



Assessment Record

Program: St. Clair-Pell City Campus

Assessment period: 2019-2020

Program or Department Mission:

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.

Service Unit Outcomes & Assessment Plan				
Intended Outcomes	Means of Assessment	Criteria for Success	Summary & Analysis of Assessment Evidence	Use of Results
The facilities will be well maintained, staffed, and satisfactory to meet each student's educational needs.	1. St. Clair-Pell City Campus Maintenance Records	All building maintenance requests are successfully executed in a timely manner.	Building maintenance requests were all taken care of.	No additional building maintenance related issues are currently needed.
	2. Review of full time to part time instructor ratios	Maintain a minimum of 50% full time to part time instructor ratio in all major subject areas at the St. Clair-Pell City Campus.	Fall 2019-2020 Full Time to Part Time Instructor Ratios Biology - 50% - 6/12 English - 77% - 10/13 Math – 55% - 6/11 History - 60% - 3/5 Speech - 100% - 5/5 Psychology - 57% - 4/7	English was the first educational area to fall below a 50% full time to part time ratio in 2018-2019. As a result, a new full-time English instructor was hired, and the ratio has improved accordingly.

				All discipline ratios will be continuously monitored, and adjustments made as needed.
	3. Review of the number of staff in relation to student enrollment and services required. Also review the feedback from student satisfaction surveys.	Sufficient staff should be available to handle all student enrollment and services requirements. The enrollment office and student advising services should be available 100% of the time during normal business hours (8:00am-4:30pm). The library should always be open when the campus is open.	<p>Current staff includes an Associate Dean, Campus Coordinator, Office Manager, dual enrollment coordinator, 3 general admin (L-19), part time librarian, full time librarian, 2 Biology, 2 English, 2 Math, Psychology, Speech, and 3 nursing instructors.</p> <p>Student satisfaction surveys have been very positive for the Pell City Campus except for the number of campus activities.</p> <p>Campus now has an intramural program (ping pong, basketball, soccer, kickball, corn hole).</p> <p>The college now has an NJCAA Division I Men's and Women's Golf Program.</p> <p>The enrollment office and student advising services are available every Mon-Fri from 8:00am-4:30pm.</p> <p>The Library is open from 8:00am-8:00pm Mon. – Thurs. and 8:00am-2:00pm Fri.</p>	<p>The main issue with regards to student services are the availability of campus activities, clubs, and events.</p> <p>To address this issue the following things were initiated:</p> <ol style="list-style-type: none"> 1. Increase the number of faculty-sponsored clubs and events

<p>The Pell City Campus will maintain a safe and comfortable learning environment to foster academic excellence.</p>	<p>St. Clair-Pell City Campus specific Crime Statistics as generated using the JSCC Police Department Crime Report.</p>	<p>Maintain less than 12 incidents/offenses per academic year.</p> <p>Maintain a police officer 100% of the operating hours of the campus.</p> <p>Offer faculty/staff training courses as needed.</p>	<p>For the calendar year 2019, the St. Clair-Pell City Campus had 4 total incidents/offenses reported, with the majority being traffic accidents in the parking lot.</p> <p>A JSCC police officer was present 100% of the operating hours of the campus. An officer will unlock and open the campus at 7:00am and lock and close the campus at approximately 9:30pm.</p> <p>Active shooter training was provided to all faculty/staff at the Pell City Campus.</p>	<p>The St. Clair-Pell City Campus is well under the 12 incidents per year and maintains at least a one officer on campus during operating hours.</p> <p>The only suggestion would be to increase the outdoor parking lot lighting as some areas are not as well-lit as others. However, no issues have occurred to date.</p>
<p>Students will be able to successfully apply to JSCC, register for classes, pay tuition, purchase books and other required course materials, resulting in increased student enrollment.</p>	<p>1. Total Student Enrollment at the St. Clair-Pell City Campus</p>	<p>A minimum of a 3% increase in total enrollment from the previous academic year.</p>	<p>The total student enrollment at the St. Clair-Pell City campus has grown from around 200 students in 2008 to around 600 students in 2012. The total enrollment for Fall 2019 was approximately 700 students, which is a 10% decrease over the previous Fall (770 students).</p>	<p>Course offerings will be evaluated to determine if specific groups (day vs night vs online) are expanding/contracting and adjust the course offerings accordingly.</p> <p>One approach to increase enrollment will be to attend the St. Clair County High School college days (6 high schools).</p> <p>2 Jeff State recruiters have</p>

				been hired to help increase the overall enrollment at the college/campus.
	2. Maintain a full-service bookstore at the St. Clair-Pell City Center	A minimum of 30 hours of operation per week.	The St. Clair-Pell City Campus bookstore is now closed.	With the bookstore closure, students will need to access the bookstores at either the Jefferson or Shelby Campuses.
Students will be able to identify and work with an advisor to help achieve their identified educational goals.	Maintain daily staffed hours for advising. Review of advising sign in sheet/log.	Maintain at least one student advisor during normal business hours (8:00am-4:30pm).	Staffed advising hours are offered every day during normal business hours (8:00am-4:30pm). Staffed advising hours are extended to 6:00pm during the first week of registration due to the heavy demand. In addition, full time instructors are required to staff additional advising hours.	No new staff or advising personnel are currently required. Strategies to increase awareness of the new Degreeworks program will be implemented. These strategies will include hanging signs around the campus, a presentation during the annual College Readiness Workshop, and a presentation during the New Student Orientation each semester. A new JeffCoach program has been implemented at the Jefferson and Shelby Campuses. We will request to hire a new JeffCoach at the Pell City

				Campus to increase our advising ability.
The facility will house and support instruction that will enable students to complete the following degree programs: Registered Nursing (AAS), Manufacturing and Technology (AAS), and Transfer Degrees (AA/AS).	1. Review the staff, equipment, and course offerings at the Pell City Campus that support the Nursing (AAS) degree.	Maintain the required staff, equipment, and course offerings to support the Nursing (AAS) degree program.	<p>The Pell City Campus currently has 3 full time nursing faculty members, a fully functional Simulation lab with a shared sim lab coordinator, and 100% of the course offerings for a student to complete the AAS degree in Nursing.</p> <p>The 3rd floor of the main Pell City Campus Academic Building has been finished into a Nursing and Allied Health Wing. This will free up additional space for our transfer and general education classes.</p>	<p>The Pell City Campus runs two Nursing classes concurrently and the 3 full time nursing instructors are sufficient to operate the programs.</p> <p>Following completion of the 3rd floor, we believe that demand exists to expand our nursing program and add a night program. A feasibility study will be started to determine if the demand exists.</p>
	2. Review the staff, equipment, and course offerings at the Pell City Campus that support the AA/AS Degrees.	Maintain the required staff, equipment, and course offerings to support the AA/AS degrees.	<p>The Pell City Campus currently has the following qualified full-time instructors that support the AA/AS degrees: 2 Biology, 2 English, 1 History, 2 Math, 1 Psychology, and 1 Speech instructor.</p> <p>Sufficient course offerings are being made to support all AA/AS degrees.</p> <p>A new full-time Theater instructor was hired to support</p>	<p>The current course offerings are sufficient to support the AA/AS transfer degrees. We will continue to monitor the total enrollment numbers and adjust course offerings as needed.</p> <p>The number of full-time instructors will also be reviewed as the course offerings in each discipline begin to increase.</p>

			the offering of THR120 as well as production of 1 Jeff State play per year.	
	3. Review the staff, equipment, and course offerings at the Pell City Campus that support the Manufacturing and Technology (AAS) Degree.	Maintain the required staff, equipment, and course offerings to support the Manufacturing and Technology (AAS) degree.	Sufficient course offerings are being made to support the Manufacturing and Technology (AAS) degree. The biggest issue is in the student enrollment numbers.	<p>The current course offerings are sufficient to support the Manufacturing and Technology (AAS) degree. We will continue to monitor the total enrollment numbers and adjust course offerings as needed.</p> <p>The number of full-time instructors will also be reviewed as the course offerings begin to increase.</p>
Plan submission date: August 31, 2020			Submitted by: Dr. Nicholas Kin	