Objective 1 will be assessed using the following methods:**

* Create a division committee to pursue and plan professional development opportunities to be held on campus.
* Administer a faculty survey to determine faculty areas of interest in order to plan the on campus sessions for each semester. Following each session, an evaluation will be given to participants to assess its effectiveness.
* Review faculty Individual Action Plans for meaningful professional development opportunities, track the number of grants and requests submitted, and track the number of faculty attending conferences.
* Track the number of faculty submitting proposals for presentation.
* Ask faculty who have attended conferences to share their experiences with other faculty.

**Objective 2 will be assessed using the following methods:**

* Study data derived from assessment to determine how to best modify instruction to encourage mastery of each SLO.
* Conduct faculty reviews of SLOs for each course to determine the need for changes in the next three year cycle.
* Continue to work with full time faculty in each area to develop more standardized assessments for SLOs that can be shared with part time faculty.

**Objective 3 will be assessed using the following methods:**

* Advertise and promote additional courses to determine student interest.
* Monitor the number of students enrolled in traditional, hybrid, and online courses to determine the appropriate number of offerings of each type.

**Objective 4 will be assessed using the following methods:**

* Evaluate enrollment numbers in order to determine the need for hiring additional faculty. If the enrollment numbers warrant, the department will submit the necessary requests for personnel to the administration for approval.

**Updated Funding Requests:**

* $1000 to purchase licenses/registration for online seminars as well as to pay honorariums for workshops provided by guest lecturers/professors.
* $450 for departmental journal subscriptions
* $2000 to support conference attendance for faculty. Requests will be supported on a first come, first served basis until the budget is exhausted.
* 55,000 to provide an additional faculty member if necessary

**Total Funding Request for Goal 1: $58,450.00 (plus IAP funds)**

**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.** (No change in this goal; however, Objective 6 has been added.)

**Objectives:**

1. Continue financial support for the Concert and Lecture Series.
2. Support the college’s aim to improve students’ “soft skills” by participating in college seminars and discussing soft skills in class.
3. Support the choir through their attendance at conventions, festivals, workshops, and concerts.
4. Support the Art and Animation Guild through assistance with projects and Art Shows.
5. Charter a chapter of Psi Beta, the National Honor Society in Psychology for Community and Junior Colleges.
6. Offer a welcoming environment for students in the department equipped with seating and study space as well as attractive informational bulletin boards and books to read.

**Methods of Assessment:**

**Objective 1 will be assessed using the following methods:**

* Monitor offerings and attendance at Concert and Lecture series events.

**Objective 2 will be assessed using the following methods:**

* Conduct a survey to determine how faculty teach and/or encourage soft skills in their classes.
* Work with departments to determine how each area can best encourage students to develop these skills.
* Ask faculty using innovative and interesting methods to share these with department members.

**Objective 3 will be assessed using the following methods:**

* Monitor requests by the choir for attendance at convention, festivals, workshops, concerts, etc.
* Develop a form to be used by groups/organizations within the college for schedule a choir performance at an event.

**Objective 4 will be assessed using the following methods:**

* Monitor requests by the Art and Animation Guild for support with projects and sponsored Art Shows.

**Objective 5 will be assessed using the following methods:**

* If proposal for charting the Psi Beta chapter is approved, submit necessary paperwork, advertise, and induct charter members.

**Objective 6 will be assessed using the following methods:**

* **Solicit donations or repurposing of furnishings for the areas**
* **Create information centers and bulletin boards**
* **Monitor the use of space**

**Updated Funding Requests:**

* $500 to support the concert portion of the Concert and Lecture Series.
* $1000 to support the Choir’s attendance at conferences and events.
* $1000 to support the Art and Animation Guild’s activities.
* $150 charter fee for the Psi Beta chapter

**Total Funding Request for Goal 2: $2,650.00**

**Goal 3: Maintain classroom and office equipment and supplies to enhance the quality of instruction and improve student learning.** (No change in this goal.)

**Objectives:**

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 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.

**Methods of Assessment:**

**Objective 1 will be assessed using the following methods:**

* Continue to offer training on campus for faculty relating to using technology to improve instruction, including webcams, the LMS system, iPads, Smartboards, and textbook software.
* Ask faculty to evaluate the training they receive through surveys and reflections.

**Objective 2 will be assessed using the following methods:**

* Survey students to identify their needs for learning to use the technology required for their courses and implement training through workshops, videos, handouts, and in-class tutorials.
* Ask students to evaluate the training they receive through surveys at the end of the semester.

**Objective 3 will be assessed using the following methods:**

* Monitor the purchase and installation of software and hardware to ensure currency.
* Survey faculty to determine their needs.
* Submit requests to replace equipment to the administration for approval.

**Objective 4 will be assessed using the following methods:**

* Survey faculty to identify those who wish to pilot new methods and technology and plan the budget accordingly for necessary purchases.

**Updated Funding Requests:**

* $1755.90 to upgrade projector in HY Carson 212
* $150 for 3 webcams for faculty to use to record lectures and classroom demonstrations to be uploaded to the LMS ($50 each)
* $200 for microphones to use with webcams.
* $100 for a wireless presenter with laser pointer (GLB 219)
* $9000 for replacing outdated laptop computers with docking station (BDH 209A, B, C, D and HYC 300) ($1800 each) \*Computers for BDH 209 A, B, C, D were included in the 2015-2016 budget, but as of yet, they have not been purchased.
* $2400 for 2 desktop computers (BDH 219 and GLB 219) ($1200 each)
* $600 for repair/parts of the animation light table
* $1000 for Harmony Essentials software to replace outdated Toon Boom software on 16 computers in animation lab
* $3400 for professional office ensemble for GLB 219 and a cabinet to complete a faculty member’s office ensemble (BDH 209B)
* $1000 to purchase educational materials (books/DVDs) for classroom use
* $700 for piano tuning ($350 twice during the year)
* $400 for instrumentalist and sound recording technicians for choral concerts
* $150 for water cooler supplies for the choir’s rehearsals
* $1600 for four VOIP telephones to replace aging office phones.
* $12, 500 for ACME Network animation fee (Jefferson and Shelby classes) for 1 year

**Total Funding Request for Goal 3: $34,955.90**

**Revised Unit Goals for 2016-2017**