

Unit Strategic Plan

2016 - 2018

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.

Name of Program/Department: Articulation

Mission Statement (for the program or department):

The mission of the Articulation Office is to provide accurate program information for faculty, staff, and students as well as to certify Jefferson State graduates, coordinate the process of reviewing, updating and preparing the Catalog and Student Handbook files for printing, and the production of the class schedule each term.

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

The total number of programs or majors available to students is as follows:

Associate in Applied Science – 49 (This includes Pre-Major "P" Degree Codes)

Advanced Certificates – 32

Certificates – 29

Associate in Arts – 1

*Associate in Science – 211**

**182 Associate in Science Programs are currently available in Degree Works.*

Requirements for 2014-15 and 2015-16 associate and certificate programs have been loaded and maintained in DegreeWorks. They have been tested and checked for accuracy. Degree Works programs are updated/created prior to registration.

The Graduation Office continues to process graduation related documents year round.

PROCESS	2012-13	2013-14	2014-15
Graduation Applications Received and Folders Created	1817	1398	1500
Graduation Folders Reviewed	6353	4209	4537
Graduates Certified for the Academic Year (Higher numbers are students carrying over to next terms because of not graduating)	1487	1497	1501
Degrees Awarded	1352	1349	1338
Substitutions Processed	204	230	243

UNIT PERFORMANCE DATA

MEASURES	13/14	14/15	15/16
Provide CAPP and STARS information sessions for faculty and staff			
Sessions: Shelby Campus	1 session	1 session	
Attendance	10	13	
Sessions: Chilton-Clanton Campus	0 session	1 session	
Attendance	0	12	
Maintaining the computerized advising system CAPPS for associate and certificate programs.	CAPPS	DegreeWorks	
CER	31	32	
STC	23	29	
AS	63	182	
AAS	45	49	
AA	1	1	
Total	163	293	
Notifying and posting a student's degree.			
Number of graduation applications received	Fall 2012 – 711	Fall 2013 – 394	Fall 2014 – 470

and folders created	Spring 2013 – 627 Summer 2013 – 479 Total 1817	Spring 2014 – 467 Summer 2014 – 537 Total 1398	Spring 2015– 416 Summer 2015 – 614 Total 1500
Average number of graduation folders reviewed per term	Fall 2012 – 2184 Spring 2013 – 2369 Summer 2013 – 1800 Total 6353	Fall 2013 – 1338 Spring 2014 – 1546 Summer 2014 – 1325 Total 4209	Fall 2014 – 1596 Spring 2015– 1659 Summer 2015 – 1282 Total 4537
Number of graduates certified for the academic year (some graduates have multiple folders – STC, CER, AAS, AA, AS)	Fall 2012 – 456 Spring 2013 – 598 Summer 2013 – 433 Total 1487	Fall 2013 – 514 Spring 2014 – 591 Summer 2014 – 392 Total 1497	Fall 2014 – 479 Spring 2015– 608 Summer 2015 – 414 Total 1501
Number of graduates awarded for the academic year	Fall 2012 – 413 Spring 2013 – 534 Summer 2013 – 405 Total 1352	Fall 2013 – 449 Spring 2014 – 545 Summer 2014 – 355 Total 1349	Fall 2014 – 412 Spring 2015– 554 Summer 2015 – 372 Total 1338
Publishing current and accurate information in the Jefferson State Community College Catalog and Student Handbook.	2013-2014	2014-2015	2015-2016
Date new Catalog available	June 26, 2013	June 26, 2014	August 7, 2015
Date new Catalog CDs available	July 1, 2013	July 1, 2014	July 30, 2015
Percentage of Financial Aid Students in Correct Major	Fall 2012 – 95% Spring 2013 – 93% Summer 2013 – 94%	Fall 2013 – 94% Spring 2014 – 94% Summer 2014 – 94%	Fall 2014 – 97.4% Spring 2015– 93.5% Summer 2015 – 93.32%

Internal Conditions:

1. Technology

Argos programs are refined as need arises to pull additional information out of Banner that will be useful. The Department continues to add documents to Xtender for document imaging storage.

Degree Works went live before spring 2013 registration and has proven to be an invaluable tool campus wide. Students, Faculty, and staff have all benefited from the software. The Department has greatly been impacted from Degree Works as all processes are running faster and more efficiently. There is an overall sense of less confusion about major requirements. Students enrolled in the correct courses have increased. Because of how we are able to combine Degree Works with Argos reporting systems, we are able to identify more potential graduates as well. Finally, Degree Works and Argos are used heavily with Financial Aid by notifying students who are taking classes outside of their major. Much maintenance is performed on Degree Works to keep it up to date with changing programs and curriculums.

Argos is vital to our office's daily functions and overall effectiveness. It is used daily as a means to communicate with students as well as maintain our data integrity.

Finally, the Department we uses many hardware tools, software and web-based programs that help make our office run smoothly. These programs include Avaya (Fax), Adobe Acrobat, Excel as well as our printer/scanner.

2. Budget

The budget for our office is currently sufficient. Design work for the cover and inside pages of the catalog should remain approximately the same. The number of catalogs and catalog cds ordered should remain approximately the same.

3. Staffing

The office is staffed effectively which includes two full time employees, Director of Articulation and Course Inventory Coordinator and two part time (L-19) employees.

4. Facilities

The office is well suited for 4 workers in the Alan B. Library, Room 100, Jefferson Campus.

External Conditions (such as state funding, accrediting agencies, advisory committees, postsecondary policy changes):

The Articulation Department implements ACCS policy changes as we become aware of the change and strive to have Banner data 100% accurate for our area of responsibility.

Any changes that occur with AAS, CER, STC Programs and AA and AS programs are updated each year. STARS updates are becoming harder to update because of reduced funding for the program.

2013-2014 Accomplishments:

Class Schedule

- *Worked with the Chief Information Officer to fine tune our Turbo Schedule for less time to convert Banner class schedule files to finished Word and PDF document. This resulted in several hours of work saved.*
- *Printed copies of PDF class schedule documents continue to be available on our Class Schedule website.*
- *Continued to work on two schedules at once. During the fall semester we worked making edits to the spring and summer schedules at the same time. The spring schedule was finalized in mid-March as in the past. Changes to the summer schedule were made during fall semester with final changes being made in the spring. This worked well and everyone seemed to like it. Also, students were able to plan for summer classes earlier.*

Xtender

- *Continue to scan and index graduation applications, course substitutions, transient letters, and miscellaneous graduation documents for students.*

Graduation

- *Processed all graduation applications in a timely manner*
- *285 students registered to participate in the 2014 graduation commencement and took place at Cathedral of the Cross*
- *Fall 2013 – Reviewed 1338 graduation folders.*
- *Spring 2014 – Reviewed 1546 graduation folders.*
- *Summer 2014 – Reviewed 1325 graduation folders.*
- *Fall 2013-Summer 2014 – Awarded 1349 Degrees and Certificates*
- *Updated forms on the web to reflect updates with curriculum changes and availability*
- *Continually updating our procedures for daily processes.*
- *Graduation ceremony went smoothly. No last minute rushes of students applying late, no last minute substitutions. Week of ceremony an email was sent to marching graduates with last minute instructions. Everyone, including faculty and students, did a great job!*

- *The Grade Card Email ARGOS program for marching graduates continues to work well and we are getting the grades in prior to the ceremony. This program emails instructors a list of students in their class who are marching in the graduation ceremony and need to take their exams early.*
- *Updated the graduation website for students, marching students, and faculty in Spring 2014.*
- *The Department continues to have an increase in the number of graduation applications to load and graduation folders to review and post degrees.*

Financial Aid

- *Continued to fine tune the financial aid email program to identify students in wrong majors and wrong catalog years. Adjustments to the student's area or group requirements were done to include appropriate Area V courses if student notified us of their transfer intuition. By the end of summer 2014 registration 95% of financial aid students were following their program of study. The intent is for students not to receive and email unless they actually need one.*
- *Reviewed Class Attendance Verifications for students who showed errors for courses.*

Cohorts

- *6.78% cohort rate for 201210. Drop was because of efforts needed to devote to development of Degree Works implementation*
- *Sent cohort letters reminding cohort students about registration and to see an advisor.*
- *Emailed program coordinators, including a listing of cohorts in their program, asking them to contact their students and encourage them to finish.*
- *Emailed cohorts who were on probation encouraging them to see an advisor.*
- *Ran ARGOS cohort audit program to determine cohorts who were nearing graduation so we could communicate with them.*
- *Completed Graduation Checklists for cohorts near graduation in spring and summer terms and sent with a graduation application encouraging them to complete requirements and return the graduation application.*

ARGOS

- *Continued to monitor and updated ARGOS reports and notifications with the Director of IT*
- *Worked with the Assistant Director of the Computer Center to create Degree Works ARGOS discrepancy reports.*

Degree Works

- *Full implementation of Degree Works - went live in Spring 2014*
- *Continually tested programs in Scribe daily*
- *Offered training session to campus staff*
- *Identified Enrollment Services staff member to learn Degree Works and graduation operations before Director of Articulation retires*

Catalog and Student Handbook

- *Worked with campus personnel to edit the Catalog and Student Handbook.*
- *Reviewed all changes to the catalog for accuracy and consistency throughout the Catalog and Student Handbook.*
- *Worked with our designer and graphic artist for formatting and cover design for the new Catalog and Student Handbook.*
- *Worked with the printers for the printer catalog book and cds to be published.*

National Student Clearinghouse

- *Continue to send enrollment and degree data for our students.*
- *Resolve discrepancies in the files sent due to students being dropped for non-payment and students registering during the term.*

Gainful Employment Reporting

- *Worked with the Chief Information Officer for four months on this project preparing for the files to be sent to Clearinghouse.*
- *Attended meetings and webinars for gainful employment.*

2014-2015 Accomplishments

New Director of Articulation

- *Patricia Putnam retired in October 2014 and James Buxton was hired in February 2015 as the new Director of Articulation*

Class Schedule

- *Printed copies of PDF class schedule documents continue to be available on our Class Schedule website.*
- *We continue to work on two class schedules at a time. During the fall semester, the Department worked on making edits to the spring and summer schedules at the same time. The spring schedule was finalized in mid-March as in the past. Changes to the summer schedule were made during fall semester with final changes being made in the spring. This worked well for everyone and students were able to plan for summer classes earlier.*

Xtender

- *Continue to scan and index graduation applications, course substitutions, transient letters and requests, and miscellaneous graduation documents for students.*

Graduation

- 292 students registered to participate in the 2015 graduation commencement. The location was changed to the Alabama Theatre in honor of the college's 50th Anniversary.
- Because of the new location, the Department was put in charge of issuing and managing the ticket distribution process with each student being allotted 5 tickets at the beginning, with more becoming available closer to the event.
- Fall 2014 – Reviewed 1596 graduation folders.
- Spring 2015 – Reviewed 1659 graduation folders.
- Summer 2015 – Reviewed 1282 graduation folders.
- Fall 2014-Summer 2015 – Awarded 1338 Degrees and Certificates
- Updated forms on the web to reflect updates with curriculum changes and availability
- Continually updating our procedures for daily processes.

Cohorts

- “Worked” the 201310 Cohort group to identify possible graduates who have not applied.
- Contacted, Emailed, Mailed every cohort within a certain parameter who potentially had enough credits to graduate
- Increased the Cohort Rate from 6.78% to 9.98%

Financial Aid

- Fall 2014- 97.4% of all financial aid students were in the correct classes. This was the highest percentage attained to this point. The Percentage for Spring and Summer 2015 were right above 93% .

ARGOS

- Together with IT, modifications to existing reports were made to make operations more efficient
- Multi-campus email sent each term notifying students that they were registered for classes at two locations with less than 45 minutes travel time between locations.
- Sent emails to students who had a substitution processed for their program.

Degree Works

- Degree Works programs were built and edited based on changes with curriculums
- Yearly Maintenance was performed in preparation to open up the catalog year for 2015-16
- In coordination with Director of Admissions & Retention, provided workshops with Degree Works training to staff and faculty

Office

- Reorganized office arrangement within the area to support better traffic flow and efficiency.

Catalog and Student Handbook

- *Worked with campus personnel to edit the Catalog and Student Handbook.*
- *Reviewed all changes to the catalog for accuracy and consistency throughout the Catalog and Student Handbook.*
- *Worked with a designer and graphic artist for formatting and cover design for the new Catalog and Student Handbook.*
- *Worked with the printers for the printer catalog book and cds to be published.*

National Student Clearinghouse

- *Continue to send enrollment and degree data for our students.*
- *Resolve discrepancies in the files sent due to students being dropped for non-payment and students registering during the term.*

Unit Goals for 2015-2016

Goal 1: Maintain DegreeWorks for associate and certificate programs for the 2015-2016 academic year and **train additional staff member in DegreeWorks Operations**

1. Objectives
 - a. Update Scribe programs for the 2015-2016 catalog as needed
2. Method of Assessment
 - a. 100% of previous Degree Works programs updated
 - b. Successfully train additional staff member
3. Additional Funding Requests
 - a. No additional funding is request to maintain Degree Works. Funding for yearly licensing fees and expenses are facilitated by IT.

Goal 2: 201410 Cohort Rate to 11.0%

1. Objectives
 - a. Identify the students earlier within the 201410 Cohort group
 - b. Communicate more effectively with this group and offer resources available to promote graduating in a timely manner
 - c. Graduate 11.0% of the Cohort Group
2. Method of Assessment
 - a. Through Argos statistical reporting
3. Additional Funding Request
 - a. None

Goal 3: Launch "Finish in Two" (Years) Graduation Marketing Campaign

1. Objectives

- a. To promote the importance of graduation to every student
 - b. To promote finishing in a timely manner
 - c. Develop Social Media Accounts for the graduation office
 - d. To collaborate with IT and Media Relations to successfully launch campaign.
2. Method of Assessment
- a. Measure the number of graduation applications received, processed, and awarded annually
3. Additional Funding Requests
- a. Develop high quality videos and “shorts” - coordinate with Media Department to use college resources
 - b. High quality banners, flyers, and other print material to be distributed campus wide - \$5,000.
 - c. High quality promotional items (SWAG) to give to students at campus events - \$2,500

Goal 4: Review and update the Catalog and Student Handbook on a yearly basis. It is crucial that the Department continues to outsource the design and formatting of the Catalog and Student Handbook as well as the design of the Catalog and Student Handbook cd label and jacket. By outsourcing these projects we have a professional looking product. In addition, there is a need to continue to bid the printing of the printed Catalog and Student Handbook and the cds.

1. Objectives
- a. Make available the Word files of the Catalog and Student Handbook from the previous year.
 - b. Catalog is reviewed by responsible persons on campus and changes are made to the catalog files using Word’s Track Changes. Changes are sent to supervisors/deans/president for final approvals
 - c. Catalog Track Changes are accepted or rejected depending on whether changes were approved.
 - d. Catalog Word files are available on campus for final text approval.
 - e. Final changes made to catalog files
 - f. Services of a graphic artist for design and file preparation of the Catalog and Student Handbook. Also includes the design and file preparation of the cd cover and inside design and cd disc.
2. Method of Assessment
- a. Assessment of deadlines met throughout the revising process
 - b. The Catalog and Student Handbook printed catalogs and cds will arriving on campus by early registration for fall 2016
3. Additional Funding Requests
- a. Graphic artist services = \$7,500.00
 - b. Printing of 4350 catalog books = \$9,500.00
 - c. Printing of 13,000 cds = \$8,500.00

Goal 5: Process graduation applications in a timely manner

1. Objectives
- a. Load graduation application in Banner

- a. Prepare graduation folder for each graduation application
 - b. Review graduation folder and send notification of graduation status to student
 - c. Send career program graduation folders to program coordinators for review
 - d. Update Banner graduation file for students who will be graduating at the end of the term/semester
 - e. Mail graduating students a letter notifying them of their impending graduation and a diploma card
 - g. Graduate students at the end of the term after grades are posted.
2. Method of Assessment
- a. All hardcopy and online graduation applications loaded in Banner.
 - b. Updated Degree Works audit sent to all students with graduation folders
 - c. 100% of all Pending students at the end of the term have been graduated or set back to Sought degree status.
3. Additional Funding Requests
- a. None

Goal 6: Provide accurate class schedule information

1. Objectives
- a. Set up Banner for upcoming term
 - b. Roll class schedule from previous year
 - c. Work with Faculty Load Team to have sections to be offered reviewed and changes made to course sections in Banner
 - d. Prepare a Word document for each location of classes offered for the web
 - e. Turn on class schedule prior to registration
 - f. Work with campus offices to update registration documents for the web
2. Method of Assessment
- a. ARGOS discrepancy reports will be run and corrected until no errors exist
3. Additional Funding Requests
- a. None

Goal 7: Professional Development

1. Objectives
- a. Stay current in our job knowledge
2. Method of Assessment
- a. Attendance at professional meetings
3. Additional Funding Requests (for entire department)
- | | |
|--|---------------|
| a. ALACRAO Annual Meeting Location TBA | \$1000.00 |
| b. SACRAO Annual Meeting Location TBA | \$1200.00 |
| c. Degree Works Forum Annual Meeting | \$1500.00 |
| b. Alabama Banner Users Group Annual | \$1920.00 |
| c. Local travel to colleges for advisor meetings | \$ 300.00 |
|
Total |
\$5920.00 |

Goal 8: Office Supplies

1. Objectives
 - a. We need enough supplies on hand to efficiently and effectively process graduation documents and distribute communications with students.
2. Method of Assessment
 - a. Purchase office supplies including printer cartridges
3. Additional Funding Requests
 - a. Office Supplies \$4100.00
 - Total \$4100.00

Unit Goals for 2016-2017

Goal 1: Maintain DegreeWorks for associate and certificate programs for the 2016-2017 academic year

1. Objectives
 - a. Update Scribe programs for the 2016-2017 catalog as needed
2. Method of Assessment
 - a. 100% of previous Degree Works programs updated
3. Additional Funding Requests
 - a. No additional funding is request to maintain Degree Works. Funding for yearly licensing fees and expenses is handled by IT.

Goal 2: 201510 Cohort Rate to 12.5%

1. Objectives
 - a. Identify the students earlier within the 201510 Cohort group
 - b. Communicate more effectively with this group and offer resources available to promote graduating in a timely manner
 - c. Graduate 12.5% of the Cohort Group
2. Method of Assessment
 - a. Through Argos statistical reporting
3. Additional Funding Request
 - a. None

Goal 3: Continue “Finish in Two” (Years) Graduation Marketing Campaign

1. Objectives
 - a. To promote the importance of graduation to every student
 - b. To promote finishing in a timely manner
 - c. Develop Social Media Accounts for the graduation office
 - d. To collaborate with IT and Media Relations to successfully launch campaign.
2. Method of Assessment

- a. Measure the number of graduation applications received, processed, and awarded annually
- 3. Additional Funding Requests
 - a. Develop high quality videos and “shorts” - coordinate with Media Department to use college resources
 - b. High quality banners, flyers, and other print material to be distributed campus wide - \$5,000.
 - c. High quality promotional items (SWAG) to give to students at campus events - \$2,500

Goal 4: Review and update the Catalog and Student Handbook on a yearly basis. It will be crucial that we continue to outsource the design and formatting of the Catalog and Student Handbook as well as the design of the Catalog and Student Handbook cd label and jacket. By outsourcing these projects we have a professional looking product and so much time is saved during the busiest time of the year for our office. We will also need to continue to bid the printing of the printed Catalog and Student Handbook and the cds.

1. Objectives

- a. Make available the Word files of the Catalog and Student Handbook from the previous year.
- b. Catalog is reviewed by responsible persons on campus and changes are made to the catalog files using Word’s Track Changes. Changes are sent to supervisors/deans/president for final approvals
- c. Catalog Track Changes are accepted or rejected depending on whether changes were approved.
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- e. Final changes made to catalog files
- f. Services of a graphic artist for design and file preparation of the Catalog and Student Handbook. Also includes the design and file preparation of the cd cover and inside design and cd disc.

2. Method of Assessment

- a. Assessment of deadlines met throughout the revising process
- b. The Catalog and Student Handbook printed catalogs and cds will arriving on campus by early registration for fall 2017

3. Additional Funding Requests

- a. Graphic artist services = \$7,500.00
- b. Printing of 4350 catalog books = \$9,500.00
- c. Printing of 13,000 cds = \$8,500.00

Goal 5: Process graduation applications in a timely manner

1. Objectives

- a. Load graduation application in Banner
 - f. Prepare graduation folder for each graduation application
 - g. Review graduation folder and send notification of graduation status to student
 - h. Send career program graduation folders to program coordinators for review
 - i. Update Banner graduation file for students who will be graduating at the end of the term/semester
 - j. Mail graduating students a letter notifying them of their impending graduation and a diploma card
 - g. Graduate students at the end of the term after grades are posted.
2. Method of Assessment
- a. All hardcopy and online graduation applications loaded in Banner.
 - b. Updated Degree Works audit sent to all students with graduation folders
 - c. 100% of all Pending students at the end of the term have been graduated or set back to Sought degree status.
3. Additional Funding Requests
- a. None

Goal 6: Provide accurate class schedule information

1. Objectives
- a. Set up Banner for upcoming term
 - b. Roll class schedule from previous year
 - c. Work with Faculty Load Team to have sections to be offered reviewed and changes made to course sections in Banner
 - d. Prepare a Word document for each location of classes offered for the web
 - e. Turn on class schedule prior to registration
 - f. Work with campus offices to update registration documents for the web
2. Method of Assessment
- a. ARGOS discrepancy reports will be run and corrected until no errors exist
3. Additional Funding Requests
- a. See Goal 1

Goal 7: Professional Development

1. Objectives
- a. Stay current in our job knowledge
2. Method of Assessment
- a. Attendance at professional meetings
3. Additional Funding Requests (for entire department)
- a. ALACRAO Annual Meeting Location TBA \$1000.00
 - b. SACRAO Annual Meeting Location TBA \$1200.00
 - c. Degree Works Forum Annual Meeting \$1500.00

b. Alabama Banner Users Group Annual	\$1920.00
c. Local travel to colleges for advisor meetings	\$ 300.00
Total	\$5920.00

Goal 8: Office Supplies

1. Objectives

- a. We need enough supplies on hand to efficiently and effectively process graduation documents and distribute communications with students.

2. Method of Assessment

- a. Purchase office supplies including printer cartridges

3. Additional Funding Requests

a. Office Supplies	\$4100.00
Total	\$4100.00