**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: NEW OPTIONS**

**2015-2016 Accomplishments:**

* Held twenty-nine (29) seminars/workshops to recruit new program participants
* Recruited 189 program participants
* Received a City of Birmingham – Community Development Block Grant ($20,859)
* Provided referrals and emotional support to new and returning program participants
* Created and distributed flyers for program advertising & promotion
* Provided textbook loans to 582 Jefferson State students
* Continued partnership with Jefferson State’s PTK organization (Jefferson & Shelby Chapters) to sponsor the College’s Annual “Christmas Tree” Project – providing gifts for children of NEW OPTIONS Program participants
* Offered seminars/workshops in Jefferson, Shelby, St. Clair and Chilton Counties and the Clay Public Library
* Provided academic /emotional support to program participants
* Offered trial advising session to recent participants at the Shelby campus

**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 2016-2017**

**2016-2017**

**Goal 1: Recruit non-traditional adults/students to attend NEW OPTIONS seminars/workshops at each of the college’s four locations.**

1. Objectives

a) On-campus advertising – prepare seminar/workshop flyers to distribute on all four campus locations in high traffic areas (Enrollment Services, Financial Aid Department, Bookstore, Library, Campus Deli, etc.)

b) Off-campus advertising – prepare and mail seminar/workshop flyers to a list of over 40 community contacts/agencies.

c) College website advertising – post up to date seminar/workshop information and schedules on the college’s website.

2. Method of Assessment

a) Review office forms (Department’s Information Sheet) for response to question, “How did you hear about the program?”

b) Review office forms (Department’s Information Sheet) for response to question, “How did you hear about the program?”

c) Review office forms (Department’s Information Sheet) for response to question, “How did you hear about the program?”

3. Additional Funding Requests

a) The City of Birmingham grant, along with New Options general fund provides funding for this objective. No additional funding is needed outside of the current budget.

b) The City of Birmingham grant, along with New Options general fund provides funding for this objective. No additional funding is needed outside of the current budget.

c) No additional funding is needed outside of the current budget.

**Goal 2: Continue to seek off-campus funding to assist with supporting the NEW OPTIONS Program.**

1. Objectives

a) The unit will seek off-campus funding by contacting organizations currently supporting the program.

b) The unit will search for new agencies/organizations which emphasize educational pursuits.

c) The unit will continue to write grant proposals.

2. Method of Assessment

a) Responses received from contacting current organizations.

b) Written correspondences from new agencies/organizations who have been contacted

c) Approved grant proposals received from awarding agencies/organizations.

3. Additional Funding Requests

a) No additional funding is needed outside the current budget. The unit will work with the Community Development department to seek additional funding.

b) No additional funding is needed outside of the current budget. The unit will work with the Community Development department to seek additional funding.

c) The unit will work with the Community Development department to seek additional funding. No additional funding is needed outside of the current budget.

**Goal 3: Increase the number of textbooks in the program’s Book Loan Library.**

1. Objectives

a) When funding proposals are written, the unit will include textbooks in the budget

b) The unit will create and post “Book Donation Request” flyers at all four campus locations to notify students that books can be donated to the NEW OPTIONS Program, emphasizing that the donation is tax deductible.

2. Method of Assessment

a) Approved grants received with textbooks in the budget.

b) The staff’s observation of completed Book Donations Forms.

3. Additional Funding Requests

a) Funding is provided by The City of Birmingham grant, along with New Options general fund. No additional funding is needed outside of the current budget.

b) Funding is provided by The City of Birmingham grant, along with New Options general fund. No additional funding is needed outside of the current budget.