**Unit Goal Revisions**

**2016 - 2017**

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 the College’s five year 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:** Adult Education/GED Preparation Program

**July 1, 2015 – June 30, 2016 Accomplishments**

The program served 1,628 learners for the period July 1, 2014 – June 30, 2015. Compliance with reporting requirements and associated policies was a priority for the program. Instructors continued to review attendance alerts, testing alerts, and other key data in an effort to improve the program’s performance.

Overall, the program’s performance tracked with the performance for the State of Alabama. Staff members continued to analyze factors that impacted performance in an effort to improve the program’s achievements.

|  | JSCC  7/1/2015-6/30/2016 | State Information  PY 15-16 | State Goal  PY 15-16 |
| --- | --- | --- | --- |
| Beginning ABE Literacy (0-1.9) | 43% | 43% | 44% |
| Beginning Basic Education (2-3.9) | 48% | 40% | 42% |
| Low Intermediate Basic Education  (4-5.9) | 39% | 37% | 40% |
| High Intermediate Basic Education  (6-8.9) | 31% | 33% | 34% |
| Low Adult Secondary Education (9-10.9) | 39% | 40% | 38% |
| High Adult Secondary Education (11-12.9) |  | Achieved by earning a GED | Achieved by earning a GED |
|  |  |  |  |
| Beginning ESL Literacy (SPL 0-1) | 4% | 32% | 34% |
| Low Beginning ESL (SPL 2) | 50% | 46% | 47% |
| High Beginning ESL (SPL 3) | 43% | 41% | 46% |
| Low Intermediate ESL (SPL 4) | 29% | 39% | 41% |
| High Intermediate ESL (SPL 5) | 30% | 37% | 38% |
| Advanced ESL  (SPL 6+) | 24% | 24% | 32% |
|  |  |  |  |
| \*Placement in employment |  |  | 43% |
| \*Retention of Employment |  |  | 60% |
| \*Earned a GED | 96% | 88% | 67% |
| \*Placement in postsecondary or skills training | 8% | 21% | 27% |
| Post-Test Rate \*\* | 54% |  | 70% |

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

**Goal 1:** The Adult Education/GED Preparation Program will secure federal and state funds through a competitive grant application process.

**Measurable Objective**: Program staff will complete and submit a grant application as required by the Department of Postsecondary Education.

**Method of Assessment**: Achievement will be measured based on receipt of an award notice.

**Resources Needed**: Federal and state grant funds awarded by the Alabama Department of Postsecondary Education will be utilized. No institutional funds are requested.

**Estimated Cost**: None

**Goal 2:** The AdultEducation/GED PreparationProgram will promote effective administration of services delivered in the three-county service region.

**Measurable Objective:** Partnerships with various industries, businesses, agencies, etc., will be strengthened.

**Method of Assessment:** Program data as provided through the Adult Education’s AAESAP database will be analyzed to monitor enrollment and determine if measures implemented are successful.

**Resources Needed:**  Federal and state grant funds awarded by the Alabama Department of Postsecondary Education will be utilized. No institutional funds are requested.

**Estimated Cost:** None**.**

**Goal 3:** The Adult Education/GED Preparation Program will promote access to instructional assistance and supportive services at key locations in the program’s established service region.

**Measurable Objective**: Day and evening classes at convenient locations within the service region will be advertised and provided.

**Method of Assessment**: Program staff will maintain a roster of available classes offered by the program as well as classes offered by other programs. Staff will maintain logs of inquiries related to available classes. Records will be maintained to document potential sites for new classes based on lack of currently available classes. These records will be reviewed as funds are available to support implementation of new classes.

**Resources Needed:** Federal and state grant funds awarded by the Alabama Department of Postsecondary Education will be utilized. No institutional funds are requested.

**Estimated Cost**: None

**Goal 4**: The Adult Education/GED Preparation Program will promote advancement in educational functioning levels for adults enrolled in the program.

**Measurable Objective**: Program staff will provide orientation, assessment, and instruction for adults seeking to increase their literacy skills and earn the secondary school credential.

**Method of Assessment**: Analysis of student data maintained in AAESAP, the adult education database. A report will be reviewed with the expectation that at least 50% of learners will advance at least one educational functioning level.

**Resources Needed**: Federal and state grant funds awarded by the Alabama Department of Postsecondary Education will be utilized. No institutional funds are requested.

**Estimated Cost**: None

**Goal 5:** The Adult Education/GED Preparation Program will respond to community needs to provide literacy services in areas not currently served or underserved.

**Measurable Objective**: Program resources will be allocated to implement or expand literacy services in communities not currently served or underserved.

**Method of Assessment**: Program staff will participate in community discussions, such as those conducted by the GED Network and The Literacy Council, to identify communities with limited access to adult basic education and literacy services. Analysis of educational attainment levels, high school dropout rates, and poverty will be conducted for specific communities in the service area. Based on all information examined, the program will expand partnerships with other agencies to provide services as well as establish new classes as needs are identified.

**Resources Needed**: Federal and state grant funds awarded by the Alabama Department of Postsecondary Education will be utilized. No institutional funds are requested.

**Estimated Cost**: None

**Revised Unit Goals for 2016-2017**

The overall goal of the Adult Education/GED Preparation Program will be to provide quality instructional assistance and other supportive services to adults seeking to improve literacy skills for the purposes of employment, self-sufficiency, and completion of a secondary school education.

**Goal 1:** The Adult Education/GED Preparation Program will secure federal and state funds through a competitive grant application process.

**Goal 2:** The AdultEducation/GED PreparationProgram will promote effective administration of services delivered in the three-county service region.

**Goal 3:** The Adult Education/GED Preparation Program will promote access to instructional assistance and supportive services at key locations in the program’s established service region.

**Goal 4**: The Adult Education/GED Preparation Program will promote advancement in educational functioning levels for adults enrolled in the program.

**Goal 5:** The Adult Education/GED Preparation Program will respond to community needs to provide literacy services in areas not currently served or underserved.