**Transfer and General Studies—Jefferson Campus**

**Unit Goals (2016-2017)—REVISED**

**2015-2016 Accomplishments:**

* Relocating of Physics Laboratory is on hold pending other development such as offering physics at Shelby campus.
* Student Learning Outcomes were completed for core courses.
* In several meeting with the Associate Dean of Shelby Campus the topics of concern were discussed and adjustments were made in the class schedule offerings. In addition, the executive secretaries work well together when needed.
* In periodic meetings with the Dean of Instruction and other Deans and Associate Deans, the efforts are being made to put together orientation packages for new PT and FT hires. This is work in progress and soon will be implemented.
* Using mostly online communications, data from the Departments have been collected electronically. These data are needed to put together the report of the Division of Transfer/General Studies.
* A survey was recently sent to faculty at the Jefferson Campus concerning class start times. The results of the survey show that 87% were in favor of changing the start times and aligning them with the other campuses. As a result, class start times have been changed and aligning on all campuses. This change has rolled back class start times by 30minutes for all day classes.
* The math tutoring program has been continued and has been expanded across all campuses.
* The Business/Information Systems Department has hired a full time Office Information Systems Instructor, Ms. Denedra Peasant to replace Ms. Becky Holland.
* Ms. Marisa Jones has transferred to the Jefferson Campus from The Pell City campus, effective fall semester 2016.
* Ms. Tiffany Todd has been appointed Department Chair of the Business/Information Systems Department, effective fall semester 2016, replacing Alan Cook who has recently stepped down from the chair position.
* The Transfer General Studies Division has supported the Dual Enrollment program this semester by teaching PHY 201, and CHM 211 classes on the Pinson Valley H.S. campus during the fall 20160 semester.

**Revised Unit Goals for 2015-2016**

**Goal 1: Meet with the Associate Deans of Distance Education and Shelby campus to discuss ideas and strategies for the upcoming class schedule offerings.**

1. Objectives

A. Making sure that all courses in Transfer General Studies Division are added and/or deleted to assure the overall success for each discipline offered at our four campuses.

B. Get feedback from our Department Chairs on the need for each area.

2. Method of Assessment

A. Use our ARGOS reports at the end of a term to analyze the number of courses cancelled and the enrollment numbers in each course.

3. Additional Funding Requests

A. No funding needed.

**Goal 2: Provide mentoring of new Department Chairs and newly hired faculty within the division.**

1. Objectives

A. To be certain that all new Department Chairs and newly hired faculty are orientated about their job functions, procedures on handling student situations and how to best facilitate the daily tasks within their departments.

2. Method of Assessment

A. Check to see that Department Chairs initiate requisitions, travel forms, IAP and other documents generated at the department level accurately. Conduct periodic evaluations of the Chairs and have them conduct periodic evaluations of their new faculty.

3. Additional Funding Requests

1. No funding needed.

**Goal 3: Collect and review Strategic Plans, Goal Progress Report, Unit Goal Revisions and other documents throughout the year at the designated time cycle from each area within the division.**

1. Objectives

A. Making sure that all areas in Transfer General Studies, Jefferson campus have correct and complete documentation for their required reports.

2. Method of Assessment

A. Individual meeting with each Department Chairs periodically to discuss their data and how they are reporting their area’s findings.

3. Additional Funding Requests

A. No funding needed.