

Unit Strategic Plan 2019-2021

Department: Liberal Arts-Jefferson Campus

Mission Statement (for the program or department):

The mission of the Liberal Arts Department is consistent with the mission of the college. The department is dedicated to offering a curriculum that develops students into well-rounded individuals who become contributing members of society and have an appreciation for the arts, humanities and social sciences. The Liberal Arts Department offers courses and programs that provide a quality educational experience in the liberal arts tradition. The Liberal Arts Department is divided into two areas-Humanities and Social Sciences.

The Humanities area of this department is dedicated to providing valuable learning experiences in the liberal arts tradition. The department is committed to offering those courses which will present the student an excellent opportunity to pursue moral, creative, and philosophical interests. Courses within this curriculum include art, music, religion, and philosophy. The Social Science area of this department also acknowledges the liberal arts tradition. It is committed to creating a learning environment of self-awareness along with a sense of growth and development. Courses in this curriculum include anthropology, geography, history, political science, psychology, and sociology.

Department Level Student Learning Outcomes

- Enable students, through various disciplines, to discover, develop and use their full range of abilities to better understand the world and their place in it.
- Provide students with a foundation of knowledge on which more advanced learning in the various disciplines and majors can later build.
- Enable students to reason and communicate clearly and to inquire deeply.

Summary of Access, Productivity and Effectiveness:

Courses offered in Liberal Arts are open to all students. However, students enrolling in the choral ensemble (MUL) must audition for admission. The Liberal Arts Department continues to produce many credit hours with a total of 10,155 for the Jefferson Campus during the 2018-2019 academic year. The bulk of the Liberal Arts enrollment is generated by Psychology (3150 CHP), History (2091 CHP), and ART (1872 CHP) during the 2018-2019 academic year. The largest student demographic falls between the ages of 18-25. However, we serve accelerated and dual enrolment students as well as non-traditional students. We also serve a diverse ethnic population, including many second-language learners.

Annual Credit Trend by Department 2016-2017, 2017-2018, 2018-2019

College as a Whole

Department	2016 -2017		2017 -2018		2018 -2019	
	Total Registrations	Credit Hour Production	Total Registrations	Credit Hour Production	Total Registrations	Credit Hour Production
ART	1698	5094	1857	5571	1924	5772
GEO	213	639	230	690	221	663
HIS	3810	11430	3935	11805	3969	11907
HUM	184	374	178	312	213	387
MUL	145	224	150	231	137	210
MUS	714	2142	707	2121	622	1866
POL	124	372	106	318	23	69
PSY	3490	10470	3108	9324	3212	9636
REL	382	1146	390	1170	428	1284
SOC	522	1566	561	1683	518	1554
THR	265	795	328	984	453	1359

Jefferson Campus

Department	2016 -2017		2017 -2018		2018 -2019	
	Total Registrations	Credit Hour Production	Total Registrations	Credit Hour Production	Total Registrations	Credit Hour Production
ART	580	1740	639	1917	624	1872
GEO	117	351	138	414	132	396
HIS	841	2523	673	2019	697	2091
HUM	51	127	49	121	43	93
MUL	36	36	137	206	123	185
MUS	132	396	134	402	111	333
POL	62	186	76	228	23	69
PSY	1446	4338	1057	3171	1050	3150
REL	148	444	191	573	198	594
SOC	314	942	338	1014	302	906
THR	87	261	97	291	154	462

Reflections/Implications:

Five of the eleven Liberal Arts courses offered at Jefferson experienced an increase in enrollment and CHP: ART (11.5%), GEO (5.7%), POL (21%), REL (2%), and SOC (7%). Three other academic courses experienced a decrease in enrollment: HIS (10.5%), MUS (32%), and PSY (17.6%). The decrease in History enrollment is again possibly tied to the increased offerings at St. Clair-Pell City which pulls from the Jefferson student base. The MUS decrease is quite shocking but is perhaps tied to the increase in ART enrollment, as well as to the offering of on-campus Theater courses which occurred during the 3-year period. Since students have multiple choices, they are not all flocking to music courses. The PSY decrease is possibly tied to changes in the requirements for the Nursing Program:

students no longer are required to take both PSY 200 before they take PSY 210. PSY instructors have made their opposition to this change known, as students who take PSY 210 without the foundational course PSY 200 struggle with the course concepts. Finally, the decrease in HUM and MUL courses is most likely because many of these courses either require audition or election to an office in order to take the course.

Internal Conditions:

Technology

Keeping computers and other technology for faculty and classrooms current is an ongoing need. The department, upon consultation with IT, sets a four to five-year rotation plan for upkeep of equipment. The Liberal Arts classrooms in BDH, HYC, and FSC are equipped with a computer, a projector, and a screen. All rooms with technology had equipment replaced and updated as of the 2014-2015 academic year. We will continue to monitor these rooms and request updates or upgrades to equipment as it ages, becomes obsolete, or wears out.

A current need is to replace the computers and software in the Art Graphics lab. The software we have available on this campus runs Adobe’s CS6. The current, industry standard is now CS20. We would like to upgrade this software for use in the Art graphics and animation labs.

All Liberal Arts instructors utilize computers in their offices for online instruction and preparation of instructional materials, creation of exams, record keeping, communication, etc. Some instructors utilize a dual monitor setup. Instructor computers were upgraded between 2014-15 and 2016-2017. One instructor still has a 2011-2012 desktop, which will be requested to be replaced. These computers will be replaced as needed, or as the computers age out of usefulness and warranty. Laptops do require replacement sooner than desktops. All instructors have had the old analog phones in their offices upgraded by the College to VOIP phones.

The Division office in 219 has three computers (2 desktop/1 laptop with docking station). The office manager’s computer was purchased in the 2011-2012 year; the chair’s laptop was replaced in the 2016-2017 year. The other computer in the office was purchased in the 2014-2015 year. Both the office manager and the chair utilize a dual monitor setup. There are three printers in 219: a large networked copier/scanner/printer, a color laser printer used by the chair and office manager, and an additional printer connected to the office manager’s computer. A fax machine, a desktop scanner, and a Scantron grading machine are also available for faculty use. Both the chair and the office manager have VoIP telephones.

In the Part Time Office in 209, there are two computers that are shared with Liberal Arts Part Time instructors.

Summary Table: Age of Computers, Projectors, & VoIP Phones

CLASSROOM	COMPUTER	PROJECTOR	VoIP PHONE
BDH 200	2014-2015	2014-2015	
BDH 201	2014-2015	2014-2015	
BDH 208	2014-2015	2014-2015	
BDH 210	2014-2015	2014-2015	

BDH 216		2013-2014	2013-2014	
HYC 212			unknown	
HYC 301				
HYC 305			2014-2015	
HYC 306		Pre- 2011	Pre - 2011	
FSC JR		Pre - 2011	Pre - 2011	
FSC PII				
OFFICES (D = desktop; L = laptop)				
BDH 209 A – L		2016-2017		2018-2019
BDH 209 B –L		2016-2017		2018-2019
BDH 209 C – L		2016-2017		2018-2019
BDH 209 D – L		2016-2017		2018-2019
BDH 209 (PT)		2015-2016		2018-2019
GLB 219 -- D		2011-2012		2018-2019
FSC (Choir Director)		2014-2015		2014-2015
HYC 300		2016-2017		2018-2019
BDH 219 (DIV. OFFICE)	CHAIR -L	*2016-2017		*2013-2014
	OFFICE MGR-D	*2011-2012		*2013-2014
	OFFICE –D	*2014-2015		2018-2019

(*Also counted on Communication’s Budget)

Budget

The budget for classroom and office supplies is sufficient and genuinely appreciated by the faculty.

Staffing

Beginning with the 2019-2020 academic year, the Liberal Arts Department will have six full-time instructors (1 ART, 1 HIS, 1 MUS, 2 PSY, 1 SOC). As of this writing, there are no planned retirements in the department; however, should any changes occur, we will submit a request for additional faculty. We currently utilize eight to eleven part time instructors in on-campus, online, and dual enrollment courses. There is also one full-time office manager for the Division of Communications and Liberal Arts, as well as two current work study students who divide time between the division office and the Art office. Full-Time Faculty are responsible for the majority of our Credit Hour Production in all subject areas except for Geography and Religion. These courses are taught online by Part-Time faculty.

Percentage of Full Time Faculty – Jefferson Campus

Department	2016 -2017		2017 -2018		2018 -2019	
	Total Registrations	Full Time Faculty Percentage	Total Registrations	Full Time Faculty Percentage	Total Registrations	Full Time Faculty Percentage
ART	580	81.7%	639	75.6%	624	70.8%
GEO	117	0%	138	0%	132	0%
HIS	841	55.1%	673	65.4%	697	60.3%
HUM	51	55.1%	49	45.5%	43	87.1%
MUL	36	100%	137	100%	123	100%
MUS	132	83.3%	134	100%	111	100%
POL	62	100%	76	100%	23	100%

PSY	1446	99.6%	1057	100%	1050	100%
REL	148	0%	191	0%	198	0%
SOC	314	96.5%	338	97%	302	97.4%
THR	87	100%	97	100%	154	70.1%

Resources

Faculty members are grateful to the college for providing funding to support professional development opportunities, including IAP funds. Faculty members are encouraged to attend and present at conferences, upgrade their computer skills, and complete studies that help them to remain relevant in their fields. The department respectfully requests that this funding continue.

Enrollment

Enrollment in Liberal Arts Courses at the Jefferson Campus is down slightly overall from the 2015-2017 Strategic Plan. Courses in Art (11.5%), Geography (5.7%), Political Science (21%), Religion (2%), and Sociology (7%) saw increases in enrollment, while courses in History, Humanities, Music Ensemble, Music, and Psychology saw a decrease. We believe certain enrollment decreases result from the following conditions:

- HIS (down 10.5%): We believe this decrease is a direct result of the expanded course offerings in history at the St. Clair-Pell City campus. Before Pell City had a full-time history instructor, many students from that campus took history courses on the Jefferson Campus. In addition, as online course offerings are now available at all campuses, we no longer offer the number of online courses we have in the past.
- MUS (down 32%): This number is concerning; however, due to the increase in students taking Art courses, as well as the fact that we are now offering on-campus Theater courses, all of which meet the Area II Fine Arts requirement, students have more choices than they did before.
- PSY (down 17.6%): We believe this decrease is a direct result of the change in the requirements for Nursing Majors. Nursing Students no longer must take PSY 200 as a prerequisite for PSY 210. The psychology instructors were opposed to this change, and find that without the PSY 200 foundational course, students are entering PSY 210 without the proper background.

During summer terms, we have seen a lower enrollment in traditional classes, and we have adjusted our offerings accordingly. The demand for online classes remains high due to the large number of transient students we serve. Overall, enrollment in online classes has impacted enrollment in traditional classes as the number of online classes have increased. Course offerings are adjusted according to enrollment trends.

Enrollment per Course for 2018-2019 Academic Year – Jefferson Campus

Course	Traditional			Method	Hybrid			Method	Internet			Method
	F	SP	SU	Total	F	SP	SU	Total	F	SP	SU	Total
ART 100	122	39	29	190	0	0	0	0	87	81	94	262
ART 113	10	9	0	19	0	0	0	0	0	0	0	0
ART 114	3	5	0	8	0	0	0	0	0	0	0	0

ART 121	9	0	0	9	0	0	0	0	0	0	0	0
ART 127	0	9	0	9	0	0	0	0	0	0	0	0
ART 203	22	0	0	22	0	0	0	0	45	0	0	45
ART 204	0	0	0	0	0	0	0	0	0	43	0	43
ART 220	0	3	0	3	0	0	0	0	0	0	0	0
ART 283	6	5	0	11	0	0	0	0	0	0	0	0
ART 284	1	2	0	3	0	0	0	0	0	0	0	0
GEO 100	0	0	0	0	0	0	0	0	45	46	41	132
HIS 101	73	63	31	167	0	0	0	0	0	0	0	0
HIS 102	28	38	0	66	0	0	0	0	0	0	28	28
HIS 201	69	31	21	121	0	0	0	0	118	35	43	196
HIS 202	16	25	0	41	0	0	0	0	39	0	38	77
HUM 298A	7	9	5	21	0	0	0	0	0	0	0	0
HUM 298M	0	0	0	0	4	0	0	4	0	0	0	0
HUM 298S	0	4	0	4	0	0	0	0	0	0	0	0
HUM 299P	6	6	6	18	0	0	0	0	0	0	0	0
MUS 101	67	33	11	111	0	0	0	0	0	0	0	0
MUL 180	20	12	0	32	0	0	0	0	0	0	0	0
MUL 181	13	17	0	30	0	0	0	0	0	0	0	0
MUL 182	24	12	0	36	0	0	0	0	0	0	0	0
MUL 183	9	16	0	25	0	0	0	0	0	0	0	0
POL 211	10	0	0	10	0	0	0	0	0	0	13	13
PSY 200	198	85	33	316	0	0	0	0	101	110	119	330
PSY 210	33	56	10	99	0	0	0	0	82	82	110	274
PSY 230	0	0	0	0	0	0	0	0	32	0	0	32
REL 151	0	0	0	0	0	0	0	0	72	42	0	114
REL 152	0	0	0	0	0	0	0	0	42	39	44	125
SOC 200	40	43	9	92	0	0	0	0	55	44	82	181
SOC 210	0	0	0	0	0	0	0	0	0	25	0	25
SOC 247	0	0	0	0	0	0	0	0	13	0	0	13
THR 120	21	25	0	46	0	0	0	0	47	39	21	107

Facilities

The Liberal Arts Department offers classes in Bethune-DeRamus Hall, H.Y. Carson Hall (Art) and Fitzgerald Student Center (Music/Choir). The department utilizes five classrooms in BDH (200, 201, 208, 210, 216), four dedicated classrooms in HYC (300, 301, 305, 306, and sometimes for large classes 212), and a classroom (JR) and choir room (PII) in FSC. Of the classroom space for Art in HYC, rooms 300, 301, and 306 are studio spaces.

Liberal Arts faculty has adequate office space in BDH, utilizing four offices in a suite: 209 A, B, C, and D. One instructor has an office in George Layton (219), one instructor has office space in H.Y. Carson (300), and one instructor has office space in Fitzgerald Student Center.

Four unoccupied offices in BDH are currently being used by Liberal Arts and Communications for department storage or by student organizations. We recently converted unused space in BDH 211 into a

make-up testing room for Communications and Liberal Arts, which is available for students to use for study purposes when it is not being used for testing. Phi Theta Kappa uses BDH 119 as their chapter room for meetings, office hours, and activities. The Part-Time Instructor workroom in 209 is shared with Liberal Arts. This space is large and open, providing a place for Part-Time instructor mailboxes, a computer, worktables, instructor file storage, department storage, and a refrigerator and microwave (although these appliances are ancient). This area also provides VOIP telephones for part-time instructors to use. Faculty has adequate office space in BDH, utilizing five offices (205, 212, 214, 215, and 221). The remaining offices (207, 223, 225, and 227) are currently being used for department storage or by student organizations. The bookroom is housed in 217. Unused space in 211 was converted into a make-up testing room, which is available for students to use for study purposes when it is not being used for testing.

Classroom and office spaces are adequate. Several offices are small, dark, and cramped, and larger spaces have been requested by some faculty members.

The Division Office in 219 houses the Chair, Office Manager, full-time faculty mailroom, storage and secure file areas, a small workroom, and work study students. The office suite includes space for secure storage, a waiting area, a copy/scantron area, and a break room.

In 2018-2019, we completed major purchases to upgrade the furniture in the Art Department for the safety and comfort of our students. This year, we would like to complete the purchase of the last few items and begin to focus on the student seating and faculty workstations in classrooms in BDH. We plan to start with two rooms (BDH 216 and 200), purchasing new student desks and chairs, and instructor media towers with lectern tops for these classrooms. We are currently in the process of working with the Virco representative to determine the best layout. We will then proceed with the purchase of student seating etc. in the next fiscal year until all student desks have been upgraded.

Equipment

In addition to the technologic equipment previously mentioned, the department also has DVD/VCR combs in some classrooms. These units are not supported by newer projectors. In addition, we have three portable TV sets that can be moved from room to room, although these are rarely used. Other specialized equipment:

Classroom	Pre-2015-2016	2017-2018
HYC 300/301/305 (Computer Graphics/Animation Lab)	2Printer/ Scanner/ Copiers Dell 2155 cdn	Toon Boom – Harmony Pro software
	Logitech HD 10 Webcam	
	Digital Camera (donation)	
	16 Apple Computers	
	8 Wacom Tablets 3 Gaphic Cintiq Tablets	
HYC 306 (Lecture classroom)	Computer	
FSC PII/JR	3 pianos	
	Computer (JR)	
	Sound System	

External Conditions

The division's accreditation comes through the college's general accreditation with the Southern Association of Colleges and Schools—SACS-COC. The college is currently completing a three-year program review, as well as a three-year assessment cycle and have made appropriate adjustments based upon the data. Details can be found in our Program Review. The division is impacted by Post-Secondary policy changes when applicable. Currently there are no policy changes or other external agencies or committees that impact the department's operations. The department uses the STARS articulation guide to inform its curriculum and course offerings.

2017-2018 Accomplishments:

- Faculty in Liberal Arts partnered with Communications faculty to complete a Peer Teaching Across the Curriculum project in which faculty partners developed a lesson or activity for the courses to incorporate the area of expertise of the partner.
- The Library provided a short seminar on the resources they offer faculty, including tutorials, quizzes, Films on Demand, and course or instructor specific research guides for class assignment.
- Instructors utilizing textbook software received training from the publishing companies.
- Instructors peer reviewed online courses.
- Several instructors attended workshops sponsored by the college (Blackboard, O365, SKYPE, ADA, etc.)
- The Choir Director attended the Alabama Choral Director's Association conference.
- The art instructor participated in webinars sponsored by ACME Networks.
- The history instructor attended the Street Law Conference in Chicago.
- A psychology instructor attended a national Teaching Psychology conference.
- Faculty member Lucy Lewis served as co-presenter on the Alabama Master Teacher's Experience to a group of interested faculty members.
- Dr. Samuel Jones presented a 16-hour seminar to campus security and presentation on Student Success at the University of Tennessee.
- SLOs and assessments were reviewed by the faculty, along with the implementation of a shared spreadsheet for data collection.
- A new course (PSY 250) was offered; however, it did not make due to low enrollment.
- MSU 110 and ART 121 were offered again for the first time in several years. ART 121 made; however, MSU 110 did not make due to low enrollment.
- The art instructor developed two new online art history courses (ART 203/204) that were offered this year.
- 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.
- One instructor had photography published in *Wingspan*.

- The Art and Animation Guild participated in many campus activities, service projects, and continues to host the Student Art Competition and the High School art competition to offer scholarships to the winners.
- The sociology instructor was elected to serve as Faculty Senate Chair and AEA secretary.
- Several instructors attended the ACCA Fall Conference.
- The ART department continued the ACME Network animation partnership for an additional year.
- Two students were recognized and awarded internships by ACME and DreamWorks Studios.
- The ART department updated its Toon Boom software to industry standards; however, it has not been installed as there are compatibility issues with the network.
- The department purchased items requested by instructors on departmental surveys, including AC adapters for laptop portability, several office laptop computers with docking stations, a faculty office chair, and water cooler supplies for the choir room.
- Replacement chairs and stools were purchased for one art studio.
- The history instructor piloted the use of Dragon speech-to-text software.
- The sociology instructor piloted an OER textbook in SOC 200.
- Progress was made in creating a more welcoming environment for students in the central area of BDH through the removal of an old trophy case.
- A color printer was purchased for use by both Communications and Liberal Arts.

2018-2019 Accomplishments:

- Instructors participated in various PD opportunities and workshops sponsored by the college, including Gamifying the Classroom, Best Practices for Online Teaching, ADA Accommodations, Leadership for department chairs, and round table discussions on grading and technology in the classroom.
- Communications instructors and Liberal Arts instructors also participated in a faculty book club discussion of *What the Best College Teachers Do* by Ken Bain.
- The department also purchased a subscription to *The Chronicle of Higher Education*.
- Some faculty participated in online seminars, including “Redefine Office Hours” and “Student Engagement in the Online World.”
- Faculty attended museum exhibits and participated in scholarly reading’
- Faculty members attended in-state conferences and workshops, including the ACCSHRMA Diversity Conference and the ACCS Professional Development Day.
- One faculty member was named to a 3-year term as Vice-Chair of the AGSC Area IV Committee.
- Several instructors in the department continue to participate in the ACCS’ ILA.
- The sociology instructor presented at the Mid-South Sociological Association Conference.
- SLOs and assessments were reviewed, and instructors meet to discuss changes, best practices, and implementation of instructional strategies based on assessment results.
- The department chair provided training in data submission of SLOs to the faculty. Faculty members met by subject area to compile the Assessment Summary Use of Results.

- The department offered financial support to the Concert and Lecture series.
- The Choir and Choral Director attended the Alabama Collegiate Choral Festival. They also performed at numerous collegiate events, including the Black History program, Honors Convocation, and Graduation.
- The department supports the AAG's art show through helping advertise and encouraging attendance.
- The ART department continued the ACME Network animation partnership.
- The department purchased items requested by instructors on departmental surveys, including three office ensembles, three desk chairs, water cooler supplies, and a sit-to-stand desk riser.
- Bulletin boards have been organized to include separate boards for Communications and Liberal Arts. Directional signs have been updated in BDH, and notices are posted outside of each classroom of the specific instructors, courses, and times the classroom is used. A faculty directory has also been posted and updated each semester.
- Department faculty served on various college committees including, Curriculum, Social, Black History, Distance Education, Developmental Education, Dual Enrollment, Planning Council, and New Student Orientation.
- The sociology instructor was re-elected to serve as Faculty Senate Chair for another two-year term.
- The art department purchased additional task chairs, mid-back drawing stools, and drawing easels for art studio classrooms.

Unit Goals for 2019-2020

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

OBJ. 1: Provide support for professional development.

- 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.

Method of Assessment for Objective 1:

- Implement the book club reading of *Teaching Underprepared Students: Strategies for Promoting Success and Retention in Higher Education* by Kathleen G. Gabriel.
- 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.
- 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.
- Track the number of faculty submitting proposals for presentations at conferences.
- Ask faculty who have attended conferences to share their experiences with faculty.
- Track the number of faculty submitting proposals for presentations at conferences.

OBJ. 2: Continue to staff courses with qualified instructors.

Method of Assessment for Objective 2:

- Evaluate enrollment numbers and FT/PT ratios to determine the need for hiring additional faculty. If the enrollment numbers warrant, the necessary requests for personnel will be submitted to the administration for approval.
 - Review applications and conduct interviews for additional part-time instructors as needed.
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2019-2020 Total Funds Requested for Goal #1: \$61, 315.00

Goal #1: Maintain an informed and professional faculty to preserve the ability to offer courses to help students meet their educational and transfer goals.		
OBJ. 1: Provide support for professional development.		
	Breakdown of Requested Amounts	Description of how funds will be used to accomplish objective.
	\$1000.00	Purchase license/registration for online seminars, journal subscriptions, or to pay honoraria for workshops provided by guest lecturers/professors.
	\$150.00	Institutional membership in the American Choral Directors' Association and attendance at the Alabama meeting.
	\$2000.00	Support conference attendance for faculty. Requests will be supported on a first come/first serve basis (after application of IAP funds) until the budget is exhausted.
	\$165.00	Purchase departmental copies of <i>Teaching Underprepared Students</i>
	\$3000.00	IAP funds
OBJ. 2: Continue to staff courses with qualified instructors.		
	\$55,000.00	Hire an additional Liberal Arts teacher if necessary.

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.

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

Method of Assessment for Objective. 1:

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

OBJ. 2: Support the choir through their attendance at conventions, festivals, workshops, and concerts.

Method of Assessment for Objective. 2:

- Monitor requests by the choir for support.

OBJ. 3: Support the Art and Animation Guild with assistance for projects and Art Shows.

Method of Assessment for Objective. 3:

- 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.

OBJ. 4: Offer a welcoming environment for students in the department equipped with seating and study space, as well as attractive informational bulletin boards and books to read.

Method of Assessment for Objective. 4:

- Identify appropriate space.
- Purchase items to outfit space as needed.

OBJ. 5: Continue to review Student Learning Outcomes and assessments for each course.

Method of Assessment for Objective 5:

- 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

OBJ. 4: Create a Course Information Exhibit to provide specific course information (beyond the catalog) to increase enrollment in on-campus courses.

Method of Assessment for Objective 4:

- Create informational pamphlets on each course offered in the department.
- Set up a wall-mounted display center in BDH with information accessible to students.
- Prepare exhibits and manned- tables during Registration and Advising times to engage students.

2019-2020 Total Funds Requested for Goal #2: \$5, 475.00

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.		
OBJ. 1:		
	Breakdown of Requested Amounts	Description of how funds will be used to accomplish objective.
	\$500.00	Support the concert portion of the Concert and Lecture Series. (Shelby is requesting the same amount.)
OBJ. 2: Support the choir through their attendance at conventions, festivals, workshops, and concerts.		
	\$1200.00	Support the Choir's attendance at the Alabama Collegiate Choral Festival, including bus rental.
	\$400.00	Instrumentalists and sound recording technicians for choral concerts
	\$700.00	Piano tuning for the choir
	\$150.00	Water cooler supplies for choir's rehearsals
OBJ. 3: Support the Art and Animation Guild with assistance for projects and Art Shows.		
	\$1000.00	Support the Art and Animation Guild's activities on campus and in the community.
OBJ. 4: Offer a welcoming environment for students in the department equipped with seating and study space, as well as attractive informational bulletin boards and books to read.		
	\$400.00	Café table and base for student study area in central hall of BDH.
	\$400.00	Chairs for café table seating
OBJ. 5: Continue to review Student Learning Outcomes and assessments for each course.		
	NONE	No funding requested for OBJ. 5.
OBJ. 6: Create a Course Information Exhibit to provide specific course information (beyond the catalog) to increase enrollment in on-campus courses.		
	\$175.00	Wall mounted 12-16 space pamphlet holder
	\$150.00	Candy, snacks, etc. for table displays during on-campus events
	\$ 400.00	Printing course pamphlets

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

OBJ. 1: Enhance student learning and the quality of instruction offered to students through using up-to-date, appropriate equipment, furniture, and technology in the classrooms.

Methods of Assessment for Objective 1:

- Upgrade 16 computers in the Art computer lab to align with industry standards. (The current computers cannot accommodate the updated programs and are all in need of replacing.)
- Upgrade to Adobe Animate through the latest Adobe Suite CS20. (The version we have is Adobe Creative Suite CS6; this is totally out of date and no longer supported.)
- Replace classroom computers, projectors, and other equipment as needed to offer quality instruction and enhance student learning.
- Replace classroom furniture (i.e., student desks, lecterns, instructor desk area) as needed (and as the budget allows) to create a more comfortable and modern classroom experience and an enhanced learning environment for students.
- Monitor the purchase, installation, and updating of classroom software and hardware to ensure currency.
- Survey faculty to determine the need for upgraded or new equipment, furniture, and technology for use in the classrooms.
- Offer training on campus for faculty relating to using technology to improve instruction, including the LMS system, document cameras, recording software, and textbook software.
- As classroom equipment fails or needs upgrading, it shall be reported and requested to be replaced to maintain functionality and currency.
- Requisitions will be processed for equipment requested through the technology plan upon approval and on an as-needed basis.

OBJ. 2: Replace faculty and staff computers, software, furniture, and other equipment as needed to ensure faculty continue to function as effective instructors.

Methods of Assessment for Objective 2:

- Survey faculty to determine needs.
- As equipment fails or needs upgrading, it shall be reported and requested to be replaced to maintain functionality and currency.
- Requisitions will be processed for equipment requested through the technology plan upon approval and on an as-needed basis.
- Submit requests to replace consumable supplies and furniture/equipment as needed to the administration for approval.

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

Methods of Assessment for Objective 3:

- Replace student seating for Art and Animation and the Drawing studio.
- 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.

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

Methods of Assessment for Objective 4:

- Survey faculty to identify those who wish to pilot new methods and technology. Faculty will submit a plan/proposal, and the budget will be planned accordingly for necessary purchases.
-

2019-2020 Total Funds Requested for Goal #3: \$74,795.06 -\$79, 088.63

Goal #3: Maintain classroom and office equipment and supplies to enhance the quality of instruction and improve student learning.		
OBJ. 1: Enhance student learning and the quality of instruction offered to students through using up-to-date, appropriate equipment, furniture, and technology in the classrooms.		
	Breakdown of Requested Amounts	Description of how funds will be used to accomplish objective.
	\$9560.70 OR \$13,854.27	Zuma Desk Hexagon x 90 to replace student desks in BDH 216 and 200 OR Text Series Y-leg table
	\$8103.36	Civitas Series chairs x 92 to replace student seating in BDH 216 and 200 (includes one chair for instructor seating per room) (Virco)
	\$1453.43	Instructor media station (media tower and peninsula desk) with lectern top BDH 216 and 200 (Virco)
	\$339.56	Lectern top for media station
	\$1100.00	Room darkening shades/blinds for BDH 216 and BDH 200
	\$1000.00	Purchase educational materials (books/software/posters) for classroom use.
	\$12,500.00	ACME Network animation fee (Jefferson and Shelby classes) for 1 year
	\$21, 492.00	16 HP SB EliteOne 800 GS AiO 23.8" Core 15-9500 16GB RAM 256GB Win 10 Pro computers for the ART computer lab (includes HP ESP Only e-Care Pack Next Business Day Hardware Support)
	\$4443.75	Adobe Animate Suite CS20 (Current version of Adobe Creative Suite is CS6; the latest up to industry standards is CS20.) -License must be renewed yearly.
	\$1230.20	Classroom computer replacement in CH 306
	\$ 1589.60	Replacement projectors for CH 305 and CH 306
OBJ. 2: Replace faculty and staff computers, software, furniture, and other equipment as needed to ensure faculty continue to function as effective instructors.		
	\$1230.20	Replacement computer for one instructor (GLB 219)
	\$1200.00	Bookcases for instructor offices (BDH 209A*, BDH 209B, CH 300*, and GLB 219*) *Not purchased in 2018-2019.
OBJ. 3: Enhance the quality of Art instruction offered to students through a safe, comfortable, and welcoming classroom environment conducive to learning.		
	\$2126.08	Room darkening shades in art studio classrooms (HYC 300 & 301)
	\$1149.90	10 Display Frames for student artwork (Blick)
	\$1000.00	2 Whiteboards for CH 305 to replace chalk boards in computer lab.
	\$2150.00	10 midback drafting stools for studio (will complete furniture replacement)
	\$2126.28	Room Darkening Shades for art classrooms
OBJ. 4: Encourage instructors to evaluate new technology and equipment and pilot projects in their courses.		
	\$1000.00	Purchase of necessary materials for piloting new technology, equipment, and materials.

Unit Goals for 2020-2021

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

OBJ. 1: Provide support for professional development.

- 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.

Method of Assessment for Objective 1:

- Implement a book club reading for faculty.
- 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.
- 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.
- Track the number of faculty submitting proposals for presentations at conferences.
- Ask faculty who have attended conferences to share their experiences with faculty.

OBJ. 3: Continue to staff courses with qualified instructors.

Method of Assessment for Objective 3:

- Evaluate enrollment numbers and FT/PT ratios to determine the need for hiring additional faculty. If the enrollment numbers warrant, the necessary requests for personnel will be submitted to the administration for approval.
- Review applications and conduct interviews for additional part-time instructors as needed.

2020-2021 Total Funds Requested for Goal #1: 58, 700.00

Goal #1: Maintain an informed and professional faculty to preserve the ability to offer courses to help students meet their educational and transfer goals.		
OBJ. 1: Provide support for professional development.		
	Breakdown of Requested Amounts	Description of how funds will be used to accomplish objective.
	\$1000.00	Purchase license/registration for online seminars, journal subscriptions, or to pay honoraria for workshops provided by guest lecturers/professors.
	\$150.00	Institutional membership in the American Choral Directors' Association and attendance at the Alabama meeting.
	\$2000.00	Support conference attendance for faculty. Requests will be supported on a first come/first serve basis (after application of IAP funds) until the budget is exhausted.
OBJ. 2: Continue to staff courses with qualified instructors.		
	\$55,000.00	Hire an additional Liberal Arts teacher if necessary.

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.

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

Method of Assessment for Objective. 1:

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

OBJ. 2: Support the choir through their attendance at conventions, festivals, workshops, and concerts.

Method of Assessment for Objective. 2:

- Monitor requests by the choir for support.

OBJ. 3: Support the Art and Animation Guild with assistance for projects and Art Shows.

Method of Assessment for Objective. 3:

- 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.

OBJ. 4: Offer a welcoming environment for students in the department equipped with seating and study space, as well as attractive informational bulletin boards and books to read.

Method of Assessment for Objective. 4:

- Identify appropriate space.
- Purchase items to outfit space as needed.

OBJ. 5: Continue to review Student Learning Outcomes and assessments for each course.

Method of Assessment for Objective 5:

- 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

OBJ. 6: Create a Course Information Exhibit to provide specific course information (beyond the catalog) to increase enrollment in on-campus courses.

Method of Assessment for Objective 6:

- Create informational pamphlets on each course offered in the department.
 - Set up a wall-mounted display center in BDH with information accessible to students.
 - Prepare exhibits and manned- tables during Registration and Advising times to engage students.
-

2020-2021 Total Funds Requested for Goal #2: \$5, 000.00

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.		
OBJ. 1:		
	Breakdown of Requested Amounts	Description of how funds will be used to accomplish objective.
	\$500.00	Support the concert portion of the Concert and Lecture Series. (Shelby is requesting the same amount.)
OBJ. 2: Support the choir through their attendance at conventions, festivals, workshops, and concerts.		
	\$1200.00	Support the Choir's attendance at the Alabama Collegiate Choral Festival, including bus rental.
	\$400.00	Instrumentalists and sound recording technicians for choral concerts
	\$700.00	Piano tuning for the choir
	\$150.00	Water cooler supplies for choir's rehearsals
OBJ. 3: Support the Art and Animation Guild with assistance for projects and Art Shows.		
	\$1000.00	Support the Art and Animation Guild's activities on campus and in the community.
OBJ. 4: Offer a welcoming environment for students in the department equipped with seating and study space, as well as attractive informational bulletin boards and books to read.		
	\$500.00	Purchase furniture or bulletin board materials for student common areas in BDH.
OBJ. 5: Continue to review Student Learning Outcomes and assessments for each course.		
		No funding requested for OBJ. 5.
OBJ. 6: Maintain a Course Information Exhibit to provide specific course information (beyond the catalog) to increase enrollment in on-campus courses.		
	\$400.00	Printing course pamphlets
	\$150.00	Snacks/candy for information tables

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

OBJ. 1: Enhance student learning and the quality of instruction offered to students through using up-to-date, appropriate equipment, furniture, and technology in the classrooms.

Methods of Assessment for Objective 1:

- Replace classroom computers, projectors, and other equipment as needed to offer quality instruction and enhance student learning.
- Replace classroom furniture (i.e., student desks, lecterns, instructor desk area) as needed (and as the budget allows) to create a more comfortable and modern classroom experience and an enhanced learning environment for students.
- Monitor the purchase, installation, and updating of classroom software and hardware to ensure currency.
- Survey faculty to determine the need for upgraded or new equipment, furniture, and technology for use in the classrooms.
- Offer training on campus for faculty relating to using technology to improve instruction, including the LMS system, document cameras, recording software, and textbook software.
- As classroom equipment fails or needs upgrading, it shall be reported and requested to be replaced to maintain functionality and currency.
- Requisitions will be processed for equipment requested through the technology plan upon approval and on an as-needed basis.

OBJ. 2: Replace faculty and staff computers, software, furniture, and other equipment as needed to ensure faculty continue to function as effective instructors.

Methods of Assessment for Objective 2:

- Survey faculty to determine needs.
- As equipment fails or needs upgrading, it shall be reported and requested to be replaced to maintain functionality and currency.
- Requisitions will be processed for equipment requested through the technology plan upon approval and on an as-needed basis.
- Submit requests to replace consumable supplies and furniture/equipment as needed to the administration for approval.

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

Methods of Assessment for Objective 3: If purchases for the Art Department are completed in 2019-2020, this goal will be removed/revised.

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

Methods of Assessment for Objective 4:

- Survey faculty to identify those who wish to pilot new methods and technology. Faculty will submit a plan/proposal, and the budget will be planned accordingly for necessary purchases.
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2020-2021 Total Funds Requested for Goal #3: 42, 153.92

Goal #3: Maintain classroom and office equipment and supplies to enhance the quality of instruction and improve student learning.		
OBJ. 1: Enhance student learning and the quality of instruction offered to students through using up-to-date, appropriate equipment, furniture, and technology in the classrooms.		
	Breakdown of Requested Amounts	Description of how funds will be used to accomplish objective.
	\$9560.70	Zuma Desk Hexagon x 60 to replace student desks in BDH 208 and 210 @ \$106.23 each. (Virco)
	\$6756.48	Civitas Series chairs x 92 to replace student seating in BDH 208 and 210 @ \$73.44 each (includes one chair for instructor seating per room) (Virco)
	\$1453.43	Instructor media station (media tower and peninsula desk) with lectern top @ \$ x 2 for BDH 208 and 210 (Virco)
	\$339.56	Lectern top for media station (Virco).
	\$1100.00	Room darkening shades/blinds for BDH 208 and 210
	\$12, 500.00	ACME Network animation fee (Jefferson and Shelby classes) for 1 year
	\$4443.75	Adobe Animate Suite CS20 (Current version of Adobe Creative Suite is CS6; the latest up to industry standards is CS20.) -License must be renewed yearly.
OBJ. 2: Replace faculty and staff computers, software, furniture, and other equipment as needed to ensure faculty continue to function as effective instructors.		
	\$5000.00	Replace faculty computers/equipment as needed.
OBJ. 3: Enhance the quality of Art instruction offered to students through a safe, comfortable, and welcoming classroom environment conducive to learning.		
OBJ. 4: Encourage instructors to evaluate new technology and equipment and pilot projects in their courses.		
	\$1000.00	Purchase of necessary materials for piloting new technology, equipment, and materials.