**Unit Strategic Plan**

**2015- 2017**

**Name of Program/Department: Liberal Arts – Shelby Campus**

**Mission Statement (for the program or department):** The mission of the Liberal Arts Department is to offer courses and programs that will provide a quality educational experience. 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.

**Department Long Range Goals:**

 1. Prepare students to continue their education at four-year institutions or to enter the

 Workforce.

 2. Provide students with a discipline approach to the theories and methodologies that will assist them in understanding their society.

 3. Provide for its students an informal and participatory environment which encourages them to adopt a lifestyle of intellectual growth and self-awareness.

 4. Cultivate qualities of character and leadership in students by developing their analytical skills as well as creating sensitivity to values essential for people living in an ever-changing world.

 5. Maintain an informed and professional faculty.

**Department Level Student Learning Outcomes:**

 1. Students will acquire content knowledge in the arts, humanities and social sciences.

 2. Students will gain a better understanding of their society and cultural differences among people in an ever-changing world.

 3. Students will develop higher level thinking and communication skills.

**Summary of Access, Productivity and Effectiveness (Including, but not limited to, program load, success rate, retention rate, completion rate, employer surveys, student surveys):**

The Liberal Arts Department, Shelby Campus department offers the following courses: history, psychology, sociology, art, music, anthropology, humanities, geography, religion, and philosophy. These courses are a core element of the general studies program at Jefferson State Community College. Most of the courses within these major disciplines meet Areas II and IV of the Alabama General Studies Committee/STARS Guide; others fall under Area V. According to the IPEDS Completions Report the department, from the Summer of 2012 to Spring 2015, 305 Associate in Art degrees were awarded, which equates to a three year average of 101.7 per year. This number is the third highest of all academic degrees awarded by the college. While the department is proud of its graduates, most students enrolled in department disciplines transfer to four year institutions to complete bachelor degrees. The department is sensitive to the academic needs of its students and strives hard to help them achieve their goals. The department serves a diverse student population with traditional classes, online classes, and high school students as part of dual enrollment.

**Internal Conditions:**

1. Technology

 Liberal arts courses are taught in all three campus buildings. Classrooms in all buildings are equipped with an operational computer, LCD projector, and screen. Many of these computers are old and are not in the best working condition. Classrooms were furnished with computers that were pulled from computer labs when the labs were updated. These computers are now approximately 8-9 years old; they will be replaced as computer labs are updated.

All fulltime faculty (4 total) in the department have computers that are more than five years old and will need to be replaced within a couple of years. These computers are used daily for online instruction and preparation of instructional materials, creation of exams, record keeping, communication, etc.

 The department chair office in MSB 100 is equipped with a laptop and docking station as well. It is four years old and will need to be replaced in the next two years. The office manager’s office space in the central of the Math Sciences Building is equipped with a desktop computer, one printer and a printer/scanner, and a VoIP telephone.

 The Math Sciences Building has wireless internet, but the coverage has not been adequate to reach all offices and classrooms. Recently, however, the college has expanded coverage throughout the building, and service is effective.

1. Budget

 The department has a number of anticipated large expenditure request over the next two years and if funded will see an increase in its budget.

1. Staffing

Currently, the department has five full-time instructors: one psychology instructor, one music instructor, one art instructor, and two full time history instructors, one of whom also serves as department chair.

The full time to part time ratio currently stands at 52% part time and 48% full time, and the division doesn’t see a need at this time to request additional support or faculty.

 The department shares an office manager with Math and Sciences.

1. Resources

 The college has been generous in providing the support needed for faculty and staff to serve a growing student population.

1. Enrollment

 Enrollment from Fall ’13-14 through Summer ’13-14 was 5,573 students. Enrollment from Fall ’14-15 through Summer ’14-15 was 5,940 students, an increase of 367 students or 6.5 %.

1. Facilities

 The department offers classes in the General Studies Building, the Health Sciences Building and the General Services Building.

 The department chair and office manager are housed in the Math Sciences Building. The department needs more office space and a conference room in this building for faculty meetings and faculty-student conferences. A proposal to add office space and a conference room are outlined in the Unit Goals for 2015-16.

1. Equipment:

 The studio art classes are taught on the third floor of the Health Sciences. Ceramics, one of our studio classes, uses a kiln to fire clay used in student projects. When used, the kiln releases gases which should be properly vented to the outside. However, presently the vent system is connected to an adjacent bathroom vent which is not adequate to take all fumes to the roof and then to the outside. The department has decided to suspend offering ceramics until this situation can be resolved, which will entail drilling a hole from the outside into the ceramics room so the fumes can be properly vented, therefore not posing a potentially hazardous condition for students and others. This situation is budgeted to be addressed in the Unit Goals for 2015-16.

8. 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.

**2013-2014 Accomplishments:**

1. Purchased three (3) new computers and docking equipment plus monitor for chair.

 2. Purchased operating Systems for Macintosh Computers for the Art Department to bring them up to date with current technology. In order to upgrade to current Operating system two operating systems will need to be purchased for each computer.

3. Repaired ceramics kiln.

4. Acquired two new computers for two faculty members and two new computers for the office area.

5. Revised department learning outcomes as well as discipline outcomes.

6. Joshua Hall, adjunct instructor of philosophy, initiated a very successful Philosophy Club that commonly has a couple dozen participants for each meeting.

7. Purchased a TV for the Liberal Arts viewing area in the Math-Sciences Building which is used for course listings and weather updates.

**2014-2015 Accomplishments:**

1**.** The department hired a full time history position effective fall 2015.

 2. In cooperation with the Jefferson Campus, is assessing all Liberal Arts disciplines on all campuses.

 3. Upgraded audio equipment in two classrooms in the Math-Sciences Building.

 4. Purchased a new projector for Room 128 in Math-Sciences Building.

 5. Department was involved in the sponsorship of Constitution Day to acknowledge the heritage and significance of the U.S. Constitution.

 6. Purchased printer/scanner for the Liberal Arts office to replace old one.

 7. Purchased new Scantron scanner used to grade multiple choice exam questions.

**Unit Goals for 2015-2016**

**Goal 1:** Prepare students to continue their education at four-year institutions or to enter the

 Workforce.

 **Objectives:**

A**.** 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. The department plans to bring in an outside learning theories specialist to conduct a workshop focused on effective pedagogical techniques.

 **Funding Request**: $1000.00

 **Method of Assessment:**

a. Have faculty who have attended workshops share their experiences with other department members.

 b. Follow up with evaluations to determine to extent of success of new teaching strategies.

B. Encourage faculty to attend local, in-state, and out-of-state conferences.

 **Method of Assessment:**

a. Have faculty who have attended workshops share their experiences with other department members.

 b. Follow up with evaluations to determine to extent of success of new teaching strategies.

C. Encourage faculty to submit proposals to present at local, in-state, and out-of-state conferences.

Funding Request: Funding for faculty to present is outlined in each faculty’s IAP.

 **Method of Assessment:**

a. Have faculty who have attended workshops share their experiences with other department members.

 b. Follow up with evaluations to determine to extent of success of new teaching strategies.

D. The ceramic kiln used in the art program is not properly vented to the outside which allows some gases to escape into the Health Sciences Building. To properly vent will involve drilling a hole from the outside into HSB 350 using a “cherry picker”.

 **Funding Request: $1,500**

 **Method of Assessment:**

a. Art faculty will be involved in this endeavor and will monitor progress and effectiveness of operation

E. The ceramics program has only six pottery wheels to 12 enrolled students. To make the class more conducive to student projects, the department requests two additional wheels

 **Funding Request: $2,500 ($1250 each)**

 **Method of Assessment:**

a. art faculty will be involved in this endeavor and will monitor progress and effectiveness of operation

**Goal 2:** Provide students with a discipline approach to the theories and methodologies that will assist them in understanding their society.

 **Objectives:**

 A. Implement different learning strategies that encourage higher level thinking and communication skills.

**Method of Assessment:**

a. Acquire feedback from instructors in periodic faculty meetings.

 b. Faculty evaluations will be used to determine effectiveness of instruction.

 B. By adhering to course syllabi, instructors of all Liberal Arts disciplines will expose their students to understanding the society of which they are part.

**Method of Assessment:**

a. Acquire feedback from instructors in periodic faculty meetings.

 b. Faculty evaluations will be used to determine effectiveness of instruction.

**Goal 3**: Provide for its students an informal and participatory environment which encourages them to adopt a lifestyle of intellectual growth and self-awareness.

 **Objectives:**

 A. Implement different learning strategies that encourage higher level thinking and communication skills.

 **Method of Assessment:**

a. Acquire feedback from instructors in periodic faculty meetings.

 b. Faculty evaluations will be used to determine effectiveness of instruction.

 B. By adhering to course syllabi, instructors of all Liberal Arts disciplines will expose their students to understanding the society of which they are part.

 **Method of Assessment:**

a. Acquire feedback from instructors in periodic faculty meetings.

 b. Faculty evaluations will be used to determine effectiveness of instruction.

**Goal 4**. Cultivate qualities of character and leadership in students by developing their analytical skills as well as creating a sensitivity to values essential for people living in an ever-changing world.

 **Objectives:**

 A. Implement different learning strategies that encourage higher level thinking and communication skills.

 **Method of Assessment:**

a. Acquire feedback from instructors in periodic faculty meetings.

 b. Faculty evaluations will be used to determine effectiveness of instruction.

 B. By adhering to course syllabi, instructors of all Liberal Arts disciplines will expose their students to understanding the society of which they are part.

 **Method of Assessment:**

a. Acquire feedback from instructors in periodic faculty meetings.

 b. Faculty evaluations will be used to determine effectiveness of instruction.

**Goal 5. Maintain an informed and professional faculty.**

 **Objectives:**

A. New projectors for two classrooms (MSB 118, 127) and a conference room

 **Funding Request**: $3,600 ($1,200 each)

 **Method of Assessment**:

 a. Chair will elicit input from faculty to determine the efficacy of improvements.

B**.** Divide central office area of Math & Sciences Building into two offices. One office will serve as the office manager space and other as a faculty office

 **Funding Request:** To be Determined

 **Method of Assessment**:

 a. Chair will elicit input from faculty to determine the efficacy of improvements.

C**.** Relocate the work room, including copier/scanner into the adjunct instructor offices area which will open space for a faculty office/conference room

 **Funding Request:** To be Determined

 **Method of Assessment**:

 a. Chair will elicit input from faculty to determine the efficacy of improvements.

 D. Install conference room table and chairs

 **Funding Request**: To be determined

 **Method of Assessment**:

 a. Chair will elicit input from faculty to determine the efficacy of improvements.

 E. Purchase projector screen for conference room.

 **Method of Assessment**:

 a. Chair will elicit input from faculty to determine the efficacy of improvements.

 **Funding Request**: $200

 F. Purchase new desktop computers for three classrooms (MSB 127, 128, 118)

 **Method of Assessment**:

 a. Chair will elicit input from faculty to determine the efficacy of improvements.

 **Funding Request**: $4,500 ($1,500 each)

 G. Purchase data storage software for faculty end of term reports, exams.

 **Funding Request:** $600

 **Method of Assessment**:

 a. Chair will elicit input from faculty to determine the efficacy of improvements.

 H. Purchase software upgrade for MacIntosh computers in Art Lab

 **Funding Request:** $1,000

 **Method of Assessment**:

 a. Chair will elicit input from faculty to determine the efficacy of improvements.

 I. Purchase three new computers for the adjunct office area.

 **Funding Request**: $4,500 ($1,500 per computer)

 **Method of Assessment**:

 a. gain feedback from faculty to determine the efficacy of the new technology.

**Unit Goals for 2016-2017**

**Goal 1:** Prepare students to continue their education at four-year institutions or to enter the Workforce.

 **Objectives:**

A.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. The department plans to bring in an outside learning theories specialist to conduct a workshop focused on effective pedagogical techniques.

 **Funding Request**: $1000.00

 B. Encourage faculty to attend local, in-state, and out-of-state conferences.

 **Method of Assessment:**

a. Have faculty who have attended workshops share their experiences with other department members.

 b. Follow up with evaluations to determine to extent of success of new teaching strategies.

 C. Encourage faculty to submit proposals to present at local, in-state, and out-of-state conferences. These proposals will be reflected in faculty IAP’s.

 **Method of Assessment:**

a. Have faculty who have attended workshops share their experiences with other department members.

 b. Follow up with evaluations to determine to extent of success of new teaching strategies.

D. The ceramics course within the art program has only six pottery wheels to a potential enrollment of 12 students. To make the class more conducive to student projects, the department requests two additional wheels.

 **Funding Request: $2,500 ($1250 each)**

 **Method of Assessment:**

 a. art faculty will be involved in this endeavor and will monitor progress and effectiveness of operation.

**Goal 2:** Provide students with a discipline approach to the theories and methodologies that will assist them in understanding their society.

 **Objectives:**

 A. Implement different learning strategies that encourage higher level thinking and communication skills.

 **Method of Assessment:**

a. Acquire feedback from instructors in periodic faculty meetings.

 b. Faculty evaluations will be used to determine effectiveness of instruction.

 B. By adhering to course syllabi, instructors of all Liberal Arts disciplines will expose their students to understanding the society of which they are part.

 **Method of Assessment:**

a. Acquire feedback from instructors in periodic faculty meetings.

 b. Faculty evaluations will be used to determine effectiveness of instruction.

**Goal 3**: Provide for its students an informal and participatory environment which encourages them to adopt a lifestyle of intellectual growth and self-awareness.

 **Objectives:**

 A. Implement different learning strategies that encourage higher level thinking and communication skills.

 **Method of Assessment:**

a. Acquire feedback from instructors in periodic faculty meetings.

 b. Faculty evaluations will be used to determine effectiveness of instruction.

 B. By adhering to course syllabi, instructors of all Liberal Arts disciplines will expose their students to understanding the society of which they are part.

 **Method of Assessment:**

a. Acquire feedback from instructors in periodic faculty meetings.

 b. Faculty evaluations will be used to determine effectiveness of instruction.

**Goal 4**. Cultivate qualities of character and leadership in students by developing their analytical skills as well as creating a sensitivity to values essential for people living in an ever-changing world.

 **Objectives:**

 A. Implement different learning strategies that encourage higher level thinking and communication skills.

 **Method of Assessment:**

a. Acquire feedback from instructors in periodic faculty meetings.

 b. Faculty evaluations will be used to determine effectiveness of instruction.

 B. By adhering to course syllabi, instructors of all Liberal Arts disciplines will expose their students to understanding the society of which they are part.

 **Method of Assessment:**

a. Acquire feedback from instructors in periodic faculty meetings.

 b. Faculty evaluations will be used to determine effectiveness of instruction.

**Goal 5. Maintain an informed and professional faculty.**

 **Objectives:**

 A**.** Purchase new laptop computers and docking stations for all faculty (five)

 **Funding Request**: $7,500 ($1,500 each)

 **Method of Assessment:**

a**.** Feedback will be requested from appropriate faculty to determine effectiveness of technological improvements.

 b. Surveys will be created and passed out to faculty to determine the usability and effectiveness of the laptops and docking stations.

 B. Purchase 18 new Macintosh/Apple computers to run the Adobe Software.  That includes 15 of the computers to be used by the students in ART 220 (these are also used in the ART 121, Animation, and Photo), and 3 instructor macs in rooms HSB 355, HSB 351, and 356 - $28,580 ($1429.00 per computer). The current computers are several years old and are not up to date to run the most current software.

 **Funding Request**: $28,580 ($1429.00 per computer)

 **Method of Assessment:**

a**.** Feedback will be requested from appropriate faculty to determine effectiveness of technological improvements.

 b. Surveys will be created and passed out to students at the end of each semester to determine the usability of new technology.

 C. Purchase a new Epson V800 color phot scanner used for ART 220, ART 121, ART 113/114, and Animation

 **Funding Request**: $740.00

 **Method of Assessment:**

a**.** Feedback will be requested from appropriate faculty to determine effectiveness of technological improvements.

 b. Surveys will be created and passed out to students at the end of each semester to determine the usability of new technology.