**Unit Strategic Plan**

**2019 - 2021**

**Name of Program/Department: Business & Information Systems – Shelby Campus**

**Department Mission Statement**

The Department of Business and Information Systems includes Accounting, Business, Computer Science and Office Administration. The department provides all students access to quality educational opportunities and experiences that will meet the needs and demands of today’s technological society.

In addition, the department provides educational instruction to prepare students for transfer to a four-year college or university. The department will:

* Prepare graduates of career programs and professional degree programs that are in demand by employers so they can obtain immediate employment.
* Prepare students to continue their education at four-year institutions
* Provide currently employed students with skills to advance in their jobs
* Evaluate/revise programs and courses to maintain relevancy in the changing environment
* Provide access to instruction through distance education as well as traditional modes of delivery
* Develop new courses to meet the changing technology environment
* Maintain an informed and professional faculty

**Summary of Access, Productivity and Effectiveness**

The Business and Information Systems Department, Shelby Campus, offers courses in the following areas:

* Business Management
* Accounting
* Computer Science—Web Development, Programming and Networking
* Office Administration-- Medical Support, Accounting Support and Administrative Support

Enrollment at Shelby Campus has grown over the past few years. As of Fall 2018, Shelby Campus had 3,915 students. These students are enrolled in two-year programs as well as transfer programs. We serve students in the traditional 18-29 age group. But we also serve non-traditional and dual enrollment students. The Business and Information Systems Department has dual enrollment students in Computer Science, Office Administration and Business programs. We serve a diverse population and many transient students in traditional classes, online classes and hybrid classes.

Enrollment in Business, Accounting, Computer Science and Office Administration classes increased from 2017 to 2018. Much of this is due to more distance education classes being offered which expands access and educational opportunities for students at all campuses.

**Headcount by CIP code**

The headcount in each of the business/computer areas for the past three years is as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Total Headcount by Program/CIP Code** | | | |
|  | 2017 | 2018 | 2019\*\* |
| Computer Science 11.0101 | 584 | 613 | 281 |
| Office Management/Supervision 52.0204 | 569 | 577 | 341 |
| Office Administration 52.0401 | 312 | 367 | 210 |
| Accounting Technology 52.0302 | 224 | 228 | 138 |

\*\*Spring 2019 and Summer 2019 only

Credit hour production has remained steady over the past two years. In 2017 Shelby Campus had 35,091 credit hours produced (49.4%) and in 2018 Shelby Campus had 36,154 credit hours (49.2%) of total hours. Credit hours produced by the Business and Information Systems Department -Shelby Campus for Fall 2018 is as follows:

|  |  |  |
| --- | --- | --- |
|  | **Total Registrations**  **Fall 2018** | **Credit Hrs**  **Produced**  **Fall 2018** |
| ACT 5203.02 | 72 | 222 |
| BUS 5202.01 | 459 | 1377 |
| CIS 1101.01 | 569 | 1707 |
| ECO 4506/01 | 287 | 861 |
| MST 5201.01 | 37 | 111 |
| OAD 5204.01 | 211 | 633 |

Information from IE Department

**AAS Degrees and Certificate Awards**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **2017** | **2018** | **2019** |
| 11.0101 Computer Science | 69 | 64 | 35 |
| 52.0204 Management and Supervision | 71 | 86 | 60 |
| 52.0302 Accounting Technology | 47 | 33 | 22 |
| 52.0401 Office Administration | 62 | 67 | 74 |

The department and our faculty care about our students and strive to help them achieve their goals of completing courses and transferring to a four-year college or receiving their Associate Degrees.

**Internal Conditions:**

1. **Technology**

All computer labs are equipped with 35 computers, networked printers and an instructional computer with an overhead projector for lectures and demonstrations. The computer labs are updated on a 3-year rotational plan to insure that equipment is updated and can manage new software updates. Two labs are still in need of updating.

An Apple lab was installed for SWIFT classes. Also, CISCO lab equipment was purchased for students to work on CISCO classes. The CISCO equipment was purchased with Perkins funds.

Computers that have been retired from labs are placed in classrooms for instructional use. Lecture classrooms have been equipped with a computer, overhead projector and screen for use in lecture classes. This allows instructors to use PowerPoint presentations and videos to enhance their lectures.

All instructors are assigned Blackboard course shells for their courses. Most faculty use Blackboard for course materials, syllabus, grades and email. Additionally, several instructors utilize technology software provided by textbook publishers.

Faculty computers have been updated. Some faculty members use laptops and others use desktops. This is done on a 3-year rotation schedule. All faculty members have received upgraded computers in the past two years.

1. **Budget**

The budget for classroom, office supplies and equipment has met the needs of the department. Some of the equipment purchased this year was paid by Perkins funds. Office supplies are ordered 2-3 times per year when needed.

1. **Staffing**

The Business and Information Systems Department currently has eight full-time instructors including the department chair covering Business, Computer Science and Office Administration. We also have an Office Manager and 12 adjunct faculty members that teach Fall and Spring and 4 during the summer.

CIS – 3 full time and 4 part time

OAD—1 full time and 4 part time

BUS/ACT—4 full time and 4 part time

L-19 Computer lab tech

The L19 Computer Lab Tech manages all computer labs and is essential to departmental operations.

1. **Resources**

Several resources are available to faculty members for professional development. These include professional organizations, publisher-sponsored seminars/webinars, Alabama Community College System sponsored events and library-supported resources. Funding for the ACCS annual conference has been covered by the College and faculty members are grateful for the funding.

1. **Enrollment**

Enrollment at Shelby Campus continues to increase. Business, CIS and OAD course offerings are adjusted to reflect current enrollment trends. Enrollment in distance education courses continues to increase in the department each year as more courses are made available on the internet.

1. **Facilities**

Classrooms, computer labs, and office spaces are all currently sufficient to meet the needs of the department. All classes are taught in the Health Sciences Building on fourth floor. The OAD lab was relocated to 3rd floor of HSB because of the SWIFT Apple lab. All faculty are in the office Suite 400. The computer lab tech is located in office 450. The open computer lab is available to all students at JSCC.

1. **Equipment**

All major faculty and classroom equipment including computers and projectors have been recently replaced. Computer labs 451 and 356 are due to be replaced. The projectors are replaced on an as-needed basis. Lab computers are replaced approximately every 3 years to accommodate new software upgrades.

The department copier was replaced in 2018 and a department shredder was replaced in 2018.

**External Conditions**

All courses are regulated by the Department of Postsecondary Education. A statewide syllabus and course competencies are established for every course. The competencies are reviewed and updated as changes occur.

The Business and Office Administration departments were re-certified with a two-year review through ACBSP in 2018. The next 2- year review will be due in 2020.

Advisory Boards for Business, Office Administration and Computer Information Systems meet twice per year with advisors who are active in the business community and provide valuable input with respect to the curriculum and changes that are needed.

The department uses STARS articulation guide to inform students of curriculum and course offerings.

DegreeWorks is used to advise students of graduation status.

**2017-2019 Accomplishments:**

**The Business and Information Systems Department continues to develop new ideas to improve student learning.**

* Lab computers in HSB 442 and HSB 447 were replaced. Apple computers were installed for SWIFT classes. Instructional classroom computers were replaced. Several overhead projectors were replaced as needed. Printers were replaced in HSB 451, 446 and 447. Faculty computers were upgraded.
* The department hired a new CIS instructor, Anthony Blevins, to replace Hal Harris who retired.
* The department hired a new Economics instructor, Michael Tydlaska, to replace Clark Schatz who retired.
* Linda Dobyns, CIS faculty member was certified with CISCO for networking classes. Jefferson State is now a certified CISCO Academy. CISCO lab equipment was purchased to help students complete their assignments.
* SWIFT Apple lab was added in HSB 446. Three new App development courses were added to the curriculum—CIS 157, CIS 220 and CIS 227. Tommy Battles completed the SWIFT training.
* All course competencies for all programs were reviewed Fall and are current.
* Advisory committees for Computer Science, Office Administration and Business/Accounting met twice each year at the Shelby campus and received valuable input from advisory committee members.
* The department updated the networking option to include Cisco courses so students get both Microsoft and Cisco exposure. Courses added were CIS 271, CIS 272, & CIS 273, and Cisco CCNA II, III, and IV. All of these courses are being offered.
* ACBSP accreditation report was submitted in September 2018. The programs were reaffirmed in February 2019.
* James Calhoun was named Assistant to the Kappa Beta Delta Honor Society. This is the new honor society of the ACBSP.
* Several faculty members participated in professional development activities including AAHEB Alabama Association of Higher Education in Business and ACCA conference in Mobile.
* Sandi Logan attended the Southern Business Education Conference in Mobile and the Alabama Business Education Association Conference in Birmingham
* Linda Dobyns and Melanie Cox were selected for the JSCC Leadership Academy for 2019-2020.
* Barrett Cummings was appointed as a member of the JSCC Planning Council.
* Justin Fisher was named “Outstanding Faculty Member” in 2017
* Tommy Battles was named CIS Program Coordinator in June 2018
* Sandi Logan was named Department Chair Business and Information Systems in June 2018
* Tony Blevins was appointed to the ACCS Instructional Leadership Academy (ILA) 2019
* Sandi Logan served on the college’s Curriculum Committee
* CIS faculty met for lunch and discussed adding a new Cyber Security option to the Computer Science curriculum. It is in the planning stages and will hopefully be implemented in the next year.
* Sandi Logan and Barrett Cummings attended a workshop on Open Education Resources at Athens State University

**Unit Goals 2019-2020**

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

**Objectives:**

1. Continue to replace computer classroom lab equipment on a 3-year rotational basis. HSB 451 and HSB 356 are due to be replaced.
2. Replace overhead projectors in labs and classrooms on an as-needed basis to maintain needs of faculty

**Methods of Assessment:**

1. Monitor the purchase and installation of hardware and software to ensure that computers are current and in warranty
2. Obtain feedback from faculty regarding the use and currency of computers, software and projectors used in lecture classrooms.

**Funding Requests**

* $88,000 to replace two computer labs in HSB 451 and HSB 356. These two labs are five years old and are in need of replacement (36 units per classroom)
* $1,600 to replace computer lab printers in HSB 442 and HSB 356. Both printers are approximately 10 years old.

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

1. **Objectives**
   1. Review course competencies on an annual basis and revise them when necessary based on input from advisory committees, employers and faculty members.
   2. Review curriculum annually with input from faculty members, employers and/or advisory members. Recommended course or program changes must be approved by department faculty and the Curriculum Committee.
2. **Method of Assessment**
   1. Get feedback from advisory committee members as to changes they suggest to course competencies
   2. Get feedback from faculty members regarding trends in their respective fields: Computer Science, Business, Accounting and Office Administration.
3. **Funding request:**
   1. **Funding for two advisory meetings per year (Accounting/Business, Computer Science and Office Administration). Approximately $225 per meeting for 6 meetings Total $1,350.**

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

**Objective**

1. Replace faculty computers to enhance quality of instruction offered to students through the use of up-date equipment and technology. All faculty members have received new office computers in the last two years. Office computers are replaced on a three-year rotation

**Method of Assessment**

1. Assessment of hardware/software will be based on input from faculty members and department chair. A record is kept in the department as to when faculty computers were replaced.
2. Survey faculty periodically to determine their needs
3. Submit requests to replace equipment to administration for approval

**Funding Requests**

1. **Based on the 3-year rotation schedule, five faculty members will need new office computers in 2020. Approximately $7,500 for office computers.**

**Goal 4: Maintain ACBSP Accreditation, memberships and support fees**

1. **Objective**
   1. Maintain institutional memberships in professional organizations such as AAHEB and ACBSP
   2. Prepare, review and submit report to accrediting agency
   3. Maintain CISCO academy support
2. **Method of Assessment**
   1. Faculty and administrative review of report
   2. Acceptable feedback from ACBSP that Jefferson State is reaffirmed
   3. Annual invoice for CISCO support fee
3. **Funding request**
   1. **$2,600 for annual dues for ACBSP**
   2. **$300 for annual dues and conference fees for AAHEB**
   3. **$3,000 for conference travel expenses**
   4. **$650 per year for CISCO Academy support fees**

**Goal 5: Provide ongoing Computer Lab Assistant support**

1. Objective
   1. Maintain L19 position to assist office manager and department chair with managing computer labs
2. Method of Assessment
   1. Evaluation of job performance of L 19
3. Funding request
   1. **Funding estimate: 19 hours per week at $13.63 per hour = $259 per week**

**Goal 6: Maintain an informed and professional faculty to preserve the ability to offer courses that help students meet their educational and transfer goals.**

**Objectives:**

1. Provide support for professional development
   1. Provide professional development activities on campus through workshops for faculty to learn current trends and technology
   2. Encourage faculty to attend local, in-state and out-of-state conferences
2. Continue to review Student Learning Outcome and assessments, course competencies and requirements for every course
3. Hire additional adjunct instructors/faculty as needed

**Methods of Assessment**

**Objective 1 assessment**

1. Administer a faculty survey to determine faculty areas of interest for professional development
2. Review faculty Individual Action Plans for meaningful professional development needs
3. Ask faculty who have attended conferences to share their knowledge with other faculty members
4. Encourage faculty members to present at conferences/workshops.

**Objective 2 assessment**

1. Study SLO data to determine how courses can be improved
2. Implement changes to SLO and assessments
3. Review annual assessment results

**Objective 3 assessment**

1. Evaluate enrollment numbers to determine if additional faculty are needed
2. Review applications and conduct interviews for additional part-time instructors as needed

**Funding requests:  
$3,000 to support conference attendance for full time faculty. Requests will be on a first come basis until funds are exhausted**

**$4,000 to continue to provide $500 per instructor for IAP funds**

**Unit Goals 2020-2021**

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

**Objectives**

1. Continue to replace computer classroom lab equipment on a 3-year rotational basis. No computer labs will be scheduled for 2020-2021
2. Replace overhead projectors on an as-needed basis to maintain needs of faculty

**Methods of Assessment:**

1. Continue to monitor the purchase and installation of hardware and software to ensure that computers are current and in warranty
2. Obtain feedback from faculty regarding the use and currency of computers, software and projectors used in lecture classrooms.

**Funding Requests**

None

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

**Objectives**

* 1. Continue to review course competencies on an annual basis and revise them when necessary based on input from advisory committees, employers and faculty members.
  2. Review curriculum annually with input from faculty members, employers and/or advisory members. Recommended course or program changes must be approved by department faculty and the Curriculum Committee.

**Method of Assessment**

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2. Survey faculty periodically to determine their needs
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**Funding Requests**

1. **Based on the 3-year rotation schedule, five faculty members will need new office computers in 2020-2021. Approximately $7,500 for office computers (if not replaced in 2020).**

**Goal 4: Maintain ACBSP Accreditation and memberships and support fees**

**Objectives**

1. Maintain institutional memberships in professional organizations such as AAHEB and ACBSP
2. Prepare, review and submit report to accrediting agency
3. Maintain CISCO Academy support

**Method of Assessment**

* 1. Faculty and administrative review of report
  2. Acceptable feedback from ACBSP that Jefferson State is reaffirmed
  3. Annual CISCO academy support invoice

**Funding request**

**$2,600 for annual dues for ACBSP annually**

**$300 for annual dues and conference fees for AAHEB annually**

**$3,000 for conference travel expenses**

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