**Transfer and General Studies—Shelby Campus**

**Unit Goals (2016-2017)—REVISED**

**2015-2016 Accomplishments**

1. A new Scantron machine was purchased for the General Studies Building.
2. A shredder was purchased for the Math Sciences Building.
3. New projectors were purchased for the Health Sciences Building.
4. New screens were purchased for the Math Sciences Building.
5. Funding was obtained to provide refreshments for colloquium sessions for both the liberal arts and the communications divisions.
6. The associate dean, along with the associate dean of developmental and distance education, travelled to Montgomery to help evaluate a pilot program aimed at reducing the number of incoming students needing to take remedial math and/or English courses.
7. Communications faculty members received training for a pilot program aimed at reducing the number of incoming students needing to take remedial classes.
8. The associate dean presented at the Community College Humanities Association National Conference in Phoenix, Arizona.
9. Transfer and General Studies held a campus-wide college-readiness seminar. The seminar was attended by approximately 150 students and covered a variety of academic/study skills topics.

**Goal 1:** Evaluate course competencies, student learning outcomes, and assessment strategies at the

1. Objectives
2. Revise and update curriculum where needed or recommended by SACS/COC.
3. Revise learning outcomes and course competencies as recommended by SACS/COC.
4. Method of Assessment
5. Use pre-test/post-test methods in order to determine what students know/do not know when starting classes and measure what they have learned upon completion of classes.
6. Receive feedback from Advisory Committee, graduates, and businesses to confirm that material covered in the classroom is what is needed for employment in the field.
7. Continue to work on closing the loop re: Student Learning Outcome data.
8. **Revision—Use completed program review reports to evaluate curriculum, learning outcomes, and course competencies.**
9. Additional Funding Requests
10. Funding required for Advisory Committee luncheon meetings (approximately $300 to cover cost of luncheon).
11. $1,000 is requested to hold a faculty-wide event that will give training to faculty members on strategies for closing the loop. This money will cover speaker honorariums, refreshments, travel expenses if the event is held off site, etc.

**Goal 2:** Continue to keep offices functioning with needed equipment.

1. Objective
2. Purchase/update equipment as needed for faculty/staff use; upgrade software as needed.
3. Method of Assessment
4. Department chairs will report equipment needs/software upgrades to the associate dean; All office equipment will be monitored to ensure that it is in working order and meeting the needs of faculty and staff.
5. Periodic maintenance/repair visits from vendors as required in maintenance contracts.
6. Additional Funding Requests
7. A budget of $5000 is requested for this fund.
8. Maintenance/repair contracts for equipment: ScanTron Service Contracts & Repairs, approximately $1850; Tank rental, Science lab, $53.50; Copy machine overages, approximately $800.

**Goal 3:** Maintain a program of quality undergraduate courses to assist our students in successfully graduating with an associate degree and to increase transfer success.

1. Objective
2. Work to increase transfer success for all students who plan to transfer to a four-year institution
3. Method of Assessment
4. Regularly collaborate with faculty from transfer institutions to maintain program currency and relevance as well as course content
5. Review textbooks for the purpose of adding new and innovative tools to aid in the overall learning process
6. Work with Enrollment Services to encourage students to take advantage of the college’s reverse transfer program, which will improve the college’s graduation rate and more accurately reflect the number of students receiving degrees from Jefferson State.
7. **Revised—Continue to work with the chairs to ensure that course offerings meet student needs. For example, ACT cut scores for English 101 have been lowered, and class sizes have been lowered to 25 students per section. This has resulted in all English 101 sections at the Shelby Campus filling before registration was complete. The associate dean will work with the chair of the communications division to ensure adequate course offerings for in-demand classes.**
8. Additional Funding Request
9. No additional funding required

**Goal 4:** Provide funding for travel for the Associate Dean for presentations.

1. Objectives

 A. Reserve funds for travel.

1. Method of Assessment
2. The Associate Dean will give presentations both locally and nationally.
3. Additional Funding Requests
4. $2,000 is requested for this goal.

**Goal 5:** Hold a college-wide seminar for student college preparedness.

1. Objective
2. Hold a seminar with emphasis on topics such as soft skills, test-taking skills, library skills, etc.
3. Method of Assessment
4. The seminar will be held. Feedback will be solicited from presenters and participants to work on seminar improvement for future years.
5. Additional Funding Requests
6. $500 is requested to cover the costs of printing, lunch, etc.
7. **Revised—Since Orientation 101 has been established as a class, this goal may be retired.**

**Goal 6:** Receive funding for professional development that is specifically aimed at Division Chairs.

1. Objective
2. Hold at least one professional development event for all Division Chairs.
3. Method of Assessment
4. The Associate Dean of Transfer and General Studies will plan and present a professional development seminar for Division Chairs. After the seminar, feedback will be sought from the chairs as to the effectiveness of the event and how future events may be improved.
5. Additional Funding Requests
6. $1000 is requested for speaker honorariums, refreshments, and potential travel costs if the event is held off site, etc.

**Goal 7:** Decrease the percentage of classes cancelled at the Shelby Campus.

1. Objectives
2. The percentage of course cancellations will hold steady or decrease from semester to semester.
3. Methods of Assessment
4. The Associate Dean will analyze data to monitor course cancellation percentages.
5. Additional Funding Requests
6. No additional funds are requested for this goal.

 **Goal 8:** Access funds necessary if new fulltime hires need to be made.

1. Objective
2. Hire new fulltime instructors if data supports this need.
3. Method of Assessment
4. Make hires if necessary.
5. Additional Funding Requests
6. Costs will be determined by the state of Alabama’s salary schedule D.

**Goal Nine:** Purchase a laptop computer for the associate dean of Transfer and General Studies.

 1.Objective: 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.

 2.Method of Assessment: Purchase the computer.

 3. Additional Funding Request: $1533.12