**Chilton-Clanton Campus Instructional and Service Unit Strategic Plan**

**2021-2023**

Every two years, during spring semester, programs/departments/service units are asked to develop Unit Strategic Plans. These plans need to be closely aligned with the Institutional Action Priorities, the College’s Long Range Goals, and the College’s five year strategic plan. The Strategic Plans incorporate and reflect the operation of that unit at all campuses and instructional sites. Each unit’s budget needs to reflect the fiscal implications associated with the unit’s identified goals and objectives.

**Name of Program/Department: Chilton-Clanton Campus Service and Instructional Unit**

**Mission Statement (for the program or department):** The Chilton-Clanton Campus of Jefferson State Community College is an instructional site created to specifically serve the educational needs of our students in Chilton County and the surrounding areas. It is a place where students are able to register for classes, pay tuition, see an advisor, and successfully meet their educational goals. The Chilton-Clanton Campus actively seeks to increase student enrollment, retention, and overall satisfaction.

**Summary of Access, Productivity and Effectiveness (Including, but not limited to, program load, success rate, retention rate, completion rate, employer surveys, student surveys):** The Chilton-Clanton Campus was constructed as a result of the approved expansion of Jefferson State Community College’s service area by the State Department of Education in 2007. The Campus strives to promote Jeff State’s commitment to area residents by providing accessible educational and workforce developmental programs.

The campus programs are still limited to the Nursing (RN) program and the Transfer degree options. Enrollment trends remain steady except for the lower enrollment during the summers. In Fall 2020, the campus had 78 in-person students due to COVID restrictions – however, students previously on-campus from the Chilton county service area were part of the total fall headcount of 8530 for the college in online classes. The campus has responded in the last year to increased demands from workforce entities and began offering a grant-funded Heavy Equipment Operator class and is in discussions about creating a CDL track and class for training education. The campus, college administration, CTE director, and Workforce Education director have maintained relationships with the city of Clanton as it begins its new strategic plan.

Employer surveys are reported through the nursing department as they prepare their accrediting reports, although the past three years’ NCLEX pass rates were 95% in 2018, 76% in 2019, and 81% in 2020 as the first time pass rates. Student surveys are completed at the instructor level on all classes taught and the Associate Dean reviews student surveys on instructors to insure quality instruction is being met; the Associate Dean also evaluates classrooms of both full and part time instructors.

**Internal Conditions:**

1. **Technology**

All lecture classrooms are equipped with a computer and overhead projector for use during class lectures. During the upcoming cycle, all classroom computers will need to be replaced and several projectors at the end of their warranty and functional life-span will need to be replaced. Each of the two computer labs is equipped with 30 computers, a networked printer and an instructional computer with an overhead projector for in-class lectures and demonstrations. During the past two-year cycle, both computer labs were replaced with 31 updated computers. The labs are in a rotation plan for replacement when they no longer have warranty status.

Faculty and staff offices are equipped with computers and telephones. During the previous cycle, three faculty and two office staff computers were replaced. The admissions office has two computer stations to aid in the admissions/enrollment process, a multi-function office printer/copier/fax machine, a heavy-duty copier, document scanner with dual monitor system and scantron machine. The admissions office has replaced computers in the enrollment services with repurposed computer lab computers. The admissions office also provides students with a kiosk used to send financial aid and enrollment services documents electronically to the respective departments at the main campus. Also on site are two Elmo machines that are used by the mathematics, and now nursing, instructors. During this past cycle, a repurposed computer was also set up at a student welcome station in the front lobby where the work study students and club/organization officers sit to dedicate their hours to the college.

The Chilton-Clanton Campus’s Learning Resource Center has 12 networked computers with printing, wireless internet access, photocopying, and Course Reserves. All library resources, materials, and services are available from any internet connection through the library’s content management platform [website] which provides access to the online public catalog of all library holdings, electronic book collections, premier research databases, virtual reference services, subject guides, and resource pages.

1. **Budget**

The Chilton-Clanton Campus consciously focuses on using budgeted funds as they have been approved. Funds for materials and supplies have been sufficient to meet the needs of the Campus. Annual reviews of the Campus’s goals will determine future budget needs and the appropriate requests will be made at that time.

1. **Staffing**

The Campus has a full-time Coordinator who reports directly to the Associate Dean at the Campus. The Associate Dean reports directly to the Dean of Instruction and the Vice President for Student Affairs. Other full-time staff consists of an office manager, a full-time librarian, and eleven full-time faculty members. One of the full-time faculty members also serves as the Associate Dean. Additional staff members include three enrollment services/office L-19 employees, an L-19 Jeff Coach, and an L-19 librarian. The campus also has a full-time director for the Performing Arts Center, and contracts with the local police departments for continuous security detail. The campus would like to request L-19 maintenance and IT staff, or shared floating staff with Pell City; even though the campus receives support from both departments from the Shelby or Jefferson campuses, a dedicated team for the campus would assist in helping fix daily IT or maintenance issues that arise.

1. **Resources**

The Chilton-Clanton Campus staff works closely with various departments (Enrollment Services, Financial Aid, Business Office, ADA Office, Community Education, and Information Systems) at each Jeff State location to provide information and services to its students. The Learning Resources Center provides a full-time professional librarian who provides research assistance to students.

1. **Enrollment**

Enrollment at the Chilton-Clanton Campus has steadily increased since its establishment in 2008. Headcount Comparison Report, generated by IRIR, shows the enrollment at the Campus has grown from 100 students in fall of 2008 to a steady 621 in fall of 2018. The COVID-19 pandemic pushed most all students online, so the Fall 2020 data showcases only the on-campus limited class number.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ClantonCampus | Fall 2012 | Fall 2014 | Fall 2016 | Fall 2018 | Fall 2020 |
| 606 | 585 | 569 | 621 | 78**\*** |

**\*In Fall 2020, the only on-campus classes were the nursing classes and a few small developmental classes due to COVID-19 restrictions.**

1. **Facilities**

The Chilton-Clanton Campus of Jefferson State Community College is housed in a 30,000-square-foot building offering college courses in English, humanities and fine arts, natural sciences and mathematics, history, social and behavioral sciences, and nursing. As a vital community resource in Chilton County, the Chilton-Clanton Campus features college classrooms, computer, science, and nursing labs, a Learning Resource Center, and all the facilities required to meet the educational needs of the surrounding area.

Also located at the Chilton-Clanton Campus is the Clanton Performing Arts Center, a 65,000 square-foot economic development and civic center. The City of Clanton and Jefferson State Community College have worked closely to develop this state-of-the-art multi-purpose facility for trade shows, special events and conferences. The campus has made use of this center for special student events including dual enrollment cross-classroom symposiums, intramural events, and college lecture and seminar series.

1. **Equipment**

The Chilton-Clanton Campus has the equipment needed to support faculty, staff and students. Some faculty and staff computers have now all been upgraded within this past year, but the campus will monitor computer replacement needs as older equipment no longer falls under warranty. The Campus is equipped with modern science and computer science laboratories, a library, and student-service functions. All classrooms are equipped with computers and projection units. Over the next two-year period, classroom computers and projectors should be replaced as they have become problematic and are hitting their life-span end. The building has two large computer labs and two nursing labs, one equipped with six Stryker Med/Surg beds and related equipment and one simulation lab. Both computer labs were replaced within the previous two-year cycle. In addition, security monitors have been placed in the admissions and security offices, and a student photo ID machine has been installed and is currently in use. Security cameras and the DVR equipment has stopped working and these needs have been documented; these should be items of high priority during the upcoming cycle. The Campus has also added a scantron machine for testing and data collection purposes.

The Clanton Conference & Performing Arts Center is equipped with a modern auditorium, classrooms, and meeting areas. The projector in the CPAC is in a state of disrepair, but has been documented and should be addressed during this cycle.

**External Conditions (such as state funding, accrediting agencies, advisory committees, postsecondary policy changes):**

As part of Jefferson State Community College, the Chilton-Clanton Campus seeks to meet the requirements of the Alabama College System, under the control of the State Board of Education, as well as those of our regional accrediting agency, the Southern Association of Colleges and Schools Commission on Colleges. All courses are regulated by the Alabama Department of Education. The nursing department is guided by and is under the control of its accrediting agency, ACEN.

**2019-2020 Accomplishments:**

* The campus held its fourth annual New Student Fall Orientation festival.
* The campus held annual Dual Enrollment Coordination Night with parents and counselors.
* The campus launched its inaugural campus-specific retention committee efforts for “Sophmorapalooza” in Fall and graduation video (virtual celebration due to COVID) in spring.
* Split Pell City/Clanton Math instructor was hired in fall 2019.
* New computers were purchased for associate dean, two enrollment services staff, and math instructor.
* Computer lab in room 201 was replaced with 31 new computers.
* Computers were repurposed for classroom use and enrollment services use.
* Projectors in both tiered classrooms were replaced; one projector repurposed for another classroom.
* Faculty, staff, and students participated in JSCC’s inaugural “Clean Home Alabama” community clean-up efforts in Chilton county.
* Intramural sports continued until COVID-19 pandemic shutdown.
* SKD sponsors from Clanton collaborated with all campuses to put on fourth annual “Pioneer Con” (all day sci-fi convention for students)
* The campus collected and donated food to the Chilton County Emergency Assistance Agency in the fall.
* The campus created its inaugural “Turkey Hunt” – food giveaway during Thanksgiving.
* The campus facilitated student activities including Homecoming activities (fall), chili cook-off and tailgating games day (fall), Spring Into Art exhibition (spring), ZOOM Trivia and BINGO (summer – due to COVID, this activity was on Zoom).
* The campus collected and donated socks to Raleigh’s Place (foster children’s home), Grace of God Ministries (men’s shelter), and Kelsey’s Place (women’s shelter) in the spring.
* The campus provided new Black History and Women’s History month displays in the spring.
* Campus English instructors attended and sponsored two JSCC students to attend the ACETA annual convention (English convention).
* SKD, Enactus, SGA, Ambassadors, and the International Society supported college’s recruitment efforts at Find Your Place Day.
* History and literature instructors partnered to hold a Witchcraft Through the Ages (fall) and Technology (spring) Museum with student work.
* SKD maintained a bookcase for “The Little Free Library” program, encouraging reading through a free book exchange.
* Follett bookstore left the campus.
* Faculty members participated in ILA (state instructional leadership program).
* Campus faculty and staff participated in community outreach events including Clanton’s Christmas parade, Peach Jam, and elderly checks and school physicals (nursing).

**2020-2021 Accomplishments:**

* The campus held its fifth annual New Student Fall Orientation festival, but through Zoom due to COVID-19 restrictions.
* The campus held annual Dual Enrollment Coordination Night with parents and counselors, but through Zoom and recorded discussion due to COVID-19 restrictions.
* The campus held its campus-specific retention committee efforts for campus graduates in spring (socially distanced photo opportunity and keepsake giveaway).
* Psychology instructor and Speech instructor left to fill positions at the Jefferson and Shelby campuses (respectively). The campus held interviews to replace these positions.
* Computer lab in room 205 was replaced with 31 new computers.
* Computers were once again repurposed for classroom use and enrollment services use due to age of those in use.
* Faculty, staff, and students participated in JSCC’s second annual “Clean Home Alabama” community clean-up efforts in Chilton county.
* Intramural sports were put on hold due to COVID-19 restrictions.
* Campus faculty and staff facilitated JSCC’s participation in the ACCS “Twas the Night Before Christmas” reading.
* The campus Associate Dean and Workforce Director for the college represented JSCC at the Chilton County/Alabama Central Six Workforce meeting in spring.
* The campus produced its own “Welcome to Clanton” video and Thinglink presentation for NSOs.
* SKD sponsors from Clanton collaborated with all campuses to put on fifth annual “Pioneer Con” (all day sci-fi convention for students) which moved to an online platform due to COVID-19 restrictions.
* The campus held its annual “Turkey Hunt” – food giveaway during Thanksgiving – virtually in the fall.
* The campus held its annual “Egg Hunt” – spring basket of fun giveaway – virtually in the spring.
* The campus facilitated student activities including Homecoming activities (Fall), Drive-Thru Hot Cocoa bar (fall), Ice Cream Bar-COVID Style (spring).
* The campus collected and donated personal hygiene items to make kits for SafeHouse of Shelby County women’s shelter in spring.
* The campus provided new Black History and Women’s History month Instagram posts and links in the spring due to COVID-19 restrictions.
* Campus English instructors attended and sponsored two additional JSCC students to present at the ACETA annual convention (English convention) in spring via virtual set up due to COVID-19 restrictions.
* Literature, art, nursing, culinary, and speech instructors facilitated JSCC’s first Digital Museum based around the theme of “Pirates” in the fall.
* Literature, history, biology, speech, and theater instructors facilitated JSCC’s second semester Digital Museum based around the theme of “Mysteries and Oddities of the World” in the spring.
* SKD maintained a bookcase for “The Little Free Library” program, encouraging reading through a free book exchange.
* Faculty members participated in ILA (state instructional leadership program).
* Faculty completed OLC workshops (online learning consortium).
* Faculty participated in QM (Quality Matters workshop).
* Campus faculty and staff participated in community outreach events including Clanton’s Christmas Walk of Trees and elderly checks and school physicals (nursing).

Considerations for Development of Unit Strategic Plans:

1. What can be done to improve the operation of the unit? The success of the unit revolves around communication between the instructors and staff here on the campus and between campuses. The staff have regular once-a-semester faculty meetings for the campus, and each faculty member attends subject area specific staff meetings for each department. Continued communication between staff and students and staff at the campus with the other campus is imperative for continued improvement of the unit and college as a whole.
2. What are the desired Student Learning Outcomes/Program Learning Outcomes/Service Unit Outcomes for each unit? The SLOs for the Instructional/Service unit will remain the same as previous years. These SLOs ensure success on both the instructional and Service Unit side.
3. What equipment/resources are needed to accomplish the unit’s goals and objectives? Upgraded equipment is needed during the next cycle to continue meeting the high standards of excellence.
4. Are there any goals or objectives that were not completed from previous years that should be included in the new plan? Large aesthetic items were not purchased from the last cycle due to scarcity of materials. These items are helpful for social distancing, so they will be included in the new plan. New equipment is needed because many technical items are beginning to fail due to age, so this will be a priority.
5. Can the performance of the unit be addressed by professional development? The instructors within the unit maintain a subject area interest in conventions and meetings within their fields. Instructors have also enjoyed coming together as a group to see what each person is doing, so a new emphasis on internal professional development will continue to grow.

**Unit Goals (plans for the unit for the next two years):**

1. **Outcome**

A. The facilities will be well maintained, staffed, and satisfactory to meet each student’s educational needs.

B. The Chilton-Clanton Campus will maintain a safe and comfortable learning environment to foster academic excellence.

C. The Chilton-Clanton campus will increase student enrollment.

D. Students will be able to identify and work with an advisor to help achieve their identified educational goals at the campus.

E. The facility will house and support instruction that will enable students to successfully complete the general education requirements for all degree programs.

1. **Objectives (strategic budget items linked to outcomes) – several of the outcomes above are linked to the four main objectives in the strategic budget**

A.1. Provide services and resources to support faculty, staff, and students

 2. Add personnel to campus in order to serve students’ needs

B. 1. Provide services and resources to support faculty, staff, and students

2. Maintain building, facilities, staff, and service to foster a safe, accessible and welcoming learning environment for faculty, staff, and students

 C. 1. Provide services and resources to support faculty, staff, and students

 2. Add personnel to campus in order to serve students’ needs

 3. Add Student Life Enrichment to the Clanton Campus for faculty, staff, and students

 4. Maintain building, facilities, staff, and service to foster a safe, accessible and

welcoming learning environment for faculty, staff, and students

 D. 1. Provide services and resources to support faculty, staff, and students

 2. Add personnel to campus in order to serve students’ needs

 E. 1. Provide services and resources to support faculty, staff, and students

 2. Maintain building, facilities, staff, and service to foster a safe, accessible and

welcoming learning environment for faculty, staff, and students

1. **Method of Assessment**

A. 1. Review of full-time instructor and staff assignment to the campus

 2. Review of maintenance staff and housekeeping services

B. 1. Jeff State Clery Report data

 2. Audit of security personnel hours

C. 1. Enrollment reports issued by Jeff State’s IRIR department

D. 1. Review of advising sign-in sheets

E. 1. Review of course offerings at the Clanton campus

2. Review of full-time instructors in the AAS Nursing and AA/AS Transfer degree programs

1. **Additional Funding Requests**

**Objective 1: Provide services and resources to support faculty, staff, and students**

Two new projector units $4,500.00

 Replace all classroom instructional computers (11 classrooms) $9,400.00

 Biology lab microscope service and cleaning $400

 Evaluate biology lab microscope repair at $300 per repair

Evaluate need to replace biology anatomy models $3,000.000

 Replace instructor computers as needed $4,000.00

 Professional Development Support $2,000.00

 **Total: $23,300.00 plus microscope repair**

**Objective 2: Add personnel to campus in order to serve students’ needs**

Replace Psychology and Speech instructors (cost based on salary schedule)

 Full-Time Jeff Coach (cost based on salary schedule)

 Faculty Chair Position ($400/mo plus release time)

Part time instruction Part time cost

**Total: $Salary based cost**

**Objective 3: Add Student Life Enrichment to campus for faculty, staff, and students**

Student fall and spring activity purchases (food and incidentals for campus-wide

activities) $500.00

 Intramural Equipment Upkeep $400.00

 **Total: $900.00**

**Objective 4: Maintain building, facilities, staff and services to foster a safe, accessible and welcoming environment for faculty, staff, and students**

Concrete pad and Outdoor Building $70,000.00

Evaluation and replacement of classroom tables, chairs, desks (3 classrooms per year of

strategic plan) at $10,000 per classroom $60,000.00

 Security Camera and DVR replacements – internal

 **Total: $130,000.00 plus security replacements**

**Total Two-Year Strategic Budget $155,000.00 plus security, salary schedules, and repair as needed.**

**Unit Goals for 2021-2022**

1. Outdoor classroom built
2. Hire PSY and SPH instructor to begin fall term
3. Hire Jeff Coach full-time
4. Computer replacement in all needed classrooms listed on budget
5. Biology lab microscope evaluation
6. One new projector unit replaced
7. Three classroom desks and chairs replaced
8. Security camera repair/replace/addition
9. Some intramural equipment and student activity
10. Some professional development assistance

**Unit Goals for 2022-2023**

1. Establish faculty chair position to begin fall 2022
2. Biology lab anatomy model evaluation and purchase
3. Replace instructor computers as needed
4. One new projector unit replaced
5. Three classroom desks and chairs replaced
6. Some intramural equipment and student activity
7. Some professional development assistance
8. Remaining items from 2021-2022