



Assessment Record

Program: St. Clair-Pell City Campus

Assessment period: 2020-2021

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. The COVID-19 Pandemic made this an especially challenging year as far as keeping all the facilities clean. Specific cleaners were purchased and used to clean classrooms and common areas. In addition, masks and hand sanitizer bottles were added to each room.

	<p>2. Review of full-time to part-time instructor ratios</p>	<p>Maintain a minimum of 50% full-time to part-time instructor ratio in all major subject areas at the St. Clair-Pell City Campus.</p>	<p>Fall 2020-2021 Full-Time to Part-Time Instructor Ratios</p> <p>These ratios are calculated based on the on-campus offerings at the Pell City Campus. However, since we primarily offered our classes online this semester due to the COVID-19 pandemic, it was impossible to measure this ratio.</p>	<p>Our part-time to full-time instructor ratios could not be measured this year due to the pandemic and the lack of on-campus courses. However, since we primarily only allow full-time instructors to teach internet courses, our ratio across all the colleges would have increased dramatically in the full-time instructor category. We will continue measuring this ratio next year when we are hopefully back on campus and back to a normal schedule.</p>
	<p>3. Review of the number of staff in relation to student enrollment and services required. Also, review the feedback from student satisfaction surveys.</p>	<p>Sufficient staff should be available to handle all student enrollment and service requirements. The enrollment office and student advising services should be available 100% of the time during normal business hours (8:00 am-4:30 pm). The library should always be open when the campus is open.</p>	<p>Current staff includes an Associate Dean, Campus Coordinator, Office Manager, dual enrollment coordinator, 3 general admin (L-19), part-time librarians, full-time librarian, 2 Biology, 2 English, 2 Math, Psychology, Speech, Theater, 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>The main issue regarding student services is 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 2. Increase the number of events on the campus

			<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 8:00 am-4:30 pm.</p> <p>The Library is open from 8:00 am-8:00 pm Mon. – Thurs. and 8:00 am-2:00 pm Fri.</p>	<p>These were very challenging during the Pandemic. We did host a few zoom-based activities, but they were not as well attended as our normal on-campus activities. We will continue to brainstorm ways to engage students while remote and will plan to start campus events back after the pandemic.</p>
<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 2020, the St. Clair-Pell City Campus had 2 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 7:00 am and lock and close the campus at approximately 9:30 pm.</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 12 incidents per year and maintains at least one officer on campus during operating hours.</p> <p>One 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>Another suggestion would be to add an outdoor pavilion to allow students</p>

				to hang out on campus more.
Students will be able to successfully apply to JSCC, register for classes, pay tuition, and purchase books and other required course materials, resulting in increased student enrollment.	1. Total Student Enrollment at the St. Clair-Pell City Campus	A minimum of a 3% increase in total enrollment from the previous academic year.	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 2020 was impossible to measure since we were almost entirely online, and our internet courses are not linked to a specific campus.	The Pandemic has turned all our normal processes upside down. With the dramatic shift to internet courses, we are unable to accurately measure student enrollment at the 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 (8:00 am-4:30 pm).	Staffed advising hours are offered every day during normal business hours (8:00 am-4:30 pm). Staffed advising hours are extended to 6:00 pm 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

				<p>each semester.</p> <p>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.</p>
<p>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).</p>	<p>1. Review the staff, equipment, and course offerings at the Pell City Campus that support the Nursing (AAS) degree.</p>	<p>Maintain the required staff, equipment, and course offerings to support the Nursing (AAS) degree program.</p>	<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>2. Review the staff, equipment, and course offerings at the Pell City Campus that support the AA/AS Degrees.</p>	<p>Maintain the required staff, equipment, and course offerings to support the AA/AS degrees.</p>	<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, 1 Theater, and 1</p>	<p>The current course offerings are sufficient to support the AA/AS transfer degrees. We will continue to monitor the total enrollment numbers</p>

			<p>Speech instructor.</p> <p>Sufficient course offerings are being made to support all AA/AS degrees.</p>	<p>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>
	<p>3. Review the staff, equipment, and course offerings at the Pell City Campus that support the Manufacturing and Technology (AAS) Degree.</p>	<p>Maintain the required staff, equipment, and course offerings to support the Manufacturing and Technology (AAS) degree.</p>	<p>Sufficient course offerings are being made to support the Manufacturing and Technology (AAS) degree. The biggest issue is in the student enrollment numbers.</p>	<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>
<p>Plan submission date: August 31, 2021</p>			<p>Submitted by: Dr. Nicholas Kin</p>	