**Chilton-Clanton Campus**

**Program Review**

**Reporting Period: 2015-16 through 2017-18**

**Part 1: Review of Past 3 Years**

1. **Service Unit Outcomes**
2. **Summarize assessment results. Highlight successes and areas requiring improvement. Discuss what actions were taken based on the assessment results and any improvements that can be observed.**

The Chilton-Clanton Campus of Jefferson State Community College is an instructional campus created to specifically serve the educational needs of students in Chilton County and the surrounding areas. It is a place where students will be 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.

* The Chilton-Clanton Campus continues to be ACHE and SACS-COC accredited as full campus status. This accreditation maintains the College’s strive for excellence in education.
* Enrollment at the campus has grown from the last 3-year cycle, ranging from 579 students in the fall of 2015 to 585 students in the fall of 2017. There is also an increase in the number of students who understand and use the self-service processes (registration, pay tuition, etc.).

* In an effort to provide a safe and comfortable learning environment, a police officer is present during all hours of operation at the Campus. Video surveillance monitors have also been installed in the admissions and security offices along with all classrooms, common areas inside the building, and one computer lab. Jeff State data reports show that there are a low number of reported incidents at the campus.
* At least one full-time advisor is available to students during normal office business hours throughout the academic year. During registration peak times, advising hours are extended to give students greater access to advising staff. Instructional staff members provide additional support to the main advisor.

* The Clanton Campus offers courses in humanities and fine arts, English, natural sciences and mathematics, social and behavioral sciences, history and nursing. An additional full-time nursing instructor and a nursing division chair were added in fall 2015 and spring 2016 respectively. Nursing admittance numbers total 89 from Fall 2015-Fall 2017, and Clanton’s sixth class of nurses graduated in May 2018.
1. **If applicable, identify the data regularly collected and or reported as part of program compliance.**

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| --- | --- | --- | --- |
|  | Fall 2015 | Fall 2016 | Fall 2017 |
| Enrollment | 579 | 569 | 585 |

1. **Analysis (as it relates to progress in achieving unit goals)**
2. **External Conditions that have impacted the unit. Describe the ones that have most significantly affected the unit and what actions the unit took to respond to those conditions.**

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 City of Clanton donated a little more than 60 acres for the purpose of developing an educational facility in Chilton County. This facility opened in 2008 with an enrollment of approximately 100 students. Enrollment continues to increase at the Campus with 585 students attending classes in fall 2017.

Location is one of the key ingredients in the Campus’ success. Clanton is situated halfway between Montgomery and Birmingham without a college within 40 miles. The residents of Clanton and surrounding communities in Chilton County have embraced the Campus, which continues to promote Jeff State’s commitment to provide accessible educational and workforce development programs. Also located at the Center is the Clanton Conference and Performing Arts 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.

As noted in 2015, Central Alabama Community College’s and Wallace Community College Selma’s plans to open satellite campuses in Stanhope Elmore High School and Autauga County, respectively. The Campus continues to monitor these developments and will continue to offer high quality instruction to students and will continue to concentrate recruiting efforts. To date, there has been little to no impact on the attendance at the Clanton Campus due to this addition in the surrounding county.

1. **Internal Conditions that have impacted the unit. Describe the ones that have most significantly affected the unit and what actions the unit took to respond to those conditions.**

The campus developed and hired an Associate Dean position that was filled in spring 2016. The Associate Dean had previously served as the Campus Division Chair and Faculty Chair, so there was a seamless transition in leadership.

Since the first nursing class was accepted at the Campus with 25 students admitted in January 2012, the nursing program has flourished and graduated its sixth class of students in May of 2017. The program has enrolled 34, 26, and 29 students for the fall 2015, fall 2016, and fall 2017 registration openings, often a class capacity. This illustrates the continued need and viability of the main program housed at the Campus. As demand increases, the Campus will continue to evaluate this program’s needs for expansion.

1. **Collaboration (internally and externally) – Describe the key collaborative relationships in which your unit is involved. Explain how these partnerships strengthen the unit’s capacity to advance student success and/or enhance the quality of services and programs provided.**

The Chilton-Clanton Campus actively seeks to increase student enrollment, retention, and overall satisfaction. The staff at the Campus works closely with such departments internally as Enrollment Services, Financial Aid, Business Office, ADA Office, New Options, and Information Systems at each Jeff State location to provide information and services to its students. In addition, the Learning Resources Center provides a full-time professional librarian who provides research assistance to students; the Campus has a part-time evening librarian to accommodate students during all hours the Campus is open.

The Campus maintains positive relationships with the high schools located in Chilton County and the LeCroy Career Technical Center. Students at these schools are able to participate in dual enrollment and accelerated programs at the Center, gaining college credits while still in high school. The campus and the Board of Education began talks to add a dual enrollment EMS program in the next year. In the fall of 2017, instructors also met with instructors from all the high school subject areas in a “Vertical Teaming Initiative” to discuss the gap between high school and college and what both sides can offer to help prepare students for success.

Community involvement is also very important to the staff and students at the Campus. Faculty, staff and students participate in various events to support the community through such Jeff State organizations as Sigma Kappa Delta, Ambassadors, Enactus, and SGA. Faculty and staff also attend events at local high schools for college fairs and other events in the community like Relay for Life and Peach Jam, making Jeff State a visible participant in the community.

In fall 2016, the college added intramural sports to student activities.

1. **Communication – How effectively does information flow from this unit to other units on campus? How does your unit make information available to faculty/staff/students?**

Information flows very effectively among the faculty and staff at the Clanton Campus, usually stemming from the Dean of Instruction at the main campus to the Clanton Campus Associate Dean and then to faculty and staff. Email or face-to-face conversation is primarily used for communication between faculty and staff on a daily basis. The faculty and staff also meet at least once a semester to discuss issues and procedures; these meetings are also available to the part-time faculty that are able to and want to attend. Information is passed along to students by announcements made in class, posted on bulletin boards and through the Jeff State website, as well as emails sent through Pipeline. Furthermore, the Campus ordered and set up a display case in the front lobby hallway for important information and class/office location information. College policies are communicated in the student handbook.

1. **Primary Functions/Primary Purpose/Unit Mission**
2. **Note any changes in your unit’s primary functions since the beginning of the review cycle. Describe any changes that might warrant a modification of your mission statement.**

No changes have been made to the Clanton Campus’ primary functions. The primary purpose of the Campus to serve the educational needs of students in Chilton County and surrounding areas has not changed.

Nursing class admission changed from a spring admission to fall-admission-only in fall 2016. This change made for a lower cohort number in the spring and summer 2016, but this change has not affected the continued rate at which students enter the nursing program. The nursing department director continues to look at the viability of adding a night program at the Clanton Campus.

1. **In the past three years, have the functions/services of your unit changed in how directly or indirectly your unit supports student learning? If so, describe in detail.**

Maintaining full-time faculty with consistent office hours at the Clanton Campus provides additional assistance and learning support to students. The Campus will also begin compliance with changes in developmental education beginning fall 2018.

The College Readiness Seminar that was started in September 2013 at Clanton was worked into an Orientation 101 class, and the college as a whole began offering these classes. The Clanton campus discontinued the College Readiness Seminar because the ORI 101 class covered many of the same topics.

A math tutor was added to the campus in fall 2015. The full-time English instructors that are at the campus regularly help all students with writing, but the campus will look to add an English/writing tutor in fall 2018.

The Campus also re-evaluated and redesigned the library area and an upstairs lounge area. Plans included creating a quiet testing area for ADA students in the storage room within the library: including cleaning out the room and adding tables and chairs, and creating more student friendly spaces in the library and upstairs lounge staircase area: including adding couches and tables and chairs.

1. **Goal Progress**
2. **Describe your unit’s progress in achieving its goals. Highlight achievements or areas that need continued focus and the evidence to support these claims. Indicate any factors that impacted progress toward achieving a goal.**

The Campus has been successful in achieving its goals. Full-time faculty members support the steady enrollment at the Campus, meeting full-time instructor ratio requirements. As enrollment continues to increase, we will look to add instructors as needed to maintain the ratio requirements. Specifically, classes in English and Math have risen in number of offerings.

The Campus will continue to focus on offering a variety of courses to ensure students have access to the classes they need to fulfill their degree plans.

1. **Describe the adequacy of resources to achieve goals.**

The Campus received full support from the College to meet set goals.

1. **Describe the impact of any resource allocations you have received over the past three years in terms of the effectiveness of your unit.**

The Campus has the necessary personnel and equipment in place to meet students’ needs and receives appropriate funding for the services the Campus provides. The Campus will need to begin replacement of computer labs and classroom computers in the upcoming cycle.

**Part 2: Implications of Program Review for Developing 3 Year Plan**

1. **Vision and Direction of Unit**
2. **As a result of your evaluation, what direction do you see your unit taking in the next three years?**
* Both English and Math have increased in class number; the Campus will monitor needs for additional personnel to maintain an acceptable full-time ratio in this subject area.
* Over the next three years, the faculty will remain highly qualified. Faculty will complete professional development to continue to stay informed and up to date in their fields.
* Over the next three years, faculty will remain cohesive. Faculty will meet to discuss evolving needs for the college or for individual needs. These meetings once a semester will ensure the faculty is informed of any change in procedures and policies.
* Clanton Campus hopes for continued increase of student enrollment. The Campus also continues to evolve in its relationship with Chilton County High Schools, hoping to offer more dual enrollment classes. This may create a potential need for additional program offerings.
* The campus will also begin to look at more retention efforts including instructor led success advising and a committee to celebrate student milestones.
* An increase in financial aid questions and needs will be the impetus to add an L-19 financial aid representative.
* Initial meetings with Chilton County Board of Education suggest that new programs for dual enrollment will be added in the near future.

1. **Are there are any anticipated conditions or trends that might impact the unit?**

The need for additional office staff and Learning Resources staff also was anticipated and the Campus now employs office work study students, and day and night L-19 office staff. An outside condition that has not directly affected the Campus is the addition of Central Alabama Community College and Wallace Community College Selma in Elmore and Autauga counties which has not seen a reduction in some of the Campus’s students that live closer to those areas. The Campus will remain constant in its instructor professionalism and course offerings and will adjust to student needs to remain competitive.

1. **What changes in collaborative relationships are needed to make this unit more effective in its missions?**

The Campus has developed more cohesion between the full-time faculty themselves and between the full and part-time faculty.

* The Campus instituted regular faculty and staff meetings each semester where both full and part-time faculty members are able to attend. Full-time instructors will begin preparing a part-time handbook/orientation book for each discipline to continue to aid part-time instructors and keep some constancy in instruction across the board. This should also be a good resource of information and tips for part-time instructors that do not come from a specifically educational background.
* Over the next three years, the faculty members will attend subject-area specific faculty meetings when appropriate.

The Campus has developed a more cohesive relationship with Chilton County Schools to promote its accelerated classes and dual enrollment classes. Ideally, this relationship will continue.

* The Campus will increase the number of dual enrollment classes.
* The Campus also looks to reinvigorate a “Vertical Teaming Initiative” with the Chilton County Schools parallel to the initiative the Shelby County Schools once participated in.
1. **Identify any areas where communication could be improved.**

Communication between faculty and staff at the Campus and amongst the different campuses is integral to the College’s success. The Campus continues to offer avenues of communication such as videoconference, email, phone, and in-person meetings to offer faculty and staff access to College-wide communication. Update to and upkeep of communication forms is constant.

1. **Describe the feasibility of making the plan you have outlined a reality. What are the resources or support needed? What challenges do you anticipate?**

This is a feasible and measureable plan. Monetary resources needed include additional funds to support a future potential English and Math instructor. This cost might be offset with the Pell City Campus by hiring instructors between campuses. Other costs upcoming will be a need for computer lab replacement. A final monetary need will be professional development costs; these costs will be covered under each full-time instructor’s approved IAP (Individual Action Plan).

Other support needed will be full-time involvement in professional development, subject-area faculty meetings, and informal site faculty meetings. Part-time faculty will be included in meetings, but attendance will be optional.

Support to develop a vertical initiative will include faculty buy-in and educational community buy-in. The Campus will proceed by building up relationships with the counselors and principals in the county and collaborating with them on the structure and feasibility of bringing back this type of initiative.

**Part 3: Evidence of Staff Participation in Program Review**

1. **Describe how the unit staff participated in the program review process. Include specific dates for meetings held or activities conducted.**

The Campus Associate Dean and the Campus Coordinator collaborated on the program review process. The Dean of Instruction was given the findings and suggestions to review. The Associate Dean participates in meetings once a month with the Administrative Council and once a semester with the Instructional Administrative council, and she receives/gives information pertaining to the Clanton campus. Information received at this meeting is disseminated to necessary faculty and staff at the campus.

1. **Attach advisory committee minutes (if applicable) and list of members. Describe any changes made in the unit as a result of input from the advisory committee.**

No advisory committee for this program is established at this time. The Campus Associate Dean attends both Administrative and Instructional Council meetings monthly to report information from the Campus or receive information that will affect the Campus. Minutes are held by administrative office officials.

1. **List names and titles of all participants in this program review.**

Danielle Coburn, Dean of Instruction

Ashley Kitchens, Associate Dean, Instructor of English

Julie Emmerich, Campus Coordinator

**Instructional Unit Program Review**

The Clanton Campus will include both Service Unit and Instructional Unit program review goals.

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| --- | --- | --- | --- |
| **Enrollment****Patterns** | **Achievement****Data** | **Student Learning****Outcomes** | **Goal** **Progress** |

1. **Enrollment/Achievement**
2. Summarize and interpret the data for enrollment/achievement as they relate to your program.

The enrollment for the Campus overall has risen slightly; however, initial headcount data for each semester indicates a much larger enrollment start.

1. Summarize the collected program data

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1. **Program Learning Outcomes/Student Learning Outcomes Assessment**
2. How are program-level and course-level SLO’s being implemented, assessed and used for program improvement?

Course level SLO’s are collected and retained by the Associate Dean; all of the full-time instructors assess several of their classes for data. Each instructor is also responsible for collecting SLO data for his or her respective program and sending that data for compilation to the appropriate program director.

1. Summarize how the program has responded to SLO assessment results.

Each instructor on the Chilton-Clanton Campus representing a department participates in semester and yearly reviews of trends in assessment. Each department makes conclusions and sets new goals or expectations that instructors then implement in their classrooms at each of the different campuses.

1. Discuss how each action/change is based on SLO assessment results and how it will contribute to the improvement of the program.

Each instructor will adapt his or her teaching styles and classroom activities or lectures to ensure students are understanding and retaining material needed for mastery or adequate achievement in each class.

1. **Goal Progress**
2. Based on the data from the previous topics and any other relevant internal or external data your department has collected, how have your department and program goals developed and changed over the past three years?

The Clanton Campus goals all revolve around student accessibility and success. The campus and its faculty and staff continue to add new communication tools for students, assess technology needs for student success, and assess program needs for students.

1. Discuss the steps you have taken to address each goal. What have been the results of these efforts?
2. **Outcome**

A. The facilities will be well maintained, staffed, and satisfactory to meet each student’s educational needs.

B. The Chilton-Clanton Campus will maintain a safe and comfortable learning environment to foster academic excellence.

C. The Chilton-Clanton campus will increase student enrollment.

D. Students will be able to identify and work with an advisor to help achieve their identified educational goals at the campus.

E. The facility will house and support instruction that will enable students to successfully complete the general education requirements for all degree programs.

1. **Objectives and Steps taken to address outcomes/goals**

A.1. Provide services and resources to support faculty, staff, and students

 2. Add personnel to campus in order to serve students’ needs

B. 1. Provide services and resources to support faculty, staff, and students

2. Maintain building, facilities, staff, and service to foster a safe, accessible and welcoming learning environment for faculty, staff, and students

 C. 1. Provide services and resources to support faculty, staff, and students

 2. Add personnel to campus in order to serve students’ needs

 3. Add Student Life Enrichment to the Clanton Campus for faculty, staff, and students

 4. Maintain building, facilities, staff, and service to foster a safe, accessible and

welcoming learning environment for faculty, staff, and students

 D. 1. Provide services and resources to support faculty, staff, and students

 2. Add personnel to campus in order to serve students’ needs

 E. 1. Provide services and resources to support faculty, staff, and students

 2. Maintain building, facilities, staff, and service to foster a safe, accessible and

welcoming learning environment for faculty, staff, and students

1. **Method of Assessment**

A. 1. Review of full-time instructor and staff assignment to the campus

 2. Review of maintenance staff and housekeeping services

B. 1. Jeff State Clery Report data

 2. Audit of security personnel hours

C. 1. Enrollment reports issued by Jeff State’s IRIR department

D. 1. Review of advising sign-in sheets

E. 1. Review of course offerings at the Clanton campus

2. Review of full-time instructors in the AAS Nursing and AA/AS Transfer degree programs

1. Based on the student learning outcome data, what are your plans for change in the future?

The SLO data in instructional areas indicate that smaller class size and more instructor involvement aid students in success. The Clanton campus continues to create a more relational approach to helping students succeed, and this is a plan for the future.

1. **College Wide**

Discuss how the program SLO’s as well as the department goals integrate the Institutional Action Priorities, the College’s Long Range Goals and the College’s five year strategic plan.

Action Priorities:

 **1. Increase the per credit hour pay for adjunct instructors.**

Would maintain the level of professionalism amongst the instructors at the campus, allowing us to offer quality instruction to students.

**2.Improve and advance college programs and units, including both academic and workforce development efforts.**

Work with the community and Board of Education to be responsive to the needs of the community and students.

**3.Increase professional development opportunities for faculty and staff.**

Work with the library to create a Professional Development Repository for all faculty and staff and encourage faculty development.

**4.Increase visibility and promote communication both inside and outside of the college.**

Attend community functions and continue relationships with necessary entities to feed students though.

**5.Improve student college experience and expand student resources for success.**

Continue to offer extracurricular activities as well as expanded resources for student success with library software, tutoring availability, and student organizations.

 Long-Range Goals:

 **1. Accessibility**

Create building and learning accessibility and maintain standards with ADA office.

 **2. Educational Programs**

Continue quality program offerings, and look to develop new dual enrollment opportunities and nursing offerings

 **3. Learning Environment**

Monitoring student trends in need for study space and “hang-out” space to provide a comfortable, safe, and academic arena

 **4. Human Resources**

Monitor needs for additional staff to maintain full-time ratio in all subject areas

 **5. College and Community Partnerships**

Maintain relationships with community entities and other college connections to create cohesion and unity between community and other colleges (especially transfer institutions) for successful student transition

The support of both the Action Priorities and the Long-Range Goals are cohesive with the College’s strategic plan.