**Unit Goal Revisions**

**2016 - 2017**

**Name of Program/Department: Business & Information Systems - Shelby**

**2015-2016 Accomplishments:**

* Maintain classrooms and computer labs with up-to-date hardware and software in order to provide quality instruction. Although no new hardware was installed during this period, the labs have been updated to the Microsoft Office 2016 software to keep up with current trends.
* Faculty have been upgraded to Office 365/2016 which allows all faculty to send and receive emails on all devices; phone, tablet, home computer and office computer.
* Instructional computers in lecture classrooms were replaced from computers taken out of HSB 446 when new computers were installed in this lab.
* New Oracle database software was installed to accommodate database management course.
* Maintain up-to-date curriculum and courses to prepare students for employment, advancements in employment, or continuing their education at four-year institutions. Curriculum review was completed this year.
* Reviewed course competencies and revised as necessary based on input from faculty, graduates, employers, and/or advisory committee members.
* Sent one faculty member from the Shelby campus, and one from the Jefferson campus, to Cisco training which made us become a certified Cisco Academy. We’re only offering one certified course, CIS 263, that is Cisco certified, but will be adding more this coming year.
* All course competencies for all programs were reviewed Fall and are current.
* All advisory committees met this year at the Shelby campus and received valuable input from advisory committee members.
* Updated network option to include Cisco courses so students get both Microsoft and Cisco exposure. Added CIS 271, CI S272, & CIS 273, and Cisco CCNA II, III, and IV.
* Sent at least one faculty to Alabama Association of Higher Education in Business (AAHEB) conference in the Spring. This organization guides the transferability of business courses to four-year institutions in the state.
* Since the rotation schedule does not require faculty computer replacements this year, we accomplished this goal by maintaining current computers for faculty. Will need replacing next year to remain current.
* Replaced office manager for department. This provides ongoing office support.
* Sent James Calhoun as our representative to the Annual ACBSP convention in Pennsylvania. This visit provides insight in to the reaffirmation process for the current year.
* ACBSP reaffirmation is currently being worked on. Should be completed this academic year.

**Revised Unit Goals for 2016-2017**

**Goal One: Maintain classrooms and computer labs with up-to-date hardware and software in order to provide quality instruction.**

**Objectives:**

1. Gather input from faculty regarding current software trends and hardware requirements for classroom instruction.
   1. Encourage faculty to attend local, in-state, and out-of-state conferences.
   2. Encourage faculty to submit proposals for new software and student needs in the computer science field.
   3. Maintain MSDN AA subscription allowing students to download certain software from DreamSpark, and also to maintain licenses for same software in computer labs.
2. Review Student Learning Outcomes and assessments for each course.
3. Maintain institutional memberships in professional organizations such as AAHEB and ACBSP.

**Methods of Assessment:**

**Objective 1 will be assessed using the following methods:**

* Administer a faculty survey to determine faculty suggestions with regard to latest hardware and software needs.
* Review faculty Individual Action Plans for meaningful professional development opportunities, and track the number of faculty attending conferences.
* Track the number of faculty submitting proposals for new hardware and software.
* Ask faculty who have attended conferences to share their experiences with other faculty.

**Objective 2 will be assessed using the following methods:**

* Study data derived from assessment to determine how to best modify instruction to encourage mastery of each SLO.
* Implementation of changes to SLOs and assessments.
* Review of annual assessment results.

**Objective 3 will be assessed using the following methods:**

* Monitor memberships and renew as needed to stay current.

**Funding Requests:**

* $1,500 to support conference attendance for faculty. Requests will be supported on a first come, first served basis until the budget is exhausted.
* $200 institutional membership annual dues and institutional subscriptions for AAHEB. And, $3,000 to maintain ACBSP and travel to annual convention.
* $1,400 to maintin annual subscription for MSDN Academic Alliance.

**Total Funding Request for Goal 1: $6,100.00**

**Goal Two: Maintain up-to-date curriculum and courses to prepare students for employment, advancements in employment, or continuing their education at four-year institutions.**

**Objectives:**

1. Review course competencies on annual basis and revise as necessary based on input from faculty, graduates, employers, and/or advisory committee members.
2. Review curriculum on an annual basis with input from faculty, employers, former graduates and/or advisory committee members. Recommended changes to be presented to and approved by the department faculty as well as the college’s curriculum committee.
3. Send faculty to finish Cisco training for certification for the remaining 4 courses.

**Methods of Assessment:**

**Objective 1 will be assessed using the following methods:**

* Ask members of the advisory committee to provide input on changes they suggest to course competencies.
* Ask faculty to provide input as they observe new trends in their specific areas; networking, programming, and Web development.

**Objective 2 will be assessed using the following methods:**

* Ask members of the advisory committee to provide input on changes they suggest to the curriculum in each of the option areas; networking, programming, and Web development.
* Ask faculty to provide input as they observe new trends in their specific areas; networking, programming, and Web development.

**Objective 3 will be assessed using the following methods:**

* Monitor completion of courses remaining to finish Cisco Academy training.

**Funding Requests:**

* $2,000 in training courses required for Cisco Academy training for faculty.

**Total Funding Request for Goal 2: $2,000**

**Goal Three: Maintain up-to-date hardware/software for faculty.**

**Objectives:**

1. Replace faculty computers to enhance the quality of instruction offered to students through the use of up-to-date, appropriate equipment and technology.
2. Replace office and classroom computers and other technologic equipment as needed to ensure faculty continue to function as effective instructors. (iPad Pro & AppleTV)
3. Ensure faculty have backups of all digital files by purchasing external USB backup drives.

**Methods of Assessment:**

**Objective 1 will be assessed using the following methods:**

* Asking faculty to insure they have updated computers and equipment to do an excellent job for their students.

**Objective 2 will be assessed using the following methods:**

* Monitor the purchase and installation of software and hardware to ensure currency.
* Survey faculty to determine their needs.
* Submit requests to replace equipment to the administration for approval.

**Objective 3 will be assessed using the following methods:**

* Discussing with faculty digital backup proceedures.

**Funding Requests:**

* $950 for USB external drives for faculty to backup all digital files.
* $9,800 to replace faculty desktop computers
* $2,500 purchase iPad Pro for each computer science faculty (3 total)
* $200 purchase AppleTV to conncect iPads to projector in one of the computer labs

**Total Funding Request for Goal 3: Approximately $13,450**