

**Unit Operational Plan**  
**Due March 1<sup>st</sup> Each Year**  
**2024-2025**

**Name of Unit:** Transfer and General Studies

**Primary Purpose:** The Transfer and General Studies Division aims to work with the academic departments at the College to offer a diverse program of study that exposes students to a variety of disciplines, develops the characteristics, knowledge, and skills identified by the College, the Alabama Community College System (ACCS), the Alabama General Studies Committee, and potential employers, as well as supports students in the successful completion of associate degrees and/or successful transfers to four-year colleges and universities.

Unit Goals	Unit Outcome	Institution Strategic Plan	Fundamental Principles
Continue to develop meaningful and timely course competencies, Student Learning Outcomes, and assessment strategies at the course, program, and departmental levels.	Maintain diverse, high-quality academic offerings	II-E: Increase the number of awards and credentials earned by students.	<ol style="list-style-type: none"> <li>1. Jefferson State Community College shall make available physical, economic, and academic accessibility to collegiate education for persons in the college service area by providing the following:               <ol style="list-style-type: none"> <li>1.1. Educational offerings available in places, at times, and in facilities that can best serve the people in the college service area.</li> </ol> </li> <li>2. Jefferson State Community College shall</li> </ol>

			<p>offer educational opportunities that meet or exceed standards set forth by the appropriate accrediting agencies:</p> <p>2.1 University parallel degree programs that allow students to make a successful transition to senior college or universities.</p>
<p>Continue to keep offices functioning with necessary equipment.</p>	<p>Maintain professional and functional office and classroom spaces with appropriate and up-to-date technology, equipment, and furnishings</p>	<p>III-B: Continue to improve aesthetics and infrastructure at all campuses.</p>	<p>3. Jefferson State Community College shall support a learning environment designed to enhance the intellectual, social, and physical development of its students by providing the following:</p> <p>3.2 Physical facilities, technological resources, and other resources that promote learning.</p>
<p>Establish a fund to provide for unanticipated repairs as equipment breaks/wears out.</p>	<p>Maintain professional and functional office and classroom spaces with appropriate and up-to-date technology, equipment, and furnishings</p>	<p>III-B: Continue to improve aesthetics and infrastructure at all campuses.</p>	<p>3. Jefferson State Community College shall support a learning environment designed to enhance the intellectual, social, and physical development of its students by</p>

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<p>Establish a fund to provide for unanticipated repairs as equipment breaks/wears out Maintain a program of quality undergraduate courses to assist our students in successfully graduating with an associate degree and to increase transfer success.</p>	<p>Maintain professional and functional office and classroom spaces with appropriate and up-to-date technology, equipment, and furnishings.</p>	<p>III-B: Continue to improve aesthetics and infrastructure at all campuses</p>	<p>3. Jefferson State Community College shall support a learning environment designed to enhance the intellectual, social, and physical development of its students by providing the following:</p> <p>3.2 Physical facilities, technological resources, and other resources that promote learning.</p>
<p>Receive funding for professional development that is specifically aimed and Division Chairs.</p>	<p>Provide professional development opportunities to maintain a highly qualified faculty</p>	<p>IV-B: Increase opportunities for professional development for all employees</p>	<p>4. Jefferson State Community College shall promote the development of its human resources by encouraging the following:</p> <p>4.2 Professional development experiences that enable personnel to maintain currency in their respective fields,</p>

			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.
Provide funding for travel for the Associate Dean for presentations.	Provide professional development opportunities to maintain a highly qualified faculty	<b>IV-B:</b> Increase opportunities for professional development for all employees.	<p>4. Jefferson State Community College shall promote the development of its human resources by encouraging the following:</p> <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>
Access funds necessary if new full-time hires need to be made.	Maintain diverse, high-quality academic offerings.	<b>II-E:</b> Increase the number of awards and credentials earned by students.	<p>3. Jefferson State Community College shall support a learning environment designed to enhance the intellectual, social, and physical development of its students by providing the following:</p> <p>3.3. Qualified personnel who enable the college to fulfill its purpose.</p>

Access funds necessary if new full-time hires need to be made.	Maintain diverse, high-quality academic offerings	II-E: Increase the number of awards and credentials earned by students.	4. Jefferson State Community College shall promote the development of its human resources by encouraging the following: 4.4. Continual improvement through ongoing evaluation and advocacy of innovation in teaching and learning.
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**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.

<b>Goal</b>	<b>Assessment</b>	<b>Funding/Rationale</b>
Continue to develop meaningful and timely course competencies, Student Learning Outcomes, and assessment strategies at the course, program, and departmental levels.	Assist academic divisions with the following:  A. Assess students at the course level, including traditional, hybrid, online and dual enrollment sections. B. Gather and analyze data. C. Work on closing the loop for all assessed courses. At the end of each annual assessment cycle, there should be evidence of changes made and strategies implemented based upon SLO data.	Funding may be needed for additional/ongoing assessment training, post-secondary curriculum meetings, etc.  Estimated funding need:  \$500
Continue to keep offices functioning with necessary	Order office supplies as needed to keep for the office of the associate dean.	\$1,500

equipment and supplies.		
Establish a fund to provide for unanticipated repairs as equipment breaks/wears out.	The associate dean will monitor office and equipment needs and request upgrades and/or replacement equipment when needed.	A fund of \$10,000 will meet the needs of this goal.
Maintain a program of quality undergraduate courses to assist our students in successfully graduating with an associate degree and to increase transfer success.	<ul style="list-style-type: none"> <li>A. Regularly collaborate with faculty from transfer institutions to maintain program currency and relevance as well as course content.</li> <li>B. Review textbooks to add new and innovative tools to aid in the overall learning process.</li> <li>C. Work with Enrollment Services to encourage students to participate in our Reverse Transfer Program so that the College's graduation rate will improve and will more accurately reflect the number of students who complete degrees at Jefferson State.</li> <li>D. Work with transfer colleges to reaffirm their commitment to following the Alabama Transfers guide.</li> </ul>	No additional funding needed
Receive funding for professional development that is specifically aimed and Division Chairs	The Associate Deans of Transfer and General Studies will plan and present a professional development seminar for Division Chairs.	\$1,500 for speaker honorariums, refreshments, and potential travel costs if the event is held off campus.
Provide funding for travel for the Associate Dean for presentations.	The Associate Dean of Transfer and General Studies at the Shelby Campus will present and/or travel to a national conference that emphasizes teaching innovations.	\$2,00 for conference registration and travel costs.
Access funds necessary if new full-time hires need to be made.	The Associate Dean of Transfer and General Studies will work closely with Division Chairs to assess staffing needs and will request the hiring of additional full-time faculty members if needed.	Costs will be determined by the state of Alabama's Salary Schedule D.
Create goals for 2025-2027	As a part of ongoing planning for the College, the Associate Dean will create goals for	No additional funding needed

	Transfer and General Studies based upon the outcome of current goals and IRIR, input from the Division Chairs, and IRIR data.	
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