**Unit Strategic Plan**

**2015 - 2017**

**Name of Program/Department: Liberal Arts—Jefferson Campus**

**Mission Statement:**

The mission of the Liberal Arts Department is consistent with the mission of the college. The department is dedicated to offering a curriculum that develops students into well-rounded individuals who become contributing members of society and have an appreciation for the arts, humanities and social sciences. The Liberal Arts Department offers courses and programs that provide a quality educational experience in the liberal arts tradition. The Liberal Arts Department is divided into two areas-Humanities and Social Sciences.

The Humanities area of this department is dedicated to providing valuable learning experiences in the liberal arts tradition. The department is committed to offering those courses which will present the student an excellent opportunity to pursue moral, creative, and philosophical interests. Courses within this curriculum include art, music, religion, and philosophy.

The Social Science area of this department also acknowledges the liberal arts tradition. It is committed to creating a learning environment of self-awareness along with a sense of growth and development. Courses in this curriculum include anthropology, geography, history, political science, psychology, and sociology.

**Summary of Access, Productivity and Effectiveness:**

Courses offered in Liberal Arts are open to all students. However, students enrolling in the choral ensemble (MUL) must audition for admission. The Liberal Arts Department continues to produce a large number of credit hours with 13,803 in 2014 for the college. The bulk of the liberal arts enrollment at the Jefferson campus is generated by Art, History, Music, and Psychology, with 4116 of 4978 credit hours produced in in those four subject areas.

**Award Sought Headcount by Program CIP**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Program Name** | **CIP Code** | **Fall 2013** | | **Spring 2014** | | **Summer 2014** | | **Fall 2014** | | **Spring 2015** | | **Summer 2015** | |
| **Award Sought** | | **Award Sought** | | **Award Sought** | | **Award Sought** | | **Award Sought** | | **Award Sought** | |
| **AA** | **AS** | **AA** | **AS** | **AA** | **AS** | **AA** | **AS** | **AA** | **AS** | **AA** | **AS** |
| **Liberal Arts & Sciences/Liberal Studies** | 24.0101 | 400 | 0 | 419 | 0 | 221 | 0 | 441 | 0 | 389 | 0 | 193 | 0 |
| **General Studies** | 24.0102 | 0 | 3626 | 0 | 3354 | 0 | 1695 | 0 | 3576 | 0 | 3243 | 0 | 1739 |

**Number of Awards/Degrees Conferred: IPEDS Year**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Program Name** | **CIP Code** | **Summer 2012-Spring 2013** | | **Summer 2013-Spring 2014** | | **Summer 2014-Spring 2015** | | **Three Year Average** |
| **Award Sought** | | **Award Sought** | | **Award Sought** | |  |
| **AA** | **AS** | **AA** | **AS** | **AA** | **AS** |  |
| **Liberal Arts & Sciences/Liberal Studies** | 24.0101 | 109 | 0 | 99 | 0 | 97 | 0 | 101.7 |
| **General Studies** | 24.0102 | 0 | 166 | 0 | 155 | 0 | 228 | 183.0 |

**Annual Credit Trend by Department Fall 2012, Fall 2013, and Fall 2014**

**College Wide**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Department** | **Fall 2012** | | **Fall 2013** | | **Fall 2014** | |
| **Total**  **Registrations** | **Credit**  **Hour**  **Production** | **Total**  **Registrations** | **Credit**  **Hour**  **Production** | **Total**  **Registrations** | **Credit**  **Hour**  **Production** |
| **ART** | 738 | 2214 | 725 | 2175 | 683 | 2049 |
| **GEO** | 90 | 270 | 84 | 252 | 87 | 261 |
| **HIS** | 1584 | 4752 | 1531 | 4593 | 1625 | 4875 |
| **HUM** | 104 | 244 | 86 | 194 | 87 | 261 |
| **MUS** | 407 | 1221 | 398 | 1194 | 79 | 126 |
| **POL** | 41 | 123 | 37 | 111 | 26 | 78 |
| **PSY** | 1815 | 5445 | 1577 | 4731 | 1564 | 4692 |
| **REL** | 222 | 666 | 173 | 519 | 195 | 588 |
| **SOC** | 296 | 888 | 252 | 756 | 291 | 873 |
| **TOTAL** | 5297 | 15,823 | 4863 | 14,525 | 4637 | 13,803 |

**Jefferson Campus**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Department** | **Fall 2012** | | **Fall 2013** | | **Fall 2014** | |
| **Total**  **Registrations** | **Credit**  **Hour**  **Production** | **Total**  **Registrations** | **Credit**  **Hour**  **Production** | **Total**  **Registrations** | **Credit**  **Hour**  **Production** |
| **ART** | 246 | 738 | 239 | 717 | 216 | 648 |
| **GEO** | 43 | 129 | 36 | 108 | 40 | 120 |
| **HIS** | 374 | 1122 | 327 | 981 | 345 | 1035 |
| **HUM** | 50 | 142 | 35 | 97 | 20 | 48 |
| **MUL** | 68 | 103 | 67 | 103 | 66 | 100 |
| **MUS** | 114 | 342 | 117 | 351 | 110 | 330 |
| **POL** | 24 | 72 | 23 | 69 | 11 | 33 |
| **PSY** | 784 | 2352 | 690 | 2070 | 701 | 2103 |
| **REL** | 111 | 333 | 85 | 255 | 94 | 282 |
| **SOC** | 119 | 357 | 71 | 213 | 93 | 279 |
| **TOTAL** | 1933 | 5690 | 1690 | 4964 | 1696 | 4978 |

**Internal Conditions:**

1. **Technology**

Keeping computers for faculty and classrooms current is an ongoing need. The department sets a four to five year rotation plan for upkeep of equipment or whatever meets the college’s plan. The Liberal Arts classrooms in BDH, HYC, and FSC are equipped with a computer, a projector, and a screen. In BDH 216, a computer, projector and screen were purchased in 2013-2014. Computers and projectors were purchased in 2014-2015 for BDH 200, 201, 208, and 210. The computer in HYC 306 was purchased before 2011 and will be replaced.

All of the Liberal Arts instructors utilize computers in their offices for online instruction and preparation of instructional materials, creation of exams, record keeping, communication, etc. Of these there are three desktops and five laptops. In 2011-2012, four laptops (BDH 209 A, B, C, D) and one desktop (GLB 219) were purchased. In 2012-2013, a laptop for HYC 300 was purchased, and in 2014-2015, two additional desktops were purchased for offices in GLB 255 and the choir director’s office in FSC. Replacement computers will be requested as needed, or as the computers age out of usefulness and warranty. Currently, all of the instructors except for the choir director have analog telephones.

The Division office in 219 has four computers (2 desktop/1 laptop with docking station/1 laptop available for checkout). The office manager’s computer was purchased in the 2011-2012 year; the chair’s laptop during the 2012-2013 year. The other computer in the office was purchased in the 2014-2015. Both the office manager and the chair utilize a dual monitor setup. There are three printers in 219: a large networked copier/scanner/printer, a color laser printer used by the chair and office manager, and an additional printer connected to the office manager’s computer. A fax machine, a desktop scanner, and a scantron grading machine are also available for faculty use. Two portable projectors (both over five years old) are shared with Communications when needed. These projectors are outdated and not used since all classrooms have projectors. Both the chair and the office manager have VoIP telephones, and one additional analog phone is available.

In the Part Time Office in 209, there is one computer that was purchased by Communications in 2014. This computer was supposed to serve as the second computer in that office for PT instructors, since two departments share the space. However, the old computer was deemed outdated and unsupported, so it was removed. Thus, the new computer remains the only one available. Another computer will be placed in that space, either by purchasing a new one or through replacement with a working unit taken from a lab or other office, whichever is most easily available. If a new computer is purchased, it should come from the Liberal Arts budget since Communications purchased the latest one. There is also an older laser printer (previously from 219) available for all instructors in Communications and Liberal Arts to use.

**Summary Table of the Ages of Computers, Projectors and VoIP Phones**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CLASSROOM** | | **COMPUTER** | **PROJECTOR** | **VoIP PHONE** |
| BDH 200 | | 2014-2015 | 2014-2015 |  |
| BDH 201 | | 2014-2015 | 2014-2015 |  |
| BDH 208 | | 2014-2015 | 2014-2015 |  |
| BDH 210 | | 2014-2015 | 2014-2015 |  |
| BDH 216 | | 2013-2014 | 2013-2014 |  |
| HYC 301 | |  |  |  |
| HYC 305 | |  | 2014-2015 |  |
| HYC 306 | | Pre- 2011 | Pre - 2011 |  |
| FSC JR | | Pre - 2011 | Pre - 2011 |  |
| FSC PII | |  |  |  |
| **OFFICES (D = desktop; L = laptop)** | | | | |
| BDH 209 A – L | | 2011-2012 |  | NA |
| BDH 209 B –L | | 2011-2012 |  | NA |
| BDH 209 C – L | | 2011-2012 |  |  |
| BDH 209 D – L | | 2011-2012 |  |  |
| BDH 209 (PT) | |  |  | NA |
| GLB 219 -- D | | 2011-2012 |  | NA |
| GLB 255 -- D | | 2014-2015 |  | NA |
| FSC (Choir Director) | | 2014-2015 |  | 2014-2015 |
| HYC 300 | | 2012-2013 |  |  |
| BDH 219  (DIV. OFFICE) | CHAIR -L | \*2012-2013 | \*2 portable  pre-2011 | \*2013-2014 |
| OFFICE MGR-D | \*2011-2012 | \*2013-2014 |
| OFFICE –D | \*2014-2015 | NA |
| OFFICE –L | \*Pre-2011 |  |

(\*Also counted on Communication’s Strategic Plan)

1. **Budget**

The budget for classroom and office supplies for the department is currently sufficient.

1. **Staffing**

The Liberal Arts Department currently has seven full time faculty members. On July 31, 2015, the longest serving faculty member at the college—a history instructor—retired after fifty years. As of this writing, our numbers do not indicate a need to hire a new full time history teacher; however, should enrollment or conditions change, a request for new personnel will be submitted. In May 2014, a full time music instructor/choir director was hired to replace the former instructor who, after a year’s leave of absence, resigned her position entirely. We currently utilize 10 part time instructors in both our on campus and Internet courses. There is also one full-time office manager for the Division of Communications and Liberal Arts, as well as three work study students, one of which is dedicated for Art.

**Percentage of Full Time Faculty – Jefferson Campus**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Department** | **Fall 2012** | | **Fall 2013** | | **Fall 2014** | |
| **Total**  **Registrations** | **Full Time Faculty Percentage** | **Total**  **Registrations** | **Full Time Faculty Percentage** | **Total**  **Registrations** | **Full Time Faculty Percentage** |
| **ART** | 246 | 64% | 239 | 63.2% | 216 | 54.6% |
| **GEO** | 43 | 0% | 36 | 0% | 40 | 0% |
| **HIS** | 374 | 61% | 327 | 90.2% | 345 | 95.7% |
| **HUM** | 50 | 26% | 35 | 35.1% | 20 | 43.8% |
| **MUL** | 68 | 100% | 67 | 100% | 66 | 100% |
| **MUS** | 114 | 68% | 117 | 55.6% | 110 | 64.5% |
| **POL** | 24 | 100% | 23 | 100% | 11 | 100% |
| **PSY** | 784 | 92% | 690 | 98.6% | 701 | 94.7% |
| **REL** | 111 | 0% | 85 | 0% | 94 | 0% |
| **SOC** | 119 | 55% | 71 | 100% | 93 | 76.3% |
| **TOTAL** | 1933 | 70% | 1690 | 80.8% | 1696 | 78.98% |

**Credit Hour Production for 2014-2015 Academic Year – Jefferson Campus**

**(201510, 201530, 201540)**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Department** | **Full Time** | | | | **Part Time** | | | | **Total** | |
| **Sections** | **Enrolled** | **CHP** | **CHP%** | **Sections** | **Enrolled** | **CHP** | **CHP%** | **Sections** | **CHP** |
| **ART** | 16 | 334 | 1002 | 63.1% | 9 | 195 | 585 | 36.9% | 25 | 1587 |
| **GEO** | 0 | 0 | 0 | 0% | 3 | 128 | 384 | 100% | 3 | 384 |
| **HIS** | 30 | 807 | 2421 | 96.5% | 2 | 29 | 87 | 3.5% | 32 | 2508 |
| **HUM** | 6 | 38 | 78 | 54.2% | 2 | 22 | 66 | 45.8% | 8 | 144 |
| **MUL** | 8 | 129 | 195 | 100% | 0 | 0 | 0 | 0% | 8 | 195 |
| **MUS** | 7 | 126 | 385 | 67.4% | 3 | 62 | 186 | 32.6% | 10 | 571 |
| **POL** | 3 | 45 | 135 | 100% | 0 | 0 | 0 | 0% | 3 | 135 |
| **PSY** | 48 | 1376 | 4128 | 97.4% | 2 | 37 | 111 | 2.6% | 50 | 4239 |
| **REL** | 0 | 0 | 0 | 0% | 8 | 204 | 612 | 100% | 8 | 612 |
| **SOC** | 10 | 273 | 819 | 85.6% | 3 | 46 | 138 | 14.4% | 13 | 957 |

1. **Resources**

Faculty members are grateful to the college for providing funding to support professional development opportunities. Faculty members are encouraged to attend and present at conferences, upgrade their computer skills, and complete studies that help them to remain relevant in their fields. The department respectfully requests that this funding continue.

1. **Enrollment**

Enrollment numbers have remained steady. During summer terms, we have seen a decline in enrollment numbers in traditional classes due to changes in Pell Grant funding; however, the demand for online classes remains high. Enrollment in the department’s courses is consistent with the enrollment at the college as a whole. Enrollment in online classes has impacted enrollment in traditional classes as the number of online classes have increased. Course offerings are adjusted according to enrollment trends.

**Enrollment per Course for the 2014-2015 Academic Year – Jefferson Campus**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Course** | **Traditional** | | | **Method**  **Total** | **Hybrid** | | | **Method**  **Total** | **Internet** | | | **Method**  **Total** | **Yearly Total** |
| **F** | **SP** | **SU** | **F** | **SP** | **SU** | **F** | **SP** | **SU** |
| **ART 100** | **99** | **92** | **40** | **231** | **0** | **0** | **0** | **0** | **81** | **86** | **58** | **225** | **456** |
| **ART 113** | **10** | **12** | **0** | **22** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **22** |
| **ART 114** | **0** | **10** | **0** | **10** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **10** |
| **ART 127** | **0** | **6** | **0** | **6** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **6** |
| **ART 203** | **17** | **0** | **0** | **17** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **17** |
| **ART 253** | **2** | **2** | **0** | **4** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **4** |
| **ART 283** | **7** | **7** | **0** | **14** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **14** |
| **GEO 100** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **40** | **45** | **43** | **128** | **128** |
| **HIS 101** | **102** | **70** | **53** | **225** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **225** |
| **HIS 102** | **30** | **29** | **0** | **59** | **0** | **0** | **0** | **0** | **0** | **0** | **45** | **45** | **104** |
| **HIS 201** | **118** | **34** | **22** | **174** | **0** | **0** | **0** | **0** | **36** | **43** | **91** | **170** | **344** |
| **HIS 202** | **17** | **41** | **5** | **63** | **0** | **0** | **0** | **0** | **42** | **0** | **45** | **87** | **150** |
| **HUM 298A** | **5** | **10** | **5** | **20** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **20** |
| **HUM 298M** | **0** | **0** | **0** | **0** | **9** | **13** | **0** | **22** | **0** | **0** | **0** | **0** | **22** |
| **HUM 299P** | **6** | **7** | **5** | **18** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **18** |
| **MUS 101** | **102** | **62** | **9** | **173** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **173** |
| **MUS 110** | **8** | **0** | **0** | **8** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **8** |
| **MUS 111S** | **0** | **7** | **0** | **7** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **7** |
| **MUS 180** | **19** | **14** | **0** | **33** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **33** |
| **MUS 181** | **15** | **18** | **0** | **33** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **33** |
| **MUS 182** | **21** | **15** | **0** | **36** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **36** |
| **MUS 183** | **11** | **16** | **0** | **27** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **27** |
| **POL 211** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **11** | **19** | **15** | **45** | **45** |
| **PSY 200** | **314** | **199** | **45** | **558** | **0** | **0** | **0** | **0** | **177** | **44** | **97** | **318** | **876** |
| **PSY 210** | **58** | **63** | **29** | **150** | **0** | **0** | **0** | **0** | **116** | **64** | **55** | **235** | **385** |
| **PSY 230** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **36** | **26** | **19** | **81** | **81** |
| **REL 151** | **14** | **17** | **0** | **31** | **0** | **0** | **0** | **0** | **30** | **29** | **0** | **59** | **90** |
| **REL 152** | **15** | **0** | **0** | **15** | **0** | **0** | **0** | **0** | **35** | **29** | **35** | **99** | **114** |
| **SOC 200** | **39** | **46** | **9** | **94** | **0** | **0** | **0** | **0** | **42** | **46** | **73** | **161** | **255** |
| **SOC 210** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **24** | **0** | **24** | **24** |
| **SOC 247** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **12** | **0** | **0** | **12** | **12** |
| **TOTALs** | **1029** | **777** | **222** | **2028** | **9** | **13** | **0** | **22** | **658** | **455** | **576** | **1689** | **3739** |

1. **Facilities**

The Liberal Arts Department offers classes in Bethune-DeRamus Hall, H.Y. Carson Hall (Art) and Fitzgerald Student Center (Music/Choir). The department utilizes five classrooms in BDH (200, 201, 208, 210, 216), four dedicated classrooms in HYC (300, 301, 305, 306, and sometimes for large classes 212), and a classroom (JR) and choir room (PII) in FSC. Of the classroom space for Art in HYC, rooms 300, 301, and 306 are studio spaces.

Liberal Arts faculty has adequate office space in BDH, utilizing four offices in a suite: 209 A, B, C, and D. Two instructors have offices in the George Layton Building (219 and 255), one instructor has office space in H.Y. Carson (300), and one instructor has office space in Fitzgerald Student Center. Several faculty members have requested to upgrade their office furniture to more professional ensembles which will give offices a more cohesive appearance. Because these purchases will be large, the expenses will be spread out over the next two year plan.

Four unoccupied offices in BDH are currently being used by Liberal Arts and Communications for department storage or by student organizations. We recently converted unused space in BDH 211 into a make-up testing room for Communications and Liberal Arts, which is available for students to use for study purposes when it is not being used for testing. Phi Theta Kappa uses BDH 119 as their chapter room for meetings, office hours, and activities. The Part Time Teacher office in 209 is shared with Communications. This space is large and open, providing a place for Part Time instructor mailboxes, a computer, work tables, PT instructor file storage, department storage, and a refrigerator and microwave. Since the area serves two departments, an additional computer will need to be purchased. This area also lacks a telephone.

The Division Office in 219 houses the Chair, Office Manager, and work study students. The office suite includes space for secure storage, a waiting area, a copy/scantron area, a mailroom, and a break room.

1. **Equipment**

In addition to the technologic equipment previously mentioned, the department also has DVD/VCR combs in some classrooms. These units are not supported by newer projectors. In addition, we have three portable TV sets that can be moved from room to room. Other specialized equipment is listed below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Classroom | Pre2011 | 2011-2012 | 2012-2013 | 2013-2014 |
| HYC 306 (Computer Graphics/Ani-mation Lab) |  |  | 16 Apple Computers | 4 Wacom Tablets |
|  |  | 4 Wacom Tablets |
|  |  | Dell 2155 cdn Printer/Scanner/Copier |
|  |  | Adobe CS6 Software |
|  |  | ToonBoom Animation Software |
| HYC 305 (Lecture classroom) | Computer (no monitor) |  |  |  |
| HYC 300 | Logitech HD 10 Webcam | Printer/Scanner/Copier Dell 2155 cdn |  |  |
| Digital Camera (donation) |
| HYC 301 | Dell Optiplex GX620 (donation) |  |  |  |
| FSC PII/JR | 3 pianos | Sound System |  |  |
| Computer (JR) |
|  |

**External Conditions:**

The division’s accreditation comes through the college’s general accreditation with the Southern Association of Colleges and Schools—SACS-COC. The college completed its Reaffirmation process in 2014-2015. We have completed a three year assessment cycle and have made appropriate adjustments based upon the data. Details can be found in our Program Review. The division is impacted by Post-Secondary policy changes when applicable. Currently there are no policy changes or other external agencies or committees that impact the department’s operations. The department uses the STARS articulation guide to inform its curriculum and course offerings.

**2013-2014 Accomplishments:**

* Samuel Jones has been tapped to be the co-chair of the New Media in Instruction Committee.
* Michael Thomas was hired as the full time Music Instructor/choir director.
* Lucy Lewis, along with Cammie Hallmark, and the Scholars Bowl Team hosted and traveled to tournaments, winning division and third place individual score trophies.
* The Jefferson State Singers gave what has been described by several colleagues as “one of the best choral concerts I have ever been privileged to hear” at the year-end concert at Canterbury Methodist Church. The choir maintained its energy from beginning to end, and Director Michael Thomas drew sounds from them they probably did not know they could make, and had the audience eating out of the palm of his hand. The staging and movement between ensembles and choir was, as Mildred Lanier described it, "seamless."
* Camilla Avery and the Art and Animation Guild put on a fun fall carnival and haunted house in the fall and an amazing art show in the spring. Both were a success.
* The Choral Department was relocated to FSC. The instructor’s office was also moved to put the entire choral department, including classroom and choir room, in the same location. The department now has plenty of space and storage. The college generously made improvements to the Jefferson Room so that it is now a usable classroom.
* The department, along with the Shelby campus, divided content areas and worked together to complete SLO assessments.
* The Division hosted a Holiday Pot Luck Lunch in December to celebrate the end of the semester and provide a time for both full and part time faculty to socialize and interact. The response to this event was overwhelmingly positive.

**2014-2015 Accomplishments:**

* Classrooms were upgraded with computers, projectors and whiteboards.
* Lucy Lewis, as Faculty Senate Chair, prioritized communication and facilitated email discussions on teaching methods, as well as maintained open communication in her role between the faculty and the administration.
* Patrick Armstrong retired in July 2015 after serving the College for fifty years.
* The Division hosted a Holiday Pot Luck Lunch in December to celebrate the end of the semester and provide a time for both full and part time faculty to socialize and interact. The response to this event was overwhelmingly positive.
* The division created a CM/LA information center outside of the division office where we post relevant student information regarding courses and organizations, including Literature and History course information pamphlets. Plans are in the works to install a “Little Free Library” for student enrichment.
* One division member attended the TEDx-Birmingham Conference.
* New signs were placed throughout BDH to provide better directions for students to faculty and division offices.
* The Office Manager created new classroom number signs to help students more easily identify rooms in BDH.
* One instructor had a paper entitled “*Imitation of Life* (1934)and *Three Came Home* (1950): A Examination of Motherhood*”* selected for the 2015 National Social Science Association Fall Professional Development Conference in New Orleans, Louisiana.
* The Music department produced successful fall and spring concerts, as well as gave excellent performances at Honors Convocation, the Fiftieth Anniversary Celebration, and graduation.

**Unit Goals for 2015-2016**

**Goal 1: Maintain an informed and professional faculty to preserve the ability to offer courses to help students meet their educational and transfer goals.**

**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. Offer courses to meet students’ needs and interests, including offering more history courses (such as world history or Alabama history) music theory courses, psychology courses and other courses as needed.
4. Continue to staff courses with qualified instructors.

**Method of Assessment:**

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

* 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 presentations at conferences.
* Ask faculty who have attended conferences to share their experiences with other faculty.

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

* Compile data each semester, annual reviews, and 3-year reviews
* 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.
* 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:**

* Conduct annual faculty evaluations and part time instructor evaluations.
* Department chairs will continue to monitor enrollment, FT/PT ratios and the need for additional faculty.

**Funding Requests:**

* $1000 to purchase licenses/registration for online seminars as well as to pay honorariums for workshops provided by guest lecturers/professors.
* $2000 to support conference attendance for faculty. Requests will be supported on a first come, first served basis until the budget is exhausted.
* Continue to provide $500 per instructor in IAP funds

**Total Funding Requests for Goal 1: $3,000.00**

**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.**

**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 with assistance for projects and Art Shows.
5. Consider chartering a chapter of Psi Beta, the National Honor Society in Psychology for Community and Junior Colleges.

**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 with 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 support.

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

* Monitor requests by the Art and Animation Guild for support.

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

* Research the process for chartering a chapter of Psi Beta and gauge student interest.
* Submit a proposal to the administration for the chartering of a Psi Beta chapter.

**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.

**Total Funding Request for Goal 2: $2,500.00**

**Goal 3: Maintain classroom and office equipment, supplies, and software to enhance the quality of instruction and improve student learning.**

**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 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.

**Method of Assessment:**

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

* 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.
* As equipment fails or needs upgrading, it shall be reported in an effort to maintain functionality and currency.
* Requisitions will be processed for equipment requested through the technology plan upon approval and on an as-needed basis.

**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 supplies and 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.

**Funding Requests:**

* $4628.73 for two desk ensembles (BDH 209B and D)
* $7200 4 laptop computers with docking stations and monitors (BDH 209 A, B, C, D) ($1800 each)
* $2400 6 VoIP telephones (BDH 209 A, B, C, D; HY 300, GLB 219) ($400 each)
* $600 for 3 computer monitors to accommodate faculty requests for a dual monitor setup (BDH 209 B, C, D) ($200 each)
* $1200 for 1 desktop computer for BDH 209 (Part time office) to replace the one removed by IT because it was out of warranty and no longer supported.
* $168 for 4 webcams for faculty wishing to record mini-lectures or hold virtual office hours (BDH 209 A, C, D, and GLB 219) ($42 each)
* $200 for 4 microphones to use with webcams (BDH 209 A, C, D, and GLB 219) ($50 each)
* $100 for 1 keypad lock to be added to the copy/printing room in BDH 219 to provide access to for instructors to the copier/printer after hours, while maintaining the security of the office.
* $750 for 1 portable flexible arm document camera (BDH 200)
* $3374.97 for 3 Wacom Cintiq 13HD Touch digitizers for the Graphics/Animation Lab ($1124.99 each)
* $1000 to purchase educational materials (books/dvds) for classroom use.
* $3500 to purchase new uniforms for the choir (estimate of $100 each)
* $500 to update and replace tuxedos for the choir
* $2500 to purchase new risers for the choir
* $700 for piano tuning ($350twice during the year)
* $400 for instrumentalist and sound recording technicians for choral concerts
* $150 for water cooler supplies for the choir’s rehearsals
* $2000 for two bus rentals for the choir to attend two conferences in Montgomery, Alabama, at which they have been invited to perform
* $12, 500 for ACME Network animation fee (Jefferson and Shelby classes) for 1 year

**Total Funding Request for Goal 2: $43,871.70**

**Unit Goals for 2016-2017**

**Goal 1: Maintain an informed and professional faculty to preserve the ability to offer courses to help students meet their educational and transfer goals.**

**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:**

* 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.

**Funding Requests:**

* $1000 to purchase licenses/registration for online seminars as well as to pay honorariums for workshops provided by guest lecturers/professors.
* $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 1 History instructor (if needed)

**Total Funding Request for Goal 1: $58,000.00**

**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.**

**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.

**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.

**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.

**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.**

**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.

**Funding Requests:**

* $1800 for 1 laptop computer with docking station (HYC 300)
* $2400 for 2 desktop computers (BDH 219 and GLB 219) ($1200 each)
* $400 for monitors to complete the dual monitor setup for BDH 219 and HYC 300 if current monitors aren’t compatible ($200 each)
* $1400 for 2 128GB iPads for faculty use in instruction (BDH 209D and GLB 219)
* $460 for 2 VGA adapters ($30 each) for connecting iPads to the classroom projector **OR** Apple TV and converter for connection to the wall plate($200 each) in the classroom (The instructors will work with IT to determine the most productive and cost-efficient route for this project.)
* $3374.97 for 3 Wacom Cintiq 13HD Touch digitizers for the Graphics/Animation Lab ($1124.99 each)
* $1000 to purchase educational materials (books/dvds) for classroom use.
* $700 for piano tuning ($350twice during the year)
* $400 for instrumentalist and sound recording technicians for choral concerts
* $150 for water cooler supplies for the choir’s rehearsals
* $12, 500 for ACME Network animation fee (Jefferson and Shelby classes) for 1 year

**Total Funding Request for Goal 3: $24,584.97**