**Unit Strategic Plan**

**2021-23**

**Name of Program/Department: Liberal Arts – Shelby Campus**

**Mission Statement (for the program or department):** The mission of the Liberal Arts Department is to offer courses and programs that will provide a quality educational experience. The Liberal Arts Department is divided into two areas-Humanities and Social Sciences.

The Humanities area of this department is dedicated to providing valuable learning experiences in the liberal arts tradition. The department is committed to offering those courses which will present the student an excellent opportunity to pursue moral, creative, and philosophical interests. Courses within this curriculum include art, music, religion, philosophy and theatre.

The Social Science area of this department also acknowledges the liberal arts tradition. It is committed to creating a learning environment of self-awareness along with a sense of growth and development. Courses in this curriculum include anthropology, art, history, humanities, music, political science, philosophy, psychology, religion, sociology, and theatre.

**Department Long Range Goals:**

1. Prepare students to continue their education at four-year institutions or to enter the

Workforce.

2. Provide students with a discipline approach to the theories and methodologies that will assist them in understanding their society.

3. Provide for its students an informal and participatory environment which encourages them to adopt a lifestyle of intellectual growth and self-awareness.

4. Cultivate qualities of character and leadership in students by developing their analytical skills as well as creating sensitivity to values essential for people living in an ever-changing world.

5. Maintain an informed and professional faculty.

**Department Level Student Learning Outcomes:**

1. Students will acquire content knowledge in the arts, humanities and social sciences.

2. Students will gain a better understanding of their society and cultural differences among people in an ever-changing world.

3. Students will develop higher level thinking and communication skills.

**Summary of Access, Productivity and Effectiveness (Including, but not limited to, program load, success rate, retention rate, completion rate, employer surveys, student surveys):**

The Liberal Arts Department, Shelby Campus department offers the following courses: anthropology, art, history, humanities, music, political science, philosophy, psychology, religion, sociology, and theatre. These courses are a core element of the general studies program at Jefferson State Community College. Most of the courses within these major disciplines meet Areas II and IV of the Alabama General Studies Committee/STARS Guide; others fall under Area V. According to the Institutional Research Analysis, from the Fall 2019- Summer 2020, 106 Associate in Art degrees were awarded. For the Fall 2020- Summer 2021, 232 Associate in Arts degress were awarded. While the department is proud of its graduates, most students enrolled in department disciplines transfer to four-year institutions to complete bachelor's degrees. The department is sensitive to the academic needs of its students and strives hard to help them achieve their goals. The department serves a diverse student population with traditional classes, online classes, and high school students as part of dual enrollment.

**Internal Conditions:**

1. Technology

Liberal arts courses are taught in all three campus buildings. Classrooms in all buildings are equipped with an operational computer, LCD projector, and screen. Many of these computers are old and are not in the best working condition. Classrooms HSB 355 and MSB 118 in the Math Science Building and Health Science building (Shelby campus) have been furnished with new projectors.

The majority of fulltime faculty (6 total, includes department chair) in the department have had their computers repaired/replaced in the past planning cycle. These computers are used daily for online instruction and preparation of instructional materials, creation of exams, record keeping, communication, etc.

The department chair office in MSB 100 is equipped with a laptop that is over 2-years old. It is used for departmental business and classroom instruction. The office manager’s office space in the central of the Math Sciences Building is equipped with a desktop computer, one printer and a printer/scanner, and a VoIP telephone.

The Math Sciences Building has wireless internet, but the coverage has not been adequate to reach all offices and classrooms. Recently, however, the college has expanded coverage throughout the building, and service is effective.

1. Budget

The department has a number of anticipated large expenditure request over the next two years and if funded will see an increase in its budget.

1. Staffing

Currently, the department has 6 full-time instructors: one psychology instructor, one music instructor, one art instructor, and two full time history instructors, one speech/theatre instructor who also serves as department chair.

The full time to part time ratio currently stands at 34% full time and 66%-part time, and the division percentages shows a need to request additional full-time faculty.

Faculty breakdown by Subject:

Anthropology: 1 part-time 0 full time

Art: 3 part-time 1 full-time

History: 3 part-time 2 full-time

Humanities 1 part-time 0 full-time

Music 0 part-time 1 full-time

Psychology 2 part-time 1 full-time

Sociology 1 part-time 0 full-time

Religion 1 part-time 0 full-time

Theatre 0 part-time 1 full-time

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TOTAL 12 part-time 66% 6 full-time 34%

The department shares an office manager with Math and Sciences.

1. Resources

The college has been generous in providing the support needed for faculty and staff to serve a growing student population.

1. Enrollment

Enrollment from Fall ’18-19 through Summer ’18-19 was 8,200 students.

Enrollment from Fall ’19-20 through Summer ’19-20 was 9,025 students.

*- Enrollment had a modest increase of +824 students. This modest increase may have been due to the state of the economy and more students working. History and psychology still tend to be the largest producer of CHP for the department.*

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Enrollment from Fall ’19-20 through Summer ’19-20 was 9,025 students.

Enrollment from Fall ’20-21 through Summer ’20-21 was 10,765 students.

-*increase of + 1740 student was due to the COVID lockdown. Art, history, and psychology were the largest producers of CHP.*

Graphical user interface, application, table

Description automatically generated

1. Facilities

The department offers classes in the General Studies Building, the Health Sciences Building and the General Services Building.

The department chair and office manager are housed in the Math Sciences Building.

1. Equipment:

The studio art classes are taught on the third floor of the Health Sciences. Ceramics, one of our studio classes, uses a kiln to fire clay used in student projects. When used, the kiln releases gases which should be properly vented to the outside. However, presently the vent system is connected to an adjacent bathroom vent which is not adequate to take all fumes to the roof and then to the outside. Steps are being taken to fix the venting issue and could be resolved, which will entail drilling a hole from the outside into the ceramics room, so the fumes can be properly vented, therefore not posing a potentially hazardous condition for students and others. This situation is budgeted to be addressed in the Unit Goals for 2021-2023.

8. External Conditions:

The division’s accreditation comes through the college’s general accreditation with the Southern Association of Colleges and Schools—SACS-COC. The college completed its Reaffirmation process in 2014-2015. The department has made appropriate adjustments based upon the data.

**2019-2021 Accomplishments:**

1. Purchased two (2) new projectors for MSB 118, 127 and HSB 355 classrooms.

2. Department was involved in the sponsorship of Constitution Day to acknowledge the heritage and significance of the U.S. Constitution

3. Wendy Shuffett, Women's golf coach. For the 2020-2021 season, our team was the NJCAA Alabama State Runner-up in our Regional tournament. 3 girls participated in the National NJCAA Women's Golf Tournament in Daytona Beach, FL in May 2021.

Jefferson State's women's golf team has placed 1st or 2nd in every Alabama NJCAA Women's golf tournament for the 2020-2021 season.

4. Kevin S. Townes returned to liberal arts chair after the hire of Jamie Holley for math chair.

5. Kyle Irvin traveled to several European countries with students, pre-Covid.

6. Revised department learning outcomes as well as discipline outcomes.

7. Department was involved in the sponsorship of Freedom Week to acknowledge the atrocities of human trafficking.

8. Replaced shredding machine.

9. New projector were purchased and installed in MSB 120, HSB 355, and MSB 118

10. Exterior paint to MSB doors was updated to cover faded color.

11. MSB 110 office area and MSB 100-A office were painted.

12. Phaer Bonner transferred to the Shelby campus.

13. Patrick Mayton, art instructor, was commissioned by the city of Montevallo to create a large mural for the beautification of the city.

14. Patrick Mayton, through an invitation from Jemison schools, gave art lecture on the joy of art, to encourage students to be artistic.

15. Phaer Bonner and Wendy Shuffett began working together for a cross-discipline overseas student trip to Japan.

16. Mildred Lanier and Patrick Mayton completed the ACCS ILA academy, 2019-20.

17. Mildred Lanier was elected President of the Alabama Music Educators Association, 2020.

18. Rex Parsons was hired as a temporary full-time history instructor in fall 2019 while Kyle Irvin recovered from an illness.

20. All full and part-time instructors completed the Online Consortium Workshops.

**Unit Goals for 2021-22**

**Goal 1:** Prepare students to continue their education at four-year institutions or to enter the

Workforce.

**Objectives:**

A**.** Provide professional development activities on campus through roundtable discussions, guest speaker presentations, and workshops for faculty to maintain knowledge of current trends and technology in their fields. The department plans to bring in an outside learning theories specialist to conduct a workshop focused on effective pedagogical techniques.

**Funding Request**:

-$750.00 advertising for Constitution and Human Trafficking weeks.

- $17,000.00 to renovate MSB 115 (old chemistry lab) and MSB 104 (adjunct office) into usable classroom space.

- $1500.00 in association with the Shelby campus Communication department guest lecture series

- $3500.00 to continue to provide $500 per instructor for IAP funds.

- $2500.00 to properly vent the ceramic kiln so toxic gases can properly escape outside HSB 350. A “cherry picker” will be needed.

- $2500.00 to purchase/replace pottery wheels and supplies as needed.

- $2000.00 for annual fall and spring art festivals and art supplies

-$1500.00 purchase and update audio and video equipment from MSB 120 (used for music and humanities classes)

-$1,000.00 for the Concert/Lecture series in cooperation with the Shelby campus communication department.

-$5000.00 update interior paint for MSB, in association with the math department.

- $2000.00 to replace chalkboards with dry boards in MSB 118, 120 & 128.

- $6,600.00 to purchase Adobe Creative Cloud for 20 computers. ($330.00 per year per computer). This is a subscription

-$800.00 for Women’s Golf Trophy case

-$22,500.00 for new classroom desks, chairs, tables and lecterns in all of the MSB classrooms, 118,120, 128. New tables and chairs in the student break room. Microwave for student breakroom. Desks and chairs for MSB lobby study area. This is in cooperation with the math department who shares MSB with liberal arts.

-$2,000.00 for new instructor office chairs.

-$3,000.00 for replacement of faculty desks.

-Hire of new full-time instructors in the areas of history and philosophy/religion.

**Method of Assessment:**

a. Have faculty who have attended workshops share their experiences with other department members.

b. Follow up with evaluations to determine to extent of success of new teaching strategies.

B. Encourage faculty to attend local, in-state, and out-of-state conferences.

**Method of Assessment:**

a. Have faculty who have attended workshops share their experiences with other department members.

b. Follow up with evaluations to determine to extent of success of new teaching strategies.

C. Encourage faculty to submit proposals to present at local, in-state, and out-of-state conferences.

Funding Request: Funding for faculty to present is outlined in each faculty’s IAP.

**Method of Assessment:**

a. Have faculty who have attended workshops share their experiences with other department members.

b. Follow up with evaluations to determine to extent of success of new teaching strategies.

D. The ceramic kiln used in the art program is not properly vented to the outside which allows some gases to escape into the Health Sciences Building. To properly vent will involve drilling a hole from the outside into HSB 350 using a “cherry picker”. Although the exhaust fan has been replaced, the proper ventilation does not meet EPA standards.

**Method of Assessment:**

a. Art faculty will be involved in this endeavor and will monitor progress and effectiveness of operation

E. The ceramics program has only six pottery wheels to 12 enrolled students. To make the class more conducive to student projects, the department requests two additional wheels. Two new wheels have been ordered, but replacement parts are not available in case other tables break down. I will keep this in my budget for future replacements.

**Method of Assessment:**

a. art faculty will be involved in this endeavor and will monitor progress and effectiveness of operation

F. Provide new audio and video (TV) equipment for MSB 120. The installation will include new wiring. This will update the equipment needed for music classes conducted in MSB 120.

**Goal 2:** Provide students with a discipline approach to the theories and methodologies that will assist them in understanding their society.

**Objectives:**

A. Implement different learning strategies that encourage higher level thinking and communication skills.

**B**. Establish a class climate of mutual respect. *Have students develop and agree on guidelines for classroom behavior.*

**C.** Encourage students to expand their vocabulary by learning a new word every day.

**Method of Assessment:**

a. Acquire feedback from instructors in periodic faculty meetings.

b. Faculty evaluations will be used to determine effectiveness of instruction.

B. By adhering to course syllabi, instructors of all Liberal Arts disciplines will expose their students to understanding the society of which they are part through

- *Fall and spring art shows*

*- theatrical performances*

*-guest speakers for liberal art events*

**Method of Assessment:**

a. Acquire feedback from instructors in periodic faculty meetings.

b. Faculty evaluations will be used to determine effectiveness of instruction.

**Goal 3**: Provide for its students an informal and participatory environment which encourages them to adopt a lifestyle of intellectual growth and self-awareness.

**Objectives:**

A. Implement different learning strategies that encourage higher level thinking and communication skills.

**Method of Assessment:**

a. Acquire feedback from instructors in periodic faculty meetings.

b. Faculty evaluations will be used to determine effectiveness of instruction.

B. By adhering to course syllabi, instructors of all Liberal Arts disciplines will expose their students to understanding the society of which they are part.

*- Students may take part in organized trips abroad to learn about different cultures.*

**Method of Assessment:**

a. Acquire feedback from instructors in periodic faculty meetings.

b. Faculty evaluations will be used to determine effectiveness of instruction.

**Goal 4**. Cultivate qualities of character and leadership in students by developing their analytical skills as well as creating a sensitivity to values essential for people living in an ever-changing world.

- *Students have the opportunity to participate in oversea trips to learn history and culture.*

**Objectives:**

A. Implement different learning strategies that encourage higher level thinking and communication skills.

**Method of Assessment:**

a. Acquire feedback from instructors in periodic faculty meetings.

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B. By adhering to course syllabi, instructors of all Liberal Arts disciplines will expose their students to understanding the society of which they are part.

*- Constitution Week*

*- Human Trafficking Awareness Week*

*- Music, art, and theatrical performances and shows*

**Method of Assessment:**

a. Acquire feedback from instructors in periodic faculty meetings.

b. Faculty evaluations will be used to determine effectiveness of instruction.

**Goal 5. Maintain an informed and professional faculty.**

**Objectives:**

A. Replace chalkboards with dry boards in MSB 128.118, and 120.

**Funding Request**: $2,000

**Method of Assessment**:

a. Dry boards will be a better use for the instructor and make instructor writing easier to view from anywhere in the room.

B**.** Update interior paint in MSB in hallways, restrooms, student breakroom, and faculty office areas, including adjunct office area.

**Funding Request:** $5000.00

**Method of Assessment**:

a. Classrooms, hallways, restrooms, and offices need new paint. This will update the interior image of MSB, the original campus building.

b. This will be assessed in cooperation with the math department chair.

C**.** Purchase a microwave for the student break room

**Funding Request:** $100

**Method of Assessment**:

a. Students will use this microwave in the breakroom for lunch and dinner breaks between classes.

D. Sponsor fall art show/ art supplies

**Funding Request**: $1,000.00

**Method of Assessment**:

a. Chair will elicit input from art faculty to determine the needed supplies, and use of facilities.

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E. Purchase new desktop computers for three classrooms (MSB 120, 128, 118)

**Funding Request**: $4,500 ($1,500 each)

**Method of Assessment**:

a. Chair will elicit input from faculty and IT department to determine the efficacy of improvements.

F. Purchase and update video and audio equipment for MSB 120 (used for Music and Humanities courses.)

**Funding Request**: $1500.00

**Method of Assessment:**

a. gain feedback from faculty and technology department to determine cost-effective equipment.

G. Purchase laptop computers and docking stations for all full-time faculty (five)

**Funds requested**: $7,500.00 ($1,500.00 each).

**Method of Assessment:**

a. Surveys will be created and passed out to faculty to determine the usability and effectiveness of the laptops and docking stations

in their offices. This request is made in case of a breakage, damage, or new hire in the planning years of 21-23.

H. Purchase Adobe Creative Cloud software to be used for art, digital photography, drawing, and other art classes.

**Funds requested:** $6,600.00/year $330/year per computer (20 computers)

**Method of Assessment:**

a. Will gather information from the Art faculty and IT department to determine efficiency of current technology.

b. Adobe creative cloud is now a yearly subscription.

I. To purchase a trophy display case for Women’s Golf Team

**Funds needed**: $800

**Method of Assessment**:

a. To promote the resurgence of sports at Jefferson State, a display of accomplishments (i.e., trophies) would bring pride and recruitment to the college.

J. To hire additional full-time staff in the areas of history, psychology, and philosophy.

**Funds needed:** TBD

**Methods of Assessment:**

a. The hire of new full-time instructors will increase the full time/part-time teaching ratio. History and philosophy classes need, a requirement for four-year colleges, are predicted to increase over the next few years with offers of more online classes.

K. Update existing classroom desks, chairs, podiums, paint, and tables

**Funds needed: $22,500.00**

**Method of Assessment:**

a. An update of the interior of MSB classrooms is needed. New desks, chairs, tables, and paint will give students pride in their learning atmosphere.

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**Goal 4**. Cultivate qualities of character and leadership in students by developing their analytical skills as well as creating a sensitivity to values essential for people living in an ever-changing world.

- *Students have the opportunity to participate in oversea trips to learn history and culture.*

**Objectives:**

A. Implement different learning strategies that encourage higher level thinking and communication skills.

**Method of Assessment:**

a. Acquire feedback from instructors in periodic faculty meetings.

b. Faculty evaluations will be used to determine effectiveness of instruction.

B. By adhering to course syllabi, instructors of all Liberal Arts disciplines will expose their students to understanding the society of which they are part.

*- Constitution Week*

*- Human Trafficking Awareness Week*

*- Music, art, and theatrical performances and shows*

**Method of Assessment:**

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b. Faculty evaluations will be used to determine effectiveness of instruction.

**Goal 5. Maintain an informed and professional faculty.**

**Objectives:**

A. Replace chalkboards with dry boards in MSB 128.118, and 120.

**Funding Request**: $2,000

**Method of Assessment**:

a. Chair will elicit input from faculty to determine the efficacy of improvements.

B**.** Update interior paint in MSB in hallways, restrooms, student breakroom, and faculty office areas, including adjunct office area.

**Funding Request:** $5000.00

**Method of Assessment**:

a. Classrooms, hallways, restrooms, and offices need new paint. This will update the interior image of MSB, the original campus building.

b. This will be assessed in cooperation with the math department chair.

C**.** Purchase a microwave for the student break room

**Funding Request:** $100

**Method of Assessment**:

a. Students will use this microwave in the breakroom for lunch and dinner breaks between classes.

D. Sponsor fall art show/ art supplies

**Funding Request**: $2,000.00 per planning year

**Method of Assessment**:

a. Chair will elicit input from art faculty to determine the efficacy of improvements.

.

E. Purchase new desktop computers for three classrooms (MSB 120, 128, 118)

**Funding Request**: $4,500 ($1,500 each)

**Method of Assessment**:

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F. Purchase and update video and audio equipment for MSB 120 (used for Music and Humanities courses.)

**Funding Request**: $1500.00

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**Funds requested**: $7,500.00 ($1,500.00 each).

**Method of Assessment:**

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H. Purchase Adobe Creative Cloud software to be used for art, digital photography, drawing, and other art classes.

**Funds requested:** $6,600.00/year $330/year per computer (20 computers)

**Method of Assessment:**

a. Will gather information from the Art faculty and IT department to determine efficiency of current technology.

b. Adobe creative cloud is now a yearly subscription.

I. To purchase a trophy display case for Women’s Golf Team

**Funds needed**: $800

**Method of Assessment**:

a. To promote the resurgence of sports at Jefferson State, a display of accomplishments (i.e., trophies) would bring pride and recruitment to the college.

J. To hire additional full-time staff in the areas of history, psychology, and philosophy.

**Funds needed:** TBD

**Methods of Assessment:**

a. The hire of new full-time instructors will increase the full time/part-time teaching ratio. History and philosophy classes need, a requirement for four-year colleges, are predicted to increase over the next few years with offers of more online classes.

K. Update existing classroom desks, chairs, podiums, paint, and tables

**Funds needed: $22,500.00**

**Method of Assessment:**

a. An update of the interior of MSB classrooms is needed. New desks, chairs, tables, and paint will give students pride in their learning atmosphere.