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| jscc logo | | | **Goal Progress Report** | |
| **Program:** |  | **Report period:** | |  | |
|  | **Business Information Systems** |  | | **2018 - 2019** | |

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| **Goals** | **Request & Justification/Resources** | **Goal Progress** | **Strategies Implemented & Follow-up** |
| **Maintain classrooms and computer labs with up-to-date hardware and software in order to provide quality instruction** | Replace the chalkboards in RC 124, 125, and 328 as the chalkboards have become increasingly difficult for the students to see and the faculty to erase. | The department has submitted a requisition for SMART boards and white boards for 3 classrooms. | Faculty were included in the decision-making product and chose a technologically advanced version to provide additional capability for the students to learn using technology.  Follow up to determine the approval and installation. |
| **Maintain up-to-date curriculum and courses to prepare students for employment, advancements in employment, or continuing their education at four-year institutions** | Review curriculum on an annual basis with input from faculty, employers, former graduates and/or advisory committee members. Recommended changes will be presented to and approved by the department faculty as well as the college’s curriculum committee.  Create a Business Honor Society to provide students with access to additional scholarships, training, and possible career opportunities. | The Advisory Committee meetings were held in November and April and provided valuable input for curriculum development.  The Kappa Beta Delta Business Honor Society was chartered in Fall 2018. | Upon recommendation of the Advisory Committees, additional sections of CIS 157 were offered, and the CIS department began creating a Cybersecurity certificate.  Follow up to determine the additional needs of KBD. Follow up to submit proposed changes to the Curriculum Committee. |
| **Provide ongoing office support.** | Maintain office manager for the departments of Business/Information Systems and Mathematics/Engineering/Physical Sciences. | Rita McLendon was hired as the Full Time Office Manager for Business Information Systems. | Follow up includes employee evaluation. |
| **Develop and Implement written Student Learning Outcomes (SLOs) for all courses in the department to more adequately document and enhance reporting of student progress in the department.** | Plan methods for assessing SLOs and documenting results. | A new system of recording (Excel Spreadsheet) and reporting SLOs has been used by most members of the department. | The shared spreadsheet allows equal access for all Faculty members; however, it does not have the report feature featured in the previous system.  Follow up to determine if Faculty will continue with the new system. |
| **Program Certification.** | Next ACBSP Quality Assurance Report.  Send faculty representative to the Annual ACBSP conference and/or Regional Conference. | The ABSP Quality Report was accepted in November 2018.  Bill Blanton attended the ACBSP regional conference in 2018. | Two bet practices were identified in the QA report. These include better communication with other departments at the college and increased recruiting at high schools. |
| **Maintain up-to-date hardware/software for faculty.** | Replace faculty laptop computers on a 3-yr rotation. | Only one laptop has been replaced as the other Faculty member received a laptop earlier due to equipment failure. | Follow up to ensure receipt and installation of laptop. |
| **Maintain a professional facility that is conducive to the needs of the Faculty and students** | Replace the rapidly deteriorating chairs in our conference; two of which cannot be used as individuals have fallen from them due to their defects. | The chairs have been ordered for the conference room. | Follow up to ensure receipt and placement. |
| **Increase awareness of our department and programs in the college and community.** | Brand the program and present branded materials in the department and when visiting community events. | The branding was not financially supported. Awareness has been increased by Faculty members doing presentations with students from Woodlawn, Huffman, and Tarrant High Schools. | Dual Enrollment participation in the department has increased from the schools. |
| **Submission date: August 30, 2019** | | **Submitted by: Tiffany N. Todd** | |