

<p><b>Unit Operational Plan</b></p> <p><b>Due March 1<sup>st</sup> Each Year</b></p> <p><b>2024-2025</b></p>
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**Name of Unit:** Biology Jefferson

**Primary Purpose:**

Unit Goals	Unit Outcome	Institution Strategic Plan	Fundamental Principles
Maintain the Jefferson Campus Community Garden	Increase learning and provide quality teaching and learning environments for faculty and students through maintaining classroom/laboratory spaces and equipment.	<b>II.A - Increase the Fall-to Fall Retention Rate</b>	FP 3.4 - Student academic, developmental, and support services that assist students in achieving their goals.
Maintain an informed and professional faculty to preserve the ability to offer courses to help students meet their educational and transfer goals	Provide quality instruction through continued professional development opportunities.	<b>IV.B - Increase opportunities for professional development for all employees</b>	FP 4.3 - A working environment that supports employee wellness and job satisfaction.  FP 4.4 - Continual improvement through ongoing evaluation and advocacy of innovation in teaching and learning
Maintain adequate computer and projector technology	Increase learning and provide quality teaching and learning environments for faculty and students through maintaining classroom/laboratory spaces and equipment.	<b>III.B - Continue to improve aesthetics and infrastructure at all campuses.</b>	FP 4.3 - A working environment that supports employee wellness and job satisfaction.
Update classrooms, laboratories, and common areas as needed	Increase learning and provide quality teaching and learning environments for faculty and students through maintaining	<b>III.B - Continue to improve aesthetics and infrastructure at all campuses.</b>	FP 4.3 - A working environment that supports employee wellness and job satisfaction.

	classroom/laboratory spaces and equipment.		
Update Biology office suites and faculty offices	Increase learning and provide quality teaching and learning environments for faculty and students through maintaining classroom/laboratory spaces and equipment.	<b>III.B - Continue to improve aesthetics and infrastructure at all campuses.</b>	FP 4.3 - A working environment that supports employee wellness and job satisfaction.
Develop Course Based Undergraduate Research Experiences (CUREs)	Provide courses relevant to the career and professional degree programs of the college and those that will transfer to baccalaureate (or higher) degree granting institutions.	<b>II.A - Increase the Fall-to Fall Retention Rate</b> <b>I. A.1 Programmatic offerings in allied health</b>	FP 3.4 - Student academic, developmental, and support services that assist students in achieving their goals.  FP 2.2 - Career and professional associate degree programs that integrate general and career-specific education and prepare students for immediate employment

**Unit Operational Plan for 2024-2025**

- 1. Goals** – The activities through which the outcome will be achieved. Each Unit Outcome should have at least one goal.
- 2. Method of Assessment** – How the unit will determine if the objective has been met.
- 3. 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.

<b>Goal</b>	<b>Assessment</b>	<b>Funding/Rationale</b>
Maintain the Jefferson Campus Community Garden	<ol style="list-style-type: none"> <li>1. Survey faculty on their use of the garden – at least two faculty use the garden</li> <li>2. Measure garden yields – Yields enough to have one distribution to students and/or staff</li> </ol>	\$1000 per year for upkeep (soil, fertilizer, seeds and seedlings, signage)
Maintain an informed and professional faculty to preserve the ability to offer	Collect data on faculty professional development engagement – At least one faculty member attends a national level conference or professional development.	\$2000 per year

courses to help students meet their educational and transfer goals		
Maintain adequate computer and projector technology	Computers and projectors will be updated in labs and offices as needed based on Informal feedback and conversation with faculty - 3 faculty with the oldest laptops will receive new laptops. The laboratory computer in RC 232 will be upgraded	<ol style="list-style-type: none"> <li>1. Lab top and docking stations \$1459.94 each x 3 instructors teaching hybrids = \$4379.82</li> <li>2. Upgrade computers in classrooms and laboratories as needed at \$1005.74 each</li> </ol>
Update classrooms, laboratories, and common areas as needed	<p>New fume hood for BIO 103 lab</p> <p>New Anatomical Models needed for BIO 201.</p> <p>Service Microscopes in all laboratories</p>	<p>New Fume Hood – \$39,000</p> <p>New models – \$2,500</p> <p>Microscope Servicing - \$19,900</p>
Update Biology office suites and faculty offices	<p>The two Biology suites will be remodeled to remain comparable to the newly remodeled suites on the building floor. RC 237 and RC 243</p> <p>New office furniture will be ordered for the two Biology suites.</p>	<p>New carpet, painting, and blinds – TBD</p> <p>3 sets of standard office furniture quoted at \$4,500 = \$13,500.</p>
Develop Course Based Undergraduate Research Experiences (CUREs)	<ol style="list-style-type: none"> <li>1. Survey students regarding their attitudes towards Biology at the beginning and ending of the semester</li> <li>2. Assess students understanding of biological concepts at the beginning and ending of the CURE</li> </ol> <p>Successful if one CURE is developed and implemented</p>	<ol style="list-style-type: none"> <li>1. \$1,000 per CURE lab section for consumable materials</li> <li>2. \$4,900 DNA sequencing system starting pack (MinION)</li> </ol>