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| jscc logo | **Goal Progress Report** |
| **Program: Transfer and General Studies—Shelby Campus**  |  | **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** |
| Continue to develop meaningful and timely course competencies, Student Learning Outcomes, and assessment strategies at the course, program, and departmental levels.  | To engage in continuous improvement, it is important to assess our courses, programs, and departments. In addition, it is important to engage in a rigorous assessment process for SACS-COC accreditation purposes.  | Transfer and General Studies engaged in the assessment process at the course, program, and departmental levels. In addition, during the fall of 2019 all departments engaged in a three-year program review. These program reviews combined assessment reports for these academic years: 2016-2017, 2017-2018, and 2018-2019. These program reviews gave the departments and TGS a broader view of its assessment results.  | The associate dean is working with the chairs to analyze and interpret assessment results to improve instruction. The chairs are then working with instructors to use assessment results for instructional improvement. These results will also help us to refine/revise the assessment process and the SLOs assessed at the course level.  |
| Continue to keep offices functioning with needed equipment.  | It is important to have up-to-date and functioning equipment to facilitate the smooth operation of the office.  | This year, the college purchased a new computer for Sandra Pugh, office manager for Transfer and General Studies. All other office equipment remained functioning for the year.  | Office equipment is adequate to meet the needs of TGS. We have no request for new equipment currently.  |
| Establishing a fund to provide for unanticipated repairs as equipment breaks/wears out.  | While the office does not anticipate needing new equipment, unanticipated repairs/replacements sometimes become necessary.  | The college drew upon this request to purchase Ms. Pugh’s new computer. Ms. Pugh’s computer malfunctioned unexpectedly.  | We would like this budgetary request ($10,000) to remain available should repairs/replacements become necessary. If they are not necessary, the fund will remain unused.  |
| Maintain a program of quality undergraduate courses to assist our students in successfully graduating with an associate degree and to increase transfer success.  | This is the most central/crucial TGS goal. The hart of the college is maintaining its course offerings and assisting students, both in their pursuit of two-year degrees and in the transfer process.  | TGS remained in close contact with the college’s primary transfer partners such as the University of Alabama at Birmingham, the University of Alabama at Tuscaloosa, Auburn University, the University of Montevallo, and other Alabama colleges and universities. During the spring of 2020, TGS worked very hard with the chairs and instructors as many classes suddenly and unexpectedly shifted from a traditional to an online format due to Covid-19.  | The associate dean is working very closely with the chairs to create a mini-term and summer schedule that meets student needs. The bulk of classes will be online for the summer. Classes requiring a lab component will be classified as hybrid. The associate deans and chairs will also work with the college to modify the fall schedule as needed. The associate dean and the chairs are working hard to provide support to teachers who are new to online instruction. The associate dean also worked with the chairs of communications and mathematics to maintain the availability of tutoring (via online delivery) during the Covid-19 crisis.  |
| Receive funding for professional development that is specifically aimed at Division Chairs.  | Serving as a Division Chair is one of the most challenging jobs at the college. It is important to receive funding for new chairs to undergo training and for experienced chairs to receive continuing education.  | Jamie Holley became the chair of the division of mathematics, engineering, and physical sciences. The current chairs worked with Mr. Holley as he transitioned into this new role.  | The associate dean would like to take a division chair retreat sometime this upcoming academic year. If this is not possible due to Covid-19, the associate dean will investigate a remote conference and/or any online training available.  |
| Provide funding for travel for the Associate Dean for presentations.  | It is important for the associate dean to remain engaged and to receive continuing education through travel to conferences.  | The associate dean had a proposal accepted to present at the Phi Theta Kappa International Convention. The convention was to be held in Grapevine, Texas, during April of 2019. Unfortunately, the convention, like most spring travel, was canceled due to the ongoing pandemic.  | This goal may need to be paused. Travel for the forceable future is not receiving approval. Moreover, funding may not be available due to budgetary shortfalls. The associate dean will continue to stay engaged with colleagues across the country via online engagement.  |
| Access funds necessary if any new fulltime hires need to be made.  | To maintain the academic quality of the college’s course offerings, it is important to hire fulltime faculty members to oversee teaching and curriculum decisions. This is also an important goal for maintaining SACS-COC accreditation.  | This fall, the college hired a fulltime economics instructor to replace an instructor who retired. The Shelby campus also welcomed Jamie Holley to campus as a math instructor. Mr. Holley transferred from the Pell City campus. Dr. Amanda Swindall transferred from the Clanton campus to the Shelby campus as a biology instructor. Finally, Dr. Zareen Dodwad-Khan continued as a fulltime temporary biology instructor.  | The instructors listed in the box to the left represent replacing instructors who retired or transferred to a different campus. Therefore, new expenditures were not requested. The associate dean will work with chairs to monitor fulltime/part-time ratios and will request money for new hires if numbers justify the requests. For example, there is currently a need to hire a fulltime biology instructor on a permanent basis.  |
| Train faculty members on a new online delivery system if one is requested.  | Currently, the college uses Blackboard as its LMS. While there had been talk of switching to Canvas, it seems as if the college and the entire ACCS will most likely use Blackboard as its LMS.  | Should an LMS change occur, faculty will need to receive training so that they may to continue to teach their classes at a high level. | This goal is undergoing revision for 2020-2021. While the LMS system of the college will most likely remain the same, TGS is requesting additional funding for online teaching. This is because virtually all JSCC instructors are now teaching online due to the Covid-19 pandemic.  |
| Revise 2019-2020 goals as needed | As the needs of TGS change, the associate dean will revise division’s goals for the 2019-2020 year.  | The associate dean will evaluate the 2019-2020 goals.  | The associate dean will submit a separate 2019-2020 Goals Revision report.  |
| **Submission date: 4-16-2020** | **Submitted by: Liesl W. Harris** |