**Unit Goal Progress and Revisions**

**2018- 2019**

Every two years, during spring semester, programs/departments/service units are asked to develop Unit Strategic Plans. These plans need to be closely aligned with the Institutional Action Priorities, the College’s Long-Range Goals, and/or the College’s strategic plan. The Strategic Plans incorporate and reflect the operation of that unit at all campuses and instructional sites. Each unit’s budget needs to reflect the fiscal implications associated with the unit’s identified goals and objectives.

Following the first year each unit submits a goal progress report and revises their unit goals for the second year.

**Name of Program/Department: Transfer/General Studies, Jefferson Campus**

**2017-2018 Accomplishments and Goals Progress:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Goals** | **Request & Justification/Resources** | **Goal Progress** | **Strategies Implemented and Follow-Up** |
| **Goal 1. Upgrade the equipment in physics and chemistry laboratories.** | **Appropriate amount of fund was requested to initiate the upgrade of CHM and PHY laboratories.**  | **Some equipment was purchased from PASCO for PHY Laboratory. Additional equipment was obtained through a grant from the Meyer Foundation. The purchasing process is in progress. CHM supplies and equipment will be included in MTH/ENG/PHS Department’s future Strategic Plan.** | **To fully equip the PHY laboratory, more equipment is needed which will be submitted as a goal in the 18-19 Strategic Plan. This goal along with the goal to equip CHM Lab will also be included in MTH/ENG/PHS Strategic Plan.** |
| **Goal 2. Network computers to a printer in the physics laboratory.** | **Work order was placed with IT and maintenance to network the existing computers in the PHY Laboratory to a printer.** | **IT has completed the wiring of the network and maintenance has placed the conduits for the wiring. IT is waiting on a part to complete the installation.** | **No further action is needed once IT finishes attaching the parts necessary to hook up the computers.** |
| **Goal 3. Upgrade hardware and software in T/GS office on JC.** | **There is a need for faculty as well as Associate Dean’s Office in Transfer General Studies, Jefferson Campus for upgraded computers and needed software.**  | **Computers were ordered and purchased for three MTH faculty, MTH Department’s Office Manager, the Associate Dean’s Office and T/GS Executive Secretary.** | **Once these computers are logged into the College’s inventory, this goal would have been implemented.** |
| **Goal 4. Improve use of technology in HPR** | **The equipment for the use of faculty in HPR such as Projection unit, software, additional hardware and Lap top needed upgrading.** | **A Scanner was ordered and installed in the HPR Administrative Office.****Two laptops have been ordered for the HPR Instructors. The installation process is in progress.** | **Once the lap tops are logged into the college’s inventory, this part of the goal would have been implemented. The projection unit will be submitted as a goal in the 18-19 Strategic Plan.** |

**Revised Unit Goals (plans for the unit for the second year of the two-year plan):**

1. **Objectives – the activities through which the goal will be achieved. Each Unit Goal should have at least one objective.**
2. **Method of Assessment – how the unit will determine if the objective has been met.**
3. **Additional Funding Requests – provide an estimate of the cost of achieving the objective. Also, include a description of how these funds will be used to accomplish the objective.**

**Revised Unit Goals for 2018-2019**

**Goal 1. Continue to upgrade equipment in physics lab.**

**Objectives**

Continue to purchase and install equipment for the Physics Lab at the Jefferson State Campus, to fully equip the lab. This will enhance the quality of instruction offered to students using up-to date, appropriate equipment and technology.

**Method of Assessment**

1. Obtain feedback from students and faculty on the use of new equipment.
2. Offer training for faculty using new equipment/technology to improve instruction.
3. Survey faculty to ensure success in training.
4. New equipment will be logged into inventory.

**Additional Funding Requests**

Estimated cost of hardware is $10,000.00

**Goal 2. Have adequate FT faculty for TGS on Jefferson Campus.**

**Objectives**

The main objective is to have the right number of FT faculty to fulfill the minimum 50/50 requirement of FT/PT ratio.

**Method of Assessment**

Keep a close eye on enrollment as well as rate of attrition of FT faculty to make sure the needs of students are met.

**Additional Funding Requests**

The funding needed is based on salary schedule D on average of $50,000.00 per faculty added.

**Goal 3: Provide formal systems training for key administrative positions within the**

 **division.**

**Objectives**

1. To be certain that support staff are well trained to carry out the requirements of the college while supporting their respective departments.

**Method of Assessment**

1. Review proficiency of support staff related to duties required in their position
2. Ask staff to evaluate the training they receive through surveys and reflections.

**Additional Funding Requests**

Approximately $2,000.00 per year.

**Goal 4: To comply with the new AHA requirement to use instrumented directive feedback**

 **devices or manakin in all AHA courses that teach the skills of adult CPR by**

 **January 31, 2019.**

**Objectives**

1. To comply with AHA requirements and provide an educational experience that conforms to regulatory standards while significantly increasing students’ ability to perform quality CPR.

**Method of Assessment**

1. Ask students to evaluate the training they receive through surveys and reflections.
2. Obtain feedback from students and faculty on the use of new equipment.
3. Offer training for faculty using new equipment/technology to improve instruction.
4. Survey faculty to ensure success in training.
5. New equipment will be logged into inventory.

**Additional Funding Requests**

Approximately $5,000.00

**Goal 5: Improve use of technology in HPR Department, Jefferson Campus.**

**Objectives**

Purchase and install a classroom projection system (projector/screen/computer and installation hardware) for room Pioneer I in FD+SC Building at the Jefferson State Campus to enhance the quality of instruction offered to students using up-to-date, appropriate equipment and technology.

**Method of Assessment**

1. Obtain feedback from and faculty on the use of new equipment.
2. Continue to offer training on campus for faculty using technology to improve instruction.
3. Survey faculty to ensure success in training.
4. New equipment will be logged into inventory.

**Additional Funding Requests**

Estimated cost of LCD Projection System is $2,500.00

Estimated cost of hardware/installation is $900