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| jscc logo | | | **Goal Progress Report** | |
| **Program:** | **Communications (Jefferson)** | **Report period:** | | **2019-2020** | |

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| **What has your unit accomplished from the goals you proposed in the first year of your most recent Strategic Plan?** | | | |
| **Goals** | **Request & Justification/Resources** | **Goal Progress** | **Strategies Implemented & Follow-up** |
| **Goal 1: Maintain an informed and professional faculty to preserve the ability to offer courses to help students meet their educational and transfer goals.** | OBJ. 1: Provide support for professional development.   1. Provide professional development activities on campus through roundtable discussions, guest speaker presentations, and workshops for faculty to maintain knowledge of current trends and technology in their fields. 2. Encourage faculty to attend local, in-state, and out-of-state conferences. 3. Encourage faculty to submit proposals to present at local, in-state, and out-of-state conferences | A. The college hosted the annual UWRITE conference for full- and part-time faculty, as well as dual enrollment instructors. This conference continues to grow each year. Faculty members also attended various workshops provided by the college, including ADA compliance, Pioneer Con, Black History Program, Constitution Day, etc. Other professional development included the Birmingham Institute for Writing (UAB), ACCSHRMA Diversity Conference, the ACETA spring conference, LGBTQ Allyship Conference, the Instructional Leadership Academy, the Alabama Writers Cooperative, and ACCS workshops to rewrite course objectives. One instructor also took part in a professional development trip to Salem, Massachusetts to study early American history, the Salem Witch trials, and to visit literary and historical heritage sites. The instructor brought back materials and ideas to implement in upcoming classes, as well as a commitment to cross-curricular collaboration in the form of a Museum Project with a biology teacher. Another trip is scheduled for fall 2020. The department continues to encourage faculty to submit proposals to conferences. This year, students from the department represented the College by presenting papers at the ACETA conference at the University of North Alabama. | The department will continue to encourage peer training among faculty to develop technological skills to enhance instruction. We would like to incorporate more opportunities for professional development. We are also researching another book to include in the next iteration of the Faculty Book Club, and the chair will seek feedback through a survey of the types of professional development opportunities instructors desire. Our goal for the next academic year is to continue to provide development opportunities that instructors will find useful. We hope to partner with the other campuses to invite guest presenters for additional integrated reading and writing training, ESL training, and other pedagogical topics. Faculty will continue to be encouraged to attend local, in-state, and out-of-state conferences, and funding will be requested for these experiences. The $500 allotted for each full-time faculty member for professional development was utilized by many instructors.  Instructors will continue to be encouraged to plan meaningful professional development activities utilizing allotted IAP funds. Continued professional development is a priority of the College and Department, so this goal and its objectives will remain the same for 2019-2020. The department chair will participate in the ILA for 2020-2021. Faculty will continue to be encouraged to submit proposals for presenting at conferences, as well as to lead in-house professional development meetings on campus. |
| OBJ. 2: Enhance the effectiveness of ENG 099 and ENR 098 courses by encouraging instructors to collaborate on best practices and methods for the course. | Instructors continued working with McGraw-Hill to train instructors on course software. Instructors also communicated via email and in roundtable meetings to discuss experiences and collaborate on best practices. The department also worked closely with the Associate Dean of Developmental Education and the English Departments from all campuses to seek instructor development for these courses. | We plan to continue with this goal, also implementing the spring semester meetings that were omitted due to the shutdown of all on campus classes as a result of the COVID-19. |
| OBJ. 3: Continue to staff courses with qualified instructors. | In August of 2019, the department hired a temporary full time English instructor to replace the instructor who had transferred to another campus. The department ran a personnel search in November but decided to postpone the hiring process until the spring. In March of 2020, the department’s longest serving faculty member announced her retirement, so the search now includes two positions for the Jefferson Campus. The search has closed, and the is currently reviewing applications and soon begin interviewing applicants. We plan to have two new full-time instructors in place to begin the fall semester of 2020. | Our plan to hire two English instructors to replace the two who have either moved to another campus or retired is ongoing. We plan to have the new instructors in place beginning Fall of 2020.  We are also seeking approval to create two new positions:   * English Instructor/TESOL instructor to help ELL with academic writing required in college courses. * 2 virtual writing lab tutors (in addition to on-campus writing tutors) to facilitate the Virtual Writing Lab to reach our large population of online students who cannot come to campus to access the service. |
| **Goal 2: Provide academic, developmental, and support services to assist students in achieving their academic goals, as well as fostering intellectual inquiry and creative growth.** | OBJ. 1: Maintain and expand the Writing Center on campus where students may get live, one-on-one help with written compositions from experienced tutors. | The Writing Lab is now permanently located in the Allen Library as part of the Learning Success Center. We used two part-time tutors this year. We also implemented a system to document the number of students accessing the lab. As of this writing, tutors have had 223 sessions with students in the lab. | As a result of the COVID-19 pandemic, we moved to a virtual platform through the JSCC library software. This feature includes guides and tutorials, live chat assistance, and paper submission for feedback. Our plan is to continue the lab through mini term and summer of 2020. Once the college reopens for face-to-face classes, we hope to continue offering virtual tutoring alongside the in-person tutoring. We are also testing the new format by embedding it into online courses for a more seamless integration and to reach our online students. |
| OBJ. 2: Support student organizations (Sigma Kappa Delta, Sigma Chi Eta, and the Speech Team) with financial assistance for attendance at national conventions or other support. | Financial assistance was provided on an as needed basis to the Sigma Kappa Delta chapter. | The Department will continue its support and promotion of organizations, activities, and events that foster intellectual growth and social development. |
| OBJ. 3: Continue financial support for Pioneer Con, Red Mountain Reading Series, *Wingspan*, The Writer’s Roundtable, and the Concert and Lecture Series. | The Jefferson Campus Communications Department, along with the Shelby Campus, continued to support the publication of Wingspan, supported Red Mountain Reading Series by helping with stipends for visiting writers/presenters, and assisted with Concert & Lecture Series events. | The Department will continue its support and promotion of organizations, activities, and events that foster intellectual growth and social development. |
| OBJ. 4: Offer a welcoming environment for students in the department equipped with seating and study space, as well as attractive informational bulletin boards and books to read. | The department chair was asked by the Leadership Academy to propose a Student Common Area in BDH. We were given a $3,000.00 budget. The chair combined this amount with the amount already budgeted for improvements and submitted the proposal to the committee. We continue to await approval and direction. | We still hope that the proposals go through and that we can use the combined budget as proposed. We will also assess remaining needs for these areas and submit requests with the new budget. |
| OBJ. 5: Continue to review Student Learning Outcomes and assessments for each course. | SLOs and assessments are routinely reviewed. Instructors meet to discuss changes, best practices, and implementation of instructional strategies based on assessment results. | Instructors will continue to meet annually at the campus and college level to discuss the assessment results and determine how to best implement strategies and to review SLOs for each 3-year cycle. |
| OBJ. 6: Create a Course Information Exhibit to provide specific course information (beyond the catalog) to increase enrollment in on-campus courses. | This objective was put on hold due to the requests from the Leadership Academy for the student common area. | This objective will be continued for the 2020-2021 academic year in conjunction with the Student Common Area. |
| **Goal 3: Maintain classroom and office equipment and supplies to enhance the quality of instruction and improve student learning.** | OBJ. 1: Enhance student learning and the quality of instruction offered to students through using up-to-date, appropriate equipment, furniture, and technology in the classrooms. | We purchased new student desks and chairs for BDH 222. We were unable to purchase new teacher equipment for the room or to outfit BDH 237 in a similar manner. Those requests will be moved to the next year’s budget. | We will plan to purchase student desks and chairs for BDH 237 and seek the possibility of purchasing an instructor table with lectern for both 237 and 222. We will also request room darkening shades to be added to classrooms. We will also request emergency replacement for any equipment failures as needed. |
| OBJ. 2: Replace faculty and staff office computers, software, furniture, and other equipment as needed to ensure faculty continue to function as effective instructors. | Two faculty/staff computers were replaced this year that were requested through the budget. An additional laptop and docking station were requested after an equipment failure. Those have been ordered but not received. We also purchased office furniture for one faculty member, which completes the existing faculty offices. | We will also request replacement for any equipment failures as needed, as well as other items listed on the 2019-2021 strategic plan not purchased. A few other pieces of equipment including a microphone and presentation remotes may also be requested. |
| OBJ. 3: Encourage instructors to evaluate new technology and equipment by piloting projects in their courses. | One instructor piloted a new technology from McGraw Hill in her composition courses. | This objective will remain as a part of Goal 3. |
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| **Submission date: April 30, 2020** | | **Submitted by: Communications Department, Jefferson Campus** | |