



## Assessment Record

Program: St. Clair-Pell City Campus

Assessment period: 2021-2022

**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 promptly.	Building maintenance requests were all taken care of.	No additional building maintenance-related issues are currently needed. The maintenance ticketing system is working well.
	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.	<b>Fall 2021-2022 Full Time to Part Time Instructor Ratios</b> Biology - 44% - 4/9 English - 75% - 6/8 Math – 100% - 8/8 History - 100% - 2/2 Speech - 100% - 3/3 Psychology - 75% - 3/4 Theater – 100% - 1/1	The recent pandemic has significantly altered the on-campus vs internet course offerings. More internet offerings are being held each semester than we have ever had. In addition, this is the first semester that the Biology

				<p>ratio has fallen below 50%. We will monitor this change and see if it continues. No Biology changes are needed at this time. All discipline ratios will be continuously monitored, and adjustments made as needed.</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 Jeff-Coach, part-time librarian, 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 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>Since the pandemic, we now offer online advising, library assistance, financial aid, and other services via email, zoom calls, and telephone. Consequently, students have even more ways to connect with us and get their questions/problems answered.</p> <p>Another issue about student services is the availability of campus activities, clubs, and events, especially post-pandemic.</p> <p>To address this issue the following things are being initiated:</p> <ol style="list-style-type: none"> <li>1. Increase the on-campus visits from college recruiters</li> </ol>

			<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 8:00am-2:00pm Fri.</p>	<p>2. Increase the number of faculty-sponsored events</p> <p>3. Promote more intramural activities</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 2021, the St. Clair-Pell City Campus had less than 10 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>Stop the Bleeding 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 one officer on campus during operating hours.</p> <p>The only suggestion would be to increase the number of cameras around campus as well as some external cameras pointed towards the parking lot.</p>
				<p>Course offerings will be evaluated to determine if specific groups (day vs night vs online) are expanding/contracting</p>

<p>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.</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 a peak of almost 800 students in 2018. The total enrollment for Fall 2021 was approximately 350 students, which is significantly less than pre-pandemic levels.</p>	<p>and adjust the course offerings accordingly. The biggest challenge to campus enrollment is the fact that most students are choosing to take internet courses versus on-campus courses. Consequently, our total enrollment is level while the on-campus enrollment is down significantly.</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 been hired to help increase the overall enrollment at the college/campus.</p>
	<p>2. Maintain a full-service bookstore at the St. Clair-Pell City Center</p>	<p>A minimum of 30 hours of operation per week.</p>	<p>The St. Clair-Pell City Campus bookstore is now closed.</p>	<p>With the bookstore closure, students will need to access the bookstores at either the Jefferson or Shelby Campuses.</p> <p>With the expansion of internet-based textbook options, a physical</p>

				<p>bookstore will no longer be needed at the campus.</p> <p>This will be removed from future reports.</p>
<p>Students will be able to identify and work with an advisor to help achieve their identified educational goals.</p>	<p>Maintain daily staffed hours for advising.</p> <p>Review of advising sign-in sheet/log.</p>	<p>Maintain at least one student advisor during normal business hours (8:00 am-4:30 pm).</p>	<p>Staffed advising hours are offered every day during normal business hours (8:00 am-4:30 pm).</p> <p>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.</p>	<p>No new staff or advising personnel are currently required.</p> <p>Strategies to increase awareness of our DegreeWorks program will be implemented. These strategies will include hanging signs around the campus, a presentation during New Student Orientation, and a presentation during the Orientation courses.</p> <p>A JeffCoach program has been implemented at all Jeff State Campuses. The Pell City Campus JeffCoach will also increase our advising availability.</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</p>	<p>The Pell City Campus runs two Nursing classes concurrently and the 3 full-time nursing</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>course offerings for a student to complete the AAS degree in Nursing.</p> <p>The 3<sup>rd</sup> 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>instructors are sufficient to operate the programs.</p> <p>Following completion of the 3<sup>rd</sup> floor, the nursing program now has the facilities to run its program entirely within that new space.</p> <p>We will continue to evaluate the needs of that program as we move forward.</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 Speech instructor.</p> <p>Sufficient course offerings are being made to support all AA/AS degrees.</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>
	<p>3. Review the staff, equipment, and course offerings at the Pell City Campus that support the Manufacturing and</p>	<p>Maintain the required staff, equipment, and course offerings to support the Manufacturing and</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</p>

	Technology (AAS) Degree.	Technology (AAS) degree.		monitor the total enrollment numbers and adjust course offerings as needed.  The number of full-time instructors will also be reviewed as the course offerings begin to increase.
<b>Plan submission date: September 20, 2022</b>			<b>Submitted by: Dr. Nicholas Kin</b>	