

St. Clair-Pell City Campus

Program Review

Reporting Period: 2018-2019 through 2020-2021

Part 1: Review of the Past 3 Years

1. Service Unit Outcomes

A. Summarize assessment results. Highlight successes and areas requiring improvement. Discuss what actions were taken based on the assessment results and any improvements that can be observed.

The St. Clair County/Pell City Campus of Jefferson State Community College is an instructional site created to specifically serve the educational needs of our students in St. Clair County and the surrounding areas. It is a place where students will be able to register for classes, pay tuition, see an advisor, and successfully meet their educational goals. The Pell City Campus actively seeks to increase student enrollment, retention, and overall satisfaction.

- Enrollment at the St. Clair-Pell City Center has remained steady over the past three years with an average enrollment of approximately 800 students in the Fall semester.
- A total of 14 full-time employees now work at the campus to meet the educational and administrative needs of the students; including administrative staff, History, English, Biology, Math, Speech, Psychology, Theater, and three nursing instructors.
- The St. Clair-Pell City Campus currently supports all AAS/AA/AS degrees by offering a wide selection of courses in humanities and fine arts, English, Math, Science, social and behavioral sciences, and history.
- A safe and well-maintained learning environment has been achieved as evidenced by an average of fewer than 3 incidents/offenses reported each year. This success is attributed to at least one police officer being present during all hours of operation in addition to video surveillance monitors being installed in the admissions and security rooms.
- At least one full-time advisor and the library learning center are available to students during normal business hours. Advising hours are increased during the peak registration period to give the students greater access to this resource.

B. If applicable, identify the data regularly collected and or reported as part of program compliance.

Total Fall Enrollment at the St. Clair-Pell City Campus		
2018	2019	2020

863 students	700 Students	*Pandemic, All Internet
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2. Analysis (as it relates to progress in achieving unit goals)

A. External Conditions that have impacted the unit. Describe the ones that have most significantly affected the unit and what actions the unit took to respond to those conditions.

The St. Clair-Pell City Campus was constructed because of the approved expansion of Jefferson State Community College’s service area by the State Department of Education in 2006. The Campus strives to promote Jeff State’s commitment to area residents by providing accessible educational and workforce development programs. As the only college in St. Clair County, the Campus is well-positioned to be an invaluable asset to Pell City and the surrounding communities. The Campus is conveniently located right off I-20 approximately 35 miles East of Birmingham.

In addition to offering general education courses from Area I, II, III, and IV in support of the AA, AS, and AAS degrees, the Campus also offers the complete degree program in Nursing (AAS) and Manufacturing and Technology (AAS). As a vital community resource in St. Clair County, the Campus features classrooms, computer labs, a full-service library, a GED testing center, the St. Clair County Economic Development Council offices, and all the facilities required to meet the educational needs of the surrounding area.

The largest external condition that impacted the Pell City Campus was the COVID-19 pandemic. In the spring of 2020, the pandemic forced all courses to be moved to an online format. As a result, we pivoted and started utilizing Zoom and Blackboard Collaborate to meet with students remotely. In addition, advising began utilizing Zoom meetings as well as our enrollment services area began creating digital forms that could be filled out and submitted remotely. The Pell City Campus made a fundamental shift in how we offer instruction as well as how we support students academically. As we continue past the COVID-19 pandemic, we will continue evaluating what worked and what didn’t work during our shift from primarily in-person classes and support services to increased online offerings.

B. Internal Conditions that have impacted the unit. Describe the ones that have most significantly affected the unit and what actions the unit took to respond to those conditions.

During the Fall 2017 semester, approximately 8,000 square feet of space were renovated on the 3rd floor of the Pell City Academic Building. The new space was renovated into a Nursing and Allied Health wing, which included 6 offices, 2 classrooms, a nursing lab, 2 simulation labs, and a conference room. The St. Clair-Pell City Campus will be affected in the following ways;

- We will have the ability to expand the nursing program at the campus

- Consolidate all the nursing facilities in one area of the building, thus providing a more seamless experience for the students.
- The additional space will allow the other disciplines to offer more classes due to the additional space.
- The upgraded facilities will make us more competitive in recruiting students to our nursing program.

Another internal factor was the COVID-19 pandemic. As faculty and staff members began being out of work with COVID, we had to make sure the employees were set up to be able to work from home. This included the following changes:

- Make sure all employees had access to a laptop
- Make sure all employees could remotely log into our network
- Hold meetings remotely with zoom or Microsoft teams

In addition to these changes, we also started making digital forms to replace our typical paper forms. This allowed for additional flexibility when employees and students were trying to complete things remotely as well as reduced the college's use of paper. We will continue to monitor these changes to see what is working and what isn't working as we move forward.

C. Collaboration (internally and externally) – Describe the key collaborative relationships in which your unit is involved. Explain how these partnerships strengthen the unit's capacity to advance student success and/or enhance the quality of services and programs provided.

The St. Clair-Pell City Campus actively seeks to increase student enrollment, retention, and overall satisfaction. As a community resource, the Campus actively collaborates with internal and external sources to enhance the quality of services and programs provided.

Internal Collaborations

- The PTK and SKD clubs are typically organized and run off the Jefferson and/or Shelby Campuses. We collaborate with those organizations and club sponsors to ensure our students get access to those opportunities. Currently, the SKD club advisor, Jacob Melvin, is a full-time English faculty member at the Pell City Campus.
- The Associate Dean at the St. Clair-Pell City Campus collaborates with the Association Deans, Division Chairs, and Department Chairs on the other three campuses to ensure all classes are fully staffed and full-time faculty have full teaching loads.
- The St. Clair-Pell City Campus staff works closely with Enrollment Services, Financial Aid, Business Office, ADA Office, and Information Systems at each of the Jefferson State Community College locations to ensure timely, accurate, and consistent service to our students.

- All full-time faculty members at the St. Clair-Pell City Campus actively participate in faculty meetings here, as well as the entire Faculty Senate meetings that are attended via video conference with all JSCC locations.
- The Learning Resources Center here at the St. Clair-Pell City Campus maintains a full-time librarian who provides research assistance. Additionally, the full-time librarian also maintains a relationship with the other librarians at the other JSCC locations to ensure accurate and consistent service.

External Collaborations

- JSCC partners with UAB on an NIH-sponsored Bridges to the Baccalaureate Program. This program funds biomedical research internships for JSCC students at UAB. UAB has a world-renowned research program and JSCC students are afforded an experience like no other. This program provides a pathway for JSCC students to get experience in research as well as network with UAB faculty and staff.
- The Associate Dean is an active member of the Pell City Rotary Club as the Jefferson State Community College representative.
- The St. Clair-Pell City Campus recently formed a partnership with the Center for Education and the Performing Arts (CEPA). Jeff State and CEPA are now working together to offer the college and the community opportunities in the performing arts (plays, musicals, acting classes). A minimum of 2 performances will occur at the CEPA auditorium each year.
- The St. Clair-Pell City Campus maintains a positive relationship with all the high schools located in St. Clair County. Students at these schools can participate in dual enrollment and accelerated programs at the Campus, gaining college credits while still in high school. The Campus maintains relationships with the appropriate guidance counselors at these schools to ensure that the dual enrollment process is serving all interested students. This also includes a yearly counselor's luncheon.
- Community involvement is very important to the faculty, staff, and students at the St. Clair-Pell City Campus. For example, a blood drive is organized by the Associate Dean to be at the Campus twice per semester. In addition, the faculty, staff, and students also support the community through JSCC organizations such as the Sigma Kappa Delta, Ambassadors, and SGA.

D. Communication – How effectively does information flow from this unit to other units on campus? How does your unit make information available to faculty/staff/students?

Information flows very effectively among the faculty and staff at the St. Clair-Pell City Campus. The Associate Dean utilizes the following modes of communication; email, campus mail, phone call, and meetings to effectively communicate with the faculty and staff of the Campus. Monthly staff meetings and semester faculty meetings are also utilized.

Information is communicated to students through class announcements, bulletin board posts, the JSCC website, as well as emails through the pipeline. College policies are communicated in the student handbook.

3. Unit Mission

A. Note any changes in your unit's primary functions since the beginning of the review cycle. Describe any changes that might warrant a modification of your mission statement.

No major changes have been made to the St. Clair-Pell City Campus's primary functions.

B. In the past three years, have the functions/services of your unit changed in how directly or indirectly your unit supports student learning? If so, describe it in detail.

- A total of 14 full-time faculty and staff members now work at the St. Clair-Pell City Campus. The faculty members offer weekly office hours and much-needed additional support to enhance student learning. The staff members keep the enrollment and student services office open daily from 8 am-4:30 pm.
- The St. Clair-Pell City Campus has a full-time librarian to staff the Library Resource Center. The presence of a full-time librarian has allowed more individual student attention in the library as well as offering library training lectures.
- The St. Clair-Pell City Campus offers Financial Aid (hired an L19) on Tuesdays to help answer Financial Aid-related questions without the need for the student to drive to a different JSCC campus.

4. Goal Progress

A. Describe your unit's progress in achieving its goals. Highlight achievements or areas that need continued focus and the evidence to support these claims. Indicate any factors that impacted progress toward achieving a goal.

The St. Clair-Pell City Campus has been successful in achieving its goals.

Goal #1 – Continue to provide services and resources to support faculty, staff, and students.

Goal #2 – Enhance the overall student satisfaction/experience at the St. Clair-Pell City Campus.

Goal #3 – Increase the overall student enrollment at the St. Clair-Pell City Campus.

Goal #4 – Maintain a safe and functional St. Clair-Pell City Campus building, resources, and environment.

Achievement Highlights

- Renovated the old bookstore space into a student lounge area
- Renovated an old classroom into a quiet area/study area
- Added additional intramural supplies to expand offering on campus

- Upgraded computers for faculty, staff, and the student computer lab
- Replaced aging classroom technology (computer and projector)
- Added additional professional development opportunities for faculty and staff
- Increased the number of student activities on campus

Continued Focus

- The biggest area at the Pell City Campus that we are currently trying to address is the lack of outdoor space. We have added to the budget for next year to build an outdoor classroom/event space for the utilization of the campus community. The area would be a covered pavilion with power, lights, and ample seating. This would give students an area to hand out, instructors an area for holding class outside, and a common area for all the campus community to use and enjoy.

B. Describe the adequacy of resources to achieve goals.

The St. Clair-Pell City Campus has received enough resources to achieve the set goals.

C. Describe the impact of any resource allocations you have received over the past three years in terms of the effectiveness of your unit.

The St. Clair-Pell City Campus has all areas sufficiently staffed to allow for a consistent level of instruction and service. Additionally, the Campus consciously focuses on using budgeted funds as they have been approved. Funds for materials and supplies have been enough to meet the needs of the Campus.

Part 2: Implications of Program Review for Developing 3 Year Plan

1. Vision and Direction of Unit

A. As a result of your evaluation, what direction do you see your unit taking in the next three years?

One of the major goals of the St. Clair-Pell City Campus is to increase student retention and success rates. We will accomplish this goal through the following initiatives.

- Increasing student outdoor space in the form of picnic tables, benches, hammock parks, etc.
- Increasing student indoor space in the form of study corrals, comfortable lobby chairs, computer lab terminals, and library seating.
- Add additional student support personnel such as Jeff Coaches, office staff, advisors, and tutors.
- Increase the “campus feel” through additional activities such as ping pong and corn hole tournaments, more activities, more clubs, and more on-campus stuff.

B. Are there any anticipated conditions or trends that might impact the unit?

As we start to come out of the COVID-19 pandemic, we will see whether the trend to stay online continues or if we will see a return to primarily on-campus courses. We expect more students to return to campus, but not to the pre-pandemic levels. There will more than likely remain an increased demand for internet-based classes. The St. Clair-Pell City Campus anticipates an increase in overall student enrollment, though it is unknown to what degree the on-campus vs off-campus class distribution will be. All these conditions will warrant the evaluation of our office staff, full and part-time instructors, and learning resources staff to determine if we are prepared and able to support students in this new normal. All of these issues will be actively monitored, and additional staff will be added as needed.

C. What changes in collaborative relationships are needed to make this unit more effective in its missions?

The St. Clair-Pell City Campus is one of four campuses at JSCC. Because the St. Clair-Pell City Campus is one of the smaller campuses, the following things will need to be monitored and/or implemented to increase the overall effectiveness of the Campus's Mission.

- Increase the level, frequency, and duration of communications between administration, campuses, departments, and faculty/staff.
- Faculty Members will attend faculty meetings at the St. Clair-Pell City Campus as well as subject-specific faculty meetings with all JSCC locations as needed.
- Increase student support resources such as advising, Jeff Coaches, etc.
- Ensure regular and timely visits from the IT department, maintenance, and other areas as needed.

D. Identify any areas where communication could be improved.

Communication between faculty and staff within the St. Clair-Pell City Campus as well as with the other three JSCC locations is integral to the College's success. The Campus continues to offer a variety of avenues of communication including email, videoconference, phone, and in-person meetings. The biggest hurdle in communication is between the various subjects and the four JSCC locations. For example, the Jefferson and Shelby campuses each have a Biology Chairperson while the St. Clair-Pell City Campus and Chilton-Clanton Campus do not. All four locations need to effectively communicate so that all instructors are on the same page concerning the courses they are teaching. The primary responsibility will fall on the Chairpersons to effectively communicate information. The Associate Deans at the St. Clair-Pell City Campus and the Chilton-Clanton Campus will need to ensure communication is occurring effectively.

E. Describe the feasibility of making the plan you have outlined a reality. What are the resources or support needed? What challenges do you anticipate?

The plan that is outlined within is feasible and measurable. The biggest challenge to the completion of this plan is the availability of money. The financial commitment to the St. Clair-Pell City Campus is very strong and we usually have the resources needed to complete the outlined goals. However, overall student enrollment and credit hour production will drive our ability to invest extra resources into the campus. We anticipate an increased enrollment coming out of the pandemic and an increased level of financial resources.

Part 3: Evidence of Staff Participation in Program Review

1. Describe how the unit staff participated in the program review process. Include specific dates for meetings held or activities conducted.

The faculty and staff here at the St. Clair-Pell City Campus were involved in the Program Review in several ways. Informal discussions routinely take place between the Associate Dean and the faculty/staff members. More specifically, a faculty meeting is held every semester and several important ideas/issues were raised in those meetings. The meeting involved brainstorming of ways to improve the overall function of the Campus as well as to address any questions/concerns that the faculty/staff members had.

2. Attach advisory committee minutes (if applicable) and a list of members. Describe any changes made in the unit as a result of input from the advisory committee.

No advisory committee for this program is established at this time.

3. List the names and titles of all participants in this program review.

Nicholas Kin, Associate Dean, Biology Instructor
Jacob Melvin, English Instructor
Haley Kendrick, English Instructor
Sabrina Moore, Math Instructor
Jarrod Cunningham, Math Instructor
Cristy Daffron, Nursing Instructor
Amanda Bonds, Nursing Instructor
Kim Craven, Nursing Instructor
Clare King, Librarian
Amanda Swindall, Biology Instructor
Sarah Gasper, Psychology Instructor
Ray Harrison, Speech Instructor

David McRae, History Instructor
Lesley Warren, Theater Instructor
Laura Urbahns, Office Manager
Philip Guinn, Site Coordinator