



Program: Chilton-Clanton Campus

Assessment period: Fall 2021 – Summer 2022

Program or Department Mission:

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 can 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.

Service Unit Outcomes & Assessment Plan

Intended Outcomes	Means of Assessment	Criteria for Success	Summary & Analysis of Assessment Evidence	Use of Results
<p>The facilities will be well maintained, staffed, and satisfactory to meet each student’s educational needs.</p>	<ol style="list-style-type: none"> Review of full-time instructor and staff assignments to the campus. Review of maintenance staff and housekeeping services. 	<ol style="list-style-type: none"> More than 50% of full-time faculty will be assigned to the Chilton-Clanton Campus for instruction. Maintain at least two full-time office personnel to assist students in enrollment services. Maintain full-time housekeeping staff and L-19 maintenance personnel. 	<p>1. The online/in-person balance in the college schedule returned to more pre-pandemic levels showing 94 of 158 classes offered by Clanton-based instructors (59%) being taught on-campus. 64 out of 158 classes were internet (41%). Fall and Spring semesters have higher percentages of on-campus students, while students choose more online methods of instruction for summer. Full-time</p>	<p>1. The campus continues to have a full-time coordinator and office manager on campus, along with a full-time Associate Dean. The enrollment services office also has a day L-19 to aid with help desk emails, phone calls, walk-in appointments, everyday walk-in requests, and student success help. The enrollment services office also has two-night</p>

			<p>instructors taught full load, with overload and/or double overload schedules all three semesters of this year. The Chilton-Clanton Campus currently is well over 50% full-time in-class assignments. Summer 2021 PSY and SPH instructor interviews successfully yielded two new instructors for the campus to replace the instructors that transferred campuses; Jerrid Olmstead began teaching SPH and Jeffrey Pouncey began teaching PSY in Fall 2021. The campus lost its L-19 Jeff Coach as she gained full-time employment at another company, and the campus has not been able to replace that position.</p> <p>2. Baza Services, LLC remains as the service provider for housekeeping services since its hire in the summer of 2021. Maintenance personnel from the main campuses responds to service tickets the campus requests.</p>	<p>L-19 office aids that complete filing, phone answering, walk-in requests, and other administrative duties to keep the office running smoothly and to aid students in the evenings. Full-time Jeff Coach support has been requested in the campus unit budget request.</p> <p>2. The hallways of both floors of the academic building received updated wall maintenance and a fresh coat of paint in summer 2022. We will continue to maintain the upkeep of buildings, making necessary repair/maintenance requests as needed. Dedicated campus maintenance and IT personnel would still benefit the campus greatly and have been requested as a full-time split position with the Pell City Campus.</p>
<p>The Chilton-Clanton Campus will maintain a safe and comfortable learning environment to</p>	<p>1. Jeff State Clery Report data</p> <p>2. Audit of security personnel hours</p>	<p>1. Two or fewer small incidents on the Clery Report.</p>	<p>1. Data from the Jeff State Clery report shows 2 reported incidents at Chilton-Clanton Campus from Fall 2021-Summer</p>	<p>1. Continue police presence to ward off any potential crime problems. Continue to be proactive in talking</p>

<p>foster academic excellence.</p>		<p>2. Documentation of 100% presence of security personnel during all hours of operation.</p>	<p>2022; both instances were of inappropriate behavior between two different officers to two different students. The local police and JSCC police immediately resolved the situation. Security cameras, as purchased through a grant from the system, were installed in the summer of 2021 in both indoor and outdoor areas around the perimeter of the building.</p> <p>2. The Clanton Police Department supplies the campus with an officer during the hours of 7:15 am-9:00 pm. Officers rotate shifts. Over the past year, the campus has added the Heavy Equipment training program which has resulted in more open weekends at the campus. It has been exceedingly difficult for the Clanton Police Department to staff full hours without support from JSCC full-time personnel. JSCC Police began supplementing days that Clanton was unable to provide shift workers for. The campus requested a full-time officer dedicated to the Chilton-Clanton</p>	<p>to students in reported abuse situations so police are alerted to potential high-risk students. Since the new camera installation, the campus has not received word of an ability to view the camera angles; the administration at the campus was told IT would need to connect the system for viewable and playback content.</p> <p>2. Continue to provide security personnel during all hours of operation at the campus. The campus is in the process of searching for a full-time officer dedicated to this location. Since the campus has added weekend programs for Heavy Equipment and is beginning to look at offering different modalities of the new CDL program, the campus may begin staying open on the weekends on a more regular basis. This would increase the need for police officer presence.</p>
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			Campus at the end of Summer 2022.	
The Chilton-Clanton Campus will increase student enrollment.	1. Enrollment reports issued by Jeff State's IRIR department.	1. Enrollment at the Chilton-Clanton Campus will continue to steadily increase by at least 2% yearly.	1. As noted at the beginning of the report, students are returning to on-campus classes more than last year. Fall 2021 data suggests that 380 students were registered for on-campus classes with the Chilton-Clanton Campus. The remainder of the students that the Chilton-Clanton campus serves were enrolled in online classes over the whole college; the online headcount was 5139 students in total. Overall, the college headcount in Fall 2021 was 8,520. The campus has been working with Workforce Education in partnership with business and industry to continue to offer sessions of HEO (heavy equipment operator) classes at night with experimental labs on weekends. The college also began building its CDL track at the Chilton-Clanton location and the campus will be working with Workforce Education to house new students for 8-week CDL training	1. Overall college enrollment is steady. The Chilton-Clanton campus partnered with the local school systems to continue to offer dual enrollment classes back on-campus. The college safety protocol allowed a much more normal experience as spring and summer saw COVID-19 guidelines decrease. The campus continues to analyze enrollment trends and adjust those: the campus consistently sees a low on-campus enrollment in the summer semester and accordingly, only offers the biology classes and few math classes students desire for on-campus. The HEO classes continue to be successful, and the Chilton-Clanton campus will continue to partner with Workforce Development as it begins its CDL training program.

			programs beginning in the fall.	
Students will be able to identify and work with an advisor to help achieve their identified educational goals at the Chilton-Clanton Campus.	1. Review of advising sign-in sheets.	<p>1. More than 30% of students registering for classes will take advantage of advising sessions</p> <p>2. At least one full-time advisor will be available to students during office business hours (Mon-Fri, 8 a.m.-4:30 p.m.)</p>	<p>1. As registration in-person and normal campus activity slowly gained more traction after the pandemic, advisors at the Chilton-Clanton Campus began seeing a steadier influx of in-person advising appointments, but they continued to use the LibWizard software set up through the JSCC Library to schedule Zoom, phone, and in-person appointments. From Fall 2021 to Summer 2022, the Chilton-Clanton program coordinator advisor logged 731 online appointments (up to over 200 appointments since last year's assessment). These appointments consisted of a 30-45-minute advising session either on Zoom, phone, or in-person. The LibWizard chat function was also enabled, and the office manager logged 65 chats which ranged from questions about forms and withdrawals to questions about financial aid and advising. The Advising Guide, available through the library software was</p>	<p>1. The Chilton-Clanton Campus would still like a more regular financial aid presence. The campus students were able to take advantage of the VA representative presence, and this additional service was appreciated. Because the percentage of students specifically identifying Chilton-Clanton as their home campus is not accurate (as many students opt for all online options or attempt classes at other JSCC campus locations) it is difficult to measure the 30% connection. A good indicator of success in the advising area is the rise in several appointments from last year.</p> <p>2. Both the program coordinator, who is the main advisor and the office manager, utilized the LibWizard software to advise students and to answer registration chat helplines between the</p>

			<p>also accessed 2,487 times and provided students access to register for appointments or ask questions. The campus has logged 224 visitors as walk-in appointments between fall 2021 and summer 2022; however, the computer that logs those appointments was out of commission for six months before it was replaced. This number, thus, is not an accurate count of the walk-in visits held at the Chilton-Clanton Campus. The Chilton-Clanton advisor also provides aid to college-wide drop-in advising hours when other campuses need help with a magnitude of Zoom drop-in advising. The JSCC VA representative, Rose Marie Cobb, established a more regular visitation schedule for most months during this year to serve VA students needing specific services or questions answered. She began with a bi-monthly visit and now rotates a once-a-month visitation in most months.</p> <p>2. The office maintains a full-time program coordinator and office</p>	<p>hours of 8:00 am and 4:30 pm. During final registration periods, the program coordinator/advisor, the office manager, and the Associate Dean of the campus assist students during extended office hours which run until 6:00 pm. The program coordinator also schedules in-person and phone advising sessions throughout the year. She participates in the drop-in advising as well to assist other campuses in their drop-in advising efforts as well. The office manager continues to serve as much more than a simple administrative assistant. A full-time Jeff Coach has been requested for the continued work with developmental students, along with all other students, in student success and advising.</p>
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			<p>manager within the enrollment services areas. One staff member is specifically trained as an advisor; however, the office manager benefits from training that has helped her directly assist in advising students when the main advisor is with other students.</p>	
<p>The facility will house and support instruction that will enable students to complete the general education requirements for all degree programs and develop the following degree programs: Registered Nursing (AAS) and Transfer Degrees (AA/AS).</p>	<ol style="list-style-type: none"> 1. Review of course offerings at the Chilton-Clanton Campus. 2. Review of full-time instructors in the AAS Nursing and AA/AS Transfer degree programs. 	<ol style="list-style-type: none"> 1. Eighty percent of general education classes will be made available at the Chilton-Clanton Campus; 100% of classes needed for completion of the AAS Nursing program will be offered at Clanton. 2. Maintain well-qualified, full-time instructors in the classes leading to the degrees offered (AA/AS, and AAS Nursing). 	<ol style="list-style-type: none"> 1. The Chilton-Clanton Campus offers courses in humanities and fine arts, English, natural sciences and mathematics, social and behavioral sciences, and nursing. 100% of classes needed for AAS Nursing continue to be offered at the campus regularly with one new Fall admission cohort per year. The Nursing program at Clanton continues to have steady enrollment and produces graduating nurses just one time a year now. Clanton's nursing program graduated its tenth nursing class of 23 students, in Spring 2022. To date, 237 nursing students have passed the program. The current year's class achieved a 91% N-CLEX pass rate which 	<ol style="list-style-type: none"> 1. Enrollment numbers continue to be monitored to determine if additional courses/faculty are needed. Chilton-Clanton Campus began offering a schedule similar to the pre-pandemic fall and spring semesters, and a balance has shifted back to on-campus classes and a preferred method (except for summer). The nursing department is still exploring options for a Spring admit cohort for the AAS Nursing program at the campus. 2. Instructors and equipment are added as funding and the need arises for students to complete transfer

			<p>was 20% higher than last year.</p> <p>2. The Chilton-Clanton Campus has well-qualified full-time instructors in English, history, speech, biology, psychology, math, and nursing. The campus has well-qualified part-time instructors that teach classes that supplement the core classes.</p>	<p>degrees and the AAS Nursing program.</p>
<p>Plan submission date: September 16, 2022</p>			<p>Submitted by: Ashley Harlan Kitchens</p>	