

**Unit Operational Plan**

**Due March 22<sup>nd</sup>, 2024**

**2024-2025**

**Name of Unit:** Learning Success Centers

**Mission Statement:** The primary purpose of the Learning Success Centers is to provide access to computer technology and to connect students to JSCC academic resources. The Learning Success Centers support students, faculty, and staff in enhancing and achieving their goals consistent with higher education.

**Unit Goals**

<b>Unit Goals</b>	<b>Unit Outcome</b>	<b>Institution Strategic Plan</b>	<b>Fundamental Principles</b>
The Learning Success Center will promote access to free day and evening access to computers and the internet. Provide Instructional assistance and support services for credit, non-credit, dual enrollment students, and the community physically at the Jefferson, Shelby and through the Learning Success Center website at the Pell City, and Clanton campuses.	Provide students, faculty, staff, and community members, open, convenient, and free access to computers and the internet.	II.D Increase and enhance support for adult learners.  III.B Continue to improve aesthetics and infrastructure at all locations.  IV.B Increase opportunities for professional development for all employees.  II.A Increase the Fall-to-Fall Retention Rate.	FP 1.1, 1.2, 1.3, 3.1, 3.2, 3.3, 3.4, 4.2, 4.3, 4.4, 5.6
Provide instructional labs, by appointment, for	Provide students, faculty, staff, and community members,	II.D Increase and enhance support for adult learners.	FP 1.1, 1.2, 1.3, 3.1, 3.2, 3.3, 4.3, 4.4

credit and non-credit instructors at the Jefferson and Shelby campuses.	open, convenient, and free access to computers and the internet.	IV.B Increase opportunities for professional development for all employees.  II.A Increase the Fall-to-Fall Retention Rate.	
Renew licenses/ contracts for Learning Success Center resources and updates to technology, and infrastructure.	Provide students, faculty, staff, and community members, open, convenient, and free access to computers and the internet.	III.B Continue to improve aesthetics and infrastructure at all locations.	FP 3.2
Learning Success Center staff will set up credit, non- credit and dual enrolment students with academic resources who check in to a Learning Success Center on campus or who request academic resources on an on-demand basis. The Goal is to have one email a student can reference for all Learning Success Center and Learning Resource Center academic resources including tutoring options specific to courses registered for during a semester.	Connect JSCC students to academic resources offered through the Learning Success Centers and Learning Resource Centers.	I.A.1 Increase the programmatic offerings in allied health care to meet the needs of local providers.  I.A.2 Improve alignment of industrial programming with local businesses and industry.  I.B.2 Expand transportation/logistics training.  I.C.1 Create opportunities for education and training in the Paraprofessional field.  II.B Support the continued growth and enrollment of Dual Enrollment students and programs.	FP 2.2, 2.3, 2.4, 2.5, 2.6, 3.3, 3.4, 3.5
Set up ACT Test Prep offered through the Learning Success Center and Learning Resource Centers to	Connect JSCC students to academic resources offered through the Learning Success	I.A.1 Increase the programmatic offerings in allied health care to meet the needs of local providers.	FP 2.2, 3.4

support Allied health students preparing to take the ACT residual test.	Centers and Learning Resource Centers.		
Set up Nursing students with NCLEX Test Prep when requested.	Connect JSCC students to academic resources offered through the Learning Success Centers and Learning Resource Centers.	I.A.1 Increase the programmatic offerings in allied health care to meet the needs of local providers.	FP 2.2, 3.4
Set up Dual Enrollment students with Accuplacer and ACT Prep when requested.	Connect JSCC students to academic resources offered through the Learning Success Centers and Learning Resource Centers.	II.B Support the continued growth and enrollment of Dual Enrollment students and programs.	FP 2.3, 2.5, 2.6, 3.5
Participate in New student orientations, Adult College night, and any other events on campus to promote Learning Success Center and Learning Resource Center study and test prep resources. Provide opportunities for students to sign up for Edmentum, PrepStep, Petersons, and make them cognizant of Library Resource Guides, and JSCC tutoring options specific to the courses they are taking for a specific semester.	Connect JSCC students to academic resources offered through the Learning Success Centers and Learning Resource Centers.	<p>I.A.1 Increase the programmatic offerings in allied health care to meet the needs of local providers.</p> <p>I.A.2 Improve alignment of industrial programming with local businesses and industry.</p> <p>I.B.2 Expand transportation/logistics training.</p> <p>I.C.1 Create opportunities for education and training in the Paraprofessional field.</p> <p>II.B Support the continued growth and enrollment of Dual Enrollment students and programs.</p>	FP 2.2, 2.3, 2.4, 2.5, 2.6, 3.3, 3.5, 4.2, 4.4
Each semester email Math and English students, using Library Springshare	Communicate to JSCC students, staff, and faculty, tutoring options available on	II.A Increase the Fall-to-Fall Retention Rate.	FP 2.3, 2.6, 3.4, 4.4

<p>software, all tutoring options available to them.</p>	<p>campus and online. Manage the college's online tutoring service.</p>	<p>II.B Support the continued growth and enrollment of Dual Enrollment students and programs.</p> <p>II.D Increase and enhance support for adult learners.</p>	
<p>Email Math and English instructors each semester with instructions on how to make Tutor.com assessable to their students.</p>	<p>Communicate to JSCC students, staff, and faculty, tutoring options available on campus and online. Manage the college's online tutoring service.</p>	<p>II.A Increase the Fall-to-Fall Retention Rate.</p> <p>II.B Support the continued growth and enrollment of Dual Enrollment students and programs.</p> <p>II.D Increase and enhance support for adult learners.</p>	<p>FP 3.4, 4.4</p>
<p>Promote and Monitor Tutor.com usage. Send Tutor.com early alerts to applicable instructors.</p>	<p>Communicate to JSCC students, staff, and faculty, tutoring options available on campus and online. Manage the college's online tutoring service.</p>	<p>II.A Increase the Fall-to-Fall Retention Rate.</p> <p>II.B Support the continued growth and enrollment of Dual Enrollment students and programs.</p> <p>II.D Increase and enhance support for adult learners.</p>	<p>FP 1.1, 1.2, 1.3, 2.3, 2.6, 3.4,3.5, 4.4</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
<p>The Learning Success Center will promote access to free day and evening access to computers and the internet. Provide Instructional assistance and support services for credit, non-credit, dual enrollment students, and the community physically at the Jefferson, Shelby and through the Learning Success Center website at the Pell City, and Clanton campuses.</p>	<p>Continue funding to support labs, staff, and supplies at Jefferson Campus and Shelby Campus.</p> <p>Document the number of visits and sessions based upon check in information each semester.</p> <p>Document unduplicated number of student and community visits to the LSC each semester.</p>	<p>\$3,000 needed to purchase supplies.            \$74,000 needed to fund director position.            \$71,136 needed to find six L-19, LSC Lab Assistants positions @ \$12.00 per hour.            \$86,311 needed to fund six L-19, LSC Tutor positions @\$14.56 per hour.</p> <p>Replace 27 computers in AL-112, @ \$1200.00 a piece for a total cost of \$32,400. Last replacement 2017. Past 5 year replacement cycle.</p> <p>Replace 45 chairs in the LSC, Allen Library with HON Prominent Mesh High-Back Task Chair, Center-Tilt, Adjustable Arms, Black Sandwich. Model number (BSXVL531MM10) @ \$300.00 a piece for a total of \$13,500. To replace worn-out and unserviceable chairs.</p> <p>Replace 27 chairs in AL-112 with HON Prominent Mesh High-Back TaskChair, Center-Tilt,</p>

		<p>Adjustable Arms, Black Sandwich. Model number (BSXVL531MM10) @ \$300.00 a piece for a total cost of \$8,100. To replace worn out and unserviceable chairs</p> <p>Purchase 10 Koss UR20 Over-Ear Full Size Headphone, Black Model #: KSSUR20 @30.00 a piece for a total of \$300.00 to replace worn out headphones in the LSC at the Jefferson campus.</p> <p>Edmentum software annual contract renewal \$7,000</p> <p>Tutor.com 600 hours @\$28.00 hr. for a total of \$16,800</p>
Provide instructional labs, by appointment, for credit and non-credit instructors at the Jefferson and Shelby campuses.	Continue funding to support labs, staff, and supplies at Jefferson Campus and Shelby Campus.	Funding included in supporting labs, staff, and supplies above.
Renew licenses/ contracts for Learning Success Center resources and updates to technology, and infrastructure.	Continue funding to support labs, staff, and supplies at Jefferson Campus and Shelby Campus.	Funding included in supporting labs, staff, and supplies above.
Learning Success Center staff will set up credit, non- credit and dual enrolment students with academic resources who check in	<p>Maintain an email campaign using JSCC Library Springshare software notifying students of resources available to them each semester.</p> <p>Set up each student that checks into a Learning Success Center with LSC, and LRC academic</p>	Funding included in supporting labs, staff, and supplies above and through the Learning Resource Center.

<p>to a Learning Success Center on campus or who request academic resources on an on-demand basis. The Goal is to have one email a student can reference for all Learning Success Center and Learning Resource Center academic resources including tutoring options specific to courses registered for during a semester.</p>	<p>resources, based upon the courses currently registered for and communicate the tutoring options available to them. Set up students with academic resources on demand.</p> <p>Document the number of students and resources assigned.</p> <p>Anticipating a 5 to 6 percent increase in student access to LSC and LRC resources.</p>	
<p>Set up ACT Test Prep offered through the Learning Success Center and Learning Resource Centers to support Allied health students preparing to take the ACT residual test.</p>	<p>Document the number of students and resources assigned.</p>	<p>Funding included in supporting labs, staff, and supplies above and through the Learning Resource Center.</p>
<p>Set up Nursing students with NCLEX Test Prep when requested.</p>	<p>Document the number of students and resources assigned.</p>	<p>Funding included in supporting labs, staff, and supplies above and through the Learning Resource Center.</p>
<p>Set up Dual Enrollment students with Accuplacer and ACT Prep when requested.</p>	<p>Document the number of students and resources assigned.</p>	<p>Funding included in supporting labs, staff, and supplies above and through the Learning Resource Center.</p>
<p>Participate in New student orientations, Adult College night, and any other events on campus to promote Learning Success Center and Learning Resource Center resources. Provide</p>	<p>Offer resources at events to incoming students based upon the courses registered for the upcoming semester. Communicate tutoring options.</p> <p>Offer Academic Success resources to potential JSCC students at events</p> <p>Document Edmentum usage each semester.</p>	<p>Funding included in supporting labs, staff, and supplies above and through the Learning Resource Center.</p>

opportunities for students to sign up for Edmentum, PrepStep, Petersons, and make them cognizant of Library Resource Guides, and JSCC tutoring options specific to the courses they are taking for a specific semester.	Anticipating a 5 to 6 percent increase in student access to LSC and LRC resources.	
Each semester email Math and English students, using Library Springshare software, all tutoring options available to them.	Promote via email Tutor.com usage to students via email. using JSCC Library Springshare software.  Document e-mail campaigns.	Funding included in supporting labs, staff, and supplies above and through the Learning Resource Center.
Email Math and English instructors each semester with instructions on how to make Tutor.com assessable to their students.	Promote via email Tutor.com usage to instructors via email using JSCC Library Springshare software.  Document e-mail campaigns	Funding included in supporting labs, staff, and supplies above and through the Learning Resource Center.
Promote and Monitor Tutor.com usage. Send Tutor.com early alerts to applicable instructors.	Monitor Tutor.com usage to determine when to purchase additional hours.  Send instructor applicable early alerts.  Document each semester Tutor.com usage and early alerts forwarded to instructors.	Funding included in supporting labs, staff, and supplies above and through the Learning Resource Center.