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| jscc logo | **Goal Progress Report** |

**Program: Communications Department, Shelby-Hoover Campus Report Period: 2018-2019**

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| **Goals** | **Request & Justification/Resources** | **Goal Progress** | **Strategies Implemented & Follow-up** |
| **Maintain an informed and professional faculty to preserve the ability to offer courses that help students meet their educational and transfer goals.** | * 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.
* Encourage faculty to attend local, in-state, and out-of-state conferences.
* Continue to review Student Learning Outcomes and assessments, course competencies/objectives, and requirements for each course.
* Hire additional instructors/faculty as necessary.
* Maintain institutional memberships in professional organizations such as ACETA, NCTE, MLA, NCA, SWCA and purchase institutional subscriptions to their publications.

**Funding Requests:** * $1000 to purchase licenses/registration for online seminars as well as to pay honorariums for workshops provided by guest lecturers/professors.
* $2000 to support conference attendance for faculty. Requests will be supported on a first come, first served basis until the budget is exhausted.
* $55,000-102,000 to provide an additional English instructor (if needed)
* $450 institutional membership annual dues and institutional subscriptions for professional organizations such as ACETA, NCA, SWCA, NCTE ($75 ea for 2 NCTE journal subscriptions *Teaching English in the Two-Year College & College Composition and Communication*, $50 ACETA institutional membership, $100 SWCA institutional membership, $150 NCA department membership) (Additional memberships and publications will be paid through Jefferson Campus)

**Total Funding Request for Goal 1: $58, 450 - $105,450** | * The College and Department provided professional development opportunities on campus. The Department had ENR 098 and ENG 099 roundtable discussions in November and hosted our 4th annual UWRITE Conference for composition instructors in June where Dr. Chris Minnix, Associate Professor and Director of Freshman English at UAB, presented the keynote address. The College offered training sessions for sexual harassment prevention, ADA, campus safety, and advising. Department faculty attended ACCS professional development in Montgomery in April.
* Several instructors utilized the allotted $500 for professional development through IAPs to attend book festivals and conferences. Instructors in the department attended the annual Birmingham Institute for Teaching Writing Conference at UAB in August. Instructors also attended the ALADE Conference at Bevill State in October. English and speech instructors participated in Connect training for ENR 098 and SPH 106. The Sigma Chi Eta faculty advisor attended the Alabama Communication Association Conference at the University of Montevallo with Zeta Chapter Officers in July. The Sigma Kappa Delta faculty sponsor attended the SKD National Conference with Chapter Officers in St. Louis in March. Other faculty members attended webinars and viewed Tedx Talks. Some also read articles for professional development. One faculty member published poetry and participated a poetry reading at the University of Southern Mississippi. Another instructor is participating in the Institutional Leadership Academy.
* Departmental committees were established to review competencies, assessments, etc. In April, we learned they will be reviewed at the state level.
* It was determined that we currently do not need any additional full-time faculty to maintain FT/PT ratio standards, but several new part-time instructors were interviewed and hired to staff classes throughout the year. The office manager applied for a new position at the college and received the promotion mid-year, so a search as conducted for a new office manager, and one was hired.
* Institutional memberships in professional organizations were renewed.
 | * Faculty were encouraged to attend professional development activities on campus and to develop individual action plans to meet their professional development needs/goals.
* Faculty will be surveyed to determine areas of interest in order to plan on-campus sessions for each semester. Following each session, an evaluation will be given to participants to assess effectiveness.
* Attending and presenting at conferences will continue to be encouraged when planning IAPs. The department chair and dean will review faculty Individual Action Plans for meaningful professional development opportunities, track the number requests submitted, and monitor the number of faculty attending conferences. We will also track the number of faculty submitting proposals for presentation. We will continue to ask faculty who have attended conferences to share their experiences with other faculty.
* Faculty will study data derived from assessment to determine how to best modify instruction to encourage mastery of each SLO. The Department will review of annual assessment results and adapt instructional plans and learning assessments accordingly. Representatives from the department will attend the state-level Curriculum Review Meeting. The Communication Department Chairs will work together on the development and revision or changes to SLOs and assessments for the next 3-year assessment cycle. Student Learning Outcomes will be reviewed at the end of the current 3-year assessment cycle, when we complete our program review in September. The course objectives and competency documents will be reviewed annually and revised as needed.
* The objectives related to student outcomes and hiring faculty will be moved to goal #3, which focuses on curriculum and instruction.
* Enrollment numbers will be evaluated in order to determine the need for hiring additional faculty. Ratios will continue to be monitored and requests for additional personnel will be submitted as appropriate. The Chair will continue to review applications and conduct interviews for additional part-time instructors as needed.
* The Department will continue to coordinate institutional memberships in professional organizations with the department at the Jefferson Campus.
* Although all of the previously requested funds were not utilized during this period, the same amounts will be requested for the next year since professional development continues to be a priority.
* **This goal will be revised to focus on professional development and match Communications Division Outcome #1: Provide quality instruction in developmental and transferable courses through emphasis on continued training and professional development for faculty.**
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| **Provide academic, developmental, and support services to assist students in achieving their academic goals, as well as fostering intellectual inquiry and creative growth.** | * Continue planning for the establishment of a Writing Center on campus where students may get live, one-on-one help with written compositions from experienced instructors and tutors.
* Support student organizations (Sigma Kappa Delta, Sigma Chi Eta, and the Speech Team) with financial assistance for attendance at national conventions.
* Continue financial support for the Red Mountain Reading Series, *Wingspan*, The Writer’s Roundtable, and the Concert and Lecture Series.
* Support the College’s aim to improve student “soft skills” by offering English for Life (E4L) workshops led by department members.
* Maintain the Little Free Library in the department to foster reading for pleasure and creative growth for students.
* 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.
* Pilot ENR 098 and ENG 099 courses to improve remediation and enhance retention.

**Funding Requests:** * $200 for mileage to allow department chairs to visit other colleges’ established writing centers.
* $1000 from the Shelby Campus Department to support Sigma Kappa Delta’s attendance at their convention. (Jefferson will also be requesting this same amount.)
* $1000 from the Shelby Campus Department to support Sigma Chi Eta’s attendance at their convention. (Jefferson will also be requesting this same amount.)
* $1000 from the Shelby Campus Department to support the Speech Team’s attendance at their convention. (Jefferson will also be requesting this same amount; Funding for tournaments provided by the Foundation)
* $1000 from the Shelby Campus Department to support The Red Mountain Reading Series. (Jefferson will also be requesting this same amount.)
* $1000 from the Shelby Campus Department to support printing and publication expenses for *Wingspan*. (Jefferson will also be requesting this same amount.)
* $250 for printing, advertising, and refreshments for the Writer’s Roundtable workshops.
* $500 from the Shelby Campus Department to support the lecture portion of the Concert and Lecture Series. (Jefferson will also be requesting this same amount. Liberal Arts will fund the concert portion.)
* $250 for printing, advertising, and refreshments for the English for Life (E4L) workshops.

**Total Funding Request for Goal 2: $6,200.00** | * Tutoring is located in the library and LSC area. The department provided two writing tutors for a total of 12 hours weekly during fall and spring and one tutor for 8 hours weekly during the summer term. These tutors were part-time English instructors at JSCC. Students sign in so we can track visits. During fall, we had 131 visits, spring 54, and summer 33. The typical session is approximately 30-45 minutes, so currently we have adequate staffing. While many students enjoy face-to-face tutoring sessions, not all students are able to utilize this resource. Since tutoring is available on campus at limited times, Smarthinking remains valuable resource for a variety of students, including those who work, take online classes, and dual enrollment students. The department chair toured writing centers/tutoring facilities on other college campuses while attending conferences and workshops at various institutions. Since tutoring is housed in the LRC/LSC area, the department chair has worked with the librarian and LSC to make suggestions for resources. The librarian has submitted requests for new furniture and other improvements to the area. The tutoring, library, LSC lab, and ADA offices are all connected to offer a variety of student success resources in one general location. The Advising Center, Enrollment Services, and Testing Center are located in the same building as well.
* The Department continues to offer opportunities for enrichment and intellectual growth, primarily through the student organizations we sponsor and the committees on which we serve. SKD hosted and faculty and students assisted with PioneerCon in October. SKD also assisted with *Wingspan*, the Red Mountain Reading Series, and Writer’s Roundtable. Several groups of faculty, staff, and student participated in Pioneer Day homecoming activities in September. Sigma Chi Eta resurrected JSCC’s student newspaper, *The Pioneer*, publishing JSCC news 4 times per year.
* While the Department did not offer E4L workshops this year, mostly due to low attendance in previous years, Sigma Chi Eta did offer editing and newswriting workshops as well as a Career Day and movie night with film study.
* Sigma Kappa Delta continued to maintain the Little Free Library on the second floor of GSB next to the student seating area in front of the elevators.
* Bulletin boards on the second floor of GSB were updated periodically for aesthetics and to provide timely information of events.
* The Jefferson State Speech Team added IPDA debate to their list of events for the 2018-2019 season.  After participating in a debate workshop at Lee College in August of 2018, the team won 40 awards in both debate and individual events at tournaments hosted by Middle Tennessee State University, University of West Florida, Mississippi College, Louisiana Tech, and Bossier Parish Community College.  The team was honored to be able to travel to compete in the International Forensics Association tournament in Berlin, Germany, this March.  Competing with two dozen colleges and universities, all 3 team members who attended brought home awards.  Season-long rankings place the Jeff State Speech Team as 5th in overall points out of 32 community college IPDA debate programs. In addition to tournament competition, the team performed for the Alabama College Presidents Association Conference at Ross Bridge, hosted Constitution Day and An Evening of Performance, taught a debate workshop at the Birmingham Peace Summit, and hosted a Debate Showcase recruiting event.
* With the leadership of faculty member Brian Rockett, SGA students hosted the college's first formal in over 40 years and served at several other successful events, including Pioneer Day, New Student Orientations, Preview Days, and a Youth Peace Summit.
* Department members chaired and assisted with the Honors Convocation event. Department faculty advised students during Preview Days and New Student Orientation as well as in their offices.
* The Beta Lambda Delta Chapter of PTK won Most Distinguished in Alabama for the third consecutive year.
* Dr. Liesl Harris was named Alabama Regional Coordinator for PTK and had an article on returning-adult students published in *Community College Daily*.
* The Department piloted the ENR 098 and ENG 099 with ENG 101 co-requisite model, and continues to work toward improving these courses.
 | * Tutoring services were advertised in classes, online, and via flyers posted throughout the building.
* The department will continue to work with the library and LSC to improve the tutoring facilities and resources. We will survey faculty and students regarding tutoring services and utilize results to tailor future plans. We will continue to evaluate existing resources and assess needs for additional resources and monitor use of services, and, if needed, request additional tutors/hours.
* Student organizations hosted a variety of events and advertised via flyers, website, and social media. We will monitor requests by organizations for attendance at their national conventions, as well as number of student members and activities.
* Submissions and distribution of *Wingspan* will be monitored.
* We will also monitor attendance at workshops and have participants complete evaluation forms to assess effectiveness.
* The Department will assist Sigma Kappa Delta as stewards of the Little Free Library to rotate books and continue to maintain the appearance of the library.
* ENR 098 and ENG 099 development will be moved to Goal #3, which focuses more on curriculum and instruction.
* The same budget amounts will be requested going forward to support enrichment and support with the exception of mileage for travel to visit writing centers. The Chair will continue to visit casually when attending other events at various colleges..

**This goal will be changed to focus on enrichment and student support and more closely align with Communications Division Outcome #2: Prepare students to continue their education or to enter the workforce by providing academic, developmental, and support services to assist students in achieving their academic goals, as well as fostering intellectual inquiry and creative growth.** |
| **Maintain classroom and office equipment to enhance the quality of instruction and improve student learning.**  | * Enhance the quality of instruction offered to students through the use of up-to-date, appropriate equipment and technology.
* Enhance student learning through continued and deeper integration of technology into the curriculum.
* Replace office and classroom computers and other technologic equipment as needed to ensure faculty continue to become innovative instructors.
* Encourage instructors to evaluate new technology and equipment by piloting projects in their courses.
* Update/replace older, worn, and damaged furnishings.

**Funding Requests:** * $850 for annual Scantron supplies per lease contract
* $10,974.70 ($997.70 each) to replace 11 older classroom desktop computers that were purchased between 2008 and 2011 and are in need of replacement.  Seven of these (in GSB 200, 201, 203, 204, 210, 211, 303) are 755s from 2008; 3 (rooms 215, 217, 301) are 780s from 2010; 1 (in room 219) is a 790 from 2011. Only one classroom used by Communications (GSB 213) has a newer computer.
* $3,864.63 ($1288.21 each) to replace 3 laptop computers and docking stations for fulltime faculty members. Their current computers were purchased in 2013 and are out of warranty.
* $4,988.50 ($997.70 each) to replace 5 desktop computers for four full-time faculty members and the office manager.  Their current computers were purchased in 2013 and are out of warranty.
* $2,993.10 ($997.70 each) to replace 3 desktop computers shared by approximately 25 part-time instructors who teach for the department during the year.  These computers are 780s from 2010.
* $175.00 ($35 each) for 5 presentation remotes for speech instructors/classrooms. Students need to practice using this technology when delivering speeches.
* $692.40 ($57.70 each) for new speakers for all 12 classrooms used by the department. Greg recommended these speakers. We currently use the speakers that came with the computers, but these are insufficient for playing audio/AV to a classroom of students.
* $237.98 ($118.99 each) for 2 external CD/DVD drives for use with new HP computers. Not all necessary audiovisuals are available online or through library resources, so some DVDs are still needed, especially for analysis and discussion of example student speeches and some film adaptations of literature. Using the old TV/DVD combos is not ideal since audiovisuals can be projected much larger using the LCD projector and screen. These external drives will be shared among instructors and available for checkout as needed.
* $4,760.00 ($680 per room) for room darkening shades to enable improved viewing of audiovisuals in 7 classrooms (GSB 219, 217, 215, 213, 211, 203, 201) front side this year with plans for remaining rooms next year . On sunny days it is very difficult to see the audiovisuals being displayed on the projector screen with the blinds closed and lights off. Room darkening shades are needed in addition to the blinds.

**Total Funding Requests for Goal 3: $29,536.31** | * Aging projectors were recently replaced with new projectors in most of the classrooms. With the new projectors, images are sharper, and the blinds currently in the classrooms seem to be sufficient without the addition of room-darkening shades.
* Some instructors have utilized McGraw-Hill’s Connect technology in the ENR 098 and SPH 106 courses. Several instructors have mentioned trying out “virtual classrooms” using Skype, Collaborate, and Zoom technologies.
* Many instructors have utilized the SmartBoard and ElmoCam. Instructors are utilizing more components of Blackboard and Tegrity into their online, hybrid, traditional, and videoconferenced dual enrollment classes.
* One instructor received a new laptop when the old one stopped functioning.
* The newer computer in GSB 213 stopped working and had to be replaced with an older computer.
* The Department has a representative on the Faculty Senate Council.
* We have received approval to purchase the presentation remotes and speakers before the end of the current fiscal year.
* DVD drives are not needed since the Department has TV/DVD combos, and most resources are now available online. The library has acquired many more online audiovisual resources recently.
* With the newer projectors, images are much clearer as long as the blinds are closed and lights are dimmed, so the addition of room darkening shades was deemed an unnecessary expense.
 | * Some of the instructional technology was upgraded through rotation of computers out of labs and purchase of new projectors as well as replacement of computers. The open computer lab in GSB 120 received new computers, and the lab in GSB 320 is scheduled to be updated during 2019-2020. Some of the oldest classroom computers were replaced with computers as they were retired from labs.
* One laptop was replaced, but two still need replacing. Desktop computers need to be replaced, so we will examine/request quotes for replacement/new items and prepare necessary requisitions.
* We will continue to request updated computers to replace those that are out of warranty and instructional equipment necessary for the improvement of quality of instruction.
* We will survey faculty to determine their needs and monitor the purchase and installation of software and hardware to ensure currency.
* We will survey faculty to identify those who wish to pilot new methods and technology and plan the budget accordingly for necessary purchases.
* We will continue to offer training on campus for faculty relating to using technology to improve instruction, including webcams, the LMS system, Smartboards, video technologies, and textbook software as needed and ask faculty to evaluate the training they receive through surveys and reflection.
* While some classroom and part-time computers were recently updated with computers retired from one of the labs on campus, these computers are still older and out of warranty and need to be replaced. Classroom computers need to be updated, so new computers will be requested in the Department’s Strategic Plan.
* We will make a recommendation to the DE Department to survey students to identify their needs for learning to use the technology required for their courses and implement training through workshops, videos, handouts, and in-class tutorials and follow up by asking students to evaluate the instruction and training they receive through surveys at the end of the semester.
* We will utilize the ITS/ticket system for repair and recommendations and submit requests to replace equipment to administration for approval.
* Office chairs and lecterns that were purchased when the building opened in 2000 are beginning to wear out. The projection screens are also showing wear and dirt. Items that are no longer usable will need to be replaced.
* Faculty/staff will be surveyed for equipment and furniture needs/requests and assess quality of existing furnishings and availability of replacements.
* Requisitions for presentation remotes and new speakers are being prepared.
* The Department will assess data related to pass rates, retention, and subsequent student success.
* Budget amounts will be adjusted for the next strategic plan based on purchases and current quotes.

**This goal will be changed to focus on quality instruction and learning environment and more closely align with the Communications Division outcome #3: Offer quality courses that allow students to develop communication skills and knowledge for personal enrichment or job advancement through improved learning environment, instructional technology, and curriculum development/revision.** |
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| **Submission date: 8/30/2019** | **Submitted by: Connie Caskey** |