**Unit Goal Progress and Revisions**

**2018- 2019**

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/or the College’s 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.

Following the first year each unit submits a goal progress report and revises their unit goals for the second year.

**Name of Program/Department: Center for Workforce Education**

**2017-2018 Accomplishments and Goals Progress:**

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| **Goals** | **Request & Justification/Resources** | **Goal Progress** | **Strategies Implemented and Follow-Up** |
| Provide non-credit, short-term skills training and retraining through Career Programs that supply local businesses with a skilled workforce while offering citizens access to high-demand, entry-level careers. | Create new career programs to meet workforce demands, specifically in logistics and craft training.  Implement blackboard usage in Career Program classes. | The following new career programs were implemented: Carpentry, Ironworker, Certified Production Tech, Full Stack Web Development, Paralegal.  Upon further review, it was determined that blackboard was not a good platform for non-credit. | Certified logistics and Certified forklift training will be added once instructors are trained.  A line worker program has been requested by Alabama Power and a budget created. Grant funds are being sought.  Space is needed to continue to grow non-healthcare related Career programs, particularly at the Shelby-Hoover Campus. |
| Improve curriculum and instructional delivery to coordinate teaching strategies and the curriculum with content standards. | Expand offerings of the downtown location. | A partner with classroom space downtown was identified. The partner is seeking funding.  Grant funding was received to offer two Career Programs in the Woodlawn community (CMA and Dental Assisting) | Off-campus locations and partnerships need to continue to be identified to offer better access to students and incumbent workers. |
| Create true “Career Pathways” by developing Crosswalks from non-credit Career Programs to Credit hours through Prior Learning Assessments. | Develop at least two additional PLA opportunities for non-credit career programs. | The following non-credit programs are now available for PLA: phlebotomy and welding. | Continued effort is needed in this area. However, the lead role may be best coming from the credit areas instead of non-credit. |
| Increase awareness of the training offerings of the Center so as to also increase enrollment and revenue. | Implement a marketing plan that includes postcards, advertising, and other tools.  Create and implement a outreach strategy to meet with employers, local governments, and non-profits. | Workfoce Ed was included in all of the colleges marketing efforts, with postcards, TV, and online advertisments that specifically promote non-credit.  A part-time position was requested and approved for corporate sales and marketing. | Marketing of non-credit classes should continue.  The position will be filled by September 30. |
| Seek new scholarship funding sources for Career Programs. | The creation of a information and referral hub to move single mothers out of poverty through education. | A collaboration with Shelby County resulted in a grant was received from the Women’s Fund of Greater Birmingham to create the HUB. | HUB should open in 2019. |

**Revised Unit Goals (plans for the unit for the second year of the two year plan):**

1. **Objectives – the activities through which the goal will be achieved. Each Unit Goal should have at least one objective.**
2. **Method of Assessment – how the unit will determine if the objective has been met.**
3. **Additional Funding Requests – provide an estimate of the cost of achieving the objective. Also, include a description of how these funds will be used to accomplish the objective.**

**Revised Unit Goals for 2018-2019**

GOAL #1 Revisions:

* Create a non-credit line worker program that will be assessed by evaluating student enrollments and completions. Budget has been submitted to Administration already.
* Create a non-credit certified forklift technician program that will be assessed by evaluating student enrollments and completions. Budget has been submitted to Administration already.
* Create a non-credit welding program at Shelby-Hoover that will be assessed by evaluating student enrollments and completions. This objective is dependent upon new space being identified/build.

GOAL #2 Revisions:

* To enhance learning outcomes for CMA, purchase two EKG Trainers that will be assess by evaluating certification rates of student completers. $2,000 each (Total of $4,000)
* To enhance learning outcomes for CMA and CNA, purchase three Injection Simulators that will be assess by evaluating certification rates of student completers. $531 each (Total of $1,593)

GOAL #3 Revisions:

* Objective related to PLA should be moved to another area outside of Workforce Education, with WF providing support.
* Create a part-time position to assist with transitioning non-credit students through a Career Pathway from school to work. The position would aid in moving students into credit programs and/or into jobs. The position could be housed in either Workforce Ed or the JSCC Career Center. The return on the investment would come from increased enrollment in credit classes. Consideration could also be given to increasing the cost of non-credit registrations to assist in covering part or all this cost. Budget: $31,200 ($30/hour)

GOAL #4 Revisions:

* Hire a part-time contract position to meet with business and industry about corporate training needs. The assessment would measure increased revenue and trainings for corporate clients. $20,000. (There would be a 6 month trial period)
* Contract with Means Advertising to create a brochure for distribution to corporate partners about non-credit offerings. The assessment would measure increased revenue and trainings for corporate clients. $5,000

GOAL: #5 Revisions: None

ADDITIONAL BUDGET REQUEST:

* 2 new computers for Lisa Keenum and Kathi Carr