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| jscc logo |  **Goal Progress Report** |

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| **Program:** | **Division of Transfer/General Studies**  |  **Report period:** | **2016-2017** |

 **Jefferson Campus**

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| **Revised Goals** | **Request & Justification/Resources** | **Goal Progress** | **Strategies Implemented & Follow-up** |
| 1. **Make sure all equipment in the Physics, Chemistry and Biology labs are in working order. Also, to have adequate hardware and software available for all courses taught in this division.**
 | Based on the information received from the department chair, the request was made to upgrade the existing physics Lab.There are periodic requests for CHM and BIO labs to order perishable and disposable supplies to keep the labs in working order. | The request to improve the appearance of the existing physics lab was approved.At the present time with the help of the IT department, 5 outdated computers were replaced. | Request will be made in the 2017-2019 Strategic Plan to upgrade the equipment in the physics lab.A request will be submitted for the purchase of a printer to be networked with 5 computers in the Physics Lab. |
| 1. **Provide ongoing office support for each department and within the division.**

  | Department chairs periodically send requisitions electronically. After examining the needs and making sure that they have included the item(s) in their strategic plans, this office will approve the need and forward it to the Dean of Instruction. | This process is an ongoing. Efforts has been made to ensure that all needs of the Departments are being fulfilled. | Before every fiscal year, the department chairs are reminded to include departmental needs in their strategic plans.On occasion~~s~~ there may be situations which necessitate obtaining equipment needed which was not in the plan. With special permission, these requests are allowed to be made and will be forwarded to the Dean. |
| 1. **Maintain up to date hardware/software for faculty and Associate Deans Office.**
 | Hardware/software for faculty and this office has been sufficient and adequate this past academic year. There was no report of shortcoming from the departments that needed special attention. | Progress has been made in the implementation of OFFICE 365. Orientation has been provided by IT on Campus otherwise the Help Desk provided answers if questions arose. | The computers in this office and in some faculty offices are in need of replacement.This will be considered in the new 2017-2018 Strategic Plans. |
| 1. **Improve Instruction and Technology**
 | Periodic requests are made to update technology in the classroom and for equipment used in the office to support instruction given. The current scanner used by HED needed replacing as it was initially purchased in 1987. The request to acquire a new scanner unit was approved.  |  A loaner scanner has been acquired at no charge, with costs based on an annual form purchase commitment. A classroom projection system and lap tops have been requested for the HPR instructors.  | The TGS Office with assistance from our Purchasing department will track Scantron form order quantities to ensure that college’s commitments are met annually. |
|  **Submission date:**  | **9/14/2017** | **Submitted by: Ali Yazdi** |