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| jscc logo |  **(Revised) Goal Progress Report** |

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| **Program:** | **Division of Transfer/General Studies**  |  **Report period:** | **2015-2016** |

 **Jefferson Campus**

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| **Revised Goals** | **Request & Justification/Resources** | **Goal Progress** | **Strategies Implemented & Follow-up** |
| 1. **Meet with the Associate Deans of Distance Education and Shelby campus to discuss ideas and strategies for the upcoming class schedule offerings.**
 | A. Making sure that all courses in Transfer General Studies Division are added and/or deleted to assure the overall success for each discipline offered at our four campuses. B. Get feedback from our Department Chairs on the need for each area.  | Use our ARGOS reports at the end of a term to analyze the number of courses cancelled and the enrollment numbers in each course.  | In several meeting with the Associate Dean of Shelby Campus the topics of concerns were discussed and adjustments were made in the offerings. In addition the executive secretaries work well together when needed. |
| 1. **Provide mentoring of new Department Chairs and newly hired faculty within the division.**
 | To be certain that all new Department Chairs and newly hired faculty are orientated about their job functions, procedures on handling student situations and how to best facilitate the daily tasks within their departments. | Check to see that Department Chairs initiate requisitions, travel forms, IAP and other documents generated at the department level accurately. Conduct periodic evaluations of the Chairs and have them conduct periodic evaluations of their new faculty.  | In periodic meetings with the Dean of Instruction and other Deans and Associate Deans, the efforts are being made to put together orientation packages for new PT and FT hires. This is work in progress and soon will be implemented. |
| 1. **Collect and review Strategic Plans, Goal Progress Report, Unit Goal Revisions and other documents throughout the year at the designated time cycle from each area within the division.**
 | Making sure that all areas in Transfer General Studies, Jefferson campus have correct and complete documentation for their required reports. | Individual meeting with each Department Chairs periodically to discuss their data and how they are reporting their area’s findings.  | It is essential to get the reports from the departments in order to put together the report of Transfer/General Studies. Most of the communications and data collections are being done electronically. |
| **Submission date: 6/30/2016** | **Submitted by: Ali Yazdi** |