

<p>Unit Operational Plan</p> <p>Due March 22nd, 2024</p> <p>2024-2025</p>

Name of Unit: Child Development

Mission Statement (for the unit): *“Positively Imprinting Young Children’s and Families’ Lives Through Education”*

The mission of the Jefferson State Community College Child Development Department is to provide a quality, innovative program of study and to promote Child Development (Early Care and Education) as a professional field of study. The Child Development program is the first associate degree program in Alabama to be accredited by the National Association for the Education of Young Children’s (NAEYC).

Unit Goals

Unit Goals	Unit Outcome	Institution Strategic Plan	Fundamental Principles
To maintain accreditation- Ongoing.	<ul style="list-style-type: none"> a. To complete and submit Annual Report in Sept. of 2024 b. To ensure that NAEYC standards and key assessments are being met in the selected CHD courses. c. Submit new Key Assessments for our KA course by March of 2025. 	IA. Credit Programming	<p>Educational Program</p> <p>F.P. 2.1. University parallel degree programs that allow students to make a successful transition to senior colleges or universities.</p> <p>F.P. 2.2 Career and professional associate degree programs that integrate general and career-specific education and prepare students for immediate employment.</p>
To improve quality instruction through faculty/professional development and the review of program curriculum and instruction- Ongoing.	<p>Monthly/Semester Faculty Meetings (Review of faculty evaluation of courses and adjust where needed)</p> <ul style="list-style-type: none"> a. Technical and Professional Development Trainings to ensure quality instruction is implemented. 	<p>II A. Increase the Fall-to-Fall Retention Rate</p> <p>IV.B - Increase opportunities for professional</p>	<p>F.P. 3.3 Qualified personnel who enable le the college to fulfill its purpose.</p> <p>F. P. 3.4 Student academic, developmental, and support services that assist students in achieving their goals.</p>

	<p>b. Bi-annual Child Development Advisory Meetings</p> <p>1. Additional Funding Requests: Funding for potential technical/ instructional training, i.e., Webinars, etc. \$2,000</p> <p>Funding estimate for meetings: \$750 estimated</p>	<p>development for all employees</p>	<p>F.P. 4.2 Professional development experiences that enable personnel to maintain currency 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.</p>
<p>To enhance the number of dual enrollment sites in the greater Birmingham and surrounding areas while ensuring intentional and modified teaching instruction is being given.</p>	<p>Faculty will continue to work with dual enrollment office regarding student need and success.</p> <p>Faculty will continue to review the course offerings and methods of courses delivered.</p> <p>The faculty will provide more information sessions to the community at high schools about dual enrollment including what happens after completion.</p> <p>The faculty will assist as requested in the process of making sure all dual enrollment sites are cleared under the SACSCOC requirements</p>	<p>II B. Support the continued growth and enrollment of Dual Enrollment students and programs.</p> <p>II E. Increase the number of awards and credentials earned by students.</p>	<p>F.P. 2.2. Career and professional degree programs that integrate general and career-specific education and prepare students for immediate employment.</p> <p>F.P. 2.4 Certificate programs and other learning opportunities that enable students to acquire specific training to prepare for employment or advancement in jobs requiring skilled employees.</p> <p>F.P. 2.6 Distance learning programs and classes that promote accessibility through new technologies.</p>
<p>Continued improvement to interactive learning facilities/faculty resources</p>	<p>Provide any needed faculty/instructional resources.</p> <p>Evaluate current and upcoming needs of the resource room at both the Shelby and Jefferson campus.</p>	<p>II A. Increase the Fall-to-Fall Retention Rate</p> <p>III B. Continue to improve aesthetics and infrastructure at all locations.</p>	<p>F.P. 3.1 A friendly and stimulating atmosphere that is conducive to both formal and informal learning and to cross-cultural awareness.</p> <p>F.P. 3.2 Physical facilities, technological resources and other resources that promote learning.</p>

			F. P. 3.4 Student academic, developmental, and support services that assist students in achieving their goals.
Expand professional community outreach to enhance student and teacher learning opportunities and program recruitment-Ongoing.	<p>Faculty will continue to be involved in professional organizations and serve in professional capacities both state and local.</p> <p>Faculty will continue to market for the program on campus, in various education, online, and community outlets (Ex. Social Media page for all CHD students, Share and Promote the Jefferson State online content for CHD)</p> <p>Evaluate the Stepping Stones Workshop of Summer of 2019 and prepare for Stepping Stones Workshop potentially in summer of 2025)</p>	<p>II A. Increase the Fall-to-Fall Retention Rate</p> <p>IV.B - Increase opportunities for professional development for all employees.</p>	<p>F.P. 3.3 Qualified personnel who enable le the college to fulfill its purpose.</p> <p>F. P. 3.4 Student academic, developmental, and support services that assist students in achieving their goals.</p> <p>F.P. 4.2 Professional development experiences that enable personnel to maintain currency 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.</p>

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 Accreditation	Complete and submit Annual Report in Sept. of 2024 Submit new Key Assessments for our KA course by March of 2025.	1. Additional Funding Requests: a. Annual Accreditation Fee- \$1683.00 (Due Sept. of 2024 or March. 31 st of 2024)
To improve quality instruction through faculty/professional development and the review of program curriculum and instruction- Ongoing.	Monthly/Semester Faculty Meetings (Review of faculty evaluation of courses and adjust where needed) a. Technical and Professional Development Trainings to ensure quality instruction is implemented. b. Bi-annual Child Development Advisory Meetings for advising for improvement.	1. Additional Funding Requests: Funding for potential technical/ instructional training, i.e., Webinars, etc. \$2,000 Funding estimate for meetings: \$750 estimated
To enhance the number of dual enrollment sites in the greater Birmingham and surrounding areas while ensuring intentional and modified teaching instruction is being given.	Complete a minimum of three high school events where CHD/ECE is offered as a part of their CTE program.	NA
Continued improvement to interactive learning facilities/faculty resources	Continuing evaluation of current and upcoming needs of the resource room at both the Shelby and Jefferson campus. Provide any needed faculty/instructional resources.	1. Additional Funding Requests a. Routine program, instructional and office supplies: \$2,000

<p>Expand professional community outreach to enhance student and teacher learning opportunities and program recruitment-Ongoing.</p>	<p>Continued involvement in professional organizations and serve in professional capacities both state and local. Faculty will continue to market for the program on campus, in various education, online, and community outlets (Ex. Social Media page for all CHD students, Share and Promote the Jefferson State online content for CHD)</p> <p>Evaluate the Stepping Stones Workshop of Summer of 2019 and prepare for Stepping Stones Workshop (Summer 2025)</p>	<p>1.Additional Funding Requests</p> <p>Steppingstone Workshop-\$4000 fully refunded.</p> <p>Instate travel expenses are \$1,000.</p> <p>Program Marketing Materials-\$2500</p>