**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: Business/Information Systems – Jefferson Campus**

**2015-2016 Accomplishments:**

* ACBSP 2-year report completed in 2016.
* Curriculum committee approved changes in CIS programs.
  + Computer Programming
  + Networking
  + Web Technologies
  + Microcomputer Applications program was dropped beginning Fall 2016.
* James Calhoun attended the annual ACBSP conference in June 2015.
* Tiffany Todd attended the annual ACBSP conference in June 2016.
* RC115 Computer Lab was replaced Fall 2016.

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

* There are no revisions planned for the second year

**Revised Unit Goals for 2016-2017**

**Goal 1: Maintain classrooms and computer labs with up-to-date hardware and software in order to provide quality instruction.**

1. Objectives
   1. Replace computer classroom lab workstations on a 4 year rotational basis. RC 120 is scheduled for replacement in 2017.
   2. Add WIFI access points to enable student and classroom wireless network connections.
   3. Replace the projection screen in RC 110 to utilize the HDMI capability of the existing projector.
2. Method of Assessment
   1. Monitor the purchase and installation of hardware and software to ensure currency.
   2. Obtain feedback from faculty regarding the use and currency of instructional workstations and software used in lecture classrooms.
3. Additional Funding Requests
   1. None.
   2. $500.
   3. $750

**Goal 2: Maintain up-to-date curriculum and courses to prepare students for employment, advancements in employment, or continuing their education at four-year institutions**

1. Objectives
   1. Review course competencies on an annual basis and revise as necessary based on input from faculty, graduates, employers, and/or advisory committee members.
   2. Review curriculum on an annual basis with input from faculty, employers, former graduates and/or advisory committee members. Recommended changes will be presented to and approved by the department faculty as well as the college’s curriculum committee.
2. Method of Assessment
   1. Assessment of course competencies and the curriculum will be considered met based on the judgment of the faculty and advisory committee members.
3. Additional Funding Requests
   1. Funding to hold annual advisory committee meetings (Accounting/Business, Banking, Computer Science, and Office Administration): approximately $400

**Goal 3: Maintain up-to-date hardware/software for faculty.**

1. Objectives
   1. Replace faculty laptop computers on a 3-yr rotation.
   2. Provide the technology necessary to create and edit graphics and web pages required for the Office Administration Program.
2. Method of Assessment
   1. Two faculty members are scheduled to receive new laptops/docking stations Spring 2017.
3. Additional Funding Requests
   1. Laptops/docking stations $1900
   2. Surface Pro 4 digital laptop/tablet $1300

**Goal 4: Provide ongoing office support.**

1. Objectives
   1. Maintain office manager for the departments of Business/Information Systems and Mathematics/Engineering/Physical Sciences.
   2. Maintain L19 to assist office manager and Business/Information Systems department chair with clerical/phone/part-time instructor support as well as manage/supervise lab assistants on a day to day basis for the computer labs
2. Method of Assessment
   1. Evaluation of job performance of office manager.
   2. Evaluation of job performance of L19
3. Additional Funding Requests
   1. Funding estimate to hire office manager (E3 – 5): $28,032 annually
   2. Funding estimate to hire L19: 19 hours at $13.11 = $249 per week

**Goal 5: Program Certification.**

1. Objectives
   1. Next ACBSP Quality Assurance Report.
   2. Send faculty representative to the Annual ACBSP conference.
   3. For CIS certification, use nationally recognized COMPTIA and Microsoft Technology Associate exams.
2. Method of Assessment
   1. Acceptable feedback from ACBSP that Jefferson State remains in compliance
   2. Rotate conference representative among all Business faculty.
   3. Certification exam results for students will validate our programs.

**Goal 6: Develop and Implement written Student Learning Outcomes (SLOs) for all courses in the department to more adequately document and enhance reporting of student progress in the department.**

1. Objectives
   1. Provide guidelines/examples to insure all faculty understand the terminology used in developing SLOs.
   2. Conduct faculty reviews of SLOs, modify as necessary.
   3. Plan methods for assessing SLOs and documenting results.
2. Method of Assessment
   1. Assessment of SLOs will be based on judgment of the faculty and performance of the students. It is expected that SLOs and assessments will be continually modified as faculty determine where improvements are needed.
3. Additional Funding Requests

N/A

**Goal 7: Provide students, faculty and advisors with accurate information regarding when and where courses will be available.**

1. Objectives
   1. Develop and publish a one-year plan of department course offerings in conjunction with all campuses.
2. Method of Assessment
   1. Objective will be met when one-year plan is published for use by students and advisors.
3. Additional Funding Requests

N/A

1. Additional Funding Requests
   1. Annual dues: $1,950
   2. Conference and Travel expenses: $3,000.
   3. Certification exams are available at the JSCC Testing Center.