

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

Name of Unit: Liberal Arts, Shelby

Mission Statement (for the unit): The primary purpose is to offer courses and programs that provide students with quality educational experience. The Liberal Arts Department is divided into two areas-Humanities and Social Sciences.

The Humanities area provides learning experiences in the liberal arts tradition by offering courses that present students the opportunity to pursue moral, creative, and philosophical interests. Courses within this area include art, music, religion, philosophy, and theatre. The Social Science area provides learning experiences in the liberal arts tradition by offering courses that present students the opportunity to develop self-awareness and an awareness of society and human nature. Courses within this area include anthropology, geography, history, political science, psychology, and sociology.

Unit Goals

Unit Goals	Unit Outcome	Institution Strategic Plan	Fundamental Principles
Provide activities on campus through roundtable discussions, guest speakers, and workshops	Prepare students to continue their education at four-year institutions or to enter the workforce.	II. B- Support the continued growth and enrollment of students. IV. B- Increase opportunities for professional development for all employees	FP 2.3- General education courses that encourage the intellectual, civic, social, and physical development of students. FP 3.1 – A friendly and stimulating atmosphere that is conducive to both formal and informal learning and to cross-cultural awareness. FP 5.6 – Participation of college personnel in civic, cultural, recreational, and service activities.

Maintain professional and functional classroom and office spaces with appropriate and up-to-date technology, equipment, and furnishings.	Increase learning and provide quality teaching and learning environments for faculty and students through maintaining classroom, office space and equipment.	III-B: Continue to improve aesthetics and infrastructure at all campuses.	FP 3.1 – A friendly and stimulating atmosphere that is conducive to both formal and informal learning and to cross-cultural awareness. 3.2- Physical facilities, technological resources, and other resources that promote learning.
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	IV. A- Improve and enhance the onboarding process for new employees. IV. B- Increase opportunities for professional development for all employees	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.

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
Provide activities on campus through roundtable discussions, guest speakers, workshops, theatre performances, and art shows	<p>1. Outside learning theory specialists, current faculty, and students will be asked to participate and /or conduct workshops focused on effective pedagogical techniques along to bring awareness to local issues.</p> <p>2. Chair will elicit input from current art faculty to determine the needed supplies and use of facilities.</p> <p>3. Chair will elicit input from current theatre faculty to determine needs for purchase of Royalties, set material, lighting, and/or workshops.</p>	<p>1. \$1000.00 for advertising Constitution and Human Trafficking weeks.</p> <p>1. \$750.00 for the Concert/Lecture series in cooperation with the Shelby campus communication department.</p>

		<ul style="list-style-type: none"> 2. \$2000.00 for annual fall and spring art festival and supplies. 3. \$5000.00 for theatre production \$500.00 for theatre workshop
Maintain professional and functional classroom and office spaces with appropriate and up-to-date technology, equipment, and furnishings.	<ul style="list-style-type: none"> 1. Computers and projectors will be updated in labs and classrooms. Computers in JMB 446 will be replaced over the next three years by purchasing 7 new MAC computers per academic year. 2. To renew the Adobe Creative cloud subscription for use in art and computer graphics courses. 3. Tune piano in MSB 120 for music classes. 4. Update audio equipment for MSB 120 (used for music classes) 5. Replace instructors' office chairs and desks. 6. Purchase two varidesks for department chair and office manager. 	<ul style="list-style-type: none"> 1. \$11, 900 for purchase of 7 (@ \$1,700 each) new IMAC computers. 2. \$6,600 to renew adobe creative cloud subscription for 20 computers. (\$330.00 per computer) 3. \$500.00 for piano in MSB 120 4. \$2000.00 to update audio equipment and cabinet in MSB 120 5. \$6,500.00 for new office desks and chairs for liberal arts instructors. 6. \$1,100.00 for two Varidesks.
Maintain an informed and professional faculty to preserve the ability to offer courses to help students meet their educational and transfer goals.	<ul style="list-style-type: none"> 1. Survey four-year institutions to see what history courses needed/most asked for when students transfer. 2. Review current liberal art courses textbooks. 3. Consult faculty on adding/deleting courses in liberal arts. 4. Hire 9-month full time history instructor to teach dual enrollment and other history courses. 	<ul style="list-style-type: none"> 1. No funds required. 2. No funds required. 3. No funds required. 4. Salary D based on education and experience. \$45,676- \$92,513 (see justification below)

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9-month hire Justification:

This is a nine-month teaching position with responsibility for planning, preparing, and presenting quality instruction in dual enrollment settings, and for otherwise contributing to the fulfillment of the college's mission. This position reports to the Department Chair for the respective discipline.

Dual Enrollment History Enrollment Fall 2021-Fall 2023

Fall 2021	
C01-Jefferson	45
C02-Shelby/Hoover	4
C04-Chilton/Clanton	10
DEJ-DE HS Jefferson Campus	17
DEP-DE HS St. Clair/Pell City Camp	136
DES-DE HS Shelby Campus	177
OL-Online	63
Total	452
Fall 2022	
C01-Jefferson	45
C02-Shelby/Hoover	10
DEJ-DE HS Jefferson Campus	29
DEP-DE HS St. Clair/Pell City Camp	154
DES-DE HS Shelby Campus	210
OL-Online	168
Total	616
Fall 2023	
C01-Jefferson	10
C02-Shelby/Hoover	12
C04-Chilton/Clanton	1
DEJ-DE HS Jefferson Campus	28
DEP-DE HS St. Clair/Pell City Camp	131
DES-DE HS Shelby Campus	395
OL-Online	234

Total	811
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Shelby Campus Instructors to High School Campuses

<p>Fall 2021 – 7 teaching slots; 147 students</p> <p>Chelsea HS -22 students Cornerstone Homeschool Co-Op -15 students Excelsior Homeschool Co-Op – 15 students St. Clair County Schools 3 teaching load Moody HS – 22 Ragland HS - 4 Springville HS - 18; 26 SCCHS - 25</p>
<p>Fall 2022 - 6 teaching slots; 167 students</p> <p>Excelsior Homeschool Co-Op – 17 students Hoover HS –24; 24 St. Clair County Schools 3 teaching slots Moody HS – 30 Springville HS - 16; 25 SCCHS - 31</p>

In an email from TyAnn Tindall, March 20, 2024, Hoover high school is asking if 5 sections of HIS 201/202 could be provided in the 2024-25 academic year. Staffing all the dual enrollment courses being asked for the academic year 2024-25, would take my three full-time instructors off-campus and significantly decrease the amount of on campus courses offered in history discipline.

Therefore, I am requesting to hire a 9-month, full-time, history instructor to teach on-site dual enrollment courses, as needed, and online dual enrollment courses.