

Service Unit and Instructional Unit Strategic Plan

2015-2017

Name of Program/Department: Chilton-Clanton Campus

Mission Statement (for the program or department):

The Chilton-Clanton Campus of Jefferson State Community College is an instructional site created to specifically serve the educational needs of our students in Chilton County and the surrounding areas. It is a place where students are able to register for classes, pay tuition, see an advisor, and successfully meet their educational goals. The Chilton-Clanton Campus actively seeks to increase student enrollment, retention, and overall satisfaction.

Summary of Access, Productivity and Effectiveness (Including, but not limited to, program load, success rate, retention rate, completion rate, employer surveys, student surveys):

The Chilton-Clanton Campus was constructed as a result of the approved expansion of Jefferson State Community College's service area by the State Department of Education in 2007. The Campus strives to promote Jeff State's commitment to area residents by providing accessible educational and workforce developmental programs.

The Campus opened in the fall, 2008 with an enrollment of 100 students which more than tripled (374) fall, 2009. When the fall, 2010 class grew to 504 students, a critical need for programs developed. Advisors at the Campus identified the highest demand was for Registered Nursing with 171 students residing in Chilton County identified as nursing or pre-nursing as their major. The Campus has since received approval from ACHE and SACS-COC to offer the AAS Nursing and AA/AS Transfer Degree programs. Enrollment continues to remain steady at the Clanton Campus with 585 students enrolled in classes for the Fall 2014 semester.

Internal Conditions:

1. Technology

All lecture classrooms are equipped with a computer and overhead projector for use during class lectures. Each of the two computer labs is equipped with 30 computers, a networked printer and an instructional computer with an overhead projector for in-class lectures and demonstrations. A rotation plan is being developed to replace computers in our computer labs every five years.

In order to maximize student and faculty productivity, the Campus added additional bandwidth and updated both computer labs within this two year period.

Faculty and staff offices are equipped with computers and telephones. The admissions office has two computer stations to aid in the admissions/enrollment process, a multi-function office printer/copier/fax machine, a heavy-duty copier, document scanner with dual

monitor system and scantron machine. The admissions office also provides students with a kiosk used to send financial aid and enrollment services documents electronically to the respective departments at the main campus. Also on site is an Elmo that is used by the mathematics instructors.

The Chilton-Clanton Campus's Learning Resource Center has 12 networked computers with printing, wireless internet access, photocopying, and Course Reserves. All library resources, materials, and services are available from any internet connection through the library's content management platform [website] which provides access to the online public catalog of all library holdings, electronic book collections, premier research databases, virtual reference services, subject guides, and resource pages.

2. Budget

The Chilton-Clanton Campus consciously focuses on using budgeted funds as they have been approved. Funds for materials and supplies have been sufficient to meet the needs of the Campus. Annual reviews of the Campus's goals will determine future budget needs and the appropriate requests will be made at that time.

3. Staffing

The Campus has a full-time Coordinator who reports directly to the Campus Division Chair at the Campus. The Campus Division Chair reports directly to the President of the College. Other full-time staff consists of an office manager, a full-time librarian, and ten full-time faculty members. One of the full-time faculty members also serves as the Campus Division Chair. Additional staff members include three enrollment services/office L-19 employees and a night-time L-19 librarian.

4. Resources

The Chilton-Clanton Campus staff works closely with various departments (Enrollment Services, Financial Aid, Business Office, ADA Office, Community Education, and Information Systems) at each Jeff State location to provide information and services to its students. The Learning Resources Center provides a full-time professional librarian who provides research assistance to students.

5. Enrollment

Enrollment at the Chilton-Clanton Campus has steadily increased since its establishment in 2008. Headcount Comparison Report, generated by IRIR, shows the enrollment at the Campus has grown from 100 students in fall of 2008 to a steady 585 in fall of 2014. Although this number is lower than in past years, the credit hour production number continues to rise.

Clanton Center	Fall 2008	Fall 2010	Fall 2012	Fall 2014
	100	504	606	585

6. Facilities

The Chilton-Clanton Campus of Jefferson State Community College is housed in a 30,000-square-foot building offering college courses in English, humanities and fine arts, natural

sciences and mathematics, history, social and behavioral sciences, and nursing. As a vital community resource in Chilton County, the Chilton-Clanton Campus features college classrooms, computer, science, and nursing labs, a Learning Resource Center, and all the facilities required to meet the educational needs of the surrounding area.

Also located at the Chilton-Clanton Campus is the Clanton Performing Arts Center, a 65,000 square-foot economic development and civic center. The City of Clanton and Jefferson State Community College have worked closely to develop this state-of-the-art multi-purpose facility for trade shows, special events and conferences.

7. Equipment

The Chilton-Clanton Campus has the equipment needed to support faculty, staff and students. Faculty and staff computers will be upgraded according to the College's planned rotation. The Campus is equipped with modern science and computer science laboratories, a library, and student-service functions. All classrooms are equipped with computers and projection units. The building has two large computer labs and two nursing labs, one equipped with six Stryker Med/Surg beds and related equipment and one simulation lab. In addition, security monitors have been placed in the admissions and security offices, and a student photo ID machine has been installed and is currently in use. The Campus has also added a scantron machine for testing and data collection purposes.

The Clanton Conference & Performing Arts Center is well equipped with a modern auditorium, class rooms, and meeting areas.

External Conditions (such as state funding, accrediting agencies, advisory committees, postsecondary policy changes):

As part of Jefferson State Community College, the Chilton-Clanton Campus seeks to meet the requirements of the Alabama College System, under the control of the State Board of Education, as well as those of our regional accrediting agency, the Southern Association of Colleges and Schools Commission on Colleges. All courses are regulated by the Alabama Department of Education.

2015-2017 Goals:

Instructional Unit

Goal 1: Provide services and resources to support faculty, staff and students

1a. Monitor classroom and office computers and technical equipment in all rooms for replacement

1b. Offer 3rd Annual "College Readiness Workshop" in the fall semester to better prepare students for college (\$800). **Justification:** The past two years that this seminar has been offered, we have seen great interest from the students for this seminar. As the Jefferson and Shelby campuses begin to offer this kind of seminar, along with an "Orientation/Student Survival Skills" course, we will continue to offer this course at our campus.

1c. Purchase laptop computers and either repurposing or buying docking stations for the Campus Division Chair and the split English and History instructor for CC/PC. **Justification:** The campus chair drives between campuses quite often and needs access to her system and its functional capabilities. Both the split English and history instructor move campuses each day and need access to mobile workstations due to their mobility. This is extra important in the summers when the split instructor usually has to be at more than just the PC and CC campuses.

1d. Purchase technical and teaching aide equipment for instructors to support teaching efforts

- UV lamp for the BIO lab
- 2 Utility Carts
- Stopwatches
- 2 Presentation Pointers
- Additional allowance for items needed for class activities or broken item replacement

Justification: The BIO lab has been sharing a UV lamp with Shelby, but this is an arduous process to schedule and the Clanton campus labs would benefit from having a UV lamp housed here. The utility carts are essential for keeping lab equipment on to be mobile. The stopwatches will allow speech instructors the ability to help students time themselves in their speech practices. The presentation pointers can be split between instructors when they are using PPT presentations and can choose to be more mobile instead of sitting behind the computer.

1e. Offer more diverse and higher level course selections and work with distance education to offer VC options for students. As the nature of the Dual Enrollment changes for Chilton County, we will also be adjusting and adding ENG classes where needed. **Justification:** To continue to be relevant to students in this area, we need to be able to offer students the classes they need. We would like to look at combining class offerings with Pell City or with other campuses to fully utilize our distance education capabilities.

Goal 2: Add personnel to campus in order to serve students' needs

2a. Replace full-time split history instructor for PC /CC. **Justification:** Wendy Shuffett, the current split history instructor has requested a move to the open history position at the Shelby campus.

2b. Monitor instructional personnel as needed. **Justification:** no other instructional personnel needed at this time, but a monitor of trends will allow us to be proactive when needs arise.

Service Unit

Goal 1: Add Student Life Enrichment to the Clanton Campus for faculty, staff, and students

1a. Hold Fall Registration Festivals (requested and funded by Mike Hobbs/Enrollment Svcs) to increase awareness and excitement for upcoming registration. **Justification:** New students and currently registered students will feel a part of a community and will have more of a buy-in to their future at JSCC.

1b. Add more intramural activities or activities of interest and develop better visibility of the clubs and organizations offered at the college/Clanton campus. **Justification:** Many of our students have been looking for a way to get involved in the college in a way that interests them, and finding out more about student interests and desires would allow us to tailor activities toward those students who want to participate. Creating more visibility with the clubs will also help students see what they are able to get involved in.

1c. Purchase a video camera to be kept on-site to record events held at Clanton campus. **Justification:** Clanton holds its own events and would like to be able to record landmark socials, student events, and other goings on.

Goal 2: Maintain building, facilities, staff and services to foster a safe, accessible and welcoming learning environment for faculty, staff, and students

2a. Finish installation of security camera in computer lab 201. **Justification:** When campus security placed the building security cameras, the installers were not able to get into room 201 due to testing. As computers and parts are valuable, this room needs to be monitored as the rest of the rooms and hallways are monitored in this building for safety of the students and security of the equipment.

2b. Replace small TV screen in Enrollment Services office (as requested by Mike Hobbs) with a larger screen to be mounted on the wall. **Justification:** M. Hobbs would like for the enrollment services office TV screen to be bigger.

2c. Work with bookstore to offer more hours and updated amenities. **Justification:** The more available the bookstore is to students, the more it will be used. Also, a revamped bookstore might draw students in for more than just books.

2d. Add benches and picnic tables to outdoor areas. **Justification:** There are no outdoor areas at the Clanton campus. We have several students that stay for extended periods of time and several students that wait outside for rides to pick them up. Benches along the front of the campus would aid in giving these students a place to wait or a place to step outside instead of having to remain inside the entire day. Picnic tables placed in the front or on the side or other specified area would also help in giving the campus a bit more of a community feel for students and faculty/staff alike.

2e. Research and possibly build a pergola structure for an outside study/picnic area. **Justification:** Along with the justification for some benches, a dedicated area on the side of the building with a pergola would create an area for students and faculty/staff to have an outside break.

2f. Order new 6-foot and 8-foot tables for student break area. **Justification:** When we were not able to purchase break area furniture during our last two-year cycle, we temporarily put up some 6-foot tables

and chairs from our office in the break area. These tables are used all the time by the students, so this was a success. We just need to replace the tables for our office use.

2g. Monitor staff personnel as needed. **Justification:** no other staff personnel needed at this time, but a monitor of trends will allow us to be proactive when needs arise.

2h. Monitor building maintenance as needed. **Justification:** no maintenance is needed at this time, but a monitor of the facilities will allow us to be proactive when needs arise.