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

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| **Program:** | **Business and Information Systems  Shelby Campus** | **Report period:** | **2019-2020** |

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| **Goals** | **Request & Justification/Resources** | **Goal Progress** | **Strategies Implemented & Follow-up** |
| **Goal 1: Maintain classrooms and computer labs with up-to-date hardware and software in order to provide quality instruction**. | Continue to replace computers in classroom labs on a 3- year rotation.  Replace instructional computers in lecture classrooms HSB 405, HSB 407, HSB 406, HSB 408.  Replace overhead projectors and classroom printers when needed.  Ongoing memberships and professional development fees were requested. Maintain ACBSP accreditation. | Lab computers in HSB 442 were replaced in January 2018. Lab computers in HSB 447 were replaced in January 2019.  Lab computers for HSB 451 open lab have been received but not yet installed.  HSB 446 Apple computers were installed in January 2018 for Swift classes. The computers originally in HSB 446 were moved to HSB 356 OAD classroom.  Instructional classroom computers were replaced this year. They are normally rotated from the replaced computers in the computer labs.  Overhead projectors were replaced in 2018 in HSB 442, HSB 446, HSB 447 and HSB 451.  Printer in HSB 451 was replaced March 2018. Printer in HSB 446 was replaced in 2018. Printer in HSB 447 was replaced in January 2019.  A new shredder was purchased for the Business/Information Systems faculty suite.  AAHEB dues of $100 were paid in October 2019. ACBSP membership dues of $2600 were paid in May 2019. James Calhoun attended AAHEB conference. No faculty member attended ACBSP conference.  Several faculty members participated in other professional development activities. | On the Shelby Campus, most objectives for Goal 1 were met in 2019-2020.  Replacement computers for HSB 451 should be installed by fall term 20-21. Replacement computers for HSB 356 are still needed and overdue to be replaced.  It is essential that all computer labs are kept current within this 3-year window to allow the implementation of the most recent releases of the Windows OS and MS Office.  Projectors will continue to be replaced as needed.  Printers in computer labs will be replaced as needed.  Computer labs 442 and 356 need new printers and have been requested in the Unit Goals Revisions for 2020-2021.  Subscriptions and memberships will be reviewed yearly and maintained as needed to stay current. ACBSP membership dues will be due May 2020 and AAHEB dues will be due in October 2020. CISCO Academy support dues will also be due in September 2020. These have been requested in the Unit Goals Revisions for 20-21.  Professional development will be needed on a yearly basis.  ACBSP reaffirmation was submitted in September 2018 and reaffirmation was granted in February 2019.  ACBSP report will be due again in September 2020. |
| **Goal 2: Maintain up-to-date curriculum and courses to prepare students for employment, advancements in employment, or continuing their education at four-year institutions** | Review course competencies on an annual basis and revise when needed based on input from faculty, employers and/or advisory committee members.    $2,000 was requested to send one faculty member to CISCO Training Academy.  Funds were requested to purchase lab equipment for CISCO courses.  Review curriculum on an annual basis with input from faculty, employers and advisory committees. New courses will be added when needed. | Curriculum was reviewed and updated by department faculty and the Curriculum Committee.  OAD faculty submitted a course change for OAD 212 Medical Transcription. The proposed new course is OAD 214 Medical Office Procedures.  Funding for CISCO training was paid by Perkins Vocational funds.    CISCO equipment was purchased and installed in March 2019. Perkins Vocational funds were used to obtain the equipment.   * SWIFT App Development certificate was added, and three App development courses were added—CIS 157, CIS 220 and CIS 227 * Two faculty members completed the Swift training (Hal Harris and Tommy Battles). Hal Harris retired in 2018. * One instructor became CISCO certified for the JSCC Cisco Academy. Linda Dobyns completed all the training and was certified. * The Computerized Accounting program replaced CIS 117 with two options—CIS 263 or OAD 232 * Office Administration program deleted the Legal track due to low enrollment over a 4-year period. | All departments will continue to solicit feedback from fellow faculty members, former students, employers and advisory committee members regarding curriculum changes.  The OAD proposal has been submitted to the Curriculum Committee and was approved for fall term 4/30/2020.  CIS faculty members are working on developing and implementing a new CIS option—Cyber Security. It should be approved and implemented for Spring 2021.  All changes to program curriculum were made to the 2018-2019 catalog.  Curriculum in all business and computer classes will be reviewed yearly and updated as needed.  The App Development program will continue to be reviewed and courses added or changed as needed. New faculty will be trained and added as needed.  All departments will continue to solicit feedback from former students, employers and advisory committee members. |
| **Goal 3: Maintain up-to-date hardware/software for faculty.** | $13,450 was requested to replace faculty computers and purchase technology equipment for faculty and classrooms. (iPad Pro for faculty and Apple TV for classrooms).  Faculty computers are replaced on a three-year rotation. | Six faculty members got new computers in 2017-18. Two faculty members and office manager got new computers in 2019.  Apple TV was included as part of the Apple Lab in Room 446. | Goal 3 was met on Shelby Campus.  All faculty members will continue to require updated computers (3- year rotation) and technology items in order to maintain quality of instruction for students.  Some faculty members will need new office computers in 2020-2021. |
| **Submission date: April 30, 2020** | | **Submitted by: Sandi Logan** | |