

**Unit Operational Plan**

**Due March 22<sup>nd</sup>**

**2024-2025**

**Name of Unit: Communications Jefferson Campus**

**Primary Purpose (Communications):** The primary purpose of the Communications Department is to develop in students a desire for excellence in scholarship, an ability to communicate effectively, and an appreciation for the humanities. The department endorses the college’s Mission Statement and supports the Institutional Strategic Plan in its commitment to learning.

**Unit Goals**

<b>Unit Goals</b>	<b>Unit Outcome</b>	<b>Institution Strategic Plan</b>	<b>Fundamental Principles</b>
Support faculty attending local, in-state, and out-of-state conferences, and those presenting in the fields of instruction.	Provide quality instruction in developmental and transferable courses through emphasis on continued training and professional development for faculty.	IV.B - Increase opportunities for professional development for all employees  II.D – Increase and enhance support for adult learners.	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 diverse student population, and develop innovative approaches to fulfilling their roles in the institution.
Support faculty on campus with facilities that are conducive to continued training and development.	Provide quality instruction in developmental and transferable courses through emphasis on continued training and professional development for faculty.	III.B - Continue to improve aesthetics and infrastructure at all campuses. IV.B - Increase opportunities for professional development for all employees	2.1 - University parallel degree programs that allow students to make a successful transition to senior colleges or universities. 2.3 - General education courses that encourage the intellectual, civic, social, and physical development of students.
Support faculty with facilities that allow them time to work one-on-one and in	Prepare students to continue their education at four-year	II.A – Increase the Fall-to-Fall Retention	3.1 - Provide a friendly and stimulating atmosphere that is conducive to both

<p>smaller groups to support educational progression.</p>	<p>institutions or to enter the workforce.</p>	<p>II.B - Support the continued growth and enrollment of Dual Enrollment students and programs.</p> <p>III.B - Continue to improve aesthetics and infrastructure at all campuses.</p>	<p>formal and informal learning and to cross-cultural awareness.</p> <p>3.2 - Provide physical facilities, technological resources and other resources that promote learning.</p> <p>3.4 - Student academic, developmental, and support services that assist students in achieving their goals.</p>
<p>Support student organizations (Sigma Kappa Delta, and Sigma Chi Eta) with financial assistance for attendance at national/regional conventions.</p>	<p>Prepare students to continue their education at four-year institutions or to enter the workforce.</p>	<p>I.A.3 - Increase work-based learning opportunities</p> <p>II.A – Increase the Fall-to-Fall Retention</p> <p>II.D – Increase and enhance support for adult learners.</p>	<p>3.1 A - Friendly and stimulating atmosphere that is conducive to both formal and informal learning and to cross-cultural awareness.</p>
<p>Continue financial support for the Red Mountain Reading Series, <i>Wingspan</i>, Writer’s Roundtable, Pioneer Con, and the Concert &amp; Lecture Series</p>	<p>Prepare students to continue their education at four-year institutions or to enter the workforce.</p>	<p>I.A.3 - Increase work-based learning opportunities</p> <p>II.A – Increase the Fall-to-Fall Retention</p>	<p>3.1 A - Friendly and stimulating atmosphere that is conducive to both formal and informal learning and to cross-cultural awareness.</p>
<p>Offering courses at times that will allow students working and going to school. Offer enrichment activities outside the normal classroom through support of current lecture series and additional lecture series.</p>	<p>Offer courses that allow students to develop communication skills and knowledge for personal enrichment or for job advancement.</p>	<p>I.A.3 - Increase work-based learning opportunities</p> <p>II.A – Increase the Fall-to-Fall Retention</p> <p>II.B – Support the continues growth and enrollment of Dual Enrollment students and programs.</p>	<p>1.1 - Educational offerings available in places, at times, and in facilities that can best serve the people in the college service area.</p> <p>2.5 - Dual enrollment programs that allow qualified high school students to earn credits for a high school diploma and/or a postsecondary degree.</p>

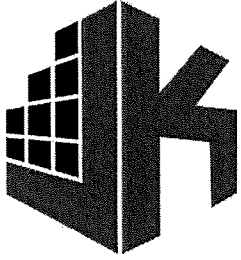
**Unit Operational Plan for 2024-2025**

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.

Goal	Assessment	Funding/Rationale
Support faculty attending local, in-state, and out-of-state conferences, and those presenting in the fields of instruction.	<ol style="list-style-type: none"> <li>1. Faculty will submit conference programs and bullet point summaries to share with their colleagues and the college.</li> <li>2. Faculty will additionally incorporate activities into their class instruction where applicable.</li> </ol>	<p><b>\$600 x 7 = \$4,200 FT</b> faculty a year to match funds available from IAP approvals.</p>
Support faculty on campus with facilities that are conducive to continued training and development.	<ol style="list-style-type: none"> <li>1. Our office suite facilities, structurally accommodate areas that need updating to parallel the improved aesthetics of our classrooms and hallways.</li> <li>2. We will be able to offer more areas for out-of-classroom interaction and learning.</li> </ol>	<p><b>\$29,785</b> was the previously approved amount for BDH 219.</p>
Support faculty with facilities that allow them time to work one-on-one and in smaller groups to support educational progression.	<ol style="list-style-type: none"> <li>1. We have several unused spaces on the second floor of BDH.</li> <li>2. These spaces can be improved in appearance and supplied with the necessary tools to assist students through one-one-one and small group study activities with faculty.</li> </ol>	<p>See amount in previous goal.</p>
Support student organizations (Sigma Kappa Delta, Sigma Chi Eta and Scholar Bowl) with financial assistance for attendance at national/regional conventions.	<ol style="list-style-type: none"> <li>1. These organizations provide additional support to student achievement outside the classroom setting.</li> <li>2. These organizations also create an environment of accountability for students and increase retention from one academic year to the next.</li> <li>3. Scholars Bowl has consistently made the national competition and are expected to return in the upcoming year.</li> </ol>	<p><b>\$1000</b> to support Kappa Delta (Shelby requesting additional funding).  <b>\$1000</b> to support Sigma Chi Eta (Shelby requesting additional funding).  <b>\$1000</b> to support Scholars Bowl (College normally funds travel to in-state out-of-state and national competitions).  <b>\$1000</b> for tournaments and national and regional conventions.</p>

<p>Continue financial support for the Red Mountain Reading Series, <i>Wingspan</i>, Writer's Roundtable, Pioneer Con, and the Concert &amp; Lecture Series Literature, and Speech instructors.</p>	<ol style="list-style-type: none"> <li>1. These organizations provide additional support to student achievement outside the classroom setting.</li> <li>2. These organizations also create an environment of accountability for students and increase retention from one academic year to the next.</li> <li>3. We seek to increase the presence of Pioneer Con. Requesting additional funding to host on two campuses this year and in the future.</li> </ol>	<p><b>\$1000</b> to support Red Mountain Reading Series (Shelby requesting additional funding).  <b>\$1000</b> to support <i>Wingspan</i> (Shelby requesting additional funding).  <b>\$250</b> Writer's Roundtable (Shelby requesting additional funding).  <b>\$1500</b> Pioneer Con (\$500 will come from Shelby campus). Increase to offer this event on two campuses (Shelby/Jefferson for 2024)</p>
<p>Offering courses at times that will allow students working and going to school. Offer enrichment activities outside the normal classroom through support of current lecture series and additional lecture series.</p>	<ol style="list-style-type: none"> <li>1. We have not started offering night options since Covid but will begin in Fall 2024.</li> <li>2. The faculty will offer more opportunities for guest lecturers and open sessions for small group interaction with professionals and other individuals in their perspective fields.</li> </ol>	<p>No funding is needed currently.</p>
		<p><b>Total = \$41,735</b></p>

# ESTIMATE



**Service Address**

BDH , Rooms 209 and  
219

**Prepared For**

1 Jefferson State  
Community College  
2601 Carson Road  
Birmingham,  
Alabama 35215  
(205) 514-3879

**K&L Group, LLC**

6320 TRACE WAY CIRCLE  
TRUSSVILLE, Alabama 35173  
Phone: (205) 567-8805  
Email: kclay40226@msn.com

Estimate # #313  
Date 08/23/2023  
Business / Tax # K & L GROUP, LLC

Description	Rate	Quantity	Total
BDH rooms 209 and 219	\$29,785.00	2	\$59,570.00
209 Relocation of Furniture & Equipment			
A, B, C Walls & Flooring			
D, E Paneling Prep & Repairs			
Painting of Paneling Activities			
New Flooring plus Baseboard			
Painting of ceiling grid and replace ceiling panels			
Furniture & Equipment Re-Installed			
Reception area: desk, table, 5 chairs			
RoomA: 3 filing cabinets, 5 tables			
RoomB: desk, 3 filing cabinets, sm table, 2 chairs			
RoomC: desk, 2 tables, 5 filing cabinets, leather chair			
RoomD: 4 bookshelves, filing cabinet, desk, 2 tables, chair			
RoomE : desk, table, filing cabinets, 2 bookshelves			
219 Relocation of Furniture & Equipment			

A, B, C Walls & Flooring

D, E

Paneling Prep & Repairs

Painting of Paneling Activities

New Flooring plus Baseboard

Painting of ceiling grid and replace ceiling panels

Removal of large furniture and disposal

Furniture & Equipment Re-Installed

Reception area: 2 chairs, table, bookshelf, small table, 2 chairs

RoomA: desk, sm table, bookshelf, bookshelf, filing cabinet

RoomB: desk, black filing cabinet, 2 metal bookshelves, 2 chairs, lg circle chair

RoomC: desk, sm table, chair, 2 bookshelf,

Filing cabinet

RoomD: 2 filing cabinets, 2 bookshelves, desk, table, 2 lg bookshelves, 2 chairs

RoomE: 3 filing cabinets, desk, bookshelf, sm table

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<b>Subtotal</b>	<b>\$59,570.00</b>
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<b>Total</b>	<b>\$59,570.00</b>
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By signing this document, the customer agrees to the services and conditions outlined in this document.

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1 Jefferson State Community College