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| jscc logo | | | **Goal Progress Report** | |
| **Program:** |  | **Report period:** | | **2020-2021** | |

Transfer and General Studies--Shelby Campus

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| **What has your unit accomplished from the goals you proposed in the first year of your most recent Strategic Plan?** | | | |
| **Goals** | **Request & Justification/Resources** | **Goal Progress** | **Strategies Implemented & Follow-up** |
| Evaluate course competencies, student learning outcomes, and assessment strategies at the course, program, and departmental levels. | It is important to have meaningful competencies and a robust assessment system in place to improve our courses and programs. This is also important for SACS-COC accreditation purposes. | All TGS undergo assessment at the course level. These assessments then combine into assessments at the departmental and degree level. When Covid-19 first caused the college to suspend in-person teaching, the level of instructors assessing their classes went down. After that initial dip, instructors, chairs, and associate deans worked hard to ensure that classes continued to be assessed at a robust/pre-Covid level. | As the College’s SACS-COC visit nears, it becomes even more important that instructors and departments assess their classes. The Communications Department is piloting a program for the college to streamline the collection and analysis of data. They are also working on strategies both to close the loop and to document this process. This program should serve as a model for other TGS programs re: seeing the assessment process through to the closing the loop process. |
| Continue to keep offices functioning with needed equipment. | Faculty and staff need functioning equipment to do their jobs in an effective manner. | Equipment is in good working order. As needed, the College replaced equipment. For example, several faculty members received new laptop computers this past year, as did the Associate Dean for Transfer and General Studies. | The Associate Dean will renew this goal and will continue to work with the chairs to identify equipment that needs to be repaired or replaced. |
| Establishing a fund to provide for unanticipated repairs as equipment breaks/wears out. | Funds need to be available for repairing equipment. | When instructors returned to the classroom after the Covid-19 shutdown, many found equipment that has sat for over a year without use needed repairs. For example, projectors needed bulbs, and several screens needed repairs. This goal allows the TGS division to request and receive repairs in a timely manner. | The Associate Dean will renew this goal as these funds assist departments in meeting their goals and meeting the goals of/mission of the College. |
| Maintain a program of quality undergraduate courses to assist our students in successfully graduating with an associate degree and to increase transfer success. | To offer the highest quality instruction to our students, we must maintain quality programming, course offerings, degrees, and transfer counseling. | To meet the needs of our students, computerized non-computerized accounting programs were merged into one program. In addition, CIS began offering a cyber security degree program. [Retention rates](https://jeffersonstate-my.sharepoint.com/personal/lwharris_jeffersonstate_edu/Documents/Documents/Associate%20Dean/Fall%202021/Reports/Goals%20Progress%20Report/Rentention%20Chart.png) and [graduation rates](https://jeffersonstate-my.sharepoint.com/personal/lwharris_jeffersonstate_edu/Documents/Documents/Associate%20Dean/Fall%202021/Reports/Goals%20Progress%20Report/Graduation%20Chart.png) continue to improve for the college. | The Associate Dean will renew this goal and will continue working with administrators and faculty members across the college to maintain a quality course offering leading to successful graduation and transfer. |
| Provide funding for travel for the Associate Dean for presentations. | Associate Deans do not receive professional development funds through the IAP process. It is important for the Associate Dean to travel to keep professional skills up to date, to network, and to promote Jefferson State. | This goal was not met since Covid-19 put a hold on college travel. | The Associate Dean submitted a conference presentation proposal to the National Huminites Conference, and the proposal was accepted. She will co-present with a community college instructor from Canada College in Redwood, California. Pending Covid numbers and travel approval, the conference will take place in Detroit, Michigan, in November of 2021. |
| Receive funding for professional development that is specifically aimed at Division Chairs. | This goal was put on hold because of the Covid-19 lockdown. | The role of department chair has often been called “the most difficult job on campus.” Since the Jefferson Camus will soon have a new associate dean, this will be the perfect time to bring associate deans and department heads together for training. | The Associate Dean at Shelby will work with the Dean of Instruction, the Associate Deans at Jefferson State’s Jefferson, Clanton, and Pell City Campuses, and the TGS department chairs to schedule and complete training. If funding is available, a chairs’ retreat would be a good way to accomplish this goal. |
| Access funds necessary if new fulltime hires need to be made. | An excellent faculty is the lifeblood of any college. Being able to hire fulltime faculty members keeps the College strong and allows us to comply with SACS-COC guidelines. | This year, we had faculty a faculty resignation, a campus transfer, and several faculty retirements; in addition, an English instructor position was added based upon enrollment numbers. In TGS departments at Shelby, these fulltime hires were made:  Biology—One Instructor  Economics—One Temporary Fulltime Instructor  English—Two Instructors  Mathematics—One Instructor  Office Administration—One Instructor | The Associate Dean will renew this goal for the upcoming Strategic Plan as it is crucial to TGS success. The division has already been approved to conduct searches for these two fulltime hires:  Computer Information Systems-One Instructor  Mathematics—One Instructor |
| Set goals for 2021-2023. | Setting goals is a helpful/necessary strategy that allows TGS to think ahead, plan for upcoming needs, and strategize on how to improve. | Transfer and General Studies goals for 2021-2022 and 2022-2023 can be found in the 2021-2023 Transfer and General Studies Strategic Plan. | After the close of each academic year, the Associate Dean will assess how the TGS division did or did not meet its goals and will add to or adjust the goals for future academic years. |
| **Submission date: 8-26--2021** | | **Submitted by: Liesl W. Harris, Associate TGS Dean, Shelby Campus** | |

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