**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 and General Studies/Shelby Campus**

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

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| **Goals** | **Request & Justification/Resources** | **Goal Progress** | **Strategies Implemented and Follow-Up** |
| Continue to develop meaningful and timely course competencies, Student Learning Outcomes, and assessment strategies at the course, program, and departmental levels.  | To maintain academic excellence and to meet accreditation standards, it is important that meaningful SLO assessments take place at the course, program, and departmental levels. It is also important that the associate deans from JSCC’s four campuses compile these results into college-wide assessments of the college’s academic offerings.  | Division chairs continued to compile their course-level SLO reports into division-level reports. The associate dean was pleased to see that divisions are taking more care to use their data to close the loop. This step allowed divisions to improve academic instruction. The associate deans at the Shelby and Jefferson compiled division-level reports into a Transfer and General Studies program review. This report assessed Transfer and General Studies and made recommendations for improvements.  | The associate dean will continue to work with chairs re: division level assessments and will work with her counterpart at the Jefferson Campus on Transfer and General Studies level assessments. Special attention will be paid to using assessment data to close the loop and improve instruction/student performance.  |
| Continue to keep offices functioning with needed equipment.  | For the division to function well, it is important that equipment such as computers, copiers, and phones are functioning and up to date.  | The college installed a new color copier in the associate dean’s office. The college also installed a new phone system.  | All equipment is currently up to date and functioning. The goal will remain in place should any equipment malfunction or otherwise need to be replaced.  |
| Establishing a fund to provide for unanticipated repairs as equipment breaks/wears out.  | As equipment breaks or wears out, it is important for it to be replaced quickly so that the division will continue to function successfully. Funding was requested to meet these needs.  | As stated above, all equipment was replaced quickly. In addition to the copier in the associate dean’s office, projectors and/or bulbs in classrooms were repaired in a timely matter. Therefore, instruction was not disrupted.  | The associate dean will continue to request funding for equipment repairs/replacements.  |
| Maintain a program of quality undergraduate courses to assist our students in successfully graduating with an associate degree and to increase transfer success.  | Working closely with division chairs, the associate dean monitored course offerings and, when warranted, changed them to better meet student needs.  | This year, both developmental English and math underwent major revisions. These revisions involved cancelling all former three-hour developmental classes and replacing them with new four-hour courses. Making sure that course offerings were adequate to student needs took major effort from the associate dean, the associate dean of distance education/dual enrollment, and division chairs. Fall enrollment is underway now.  | The same modifications made to the fall 2018 schedule will be made for the spring 2019 schedule and the summer 2019 schedule. All parties involved will use available data to make a schedule that best fits student needs.  |
| Receive funding for professional development that is specifically aimed at Division Chairs.  | Serving as a division chair is one of the most difficult jobs on campus. Chairs often feel that they learn the job by doing it. While this is true, funding for intentional training would be useful.  | The associate dean did not meet this goal for the past academic year but will make it a priority for the upcoming academic year. She will begin by polling chairs at the Shelby campus to see what issues they would most like addressed for training.  | The associate dean will again request funding and will make this goal a top priority for the 2018-2019 academic year.  |
| Provide funding for travel for the Associate Dean for presentations.  | The college provided funds for the associate dean to travel to a national conference to highlight JSCC teaching methods and to learn from other faculty members around the country.  | The associate dean presented at the Community Colleges Humanities Association bi-annual conference in Baltimore, Maryland. She presented on a Phi Theta Kappa Honors in Action project. Her presentation partner was Dr. Blake Ellis from Lone Star Community College in Houston, Texas. This presentation highlighted PTK successes at JSCC. In addition, the associate dean learned new strategies to improve PTK and other honors initiatives at JSCC.  | The associate dean will request continued funding for travel for the 2018-2019 academic year.  |
| Access funds necessary if new fulltime hires need to be made.  | In conjunction with division chairs and the dean of instruction, the associate dean monitored enrollment trends along with retirements/resignations to determine if requesting new faculty members was necessary.  | The college determined that it needed to hire a new Computer and Information Systems (CIS) instructor and a new mathematics instructor. The CIS instructor need came from a fulltime faculty retirement, and the mathematics vacancy came through a fulltime faculty resignation. Fulltime faculty members were successfully hired for both positions. The college also hired a temporary fulltime biology instructor for the fall semester.  | The associate dean will continue to monitor enrollment trends, fulltime/part-time ratios, and retirements/resignations. The associate dean will make justified hiring requests to the dean of instruction.  |
| Train faculty members on a new online delivery system if one is selected.  | Since the college was considering changing from Blackboard to Canvas for its online delivery system, the division thought it prudent to request this funding for any needed training.  | The college decided to stay with Blackboard for its online delivery system.  | This goal will remain in place. Should the college decide to change online learning delivery systems, the associate dean will request funding for faculty training on the new delivery system.  |
| Establish a dedicated space for English tutoring.  | Working closely with the communications division of transfer and general studies received approval for a part-time instructor to offer tutoring in the Shelby Learning Success Center. The college also purchased necessary desks/equipment as outlined in the goal.  | An English/writing tutor was available in the Shelby campus’s Learning Success Center 12:00 noon-4:30 p.m. every Tuesday and Wednesday.  | There is always a high demand for tutoring, so the division will maintain this goal. The division would like to increase the number of English/writing tutoring hours offered, pending funding. Since desks and equipment is not an annual expenditure, this section of the goal will be retired.  |
| In conjunction with new tutoring space outlined in goal 9, reconfigure space to create a Learning Resources/Study space.  | This goal was made in conjunction with Barbara Goss, head of JSCC’s Learning Resource Centers. Ms. Goss envisions a one-stop learning center in the library where students can receive tutoring and other academic help.  | This was an expensive goal and did not receive immediate approval from JSCC’s administrators. While it is a good idea, it may be too cost prohibitive for now.  | The associate dean will not renew this goal for the 2018-2019 academic year but may re-request it in a future 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 develop meaningful and timely course competencies, Student Learning Outcomes, and assessment strategies at the course, program, and departmental levels.

1. Objectives
2. Revise and update curriculum where needed.
3. Reaffirm/revise learning outcomes.
4. Method of Assessment
5. Put more pre-assessment tools in place in order to determine what students know/do not know when starting classes.
6. Gather feedback from Advisory Committee, graduates, and businesses to confirm that material covered in the classroom is what is needed for employment in the field.
7. Work on closing the loop for all assessed courses. While the college’s recent SACS/COC visit for reaffirmation of accreditation was highly successful, our visiting committee noted a weakness in using Student Learning Outcomes data to actually close the loop and improve strategies for effective teaching.
8. Since Transfer and General Studies is at the beginning of a three-year assessment cycle, revise and replace current SLOs as needed.
9. Additional Funding Requests
10. Funding required for Advisory Committee luncheon meetings (approximately $300 to cover cost of luncheon).
11. Funding needed for any additional training, post-secondary curriculum meetings, etc. (approximately $250 to cover registration costs).
12. Funding as needed to offer training to faculty members on strategies for closing the loop.
13. Funding to send faculty members to discipline-specific conferences that are beneficial to department-level accreditation (CIS, Business, etc.). $5,000 is requested for travel and registration expenses.

**Goal 2:** Continue to keep offices functioning with needed equipment.

1. Objective
2. Purchase/update equipment as needed for faculty/staff use
3. Method of Assessment
4. All office equipment will be monitored to ensure that it is in working order and meets the needs of faculty and staff.
5. Periodic maintenance/repair visits from vendors as required in maintenance contracts.
6. Additional Funding Requests
7. Maintenance/repair contracts for equipment: ScanTron Service Contracts & Repairs, approximately $1850; Tank rental, Science lab, $53.50; Copy machine overages, approximately $800.

**Goal 3:** Establishing a fund to provide for unanticipated repairs as equipment breaks/wears out.

1. Objective
2. Funds will be available for equipment repair as needed.
3. Method of Assessment
4. Equipment will be repaired or replaced as needed.
5. Additional Funding Requests
6. The suggested fund is $7,500.

**Goal 4:** Maintain a program of quality undergraduate courses to assist our students in successfully graduating with an associate degree and to increase transfer success.

1. Objective
2. Work to increase transfer success for all students who plan to transfer to a four-year institution
3. Method of Assessment
4. Regularly collaborate with faculty from transfer institutions to maintain program currency and relevance as well as course content.
5. Review textbooks for the purpose of adding new and innovative tools to aid in the overall learning process.
6. Work with Enrollment Services to encourage students to participate in our Reverse Transfer Program so that the College’s graduation rate will improve and will more accurately reflect the number of students who complete degrees at Jefferson State.
7. Work with transfer colleges to reaffirm their commitment to following the STARS guide.
8. Additional Funding Request
9. No additional funding required.

**Goal 5**: Receive funding for professional development that is specifically aimed at Division Chairs.

1. Objective
2. Hold at least one professional development event for all Division Chairs.
3. Method of Assessment
4. The Associate Dean of Transfer and General Studies will plan and present a professional development seminar for Division Chairs. After the seminar, feedback will be sought from the chairs as to the effectiveness of the event and how future events may be improved.
5. Additional Funding Requests
6. $1500 is requested for speaker honorariums, refreshments, and potential travel costs if the event is held off site, etc.

**Goal 6:** Provide funding for travel for the Associate Dean for presentations.

1. Objective
2. Reserve funds for travel.
3. Method of Assessment
4. The Associate Dean will give presentations both locally and nationally.
5. Additional Funding Requests
6. $2,000 is requested for this goal.

**Goal 7:**  Access funds necessary if new fulltime hires need to be made.

1. Objective
2. Hire new fulltime instructors if data supports this need.
3. Method of Assessment
4. Make hires if necessary.
5. Additional Funding Requests
6. Costs will be determined by the state of Alabama’s salary schedule D.

**Goal 8:** Train faculty members on a new online delivery system if one is selected.

1. Objective
2. Provide training.
3. Method of Assessment
4. If this training is provided, feedback will be sought from faculty members re: the effectiveness of the training.
5. Additional Funding Requested
6. $1000 is requested should an outside trainer need to be brought in.
7. 16 Smith System Intuit chairs--$130 each--$2080 total
8. 2 desktop computers--$1035 each--$2010 total

Total Request for Goal: $6490

**Goal 9:** Continue funding for tutoring in English/writing and mathematics.

1. Objective
2. Offer in-person tutoring services, especially for developmental math and English courses. .
3. Method of Assessment
4. Part-time instructors will be available in the Shelby LRC for tutoring.
5. Additional Funding Requested
6. Part-time instructors will receive payment to work as tutors.