**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: Liberal Arts (Jefferson)**

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

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| **Goals** | **Request & Justification/Resources** | **Goal Progress** | **Strategies Implemented and Follow-Up** |
| **Goal 1: Maintain an informed and professional faculty to preserve the ability to offer courses to help students meet their educational and transfer goals.**  **Total Request = $62,650.00 (including IAP funds)**  Funding for this goal is generously provided through institutional funds as requested in the budget and strategic plan, including IAP funds to support up to $500 of professional learning. | OBJ. 1. Provide support for professional development. **($7650.00 requested, including IAP funds)**  A. Provide professional development activities on campus through roundtable discussions, guest speaker presentations, and workshops for faculty to maintain knowledge of current trends and technology in their fields.  B. Encourage faculty to attend local, in-state, and out-of-state conferences.  C. Encourage faculty to submit proposals to present at local, in-state, and out-of-state conferences. | A. During the Fall semester, faculty in Liberal Arts partnered with faculty in Communications to complete a Peer Teaching Across the Curriculum project. Faculty partners developed a lesson or activity for their courses to incorporate the area of expertise of the partner faculty member.  During the January division meeting, a short seminar was provided by Barbara Goss on the myriad resources offered by the library, including tutorials, quizzes, films available on Films on Demand, and course or instructor-specific research guides for class assignments.  Instructors who utilize textbook software received training from the publishing company on the products. The history and psychology instructors have particularly benefitted from these partnerships.  Other instructors continued to learn how to improve their online courses through peer collaboration.  B. Several instructors attended workshops sponsored by the college, including several relating to Blackboard. Other instructors attended the state-wide ACCA conference in November, and the Choir Director participated in the Alabama Choral Director’s Assoc. conference. The art instructor participated in webinars sponsored by ACME Networks, and two instructors attended out-of-state conferences, including the Street Law Conference in Chicago and a national Psychological organizational meeting.  C. Faculty member Lucy Lewis served as co-presenter on the Alabama Master Teacher’s Experience to a group of interested faculty. Dr. Samuel Jones presented a 16-hour seminar to campus security and presentation on Student Success at the University of Tennessee. | A. The collaboration *between* the CM and LA departments wasn’t as successful as it was *within* each department. Overall, faculty seemed to enjoy the experience and have continued planning joint activities, albeit most are sticking with instructors teaching the same subject.  Faculty members were also enthusiastic and interested in all that Barbara Goss demonstrated. Several members worked with her to incorporate resources for their courses. For example, Barbara found an OE text for the SOC 200 courses that the instructor immediately incorporated into her classes.  The department will continue to encourage peer training among faculty to develop technological skills to enhance instruction.  We would like to incorporate more opportunities for professional development. We are working with a book club for the division, and the chair will seek feedback through a survey of the types of professional development opportunities instructors seek. One goal for the next academic year is to provide development opportunities that liberal arts instructors will find useful.  B. Faculty will continue to be encouraged to attend local, in-state, and out-of-state conferences, and funding will be requested for these experiences. One instructor has already requested to attend the Teacher’s in Psychology Conference 2019.  C. Faculty will continue to be encouraged to submit proposals for presenting at conferences, as well as to lead in-house professional development meetings on campus. |
| OBJ. 2. Continue to review Student Learning Outcomes and assessments for each course. **(No funding requested)** | SLOs and assessments are routinely reviewed. This year, the chair created a spreadsheet to facilitate a more efficient collection of data. For those well-versed in the use of Excel and of the sharing capabilities of Office 365, the process went smoothly. However, for those who don’t routinely use the programs, there were some problems with data submission. | Relating specifically to the collection of data, we will host a department level training on the collection of data using the spreadsheet, as well as tutorials on how to share documents using O365. FT faculty will be meeting to discuss the overall subject area results and plan how to proceed in the future. |
| OBJ. 3. Offer courses to meet students’ needs and interests, including offering more history courses (such as world history or Alabama history) music theory courses, psychology courses and other courses as needed. **(No funding requested.)** | A new psychology course (Human Sexuality) was offered at the Shelby campus in the fall; however, it did not make. The music instructor determined that there was a need to offer an additional music course for students. Students also requested that ART 121 be offered for the fall. | MUS 110 and ART 121 were offered in fall 2018. MUS 110 did not make, but ART 121 did. |
| OBJ. 4. Continue to staff courses with qualified instructors. **($55,000.00 requested)** | This semester, we were able to meet our staffing needs with a combination of full time and part time faculty. Evaluations of full and part time faculty are conducted annually to determine instructor effectiveness. | Because there are some areas where part time faculty able to teach day classes are hard to find, we are sometimes limited at Jefferson in the number of courses we can offer. We continue to search for qualified instructors and will respectfully request permission to hire new full-time instructors as enrollment warrants. |

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| **Goal 2: Provide academic, developmental, and support services to assist students in achieving their academic goals, as well as fostering intellectual inquiry and creative growth.**  **Total Request =**  **$2700.00**  Funding for this goal is generously provided through institutional funds as requested in the budget and strategic plan. Some organizations utilize membership fees and fundraising as their primary means of support. | OBJ. 1. Continue financial support for the Concert and Lecture Series. **($500.00 requested to support the concert portion; Shelby generally requests the same amount.)** | The department offers financial support to the Concert and Lecture Series. | The department will continue to offer financial support to the Concert and Lecture Series. Some instructors offer bonus points to students who attend these events. |
| OBJ. 2. Support the college’s aim to improve students’ “soft skills” by participating in college seminars and discussing soft skills in class. **(No funding requested.)** | Instructors indicate that they cover soft skills in class, including paying attention to written instructions, encouraging punctuality, and fostering clear communication using standard English grammar, punctuation, and capitalization. Some instructors incorporate teamwork assignments to teach the skills of how to work and develop each other in groups. | A survey was conducted on how instructors teach soft skills. As a department we will share ideas on how to encourage soft skills in our courses. So far, we have been unable to schedule workshops for students, but faculty continue to express interest (but have little time to commit) in pursuing this idea. |
| OBJ. 3. Support the choir through their attendance at conventions, festivals, workshops, and concerts. **($1200.00 requested)** | The choir attended the Alabama Collegiate Choral Festival in October. They also performed at numerous collegiate events, including the Black History program, Honors Convocation, and Graduation. They were also asked to perform for the ACCS Presidents’ Dinner. | The department hopes to continue to support the choir’s attendance at the Festival, as well as their performances at collegiate events. The chair and the choral director are working to find ways to encourage more faculty and administration to attend their performances and concerts. |
| OBJ. 4. Support the Art and Animation Guild with assistance for projects and Art Shows. **($1000.00 requested)** | The department supports the AAG’s art show through helping advertise and encouraging attendance. | The department will continue to offer support to the AAG and will also work with the ART instructor to explore the possibility of presenting a Showcase of student art and writing in conjunction with the English department at Jefferson. |

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| **Goal 3: Maintain classroom and office equipment, supplies, and software to enhance the quality of instruction and improve student learning.**  **Total Request =**  **$45,480.02**  Funding for this goal is generously provided through institutional funds as requested in the budget and strategic plan. | OBJ. 1. Enhance student learning and the quality of instruction offered to students using up-to-date, appropriate equipment and technology. **($19,940.00 requested)** | The ART department continued the ACME Network animation partnership for an additional year. It is notable that two students were recognized and awarded internships by ACME and DreamWorks Studios. The ART department also updated its Toon Boom software to industry standards; however, it has not been installed as there are compatibility issues with the network. One psychology instructor used information from the *Chronicle of Higher Education* and other psychological journals to enhance instruction. | The ART department will continue to monitor software to make sure our versions are up-to-date to provide the highest quality instruction to our students. The department will also continue subscribing to the *Chronicle* and will also request a subscription to the *Journal of Educational Psychology* and the *American Sociological Association Journal*. The department will continue to monitor equipment and upgrade as necessary to maintain functionality and currency. |
| OBJ. 2. Replace office and classroom supplies, computers, other technology, and furniture/equipment as needed to ensure faculty continue to function as effective instructors.  **(S15,052.74 requested)** | As of July 1, 2018, the Liberal Arts Department has purchased items requested by instructors on a departmental survey, including: AC adapters for laptop portability, several office laptop computers with docking stations, a faculty office chair, water cooler supplies for the choir room. We hope to include the purchase of webcams for instructor offices, as well as a medically necessary sit-to-stand desktop riser for one instructor. | Several items listed in the 2017-2018 budget were not purchased and will be added to the 2018-2019 budget, including: an ELMO document camera and stand, replacement projector for CH 212, replacement classroom computers for BDH 200 and 210, office ensembles for three instructor offices, two faculty desk chairs, a faculty replacement computer, task chairs for the Liberal Arts classrooms, and replacement student desks for the 5 classrooms. We would also like to add room darkening blinds to classrooms to make the viewing of audio visuals easier for students. |
| OBJ. 3. Enhance the quality of Art instruction offered to students through a safe, comfortable, and welcoming classroom environment conducive to learning. **($9, 067.00 requested)** | Many complaints have been made regarding the quality of student seating in the art classrooms and studios. Replacement chairs and stools have been purchased for one studio, but the others are still in need or upgrading. Items that still need to be purchased include: light controlling blinds for studio space, chairs for the drawing studio, drafting stools for the drawing and 2D/3D studios, drawing easels, and display frames for displaying student art. | Items listed under column 3 that are not purchased during the 2017-2018 academic/fiscal year will be included in the 2018-2019 budget. |
| OBJ. 4. Encourage instructors to evaluate new technology and equipment by piloting projects in their courses. **($1000.00 requested)** | Instructors who had access to the Smartboard technology experienced mixed levels of success; therefore, the department will postpone adoption of this type of technology until a later time. Other pilot programs completed include OE resources in Sociology courses, and the adaptation of Dragon speech-to-text software for the history instructor, which has greatly improved her ability to communicate and provide feedback, especially to online students. | The department will continue to offer support to instructors wishing to pilot new technology and equipment or educational projects in their courses. One psychology instructor has expressed interest in creating a psychology lab, complete with experimental equipment, journals, props, etc. This project is in its infancy and will be explored over the upcoming year. |

**Revised Unit Goals for Liberal Arts 2018-2019:**

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.**

**Goal 1: Maintain an informed and professional faculty to preserve the ability to offer courses to help students meet their educational and transfer goals.**

**Objectives, Methods of Assessment, & Funding Requests:**

**OBJ 1: Provide support for professional development.**

* 1. Provide professional development activities on campus through roundtable discussions, guest speaker presentations, and workshops for faculty to maintain knowledge of current trends and technology in their fields.
  2. Encourage faculty to attend local, in-state, and out-of-state conferences.
  3. Encourage faculty to submit proposals to present at local, in-state, and out-of-state conferences.

**Method of Assessment for Goal 1 Objective 1A:**

* Survey faculty by using Google Forms to determine areas of interest to plan the on-campus sessions for each semester. Following each session, participants will evaluate the session.
* Provide workshops where faculty who have specialized knowledge in technology provide training to other faculty to enhance instruction (Office 365 for Instructors, Blackboard tutorials, Presentation Platforms, Creating Instructional Videos for Online Classes, etc.)
* Offer training on campus for faculty relating to using technology to improve instruction, including the LMS system and textbook software.
* Conduct Faculty Book Club for Liberal Arts and Communications of *What the Best College Teachers Do*.
* Purchase journal subscriptions as requested by faculty and approved by the administration.

**Funding Requests for Goal 1 Objective 1A:**

* **$1000** to purchase licenses/registration for online seminars, journal subscriptions, or to pay honoraria for workshops provided by guest lectures / professors.

**Method of Assessment for Goal 1 Objective 1B:**

* Review faculty Individual Action Plans for meaningful professional development opportunities, track the number of grants and requests submitted, and track the number of faculty attending conferences.
* Ask faculty who have attended conferences to share their experiences with other faculty.

**Funding Requests for Goal 1 Objective 1B:**

* **$150** for institutional membership in the American Choral Directors Association and attendance at the Alabama meeting.
* **$2000** to support conference attendance for faculty. Requests will be supported on a first come first served basis (after application of IAP funds) until the budget is exhausted.
* **$3000** to continue to provide $500 per instructor in IAP funds.

**Method of Assessment for Goal 1 Objective 1C:**

* Track the number of faculty submitting proposals for presentations at conferences.

**Funding Requests for Goal 1 Objective 1C: NONE**

**OBJ. 2: Continue to review Student Learning Outcomes and assessments for each course.**

**Method of Assessment for Goal 1 Objective 2:**

* Compile semester data, annual reviews, and 3-year reviews and work to create an efficient and effective method of compiling the data.
* Provide training for instructors in how to collect the data and complete the spreadsheet.
* Meet with FT faculty in each to discuss the overall subject area results and plan how to proceed in the future.
* Encourage active participation from each subject area in data compilation, results interpretation, and implementation of strategies, best practices, and assessments.
* Conduct faculty reviews of SLOs for each course to determine the need for changes in the next three-year cycle.

**Funding Requests for Goal 1 Objective 2: NONE**

**OBJ. 3: Offer courses to meet students’ needs and interests, including offering more history courses (such as world history or Alabama history) music theory courses, psychology courses and other courses as needed.**

**Method of Assessment for Objective 3:**

* Advertise and promote additional courses to determine student interest.
* Continue to promote new courses to increase enrollment.
* Monitor the number of students enrolled in traditional, hybrid, and online courses to determine the appropriate number of offerings of each type.

**Funding Requests for Goal 1 Objective 3: NONE**

**OBJ. 4. Continue to staff courses with qualified instructors.**

**Method of Assessment for Objective 4**:

* Conduct annual faculty evaluations and part time instructor evaluations.
* Department chairs will continue to monitor enrollment, FT/PT ratios and the need for additional faculty. If a new faculty member is warranted, the request will be submitted.

**Funding Request for Objective 4:**

* **$55,000.00** for new instructor (if necessary).

**Total Funding Request for Goal 1: $61,150.00**

**Goal 2: Provide academic, developmental, and support services to assist students in achieving their academic goals, as well as fostering intellectual inquiry and creative growth.**

**Objectives, Methods of Assessment, & Funding Requests:**

**OBJ. 1. Continue financial support for the Concert and Lecture Series.**

**Method of Assessment for** **Goal 2 Objective 1:**

* Monitor offerings and attendance at Concert and Lecture series events.

**Funding Requests for Goal 2 Objective 1:**

* **$500** to support the concert portion of the Concert and Lecture Series. (Shelby is requesting the same amount.)

**OBJ. 2. Support the college’s aim to improve students’ “soft skills” by participating in college seminars and discussing soft skills in class.**

**Method of Assessment for Goal 2 Objective 2:**

* Conduct a survey using Google Forms to determine how faculty teach and/or encourage soft skills in their classes.
* Work with departments to determine how each area can best encourage students to develop these skills.
* Ask faculty with innovative and interesting methods to share these with department members.

**Funding Requests for Goal 2 Objective 2: None**

**OBJ. 3. Support the choir through their attendance at conventions, festivals, workshops, and concerts.**

**Method of Assessment for Goal 2 Objective 3:**

* Monitor requests by the choir for support.

**Funding Requests for Goal 2 Objective 3:**

* **$1200** to support the Choir’s attendance at the Alabama Collegiate Choral Festival, including bus rental

**OBJ. 4. Support the Art and Animation Guild with assistance for projects and Art Shows.**

**Method of Assessment for Goal 2 Objective 4:**

* Monitor requests by the Art and Animation Guild for support.
* Work with the AAG to determine the feasibility of an Art and Writing symposium for spring semester where students from art, English, or other liberal arts classes could showcase their works.

**Funding Requests for Goal 2 Objective 4:**

* **$1000** to support the Art and Animation Guild’s activities.

**Total Funding Request for Goal 2: $2,700.00**

**Goal 3: Maintain classroom and office equipment, supplies, and software to enhance the quality of instruction and improve student learning.**

**Objectives, Methods of Assessment, & Funding Requests:**

**OBJ. 1. Enhance student learning and the quality of instruction offered to students using up-to-date, appropriate equipment and technology.**

**Methods of Assessment for Objective 1:**

* Offer training on campus for faculty relating to using technology to improve instruction, including the LMS system, Smartboards, and textbook software.
* Upgrade animation software in the Art Department to industry standards.
* Upgrade Toon Boom software for the Art Department to industry standards.
* As equipment fails or needs upgrading, it shall be reported to maintain functionality and currency.
* Requisitions will be processed for equipment requested through the technology plan upon approval and on an as-needed basis.

**Funding Requests for Objective 1:**

* **$12, 500** for ACME Network animation fee (Jefferson and Shelby classes) for 1 year

**Total Funding for Objective 1: $12,500.00**

**OBJ. 2.    Replace office and classroom supplies, computers, other technology, and furniture/equipment as needed to ensure faculty continue to function as effective instructors.**

**Method of Assessment for Objective 2:**

* Monitor the purchase, installation, and updating of classroom and office software and hardware to ensure currency.
* Survey faculty to determine their needs.
* Submit requests to replace consumable supplies and furniture/equipment as needed to the administration for approval.

**Funding Requests for Objective 2:**

* **$7500**for office ensembles (CH 300, GLB 219, and BDH 209A)
* **$1400** for an ELMO document camera and locking stand
* **$2343.44** for replacement projector for CH 212
* **$1954.40** for replacement classroom computers for BDH 200 and 210
* **$370** for two faculty desk chairs
* **$997.70** faculty replacement desktop computer
* **$500** to replace instructor task chairs for 5 Liberal Arts classrooms
* **$3400** for room darkening shades for 5 Liberal Arts classrooms
* **$xxxx** replacement student desks for 5 Liberal Arts classrooms
* **$400** for instrumentalist and sound recording technicians for choral concerts
* **$150** for water cooler supplies for the choir’s rehearsals
* **$850** for annual scantron supplies per lease contract
* **$700** for piano tuning for the choir twice per year
* **$1000** to purchase educational materials (books/dvds) for classroom use.

**Total Funding for Objective 2: $21,565.54 (not including replacement student desks for 5 classrooms)**

**OBJ. 3. Enhance the quality of Art instruction offered to students through a safe, comfortable, and welcoming classroom environment conducive to learning.**

**Method of Assessment for Objective 3:**

* Replace student seating for Art and Animation and the Drawing studio.
* Purchase drawing easels for ART classes.
* Repair windows in art and animation studios to prevent drafty conditions.
* Add window blinds in the studio to control lighting.
* Place display boards in the hallways to display student artwork.

**Funding Requests for Objective 3:**

* **$2706** for room darkening shades in art studio spaces (16 windows in classrooms HYC 300, 301, 305)
* **$1350**for 15 task chairs for the Drawing studio.
* **$2806**for 30 midback drafting stools in the drawing studio and 2D/3D studios.
* **$1725**for 15 drawing easels for the drawing studio.
* **$480**for 12 12”x18” display frames

**Total Funding Request for Objective 3: $9067.00**

**OBJ. 4. Encourage instructors to evaluate new technology and equipment by piloting projects in their courses.**

**Method of Assessment for Objective 3:**

* Survey faculty to identify those who wish to pilot new methods and technology and plan the budget accordingly for necessary purchases.

**Funding Requests for Objective 3:**

* **$1000**to support purchase of necessary materials for piloting new technology and equipment

**Total Funding Request for Objective 4: $1000.00**

**Total Funding Request for Goal 3: $32,882.54**