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| jscc logo | **Goal Progress Report – Communications (Jefferson)** |
| **Program:** | **Communications (Jefferson)** | **Report period:** | **2016-2017** |

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| **Goals** | **Request & Justification/Resources** | **Goal Progress** | **Strategies Implemented & Follow-up** |
| **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.
2. 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.
	1. Encourage faculty to attend local, in-state, and out-of-state conferences.
	2. Encourage faculty to submit proposals to present at local, in-state, and out-of-state conferences.
3. Continue to review Student Learning Outcomes and assessments for each course.
4. Hire additional faculty if necessary.
5. Maintain institutional memberships or subscriptions with professional organizations such as ACETA, NCTE, MLA, NCA, and SWCA.
 | Funding for this goal is generously provided through institutional funds as requested in the budget and strategic plan. Instructors also use IAP funds to support up to $500 of professional learning. Funding Request for 2015-2016: $58, 450.00 + IAP funds ($500 per FT faculty member)Funds spent in 2015-2016: 1. IAP funds at up to $500 per faculty member (maximum request up to $2500 for 2016-2017)
2. The department did not spend any allocated funds on the U.W.R.I.T.E workshop; faculty members provided a potluck lunch. Training relating to the textbooks and technology was provided as a service of the textbook companies for our adopted texts. Also, each year the department requests $2000 to support faculty attendance at conferences. This year, funds were used to support one instructor’s mileage to the Alabama Master Teacher’s Experience and to coverage expenses beyond the IAP funds for the SKD sponsors’ attendance at their national convention.
3. No funds were spent on revising SLOs or creating assessments.
4. In August of 2017, Matt Boehm transferred from the Department of Distance Education into the Communications Department at Jefferson.
5. We maintained memberships in ACETA, NCTE, and SWCA, along with subscribing to journals of interest to our faculty:
* $75 – *Teaching English in the Two Year College*
* $75 -- *College Composition and Communication*
* $50—ACETA institutional membership
* $100 – SWCA institutional membership
 | 1. The Communications department across the college continues to emphasize professional development for instructors.
2. The department hosted the second annual summer U.W.R.I.T.E workshop for all FT, PT, and dual enrollment instructors. Some instructors also participated in the Writer’s Roundtable workshops, the Red Mountain Reading Series, as well as training for new textbook technology. Two instructors from the Jefferson department participated in the inaugural Jefferson State Leadership Academy. Communication instructors also attended various conferences at the local and state level, including ACCA, UAB Scholars Institute, and the Alabama Master Teacher’s Experience. Faculty members are still encouraged to submit proposals for presentations at conferences.
3. We began 2016 with new SLOs and worked to create better assessments for each course.
4. Rather than hire an additional faculty member, Matt Boehm was granted a transfer to Communications (Jefferson) and welcomed into the department.
5. Memberships are renewed each year into the requested organizations (ACETA, NCTE, MLA, NCA, and SWCA.)
 | 1. The Communications Division committees have been effective and will continue to monitor effectiveness and assess needs. Department chairs will continue to work with faculty to provide professional development opportunities on campus and nearby, as well as encourage faculty to attend conferences where the budget allows and to submit proposals for presentations. Faculty will also continue to develop individual IAPs each year.
2. In addition to hosting the third annual U.W.R.I.T.E conference in June 2018, the Communications Department (Jefferson) is partnering with the Liberal Arts Department (Jefferson) to institute a Peer Teaching Across the Curriculum Challenge for the fall semester of 2017. CM instructors are pairing with a LA instructor to either co-teach a lesson in each class or work together to create an assignment utilizing material from both subject areas. Also, in the spring of 2018, the Division of CM/LA (Jefferson) is planning a book club meeting to read and discuss the book *What the Best College Teachers Do* by Ken Bain.
3. As we continue to implement the revised SLOs, instructors are working together to continue successful outcomes.
4. We will continue to evaluate our FT:PT ratio to determine when hiring additional faculty for this campus is necessary. The likelihood of needing additional faculty grows each semester, especially as our need to offer more online courses and cover more dual enrollment courses with FT instructors increases.
5. Memberships in organizations of interest to faculty are reevaluated each year. We will continue to join those that will benefit our students, faculty, and the college as requested. We will also renew subscriptions to journals of interest.
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| **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 planning for the establishment of a Writing Center on campus where students may get live, one-on-one help with written compositions from experienced instructors and tutors.
2. Visit other colleges’ writing centers to assess policies and procedures, staffing needs, equipment needs, organization, and administration.
3. Assess instructor and student needs regarding tutoring and writing coach services.
4. Prepare and submit a proposal for a Writing Center, including locations at each campus, policies and procedures, staffing needs, organization, and administration.
5. Purchase necessary equipment and hire necessary staff.
6. Support student organizations (Sigma Kappa Delta, Sigma Chi Eta, and the Speech Team) with financial assistance for attendance at national conventions.
7. Continue financial support for the Red Mountain Reading Series, *Wingspan*, The Writer’s Roundtable, and the Concert and Lecture Series.
8. Support the College’s aim to improve student “soft skills” by offering English for Life (E4L) workshops led by department members
9. Maintain the Little Free Library in the department to foster reading for pleasure and creative growth for students.
10. Offer a welcoming environment for students in the department equipped with seating and study space as well as attractive informational bulletin boards and books to read.
11. Support the efforts of the Theatre department to continue presenting a dramatic performance at different campus locations in the spring of 2017.
 | Funding for this goal is generously provided through institutional funds as requested in the budget and strategic plan. The total amount of funding requested was $10,300.00.Total Expenditures: 1. At this point, we have not spent department funds on the writing center. Our full proposal was not granted; however, we were given approval to start with tutoring. We have allocated space in the department and are repurposing existing materials for the center. We plan to monitor usage closely and work with the tutors and the college to expand the center’s offerings.
2. $1000 – support was budgeted for assisting Sigma Kappa Delta with attendance at their convention.
3. $2250 was requested to support the Red Mountain Reading Series, *Wingspan*, and the Writer’s Roundtable.
4. No funds were spent on E4L workshops.
5. The Little Free Libraries were supported by student organizations and not by department funds.
6. No funds were spent on creating a welcoming environment. Items have been repurposed for these areas.
7. No funds were requested for a theatre production.
 | 1. The Department Chairs for Jefferson and Shelby continued to plan for the establishment of the writing center. In October of 2016, we surveyed students and faculty at all campuses regarding the likelihood of utilizing the services of a writing center. Both students and faculty indicated a desire for writing center/tutoring services. The chairs researched writing centers and programs at the U of Mississippi, Wallace Community College (Selma), East Carolina U, UNC-Chapel Hill, U of Houston, and Central Virginia Community College. Chairs also visited the writing Center at the University of Montevallo and met with the director and other faculty. Upon completion of our research and visit, we wrote a Writing Center proposal, basing our proposal on the International Writing Centers Association and modeling our center after those at the U of Montevallo and Wallace CC. After consideration of our proposal, the college granted us two PT instructor slots (12 hours total) of tutoring for students.
2. The department provided support for student organizations, including Sigma Kappa Delta for attendance at their convention.
3. The department also offered support for the Red Mountain Reading Series, *Wingspan*, The Writer’s Roundtable, and the lecture portion of the Concert and Lecture Series.
4. The department planned to offer English4Life workshops to focus on students’ soft skills; however, this goal was not realized.
5. The Little Free Library was taken over by student organizations, who decorated and turned the old phone booths into places to house available books.
6. Slight progress was made with providing a more welcoming environment for students; however, much more work needs to be done in this area.
7. No request was made by the theatre department for assistance with a dramatic presentation on campus.
 | 1. We have hired two PT instructors to tutor for six hours each per week. These tutors are experienced writing instructors whom we think will be an excellent resource for our students. Tutors began offering services in August. We will monitor the demand for tutoring sessions and adjust our process as needed, as well as monitor the need for purchasing resources (posters, books, etc.), moving to a larger space, hiring more staff, investing in scheduling/tracking software, and expanding services to include larger group workshops and the possibility of online assistance.
2. The department will continue to offer financial support to SKD for attendance at their annual convention. We will also continue to offer support to Sigma Chi Eta (if requested) for attendance at their convention.
3. The department will continue to offer financial support to Red Mountain, *Wingspan,* The Writer’s Roundtable, and the Concert and Lecture Series.
4. We continue to recognize the importance of offering E4L workshops, and will again state doing so as a department goal. We’ve also considered ways to offer other activities, including a composition symposium or CompCon (not to be confused with or replace the PioneerCon hosted by SKD).
5. We plan to support the organizations maintaining the Little Free Libraries on campus through donations of books and help with maintenance of the areas.
6. Creating a more welcoming environment with study space, seating, and attractive information centers, will continue to be a department priority.
7. Since the theatre courses have now become part of the Liberal Arts department, requests for assistance will be sought in that department. If additional help from Communications is needed, the request will be considered in the next budget.
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| **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.
 | Funding for this goal is generously provided through institutional funds as requested in the budget and strategic plan. The total amount of funding requested was $8,620.00.Funds spent: 1. No funds were spent on classroom equipment and technology, since the majority of the funds requested were spent on replacing out of date computers for faculty.
2. Integration of technology in the curriculum: $0.00 (Training provided by the publisher; students purchased licenses for software as part of their textbook purchases.)
3. Classroom and Office equipment:
* 3 laptop computers/docking station sets: $4,681.08
* 2 sets of bookshelves: $275.88
* Office supplies: $436.75
* Printing: $2,766.20
* Educational materials, books, and DVDs: $100
 | 1. We did not purchase equipment for the classrooms in this year. We are still considering the need for a portable ELMO document camera, as well as presentation remotes.
2. We worked with the publishing companies to train instructors on the new components.
3. Office computers that were out of warranty and experiences technological issues were replaced for three communications faculty members. Other equipment (bookshelves) was purchased per faculty request.
4. Composition and speech instructors met with publisher representatives to learn to use various textbook resources and software to enhance their courses. Composition instructors also implemented new open source materials into their classes.
 | 1. We will continue to evaluate the need for updating/replacing classroom technology as machines wear out or become obsolete. Some instructors rely on VHS tapes, so consideration of purchasing DVD versions of certain films is needed. Instructors have requested clickers. Smartboards have been purchased by the department at Shelby. We will confer with those who have used them to determine their usefulness in classrooms and submit requests for purchases we deem necessary.
2. Instructors will continue to be encouraged to integrate technology into their curriculum to enhance the course.
3. The office computer for one Communications instructor still requires replacement. This instructor also needs office furniture and a telephone. This equipment will be requested in our next budget. Additional requests from faculty for other equipment will be evaluated and included in the next budget.
4. As always, instructors will be encouraged to introduce new technology and equipment in their courses.
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| **Submission date: September 15, 2017** | **Submitted by: Communications Department (Jefferson)** |