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| jscc logo | **Goal Progress Report** |
| **Program:** | **Biology-Shelby** | **Report period:** | **2019-2020** |

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| **Goals** | **Request & Justification/Resources** | **Goal Progress** | **Strategies Implemented & Follow-up** |
| 1. **Maintain up-to-date hardware/software for faculty and staff**
 | Replace faculty computers to enhance quality of instruction offered to students through the use of up-date equipment and technology. Office computers are generally replaced on a three-year rotation and an assessment of our office suite determined that the computers in faculty offices have been out of warranty over a year and two of them for close to three years | The IT department recently performed security upgrades on hardware/software for the college. It was noted that two of the older computers needed to be replaced immediately, as they could not be upgraded. A request was put in through the Helpdesk to obtain quotes/models for replacement and they were submitted pre-COVID-19. | The immediate need will be filled for the 2 laptop computer systems when we return to campus. We will work with IT to remit requests for the additional full-time faculty and staff computers to be replaced; as well as the adjunct office to determine equipment needs rotation.  |
| **Goal 2: Service Microscopes in all laboratories**  | Microscopes should be cleaned and serviced annually to keep them working properly for use in our courses. The former company went out of business and it has been a while since our scopes have been serviced. | The laboratory coordinator was informed that the servicing companies went out of business. He sought new bids on microscope maintenance services. OptiSystems Corp. was identified, and quotes were submitted. Funding for the service will be obtained from the laboratory/departmental budget. | This goal was met. It was determined that many of the scopes are older and will need to be serviced more regularly; and many will need replacement in the coming one to two years. |
| **Goal 3: Upgrade of dissection models for the Anatomy and Physiology laboratory.**  | Dissections models for biology laboratories must be periodically ordered and/or replaced in order to ensure students have quality materials for the learning environment. Funds to purchase the materials are procured from the laboratory budget or general department funds. | Laboratory models that were ordered and received for 2019/2020 academic year were Anatomical and Cellular Hearts, and Anatomical and Cellular Eye models with eyelid. | An evaluation for the need of additional items listed (skulls, head and neck, larynx, and lungs) was determined. And, dissection specimen will need to be ordered with requested funding made in the 2019-2020 goals request. The items are necessary for instruction. (For the Fall 20/Spg21 Session). |
| **Goal 4: Hire new, permanent faculty member to fill vacancy due to recent retirement of faculty member** | Hire new faculty member to replace retiring instructor. The new hire will help to maintain the full-time/part-time ratio of faculty within the department. | A faculty member moved forward with his retirement plans in August 2019. There was a request for a full-time temporary position; as we obtained a faculty transfer from another campus. | A request for a new permanent Full-time hire was done in the new unit strategic plan. We will request a Full-time permanent hire for Fall 2020 to replace the retired faculty. |
| **Goal 5: Maintain an informed and professional faculty to preserve the ability to offer courses that help students meet their educational and transfer goals.** | Provide support for professional development by continuing to encourage faculty to attend local, in-state and out-of-state conferences; Continue to review Student Learning Outcome (SLO) and assessments, course competencies and requirements for every course; and as needed, Hire additional adjunct instructors/faculty . | Faculty are encouraged to attend the annual Alabama Community College Association (ACCA) meeting to obtain professional development opportunities. Our department continues to work with other campuses to review and assess the SLOs. Several faculty attended the Diversity Conference 2020. | The department will continue to explore and encourage professional development opportunities; including webinars sponsored by the textbook companies, the ACCA, and those provided by the college.  |
| **Submission date: April 28, 2020** | **Submitted by: Stephanie Miller** |