

Unit Operational Plan

2024-2025

Name of Unit: Adult College Services

Mission Statement (for the unit): The mission of Adult College Services is to recruit and retain non-traditional students by supporting them in reaching their academic and career goals through individualized coaching and connection to resources.

Unit Goals

Unit Goals	Unit Outcome	Institution Strategic Plan	Fundamental Principles
Increase JSCC adult learner enrollment by 100 students per year.	Increase JSCC adult learner enrollment.	II.A. Increase the fall-to-fall retention rate. II.D. Increase and enhance support for adult learners. II.E. Increase the number of awards and credentials earned by students.	FP 3.4 FP 1.1, 1.2, 1.3, 3.4 FP 2.1, 2.2, 2.3, 2.4, 2.5
Increase retention rate of adult learners engaged in ACS support program.	Increase student retention and program completion.	II.A. Increase the fall-to-fall retention rate. II.D. Increase and enhance support for adult learners. II.E. Increase the number of awards and credentials earned by students.	FP 3.4 FP 1.1, 1.2, 1.3, 3.4 FP 2.1, 2.2, 2.3, 2.4, 2.5
Increase funding for adult learner scholarships.	Increase ACS program retention and JSCC student retention and academic program completion.	II.A. Increase the fall-to-fall retention rate. II.D. Increase and enhance support for adult learners. II.E. Increase the number of awards and credentials earned by students.	FP 3.4 FP 1.1, 1.2, 1.3, 3.4 FP 2.1, 2.2, 2.3, 2.4, 2.5
Facilitate student enrollment in ACS.	Increase ACS adult student enrollment.	II.A. Increase the fall-to-fall retention rate. II.D. Increase and enhance support for adult learners. II.E. Increase the number of awards and credentials earned by students.	FP 3.4 FP 1.1, 1.2, 1.3, 3.4 FP 2.1, 2.2, 2.3, 2.4, 2.5
Encourage staff involvement in relevant professional development for skill building.	Develop ACS staff professional competencies.	IV. B. Increase opportunities for professional development for all employees.	FP 3.3, 4.2, 4.3, 4.4
Facilitate mutually beneficial partnerships with community	Increase ACS adult student enrollment.	II.A. Increase the fall-to-fall retention rate. II.D. Increase and enhance support for adult learners.	FP 3.4 FP 1.1, 1.2, 1.3, 3.4

organizations and NGOs.		II.E. Increase the number of awards and credentials earned by students.	FP 2.1, 2.2, 2.3, 2.4, 2.5
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Unit Plan for the next year

- Goals** – The activities through which the outcome will be achieved. Each Unit Outcome should have at least one goal.
- Method of Assessment** – How the unit will determine if the objective has been met.
- Funding/Rationale** – Provide an estimate of the cost of achieving the objective. Also, include a description of how these funds will be used to accomplish the objective.

Goal	Assessment	Funding/Rationale
Increase JSCC adult learner enrollment by 100 students per year.	Execute marketing campaigns through social media, community info sessions, and through community partnerships. Assess yearly enrollment numbers for adult learners.	\$1500 for printing and TBD funds to purchase social media ads quarterly.
Increase retention rate of adult learners engaged in ACS support program.	Student Success Coaches provide individualized support and connection to resources. 80% of survey participants will agree or strongly agree that the ACS program is helpful.	Funding (\$17,500) for additional L19 coach to meet increase in caseload.
Increase funding for adult learner scholarships.	Partner with the Community Development Department to submit two grant proposals per year.	Staff time; no additional funding necessary.
Facilitate student enrollment in ACS.	Equip the ACS team with a small, portable laptop to efficiently enroll new students both in the office and at outreach events.	Estimated \$2,000.
Encourage staff involvement in relevant professional development for skill building.	Provide training for Success Coaches regarding effective support strategies and student engagement best practices.	Estimated \$14,000. <ul style="list-style-type: none"> • \$8,000 for travel to national conferences. • \$1,000 for local conferences. • \$5,000 portion for student affairs training.
Facilitate mutually beneficial partnerships with community organizations and NGOs.	Collaborate with local organizations to reach potential students through events and networking.	Estimated \$1,000 for printing, envelopes, postage, and mileage reimbursement.