

Unit Operational Plan

Due March 22nd, 2024

2024-2025

Name of Unit: Business Information Systems – Shelby Campus

Mission Statement (for the unit): The Department of Business Information Systems – Shelby Campus includes Accounting, Business, Computer Information Systems, and Office Administration. The department provides all students access to quality educational opportunities and experiences that will meet the needs and demands of today’s technological society.

Unit Goals

Unit Goals	Unit Outcome	Institution Strategic Plan	Fundamental Principles
Maintain classrooms, computer labs, and faculty computers with up-to-date hardware and software to provide quality instruction	Increase learning and provide quality teaching and learning environments for faculty and students through maintaining classroom and computer labs spaces and equipment	III.B. – Continue to improve aesthetics and infrastructure at the Shelby Campus	FP 4.3 – A working environment that supports employee wellness and job satisfaction
Maintain up-to-date curriculum and courses to prepare students for employment, advancements in employment, or continuing education at a four-year institution	Provide courses relevant to the career and professional degree programs of the college	II.A. – Increase the Fall-to-Fall retention rates II.B. – Support continued growth and enrollment of Dual Enrollment students and programs II.E. – Increase the number of awards and credentials earned by students	FP 2.1 – University parallel degree programs that allow students to make a successful transition to senior colleges or universities FP 2.2 – Career and professional associate degree programs that integrate general and career-specific education and prepare students for immediate employment FP 2.4 – Certificate programs and other learning opportunities that enable students to

			<p>acquire specific training to prepare for employment or advancement in jobs requiring skilled employees</p> <p>FP 2.5 – Dual enrollment programs that allow high school students to earn credits for a high school diploma and/or postsecondary degree</p> <p>FP 3.4 – Student academic, developmental, and support services that assist students in achieving their goals</p>
Maintain ACBSP accreditation, memberships, and support fees	Provide courses relevant to the career and professional degree programs of the college	I.A.2. – Improve alignment of industrial programming with local businesses and industry	<p>FP 2 – Offer educational opportunities that meet or exceed standards set forth by the appropriate accrediting agencies</p> <p>FP 2.1 – University parallel degree programs that allow students to make a successful transition to senior colleges or universities</p> <p>FP 2.2 – Career and professional associate degree programs that integrate general and career-specific education and prepare students for immediate employment</p> <p>FP 2.4 – Certificate programs and other learning opportunities that enable students to acquire specific training</p>

			<p>to prepare for employment or advancement in jobs requiring skilled employees</p> <p>FP 2.5 – Dual enrollment programs that allow high school students to earn credits for a high school diploma and/or postsecondary degree</p> <p>FP 3.4 – Student academic, developmental, and support services that assist students in achieving their goals</p>
Provide ongoing computer lab assistant support	Increase learning and provide quality teaching and learning environments for faculty and students through maintaining classroom and computer labs spaces and equipment	III.B. – Continue to improve aesthetics and infrastructure at the Shelby Campus	<p>FP 3.2 – Physical facilities, technological resources, and other resources that promote learning</p> <p>FP 3.4 – Student academic, developmental, and support services that assist students in achieving their goals</p>
Maintain an informed and professional faculty to preserve the ability to offer courses that help students meet their educations and transfer goals	Provide quality instruction through continued professional development opportunities	IV.B. – Increase opportunities for professional development for all employees	FP 4.2 – Professional development experiences that enable personnel to maintain current in their respective fields, increase their awareness and use of alternative methods of meeting the needs of a diverse student population, and develop innovative approaches to fulfilling their roles in the institution

			FP 3.4 – Student academic, developmental, and support services that assist students in achieving their goals
Update classrooms, common areas, BIS faculty offices, labs, and BIS office suite on the Shelby Campus	Increase learning and provide quality teaching and learning environments for faculty and students through maintaining classroom and computer labs spaces and equipment	III.B. – Continue to improve aesthetics and infrastructure at the Shelby Campus	FP 4.3 – A working environment that supports employee wellness and job satisfaction

Unit Plan for the next year

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.

Goal	Assessment	Funding/Rationale
Maintain classrooms, computer labs, and faculty computers with up-to-date hardware and software to provide quality instruction	<ul style="list-style-type: none"> • Monitor the purchase and installation of hardware and software to ensure the computers are current and in warranty • Obtain feedback from faculty regarding the use and currency of computers, software, and projectors used in lecture classrooms • Assessment of hardware and software will be based on input from faculty members and department chair. A record is kept in the department as to when faculty computers are replaced • Survey of faculty to determine their needs • Submit requests to replace equipment to administration for approval 	<ul style="list-style-type: none"> • \$132,000 to replace three computer labs in SCJMB 447 (36 HP units), SCJMB 448 (14 Dell units and 2 MAC units), and SCJMB 451 (36 HP units) • \$3,000 to replace computer lab printers in SCJMB 442, SCJMB 447, and SCJMB 451 • \$3,000 to replace two full-time faculty computers and docking stations • \$2,000 to replace computer chairs in SCJMB 448 • Update computers and projectors in classrooms on an as needed basis - \$1,000 each

Maintain up-to-date curriculum and courses to prepare students for employment, advancements in employment, or continuing education at a four-year institution	<ul style="list-style-type: none"> • Feedback from advisory committee members as to changes they suggest to course competencies • Feedback from faculty members regarding trends in their respective fields: Accounting, Business, Computer Information Systems, and Office Administration 	<ul style="list-style-type: none"> • Two advisory board meetings per year for Accounting and Business Management, Computer Information Systems, and Office Administration • Approximately \$250 per meeting for six meetings • $\\$250 \times 6 = \\$1,500$ per year
Maintain ACBSP accreditation, memberships, and support fees	<ul style="list-style-type: none"> • Review of report by faculty and college administration • Acceptable feedback from ACBSP that JSCC is reaffirmed • Annual invoices for ACBSP dues, AAHEB membership dues, and CISCO support fee • Annual conference travel expenses for CAE designation 	<ul style="list-style-type: none"> • \$2,600 for annual ACBSP dues • \$400 for annual dues and conference fees for AAHEB • \$3,500 for conference travel expenses • \$650 for annual CISCO Academy support fees • \$4,500 for conference travel expenses for CAE designation
Update classrooms, common areas, BIS faculty offices, labs, and BIS office suite on the Shelby Campus	<ul style="list-style-type: none"> • Feedback from faculty • Submit requests to replace furniture, fixtures, carpet, paint, etc. to administration for approval 	<ul style="list-style-type: none"> • Updates are on an as needed basis • Estimate of \$1,000 per year
Provide ongoing computer lab assistant support	<ul style="list-style-type: none"> • Evaluation of job performance of L19 	<ul style="list-style-type: none"> • 19 hours per week at \$18.50 per hour = \$351.50 per week
Maintain an informed and professional faculty to preserve the ability to offer courses that help students meet their educations and transfer goals	<ul style="list-style-type: none"> • Administer a faculty survey to determine faculty areas of interest for professional development • Review faculty individual action plans for meaningful professional development needs • Ask faculty who have attended conferences to share their knowledge with other faculty members • Encourage faculty to present at conference and/or workshops • Review annual assessment results 	<ul style="list-style-type: none"> • \$4,000 to support conference attendance for full-time faculty • \$4,800 to continue to provide \$600 per instruction for individual action plan funds

	<ul style="list-style-type: none">• Evaluate enrollment numbers to determine if additional full-time and/or part-time faculty are needed	
--	--	--