

**GADSDEN STATE  
COMMUNITY  
COLLEGE**



**2007-2008  
Institutional Effectiveness  
Report**

**August 2009  
Prepared by  
Institutional Effectiveness Team**

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## INTRODUCTION

Gadsden State Community College's Strategic Plan for Institutional Effectiveness is based on a well-defined mission that was developed in consultation with the College community and approved by the Alabama State Board of Education. In its quest for quality the College has formulated a set of institutional goals and performance measures that clearly identify expected educational results. The mission and goals serve as the foundation for a planning and evaluation system that is broad-based, interrelated, and appropriate to the College's approved mission. This system specifies expected results, evaluation procedures for assessing outcomes, and methods for incorporating assessment findings in improving effectiveness in educational, administrative, and educational support services.

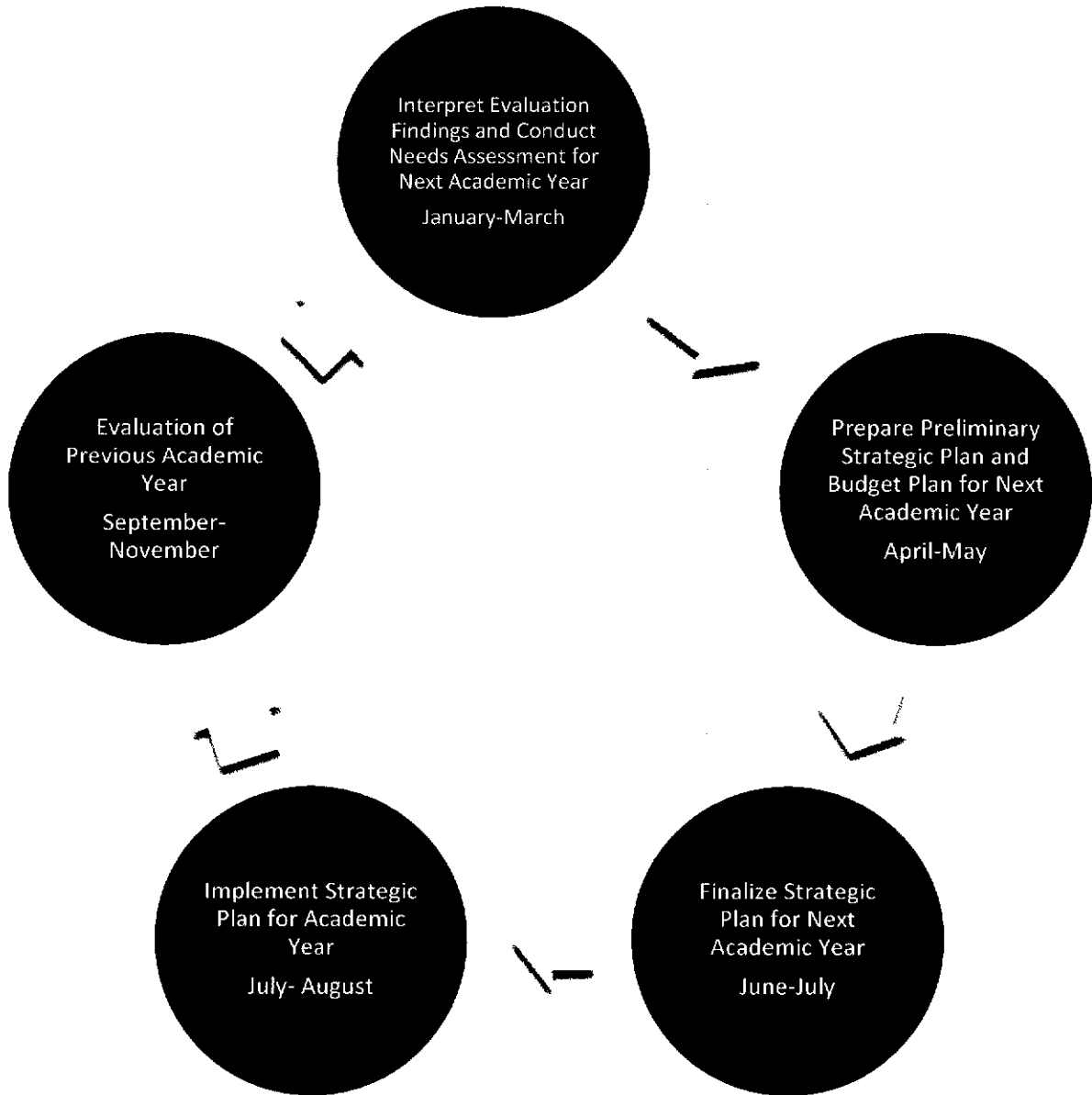
Gadsden State's "Institutional Effectiveness Model" establishes well-defined time frames for completion of major activities that comprise the planning and assessment system. The model outlines a systematic sequence of activities that include an annual review of mission, goals, planning priorities, and long-range objectives. The model further specifies the sequence for preliminary strategic plan development, budget planning, finalizing the strategic plan, implementation and evaluation of the plan, and utilization of assessments.

The Institutional Effectiveness Planning Process for Gadsden State is comprised of three levels of committee responsibility. The President's Executive Staff (comprised of the Vice-Presidents, College Deans and the Assistant to the President for Quality Assurance) assists and advises the President in establishing institutional priorities, setting long range goals, developing the institutional strategic plan and budgets, and in analyzing evaluation results. The Institutional Planning Committee (IPC) is comprised of 12-16 members from units throughout the College and is responsible for recommending changes in the overall IE process, mission, goals, and performance measures. The IPC is responsible for analyzing planning and evaluation processes to ensure compliance with SACS IE criteria. Major responsibility for planning and assessment for organizational units rests with Planning and Assessment Committees for Educational Programs, Student Services, Administrative Processes, and Community Outreach & Economic Development. These Committees are chaired by Vice-Presidents or Deans and guide planning and evaluation processes for organizational units that constitute the major functional areas of the College. The Assistant to the President for Quality Assurance is responsible for ensuring that planning and evaluation activities are conducted in accordance with the IE Calendar. The Assistant to the President for Quality Assurance also oversees the preparation of the end-of-year Institutional Effectiveness Report and serves as a resource person to IE committees and organizational units.

The Strategic Plan for Institutional Effectiveness identifies the components, provides time frames, and delineates responsibility for the planning and evaluation system. The Plan provides for:

1. Development of unit and institutional strategic plans
2. Development of budgets for the College and its units that are guided by evaluation results and planning priorities
3. Thorough evaluation of unit and organizational plans to assess achievement of expected results
4. Analysis and use of evaluation results to improve College services

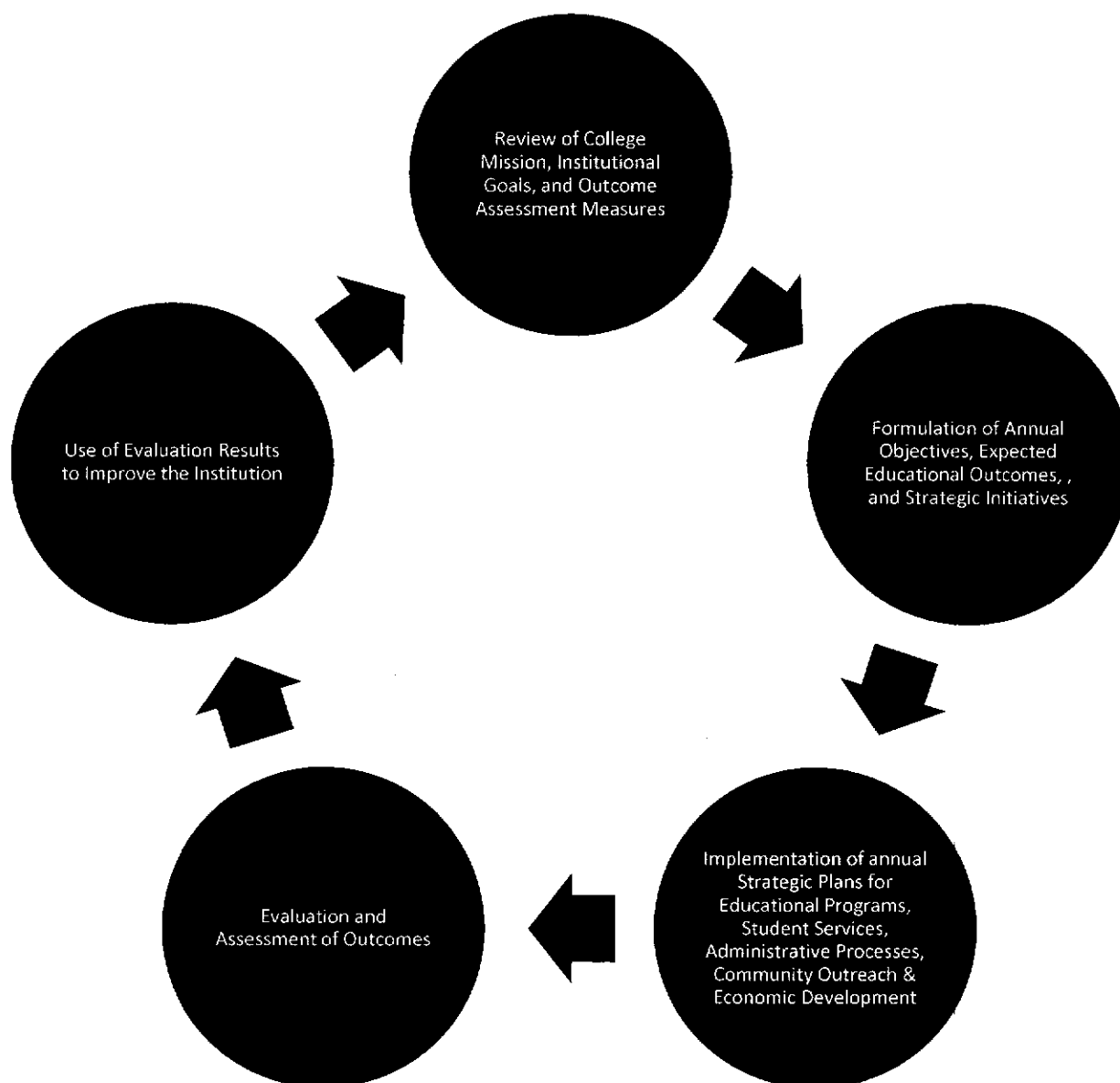
# Institutional Effectiveness Model



## Major Steps in the Annual Institutional Effectiveness Process

The annual institutional effectiveness process consists of five main steps:

1. Review of the College Mission, Institutional Goals, and Outcome Assessment Manual
2. Formulation of Annual Objectives, Expected Educational Outcomes, and Strategic Initiatives
3. Implementation of annual Strategic Plans for Educational Programs, Student Services, Administrative Processes, Community Outreach & Economic Development
4. Evaluation and Assessment of Outcomes
5. Use of Evaluation Results to Improve the Institution



## Institutional Effectiveness Assessment Implementation Calendar

Instrument Used	Month or Term Administered	Administered By	Administered To	Maintained By	Reported To	Results Used By
Distance Learning Student Evaluation	Each Term	Institutional Research Office	Students enrolled in distance learning courses	Institutional Research Office	Institutional Services	Institutional Services to improve services to students
Student Evaluation of Faculty	Fach Term	Institutional Research Office	Current Students	Institutional Research Office	Division Chairs & Instructional	Instructors, Division Chairs & Instructional Officers to improve instruction
Annual Institutional Effectiveness Report	Fall Term	Institutional Effectiveness Office		Institutional Effectiveness Office	Strategic Planning Taskforce	Functional Units and Budget Managers
Employee Evaluation of Colleges & Services	Fall Term	Institutional Research Office	All College employees	Institutional Research Office	Strategic Planning Taskforce	Functional Units and Budget Managers to improve services
Evaluation of Budgeting Processes	Fall Term	Institutional Research Office	Faculty and Staff	Institutional Research Office	President	Functional Units and Budget Managers to improve planning and services
Evaluation of Institutional Research	Fall Term	Institutional Research Office	All College Employees	Institutional Research Office	President	Institutional Research Office to improve services
Evaluation of Strategic Plan for Institutional Effectiveness	Fall Term	Institutional Effectiveness Office	Institutional Planning Taskforce	Institutional Research Office	Strategic Planning Steering	Institutional Planning Taskforce and Functional Units to ensure compliance with SACS and improve planning & services
Graduate Follow-up Survey	Fall Term	Institutional Research Office	Graduates	Institutional Research Office	Appropriate Dean	Functional units to improve services to students
Organizational Unit Evaluations of Unit Strategic Plans	Fall Term	Organizational Units		Institutional Effectiveness Office	Strategic Planning Taskforce	Organizational Units to improve services
Training for Business and Industry Survey	Fall Term	Training for Business & Industry Office	Businesses and industries w/i the service area	Training for Business & Industry Office	Training for Business & Industry	Appropriate Dean(s) in order to improve services to business and industry within the service area
Dual Enrollment Partnership Evaluation	Spring Term	Institutional Services	Area high schools	Institutional Services		Institutional Services to improve services to students

## PLANNING MATRIX

### **Executive Programs**

Assistant to the President and Professional Development  
Assistant to the President for Quality Assurance  
Community Liaison & External Affairs  
Dean of Instructional Services  
Dean of Financial and Administrative Services  
Director of Fowler Residence Hall  
Assistant to the President for Cherokee Operations  
Vice President for Institutional Advancement & Student Services  
Director of Quality Enhancement Plan  
Dean of Technical Programs  
Vice-President

### **Educational Programs**

Admissions & Records  
Adult Education Services  
Applied Technologies  
Associate Degree Registered Nursing Program  
ATN/TBI  
Business Division  
CARCAM  
Career Services  
Career Transitions  
Center for Civic Engagement & Service  
Clinical Laboratory Technology  
Continuing Education  
Correctional Education Program-St. Clair  
Distance Learning  
Emergency Medical Services Program  
Engineering Technologies  
Health & Physical Education & Recreation  
Health Sciences  
Information Technology  
International Programs/Alabama Language Institute  
Job Corps  
Language & Fine Arts  
Library  
Mathematics & Engineering  
McClellan Center  
Nursing Assistant  
Orientation Program  
Practical Nursing Program  
Public Safety Telecommunications Program  
Radiologic Technology Program  
Science Division

Skills Training  
Social Sciences  
Surgical Technology Program  
Therapeutic Massage

**Administrative Processes**

Athletics  
Business Services  
Diversity & Compliance  
Financial Services  
Human Resources  
Institutional Planning & Research  
Maintenance and Housekeeping Services-Gadsden  
Maintenance Department-Calhoun County  
Management Information System  
Public Relations  
Safety & Security, Postal, & Transportation Service

**Student Services**

Arledge Center  
Ayers Campus  
CCAMPIS  
Counseling & Recruitment  
Educational Talent Search Program-Ayers  
Educational Talent Search Program, Gadsden-Etowah  
Financial Aid  
GED Testing Center  
Strengthening HBCU Title III Program  
Student Activities  
Student Support Services  
Upward Bound Program-Ayers  
Upward Bound Program-Gadsden  
Valley Street Center  
Veterans Upward Bound Program

**Economic & Community Development**

Community & External Affairs - Calhoun  
Community Traffic Safety Program  
Economic Development

## GADSDEN STATE COMMUNITY COLLEGE INSTITUTIONAL EFFECTIVENESS RESPONSIBILITIES

### PRESIDENT

- Appoints Institutional Planning Taskforce members
- Appoints members of four major Planning & Evaluation Committees
- Approves institutional planning priorities and long range goals
- Approves budget proposals
- Approves institutional strategic plan
- Reviews and approves annual IE Report

### PRESIDENT'S EXECUTIVE STAFF

- Reviews IE Evaluation Report and recommends planning priorities and long range goals to President
- Reviews area budget proposals and recommends budgets to President
- Recommends Strategic Plan to President
- Reviews and recommends approval of end-of-year evaluations

### INSTITUTIONAL PLANNING COMMITTEE

- Conducts assessments of overall IE process; prepares report for President on compliance with SACS IE criteria
- Reviews IE evaluation summary, planning priorities, and long range goals; reviews and recommends changes in mission statement, institutional goals, and performance measures

### PLANNING & EVALUATION AREA COMMITTEES

- Educational Programs, Student Services, Administrative Processes, and Community Outreach & Economic Development
- In consultation with the Vice-Presidents and Deans, each committee sets planning priorities and long range goals for respective area.
- Works with deans in developing budgets and strategic plans for respective areas
- Reviews and recommends approval of program/area unit plans and budgets
- In consultation with deans, conducts area evaluations and assessments and reviews and makes recommendations regarding program/area evaluations
- Assesses evaluation feedback and utilizes findings for setting priorities for upcoming year

### INSTITUTIONAL EFFECTIVENESS TEAM

- Gathers evaluation data, prepares Institutional Effectiveness Evaluation Summary, and disseminates to College staff
- Conducts needs assessments
- Serves as ex-officio member of Institutional Planning Committee
- Distributes planning and evaluation notice to appropriate staff prior to their initiating planning and evaluation activities

## PART I

### REPORT ON PERFORMANCE MEASURES FOR INSTITUTIONAL GOALS

**Goal #1:** To provide general education that includes basic knowledge of communications, humanities, social sciences, mathematics, natural sciences, and computer skills as required for certificate and degree programs.

**Assessment Measure:**

- Increase the percentage of students who score a C or higher in communications, humanities, social sciences, mathematics, natural sciences, and computer skills – as compared to data from the previous academic year.

**Note:** All grades including incompletes, withdrawals, and audits are included in total grades. Subjects included by instructional areas are as follows:

- Communications: Alabama Language Institute courses (ESL), English (ENG), Foreign Languages (SPA), Reading (RDG), and Speech (SPH)
- Computer Science: Computer Science (CIS)
- Humanities: Humanities (HUM), Music (MUS), Art (ART), Theatre (THR), Philosophy (PHL), and Religion (REL)
- Math/Natural Sciences: Math (MTH), Biology (BIO), Chemistry (CHM), Fishery Science (FHS), Physics (PHY), and Physical Science (PHS)
- Social Science: Economics (ECO), History (HIS), Political Science (POL), Psychology (PSY), Sociology (SOC), Child Development (CHD), Geography (GEO), Home Economics (HUS), and Human Services (HEC).

The College continues to place emphasis on providing quality educational instruction to students. During the Fall 2007 semester, there was an overall increase of 2.8% of those students making a “C” or higher as compared to Fall semester in 2006. During the Spring 2008 semester, there was an overall decrease of 4.0% of those students making a “C” or higher as compared to Spring semester in 2007. During the Summer 2008 semester, there was an overall decrease of 2.8% in the number of students making a “C” or higher as compared to the Summer semester in 2007. During the 2007-2008 academic year there was an overall 1.2% decrease in the number of students earning a grade of “C” or higher compared to the same semesters in 2006-2007 period.

During the Fall of 2007 approximately 20% of the students withdrew from general education courses. This was 1% lower than what was reported for the Fall of 2006. This trend continued in the Spring Semester of 2008. During the Spring 2008, approximately 21% of students withdrew from general education courses. And during the summer of 2008 approximately 14% of the students withdrew from general education courses. The decrease in the number of students making a “C” or higher may be attributable to students with marginal grades who choose to persist through the end of the semester due to reasons related to financial aid. Approximately 19% of all students enrolled in general education courses withdrew from the course prior to the end of the semester for the 2007-2008 academic year.

The following charts for the academic year 2007-2008 list the areas comprising general education courses, the total number of grades assigned, the percentage of "C's" or higher, the 2006-2007 Semester Percentage, and the 2007-2008 Percentage Increase or Decrease:

**FALL SEMESTER 2007**

AREA	TOTAL GRADES ASSIGNED	FALL 2006 PERCENT OF C's OR HIGHER	FALL 2007 PERCENT OF C's OR HIGHER	2007-2008 PERCENTAGE INCREASE OR DECREASE
Communications	3448	68%	71%	3 % increase
Computer Science	795	64%	69%	5 % increase
Humanities	896	70%	70%	0 %
Math/Natural Sciences	3611	58%	61%	3 % increase
Social Sciences	2876	67%	70%	3 % increase
		65.4 % Average	68.2 % Average	2.8 % increase

**SPRING SEMESTER 2008**

AREA	TOTAL GRADES ASSIGNED	SPRING 2007 PERCENT OF C's OR HIGHER	SPRING 2008 PERCENT OF C's OR HIGHER	2007-2008 PERCENTAGE INCREASE OR DECREASE
Communications	1958	69%	67%	- 2 % decrease
Computer Science	508	64%	55%	-9 % decrease
Humanities	573	76%	69%	-7 % decrease
Math/Natural Sciences	1923	61%	57%	-4 % decrease
Social Sciences	1809	66%	68%	2 % increase
		67.2 % Average	63.2 % Average	-4.0 % decrease

**SUMMER SEMESTER 2008**

AREA	TOTAL GRADES ASSIGNED	SUMMER 2007 PERCENT OF C's OR HIGHER	SUMMER 2008 PERCENT OF C's OR HIGHER	2007-2008 PERCENTAGE INCREASE OR DECREASE
Communications	1409	80%	79%	-1 % decrease
Computer Science	366	72%	61%	-11 % decrease
Humanities	291	78%	78%	0 %
Math/Natural Sciences	1574	69%	69%	0 %
Social Sciences	1089	75%	75%	0 %
		74.8 % Average	72.4% Average	- 2.4 % decrease

### **Suggested Use of Findings**

- Investigate differences between persistence rates of students with consideration for whether or not the students who persist are receiving Federal Financial Aid which requires students who cease attendance to pay back all or a portion of the aid received.
- Explore the rate at which students abandon classes after the 60% date for Federal reimbursement.

**Goal #2: To prepare students who transfer to perform successfully at senior institutions.**

**Assessment Measure:**

- Increase the percentage of transfer students who earn a 2.0 grade point average (GPA) or higher in their first term at the senior institution as compared to data from the previous academic year.
- Includes comparisons of GPAs of Gadsden State transfer students with the GPAs of other college transfer students and native university students.
- Includes the percentage of Gadsden State transfers who graduate from senior institutions within 150% of the normal completion time.

The University of Alabama (UA), Auburn (AU) and Jacksonville State University (JSU) were requested to respond to requests for Gadsden State transfer data. Academic performance reports from Auburn University and Jacksonville State University were not available at the time of report preparation due to their conversion to the BANNER software.

A comparison of GPAs of Gadsden State transfer students<sup>1</sup> with the GPAs of native<sup>2</sup> University of Alabama (UA) students revealed that Gadsden State students earned GPAs better than native UA students. The charts below report data for the period from summer 2006 through spring 2007. The second chart shows the period from summer 2007 until spring 2008. The data indicate that the academic performance of former Gadsden State students who transfer to UA during the 2007-2008 period perform better than transfers from all other Alabama Two-Year Colleges (GPA of 2.91 for Gadsden State transfers compared to GPA of 2.36 for transfers from other 2-year colleges), data on transfers from other college to UA was not available at the time of the request, as well as native UA students for both intervals reported (Gadsden State transfer student GPA of 2.91 compared to GPA of 2.36).

The second chart indicates a 100% increase in the number of students who transfer from Gadsden State to UA. In comparing the two charts, Gadsden State students clearly have shown the skills to perform at a higher level of postsecondary education.

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<sup>1</sup> UA defines "transfer student" as a student who transfers at least 15 hours to UA

<sup>2</sup> UA defines "native student" as a student who transfers less than 15 hours

**AVERAGE OVERALL STUDENT STATISTICS  
 COMPARED TO THE UNIVERSITY OF ALABAMA**  
**Academic Performance Comparison**  
**Students Enrolled at UA Summer 2006 – Spring 2007 Compared to**  
**Students Enrolled at UA Summer 2007-- Spring 2008**

**Academic Performance Comparison**  
**Students Enrolled at UA Summer 2006 – Spring 2007**

	<b>Hours in Undergraduate Courses 300 Level and Above</b>			
<b>Student Category</b>	<b>Number of Students</b>	<b>Average Semester Hours Attempted</b>	<b>Average Semester Hours Earned</b>	<b>Average GPA</b>
<b>Transfers from Gadsden State Community College</b>	45	50.6	49.1	3.14
<b>Transfers from All Alabama Public Two-Year Colleges</b>	880	50.9	49.4	2.88
<b>Others Transfers</b>	4857	32.6	31.5	2.87
<b>Native Students</b>	807	36.9	35.1	2.51
<b>All Transfer and Native Students (Lines 2, 3, and 4)</b>	6544	35.6	34.3	2.83

**Academic Performance Comparison**  
**Students Enrolled at UA Summer 2007 – Spring 2008**

	<b>Hours in Undergraduate Courses 300 Level and Above</b>			
<b>Student Category</b>	<b>Number of Students</b>	<b>Average Semester Hours Attempted</b>	<b>Average Semester Hours Earned</b>	<b>Average GPA</b>
<b>Transfers from Gadsden State Community College</b>	90	52.2	49.3	2.91
<b>Transfers from All Alabama Public Two-Year Colleges</b>	9077	27.2	26.2	2.36
<b>Others Transfers</b>	0	0	0	0
<b>Native Students</b>	3	4.0	4.0	2.23
<b>All Transfer and Native Students (Lines 2, 3, and 4)</b>	9080	27.2	26.1	2.36

**Goal #3: To provide technical, vocational and career education that prepares students for immediate employment, retrain existing employees, and promote local and state work force development initiatives.**

**Assessment Measures:**

- Number of students who complete their programs and are employed in their field of study or related field will increase as compared to data from the previous academic year.
- The percentage of employers who give an overall favorable rating of employee training received at Gadsden State will increase as compared to data from the previous academic year.

As reported in the Placement Summary of the 2007-2008 Graduate Survey, of the 522 total respondents, 197 graduates (39%) were employed in a field related to training (41% for 2006-2007), 133 (26%) were employed in a field unrelated to training (25% for 2006-2007), 0% were in military service according to surveys for both years, 97 (19%) were unemployed—seeking work (21% for 2006-2007), and 78 (15%) were unemployed—not seeking work (11% for 2006-2007).<sup>3</sup>

The following chart is the “Program Completion Data for Students Enrolled in Applied Science Degree and Certificate Programs” at Gadsden State Community College. This chart provides the completion rate for each specific Applied Science Degree or Certificate Program. This chart indicates that a total of 507 students were enrolled in these programs. Out of the 507, there were 175 (35%) graduates. This was a 3% decrease from the previous cohort.

<b>PROGRAM COMPLETION DATA FOR STUDENTS ENROLLED IN APPLIED SCIENCE DEGREE AND CERTIFICATE PROGRAMS</b>				
Summer/Fall IPEDS Graduate Rate Survey Cohort of First-time, Full-time Students (Program Completion Data Through Summer 2008)				
<b>Program</b>	<b>Number in 2005 Cohort</b>	<b>Graduates in 2005 Cohort</b>	<b>Completion % for 2005 Cohort</b>	<b>Comparative Completion % for 2004 Cohort</b>
A/C Refrigeration	7	2	29%	27%
Accounting	9	2	22%	25%
Auto Body	18	5	28%	45%
Auto Mechanics	18	7	39%	33%
Cabinetmaking	1	0	0%	0%
Carpentry	3	3	100%	0%
Carpentry Mgt.	1	1	100%	None reported
Child Development	17	6	35%	9%
Civil Engineering	9	1	11%	38%
Clinical Lab Tech	1	0	0%	0%
Clerical Tech	25	10	40%	53%
Computer Tech	3	2	67%	0%
Cosmetology	45	9	20%	42%
CPT Repair	2	0	0%	None reported
CT Nursing Assistant	1	0	0%	None reported

<sup>3</sup> The 2005 Cohort is measured against 2007-2008 data

Diesel/Hvy Equip	20	9	45%	45%
Drafting/Design Tec	10	4	40%	25%
Elec. Eng. Tech	16	3	19%	0%
Electricity	23	10	43%	27%
EMS Certificate	2	0	0%	0%
Emergency Med Serv	9	1	11%	0%
Esthetics	4	0	0%	33%
Furniture Refinish	5	2	40%	42%
Human Services	2	1	50%	0%
Industrial Maint.	2	1	50%	0%
JC A/C Ref.	23	9	39%	56%
JC Computer	10	0	0%	78%
JC Carpentry	14	12	86%	50%
JC Nurs Asst	23	14	61%	78%
Legal Secretary	1	0	0%	None reported
Litigation Asst.	1	0	0%	None reported
Machine Basic	1	1	100%	100%
Machine Shop	20	10	50%	48%
Marketing	6	0	0%	15%
Masonry	10	5	50%	100%
Mech Design Tech	5	0	0%	50%
Medical Sec	16	3	19%	20%
Medical Trans	3	0	0%	0%
Nail Tech	5	0	0%	None reported
Network Admn.	1	0	0%	None reported
Nursing-RN	6	2	33%	8%
Office Admin	14	4	29%	0%
P-E Commer	1	0	0%	0%
Paralegal	4	1	25%	14%
Practical Nursing	14	4	29%	29%
Pub Sy Tel	2	0	0%	None reported
Radiologic Tech	6	4	67%	57%
Realtime Reporting	5	1	20%	38%
Surgicalop	5	0	0%	0%
Telecommunications	1	0	0%	0%
Therapeutic Massage	16	7	44%	55%
Tran/Coding	6	1	17%	None reported
Welding	25	13	52%	32%
Welding CR	2	1	50%	None reported
Welding SC	8	4	50%	44%
<b>Totals</b>	<b>507</b>	<b>175</b>	<b>35%</b>	<b>38%</b>

Note: Time frame for reporting is 2 years. Under IPEDS guidelines, 150% of time required for graduation is basis of analysis.

For purposes of comparisons, presented below are the IPEDS Graduation Rate Survey completer percentages for all students in the Summer/Fall Cohorts of 2002 through 2005.

<b>IPEDS Graduation Rate Survey Report</b>					
<b>Four-Year Average Completer and Transfer Rates</b>					
Reported below are the program completion and transfer out rates for the Summer/Fall Cohorts of full-time, first-time freshmen who are degree or certificate-seeking students. Students completing their programs within 150% of the normal completion time are counted as completers. Students who transfer to other colleges within 150% of the completion time but do not graduate from Gadsden State are counted as transfers.					
	2002	2003	2004	2005	4-Year Averages
Total in Cohort	1153	1111	1082	1088	1109
Total Completers	255	243	191	219	225
Total Transfers	205	230	187	211	208
Annual Completion Percentage	22%	22%	18%	20%	20%
Annual Transfer Percentage	18%	21%	17%	19%	19%
4-Year Average Completion Rate					22%
4-Year Average Transfer Rate					19%

Although not identified as a performance measure for Institutional Goal #3, another valuable assessment measurement regarding institutional effectiveness is the performance of graduates in health sciences on licensure/certification exams. Outlined below are the certification exam test scores for 2004-2005, 2005-2006, 2006-2007, and 2007-2008.

<b>PROGRAM</b>	<b>YEAR</b>	<b>PASS RATE</b>
Registered Nursing	2004-2005	98%
	2005-2006	91%
	2006-2007	79.5%
	2007-2008	86.8%
Emergency Medical Service-Paramedic	2004-2005	84%
	2005-2006	66%
	2006-2007	79.25%
	2007-2008	75%
Practical Nursing	LPN Valley Street Campus 2004-2005	90%
	LPN Ayers Campus 2004-2005	75%
	LPN Valley Street Campus 2005-2006	98%
	LPN Ayers Campus 2005-2006	100%
	LPN Valley Street Campus 2006-2007	100%
	LPN Ayers Campus 2006-2007	100%
	LPN Valley Street Campus 2007-2008	96.6%
	LPN McClellan Campus 2007-2008	100%
Radiologic Technology	2004-2005	100%
	2005-2006	96.55%
	2006-2007	100%
	2007-2008	94%
Clinical Laboratory Science	2004-2005	76%
	2005-2006	100%
	2006-2007	88%
	2007-2008	92%

A total of 92 employers responded to the 2007-2008 Graduates' Employer Survey. The results of the Employer Survey are attached. The results clearly indicate a favorable evaluation of training provided to graduates. Item #4 of the survey addresses the performance measure for Institutional Goal #3.

Forty-one (41) or 45% of employers gave an "excellent" overall rating to training provided at Gadsden State. Twenty-seven (27) employers or 29% assigned a "good" rating to employee training provided by the College. During this Survey (2007-2008) there was a decrease of about 14% in the combination of Excellent and Good ratings as compared to the previous survey. Only 4% assigned "fair" or "poor" ratings. Twenty-two percent of respondents omitted this item.

**Gadsden State Community College**  
**Office of Institutional Research**  
**2007-2008 Graduates' Employer Survey**

92 Respondents  
 26 Mar 2009

**1. Please indicate the job status of the person identified on the label above.**

Choice		Count	Percent
1	He/she is a current employee.	57	62%
2	He/she is a former employee.	25	27%
3	He/she has never been employed by this company	0	0%
	Omits	10	11%
	Multi-Marked	0	0%

**2. The job assignment of this employee is**

Choice		Count	Percent
1	in his/her field of study (as shown above)	48	52%
2	not in his/her field of study but is closely related	12	13%
3	in an unrelated field	16	17%
	Omits	16	17%
	Multi-Marked	0	0%

**3. As indicated by his/her job performance rate the training that this employee received for each of the work qualities below:**

**A. Written communication skills**

Choice		Count	Percent
1	Excellent	35	38%
2	Good	39	42%
3	Fair	10	11%
4	Poor	1	1%
5	No Opinion	2	2%
	Omits	5	5%
	Multi-Marked	0	0%

**B. Oral communication skills**

Choice		Count	Percent
1	Excellent	42	46%
2	Good	37	40%
3	Fair	7	8%
4	Poor	1	1%
5	No Opinion	1	1%
	Omits	4	4%
	Multi-Marked	0	0%

**Gadsden State Community College**  
**Office of Institutional Research**  
**2007-2008 Graduates' Employer Survey**

92 Respondents  
26 Mar 2009

**C. Math Skills**

	Choice	Count	Percent
1	Excellent	31	34%
2	Good	40	43%
3	Fair	4	4%
4	Poor	1	1%
5	No Opinion	11	12%
	Omits	5	5%
	Multi-Marked	0	0%

**D. Computer Skills**

	Choice	Count	Percent
1	Excellent	39	42%
2	Good	29	32%
3	Fair	5	5%
4	Poor	1	1%
5	No Opinion	13	14%
	Omits	5	5%
	Multi-Marked	0	0%

**E. Technical Knowledge**

	Choice	Count	Percent
1	Excellent	41	45%
2	Good	30	33%
3	Fair	10	11%
4	Poor	1	1%
5	No Opinion	6	7%
	Omits	4	4%
	Multi-Marked	0	0%

**F. Expertise in equipment operations**

	Choice	Count	Percent
1	Excellent	32	35%
2	Good	36	39%
3	Fair	11	12%
4	Poor	2	2%
5	No Opinion	7	8%
	Omits	4	4%
	Multi-Marked	0	0%

**G. Problem solving skills**

	Choice	Count	Percent
1	Excellent	34	37%
2	Good	35	38%
3	Fair	10	11%
4	Poor	3	3%
5	No Opinion	5	5%
	Omits	5	5%
	Multi-Marked	0	0%

**H. Human relation skills**

	Choice	Count	Percent
1	Excellent	41	45%
2	Good	33	36%
3	Fair	10	11%
4	Poor	2	2%
5	No Opinion	2	2%
	Omits	4	4%
	Multi-Marked	0	0%

**Gadsden State Community College**  
**Office of Institutional Research**  
**2007-2008 Graduates' Employer Survey**

92 Respondents  
 26 Mar 2009

**I. Ability to follow directions**

Choice		Count	Percent
1	Excellent	52	57%
2	Good	25	27%
3	Fair	7	8%
4	Poor	3	3%
5	No Opinion	0	0%
	Omits	5	5%
	Multi-Marked	0	0%

**J. Work Quality**

Choice		Count	Percent
1	Excellent	48	52%
2	Good	30	33%
3	Fair	7	8%
4	Poor	2	2%
5	No Opinion	0	0%
	Omits	5	5%
	Multi-Marked	0	0%

**K. Quantity of work**

Choice		Count	Percent
1	Excellent	41	45%
2	Good	37	40%
3	Fair	5	5%
4	Poor	3	3%
5	No Opinion	1	1%
	Omits	5	5%
	Multi-Marked	0	0%

**L. Work attitude**

Choice		Count	Percent
1	Excellent	48	52%
2	Good	29	32%
3	Fair	5	5%
4	Poor	4	4%
5	No Opinion	0	0%
	Omits	6	7%
	Multi-Marked	0	0%

**4. As a result of observing the work behavior of this employee, what is your overall rating of the training provided in his/her field of study at Gadsden State Community College?**

Choice		Count	Percent
1	Excellent	41	45%
2	Good	27	29%
3	Fair	2	2%
4	Poor	2	2%
	Omits	20	22%
	Multi-Marked	0	0%

**5. In your opinion what is the job outlook for employment in this field in Northeast Alabama in the next three to five years?**

Choice		Count	Percent
1	Excellent	26	28%
2	Good	35	38%
3	Fair	22	24%
4	Poor	2	2%
	Omits	7	8%
	Multi-Marked	0	0%

**Gadsden State Community College**  
**Office of Institutional Research**  
**2007-2008 Graduates' Employer Survey**

92 Respondents  
 26 Mar 2009

**6. In your judgment is the number of students being trained in this field adequate to meet labor markets needs of area employers?**

	Choice	Count	Percent
1	Yes	50	54%
2	No	13	14%
3	No basis for opinion	23	25%
	Omits	6	7%
	Multi-Marked	0	0%

**7. How would you evaluate the preparation for employment given this employee at Gadsden State with training other employees received elsewhere?**

	Choice	Count	Percent
1	The Gadsden State graduate is better prepared	32	35%
2	Employees trained elsewhere are better prepared	1	1%
3	There is no significant difference in preparation	21	23%
4	No basis for comparison	32	35%
	Omits	6	7%
	Multi-marked	0	0%

**8. What salary range can community college graduates expect to earn for entry-level jobs in this field?**

	Choice	Count	Percent
1	Under \$10,000	2	2%
2	\$10,000-15,000	7	8%
3	\$15,000-20,000	26	28%
4	Over \$20,000	48	52%
	Omits	8	9%
	Multi-Marked	1	1%

**9. As vacancies occur in the future, would you be willing to employ applicants who complete training in this field of study at Gadsden State Community College?**

	Choice	Count	Percent
1	Yes	74	80%
2	No	2	2%
3	No basis for opinion	11	12%
	Omits	5	5%
	Multi-Marked	0	0%

**Goal #4: To encourage and support the use of current technology to improve the delivery of programs to the citizens in the institution's service area.**

**Assessment Measures:**

- Increase the number of students who enroll in courses which utilize internet and other state-of-the-art instructional delivery technologies as compared to data from the previous academic area.
- Increase the number of new courses offered which utilize internet and other state-of-the-art instructional delivery technologies as compared to data from the previous academic year.

The College has continued to place emphasis on courses which utilize internet and other state-of-the-art instructional delivery technologies. These generally include on-line courses, hybrid courses, and other types of distance learning such as two-way interactive video, pre-recorded, and directed studies. Comparison for the past three years indicates an extremely positive trend in not only student enrollment but also course development. From the Fall of 2007 until the Fall of 2008, there was an increase of 72% in the number of students who utilized these courses. This was accomplished using 23% reduction in the number of course offerings (279 sections in Fall 2007 to 215 sections in Fall 2008). The actual student usage of technology-rich courses increased from 1209 students in the Fall of 2006 to 4895 students in the Fall of 2007 and finally to 6722 students in the Fall 2008. This substantial increase validates the continued impact that state-of-the-art instructional delivery technologies have on the College.

The table below shows the number of online, hybrid, video classes and/or web enhanced courses offered at the institution during the 2006, 2007, and 2008 Fall Terms.

	<b>Fall 2006</b>	<b>Fall 2007</b>		<b>Fall 2008</b>	
Number of Students	1209	4895	304% Increase	6722	72% Increase
Number of Courses	89	279	213% Increase	215	23% Decrease

As additional documentation validating Distance Learning as an effective part of the College, the following chart records student opinion responses on the Student Evaluation of Distance Learning Survey. Results from the Fall 2008 term indicate 92% of students responding agree or strongly agree that the non-traditional format contributed positively to their success in their course.

**Gadsden State Community College  
Office of Institutional Planning and Research**

**Distance Learning Evaluation Results**

**Fall Semester 2008**

**Total Responses: 296**

Evaluation Statement	Strongly Agree 4		Agree 3		No Opinion	Disagree 2		Strongly Disagree 1		Responses
	Total	%	Total	%	Total	Total	%	Total	%	Total
1. The course syllabus provided is useful.	216	74%	63	22%	5	8	3%	4	1%	291
2. The course objectives as explained by the syllabus or the instructor were clear and understandable.	205	70%	72	25%	4	7	2%	8	3%	292
3. Tests, assignments, and other evaluations are related to course content and objectives.	220	75%	65	22%	3	3	1%	5	2%	293
4. Assigned reading, links, other activities and materials help to strengthen the information covered in this class.	196	68%	74	26%	9	9	3%	8	3%	287
5. The course is well organized.	204	70%	67	23%	6	9	3%	10	3%	290
6. The textbook helped me to learn.	173	62%	79	28%	17	14	5%	13	5%	279
7. Tests, assignments, and other evaluations include clear instructions.	204	70%	67	23%	3	16	5%	6	2%	293
8. Tests, assignments, other evaluations, and materials force me to think about and analyze the information.	188	64%	94	32%	4	7	2%	3	1%	292
9. Helpful feedback on tests, assignments, and other evaluations is provided.	173	60%	79	27%	8	23	8%	13	5%	288
10. Tests, assignments, and other evaluations are graded and returned in a timely manner.	192	65%	85	29%	1	11	4%	7	2%	295
11. The procedure for grading is fair.	205	71%	72	25%	7	9	3%	3	1%	289
12. There is a test proctor for exams to ensure academic integrity.	153	65%	62	26%	59	14	6%	8	3%	237
13. The instructor encourages student participation.	200	72%	63	23%	17	13	5%	3	1%	279
14. The instructor shows interest in student learning.	202	71%	65	23%	12	5	2%	12	4%	284
15. The instructor is available via email and phone for student conferences and additional help.	208	72%	66	23%	7	6	2%	9	3%	289
16. The instructor provides adequate feedback to the student.	200	69%	65	23%	8	12	4%	11	4%	288
17. I completed assigned work on time.	199	68%	81	28%	3	12	4%	1	0%	293
18. I log on to the class more than three times per week.	190	65%	77	26%	4	22	8%	3	1%	292
19. I study the class materials and complete other instructional activities before the due date.	193	65%	90	31%	1	10	3%	2	1%	295
20. I ask for additional help when I need it.	189	67%	84	30%	13	9	3%	1	0%	283
21. The nontraditional format assisted in my success in this course.	177	66%	69	26%	27	14	5%	9	3%	269
22. I will take another class that utilizes this method of instructional delivery.	200	73%	51	19%	23	11	4%	11	4%	273

Revised Spring Semester 2008

**Goal #5: To provide continuing education and personal enrichment opportunities that support life-long learning and the civic, social, and cultural quality of life.**

**Assessment Measures:**

- The number of continuing education and personal enrichment opportunities that support life-long learning and the civic, social, and cultural quality of life will increase as compared to data from the previous academic year.

The 2007 – 2008 Continuing Education records reflect that 350 classes were offered which relate to continuing education and personal enrichment opportunities that support life-long learning and the civic, social, and cultural quality of life in this community. These opportunities provided the training and education of 2,512 individuals, which is a 10% increase over the 2006 – 2007 totals of 2,315. These totals include classes held at Ayers, Cherokee, Gadsden, and McClellan campuses. During the course of the 2007-2008 academic year, 21 professional development courses/workshops served 330 students; 12 free classes were offered and served 62 citizens; this is a 33% increase from 2006 – 2007. In addition to these, 171 community education classes were attended by 2,120 participants. Comparing the academic year of 2007-2008 against that of 2006-2007, there was a 10% increase in participants of the continuing education classes.

The 2008 Spring Break Kids College had 6 classes serving 49 students, the Summer Kids College included 4 two-week sessions and 1 one-week session; a total of 1,228 children participated in the 31 total classes offered through the Ayers Campus, Gadsden Campus, and Youth College. We were awarded the 21<sup>st</sup> Century Community Learning Camp grant for the second year and served 26 rising high school juniors and seniors through this program.

Adult Education reports that 1,697 students participated in Adult Education during the time period for this report. Two hundred and ninety-eight students (18.21%) earned a GED through this program. Adult Education reports that all unit goals were met or exceeded for this time period.

**Goal #6: To provide business and industry training that meets employer needs.**

**Assessment Measures:**

- The number of employers served, courses provided, and students attending training programs will increase as compared to data from the previous academic year.
- The percentage of overall favorable ratings of the provided training programs, as revealed on the employer response forms will increase as compared to data from the previous academic year.

The number of employers served, courses provided, and students attending training programs continue to be a major focus of the College. Comparison indicates a slight decrease in each of these areas. This decrease was anticipated by the large percentage increases in this same area as reported in the 2006-2007 Institutional Effectiveness Report, dated March 2007. Serving local business and industry and meeting their educational needs, continues to be a major element of the College.

Presented below is a summary of Training for Business and Industry Activity for 2007-2008.

- Number of employers for whom training classes were provided 95
- Number of different courses provided 130
- Number of classes conducted 210
- Number of employees enrolled 2447

The activity described represents the following increase in business training activity from 2006-2007 to 2007-2008.

- Employers served: 25% decrease
- Different courses provided: 2% decrease
- Classes conducted: 14% decrease
- Employees served: 35% decrease

Presented below is a comparison of the 2006-2007 Academic Year summary of Training for Business and Industry Activity evaluated against that of the Academic Year 2007-2008.

	2006 -2007 Academic Year	2007 – 2008 Academic Year	
Employers Served	126	95	25% decrease
Number of Different Courses Provided	133	130	2% decrease
Number of Classes Conducted	244	210	14% decrease
Students Attending Training Program	3751	2447	35% decrease

The value of these training programs is evidenced by the percentage of overall favorable ratings of the provided training programs. The most important aspect of the survey indicated that a 100% of the respondents agreed that the Colleges training programs were adequate to meet their industry needs. The Training for Business and Industry Survey for 2007-2008 reflected that all respondents agreed training was adequate, the College is committed to serving the community and that course content was appropriate.

Skills Training reports an increase of 6.96% in the number of students served for 2007-2008. Seventy percent of the 210 students participating in Skills Training completed their program compared to 64% for the 2006-2007 period. Eighty-one percent of these students were employed at an average wage of \$14.33 compared to the previous year data of 76% employed at an average wage of \$12.53.

	2006-2007	2007-2008
Students Served	187	210
% Completed Training	64%	70%
% Employed	76%	81%
Average Wage	\$12.53	\$14.33

**Goal #7: To provide students of varied backgrounds and abilities with the instructional and support services that will assist them in achieving career and educational goals.**

**Assessment Measures:**

- The percentage of students responding to surveys who express satisfaction with instructional and support services received will increase as compared to data from the previous year. Student comments will be collected and considered in the overall evaluation process as a tool of analysis to more accurately assess areas of satisfaction, dissatisfaction, and sufficiency in services.
- The number of students who are served through and participate in all student support service programs will increase as compared to data from the previous academic year.

The following is a brief summary of the Campus and Services on-line student evaluations. This is a combined report that covers all campuses, which include Wallace Drive Campus, Ayers Campus, East Broad Campus, McClellan Center, and Valley Street Campus. There were 241 responses to this survey. The following is a summary of each of the areas and the specific survey results are listed in the charts:

**Campus Environment**

Overall, student comments were generally quite positive regarding their Campus Environments. An outstanding 100% of students responding agreed or strongly agreed that the College provides reasonable accommodations for students with disabilities.

**Publications/Website**

This area received all A's, with the 97% of students agreeing or strongly agreeing that the catalog and schedules are user friendly and 95% of students agreeing that the website is user friendly.

**Student Services**

Ninety-eight percent of students giving an opinion agreed or strongly agreed that Student Services personnel are sensitive to their needs. This area received A's and B's, with 83% of students giving an opinion agreeing or strongly agreeing that Student Orientation is a valuable personal experience.

Students continued in their favorable opinion of Admissions, Testing, and Registration by indicating Agree or Strongly Agree in response 99% - 100% on survey items concerned with these areas.

**TRIO Programs**

Seventy-one percent of students giving an opinion agreed or strongly agreed that they were aware of the services provided by Student Support Services, and 84% agreed that the program is beneficial to students. Three-quarters (76%) of respondents giving an opinion were aware of the services available to high school students from Educational Talent Search, and 80% were aware of the services provided by Upward Bound.

**GADSDEN STATE COMMUNITY COLLEGE**  
**Combined Campus Report**  
**On-line Student Evaluation of Campus and Services**  
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**Office of Planning, Research & Effectiveness**

	Strongly Agree	%	Agree	%	No Opinion	Disagree	%	Strongly Disagree	%	Total
<b>CAMPUS ENVIRONMENT</b>										
1. Overall, I feel safe and secure on campus.	134	57%	90	38%	5	9	4%	3	1%	236
2. Campus buildings are clean.	132	57%	89	38%	8	9	4%	3	1%	233
3. The number of bathrooms is adequate.	117	50%	95	40%	6	13	6%	10	4%	235
4. The condition of bathrooms is satisfactory.	107	46%	93	40%	8	25	11%	8	3%	233
5. Overall, I am satisfied with the maintenance at the College.	125	53%	97	41%	6	13	6%	0	0%	235
6. Campus facilities offer an environment conducive to learning.	126	53%	103	43%	2	6	3%	4	2%	239
7. Overall, I am satisfied with the quality of the equipment for learning.	122	52%	98	42%	7	11	5%	3	1%	234
8. Campus parking for students is adequate.	77	32%	79	33%	3	42	18%	40	17%	238
9. Campus Security is visible.	110	48%	96	42%	10	20	9%	5	2%	231
10. The lighting outside of the buildings is adequate.	92	46%	93	46%	39	15	7%	2	1%	202
11. The lighting in the parking lots is adequate.	92	45%	88	43%	38	21	10%	2	1%	203
12. Overall, I am satisfied with the appearance of the College.	117	50%	105	45%	6	12	5%	1	0%	235
13. College personnel adequately supervise the activities in the Student Center.	100	51%	85	43%	45	9	5%	2	1%	196
14. The cafeteria food is of good quality.	49	52%	32	34%	146	5	5%	9	9%	95
15. The cafeteria food prices are reasonable.	44	45%	31	32%	144	10	10%	12	12%	97
16. The cafeteria service staff is accommodating.	51	53%	36	38%	145	5	5%	4	4%	96
17. Vending machines offer adequate selections.	82	38%	109	50%	23	15	7%	12	6%	218
18. Vending machines are conveniently located.	95	43%	117	53%	20	6	3%	3	1%	221
19. The College provides reasonable accommodations for students with disabilities.	99	61%	63	39%	79	0	0%	0	0%	162
20. Recreational facilities are adequate.	68	47%	60	41%	95	8	5%	10	7%	146
<b>FINANCIAL SERVICES</b>										
21. The services provided by the Financial Aid Office are satisfactory.	101	52%	74	38%	45	15	8%	6	3%	196
22. Business Office staff is sensitive to student needs.	102	48%	98	46%	30	9	4%	2	1%	211

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	Strongly Agree	%	Agree	%	No Opinion	Disagree	%	Strongly Disagree	%	Total
23. Bookstore staff is sensitive to student needs.	115	50%	98	43%	12	13	6%	3	1%	229
24. Books needed are available from the College bookstore.	102	44%	105	45%	10	21	9%	3	1%	231
25. Overall, I am satisfied with the bookstore.	110	48%	102	45%	12	12	5%	5	2%	229
26. The procedures for payment and fees are easy to follow.	113	49%	108	47%	11	6	3%	3	1%	230
27. The services and information provided by the Business Office are satisfactory.	104	47%	106	48%	22	6	3%	3	1%	219
28. Student refund services provided by the Business Office are satisfactory.	87	51%	74	44%	72	7	4%	1	1%	169
<b>PUBLICATIONS/WEBSITE</b>										
29. The College Catalog is user friendly.	119	53%	98	44%	17	6	3%	1	0%	224
30. The instructional program brochures are informative.	110	52%	97	46%	28	5	2%	1	0%	213
31. The published schedule of classes is user friendly.	121	53%	102	44%	11	6	3%	1	0%	230
32. The College website is user friendly.	119	51%	103	44%	9	10	4%	0	0%	232
33. The College website provides adequate information.	122	53%	96	42%	11	10	4%	2	1%	230
<b>STUDENT SERVICES</b>										
34. Student Services personnel are sensitive to student needs.	110	54%	89	44%	37	3	1%	2	1%	204
35. Students receive adequate information during the admissions process.	104	48%	100	46%	24	10	5%	3	1%	217
36. Overall, I am satisfied with the admissions process.	111	50%	101	45%	19	8	4%	2	1%	222
37. Students are familiar with services offered through the Counseling and Testing Office.	93	48%	84	43%	46	13	7%	5	3%	195
38. Students receive effective program advisement.	94	45%	92	44%	32	17	8%	6	3%	209
39. Overall, I am satisfied with the advising process.	100	48%	87	42%	32	18	9%	4	2%	209
40. Students are introduced to the Career Services Office and provided an opportunity to receive effective career counseling.	94	48%	76	39%	45	17	9%	9	5%	196

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	Strongly Agree	%	Agree	%	No Opinion	Disagree	%	Strongly Disagree	%	Total
41. Placement testing is readily accessible.	109	49%	107	48%	20	4	2%	1	0%	221
42. The placement testing environment is satisfactory.	104	50%	97	47%	33	6	3%	1	0%	208
43. I am aware of how to make a request for special accommodations due to a disability.	85	53%	61	38%	82	8	5%	5	3%	159
44. Student orientation was helpful to me.	81	47%	67	39%	67	15	9%	11	6%	174
45. Overall, the orientation was a valuable experience for me.	85	49%	58	34%	69	20	12%	9	5%	172
46. The on-site registration procedure is easy to follow.	103	51%	90	45%	39	6	3%	3	1%	202
47. The telephone registration procedure is easy to follow.	71	51%	61	44%	101	6	4%	2	1%	140
48. The internet registration procedure is easy to follow.	120	56%	94	44%	25	1	0%	1	0%	216
49. Overall, I am satisfied with the registration process.	111	49%	107	47%	14	6	3%	3	1%	227
50. Academic advising services on campus are satisfactory.	96	47%	93	45%	36	11	5%	5	2%	205
51. Personal counseling services on campus are satisfactory.	85	48%	74	42%	65	10	6%	7	4%	176
52. Tutors are available for a variety of courses.	84	51%	68	41%	75	7	4%	7	4%	166
53. College-sponsored social activities are satisfactory.	77	49%	72	46%	83	8	5%	1	1%	158
54. Opportunities for cultural growth sponsored by the College are adequate.	77	48%	71	44%	79	8	5%	6	4%	162
55. Overall, I am satisfied with the out-of-class campus activities.	73	48%	65	43%	89	5	3%	9	6%	152
56. Intercollegiate athletics provided appropriate opportunities for student activities.	69	53%	53	41%	112	3	2%	4	3%	129
<b>TRIO PROGRAMS</b>										
57. I am aware of the services provided by the federal TRIO Student Support Services program.	52	45%	30	26%	126	16	14%	17	15%	115
58. The federal TRIO Student Support Services program is beneficial to students.	50	54%	28	30%	149	5	5%	9	10%	92
59. I am aware of the services provided to high school students by the federal TRIO Educational Talent Search program.	47	49%	26	27%	146	10	11%	12	13%	95

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	<b>Strongly Agree</b>	<b>%</b>	<b>Agree</b>	<b>%</b>	<b>No Opinion</b>	<b>Disagree</b>	<b>%</b>	<b>Strongly Disagree</b>	<b>%</b>	<b>Total</b>
60. I am aware of the services provided to high school students by the federal TRIO Upward Bound program.	47	49%	30	31%	145	9	9%	10	10%	96

**Goal #8: To recognize excellence in student performance, scholarship, and personal achievement**

**Assessment Measures:**

- The number of outstanding student awards presented at honors programs will increase as compared to data from the previous academic year.
- The number of news articles published that feature student achievement will increase as compared to data from the previous academic year.

During 2007-2008 there were 208 outstanding student awards presented at the Honors Programs. This was an increase of 108%.

Also, during the 2007-2008 academic year, there were 232 news articles published in local media featuring student achievement at Gadsden State.

The following chart indicates the percentage increase in each area:

	<b>2006-2007</b>	<b>2007-2008</b>	<b>% Increase</b>
Student Awards Presented	100	208	108%
News Article for Student Achievement	157	232	48%

Student awards increased 108% over the previous year. The dramatic increase is due to including Who's Who recipients in the number of estimated awards given out according to the Honors Day Programs for both Gadsden and Anniston campuses.

The number of press releases sent to publications about Honors Day recognitions indicates a 48% increase over the number of press releases over the previous year. While it is not possible to know how many of the releases were indeed published, it is reasonable to assume that the more releases offered to newspapers, the more attention our students and College will receive.

**Goal #9: To establish and maintain partnerships to respond to the needs of special populations within the community and to use outreach initiatives to seek and encourage those who otherwise might not give serious consideration to postsecondary education.**

**Assessment Measures:**

- The number of partnerships with community entities that are designed to deliver educational options and supportive services will increase as compared to data from the previous academic year.
- Number of agencies who give favorable survey responses to college efforts in providing educational support services will increase as compared to data from the previous academic year.

The total number of partnership affiliations for 2007-2008 was 96. This was an approximately 20% increase over the previous period. The College partnerships with community entities that were created or maintained in 2007-2008 continued to grow. These partnerships allow the College to provide educational options and supportive services to their agencies and create an effective partnership with the College.

	<b>2006-2007</b>	<b>2007-2008</b>	<b>% Increase</b>
Number of Partnerships	77	96	20% Increase

During the 2007-2008 academic years, there was not a survey conducted with the actual college partnerships. Previous Institutional Reports did not require for the College to conduct a survey with the College's partnerships.

# **Part II: Organizational Unit Evaluations of Strategic Plan**

## **Educational Programs**

**Gadsden State Community College  
Educational Programs-Planning & Evaluations**

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**November 5, 2008 2:00 p.m.  
Allen Hall, Room 211  
Minutes**

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**Members Present:** Chris Harrison, Tommy Hartline, Stephan Stuelp, Angie Waits, Karen Blythe-Smith Tim Smith, ex-officio

**Purpose:** To review summaries of evaluations of unit strategic plans

**Old Business:** None

**New Business**

Dr. Blythe-Smith greeted the committee members. Each member gave a brief overview of their recommendations on the Use of Findings segment of the strategic plans. The group thanked Tim Smith for giving an alternative link for easier access to the strategic plans' evaluations.

The responsible parties of each strategic plan need the recommendations as soon as possible to complete their edits. To expedite the process, each of the committee members will confer with his/her team member on the assigned subcommittee to prepare a summary of the recommended changes. Each subcommittee will then e-mail the summary to the responsible party/parties by Friday, November 7. The changes must be finalized by November 17. The responsible party/parties should receive them no later than Monday. If access to the online strategic plans is denied, Teresa Rhea is to be contacted.

Sufficient documentation and use of the documentation should be verified in the plans to meet the requirements of SACS.

Adjourned: The meeting closed at 2:30 p.m.

\_\_\_\_\_  
June Bearden CPS, Recorder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dr. Karen Blythe Smith, Associate Dean of Instructional Services

\_\_\_\_\_  
Date

**Educational Programs Planning and Evaluation Committee**

**Sub-committee #1**  
Programs Assigned

**Ann Capel, Stephan Stuelp**  
ATN/TBI  
Admissions & Records  
Clinical LabTechnology  
Distance Learning  
Language & Fine Arts  
Radiologic Technology

**Sub-committee #2**  
Programs Assigned

**Tommy Hartline, Julian Thornton**  
Associate Degree Registered Nursing  
Career Services  
Emergency Medical Services  
Job Corps  
Library  
Science Division

**Sub-Committee #3**  
Programs Assigned

**Marilyn Collins, Connie Meloun**  
Ayers Campus  
Career Transitions  
Health, Physical Education & Recreation  
Mathematics & Engineering  
Social Sciences

**Sub-Committee #4**  
Programs Assigned

**Chris Harrison, Nancy Lee**  
Applied Technologies  
Business Division  
Continuing Education  
Health Sciences  
McClellan Center  
Surgical Technology

**Sub-Committee #5**  
Programs Assigned

**Cynthia Freeman, Jeff Machen**  
Center for Civic Engagement & Service  
Information Technology  
Nursing Assistant  
Public Safety Telecommunications  
Therapeutic Massage  
Correctional Education – St. Clair

**Sub-Committee #6**  
Programs Assigned

**Danny Rubrigi, Angie Waits**  
Adult Education Services  
Cherokee Campus  
Engineering Technologies  
International Programs/Alabama Language Institute  
Practical Nursing  
Skills Training

# **Part II: Organizational Unit Evaluations of Strategic Plans**

## **Student Services**

**Student Services Planning & Evaluation Taskforce**  
**March 13, 2008 10:00 a.m.**  
**Financial Services Conference Room**

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**Minutes**

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Members Present: Theresa Rhea, Valerie Richardson, Donna Adams, Cindy Greer, Becky Vice, Kelly D'Eath, Deborah Beverly, Dana Davis, Michele Conger, Pam Johnson, Johnny Baker, Danny Wilborn, Judy Hill, and Jimmy Johnson

The meeting convened at 10:05 a.m. when Valerie Richardson gave the charge to the committee. She stressed that the goals and objectives must be measurable and must be tied to funding. She reminded the committee that the strategic plan was just a model of how we run our programs with an emphasis on continuous improvement.

Danny Wilborn introduced himself in his new role as Director of Planning, Research, & Effectiveness.

Valerie Richardson asked for nominations for a committee chair. Kelly D'Eath made a motion nominating Pam Johnson as chair and Theresa Rhea seconded. Pam Johnson was elected as chair and agreed to also act as recorder.

Pam Johnson introduced Johnny Baker as a representative of the Institutional Planning Committee that is focusing on improving the Institutional Effectiveness process. In this role, he had four questions to ask the taskforce for their responses.

1. Is IE working? Kelly D'Eath stated that she loved the online process. Deborah Beverly liked the on-line format much better than the original version with anticipated dates and completion dates. Pam Johnson said it was much easier to enter in the online form than worrying about all the margins, headers, font, and formatting in the Word paper versions.
2. What improvements would you recommend? Johnny Baker mentioned that every committee had mentioned spell check. Judy Hill mentioned that she would like to see a way to go from goal setting to outcome measures. She stated that ideals are easy but measuring benefit is more difficult and the product of the strategic plans needs to get better. Dana Davis mentioned that seeing the activities the units would do to accomplish the goals might help to make more sense of some of the unit plans. Johnny Baker stated these 2006-2007 Unit Strategic Plans were developed prior to Johnny Baker's and Tim Smith's training efforts. Pam Johnson mentioned to Judy Hill and the committee that the CSSE survey that the QEP team is going to be using may help with measuring student engagement.
3. What is the most difficult part of Institutional Effectiveness? Kelly D'Eath stated that it was finding the time to get it done and articulating the actual plans of the unit.
4. What would you highlight? The committee all agreed that the online system and the plans being viewable to everyone was a highlight and it made the process more accessible. Johnny Baker stated he felt the staff felt more involved. Judy Hill agreed that we were all engaged; emotionally and physically. Pam Johnson and Johnny Baker discussed that the wording about weakness had been changed to make it more attractive for people to state their use of findings.

Judy Hill mentioned that it would be nice to have more freedom to point out program failures without those being brought to the Cabinet.

The committee then began to review the evaluations of the unit strategic plans. The committee agreed that the Institutional Advancement office could make minor changes to save time but major changes would require the program director being notified.

Financial Aid – Kelly D'Eath introduced the plan to the committee. Theresa Rhea made a motion that the plan be approved as submitted and Judy Hill seconded. The committee unanimously approved.

GED Testing Center – Johnny Baker asked the committee to allow him to add to his findings. Judy Hill thanked Mr. Baker and stated that IE grew during his tenure. The committee recommended a change in phrasing on Goal 1 Objective 1. Cindy Greer recommended that Goal 3 be changed to "GED Testing Center issues". Jimmy Johnson mentioned that "transcript" should not be capitalized and that "confidentiality" is misspelled. Judy Hill made a motion that the plan be approved as corrected. Cindy Greer seconded the motion and the committee unanimously approved.

HBCU Title III – The committee pointed out a misspelling in the mission. The committee suggested a rewording of the measures on Goals 3 and 4. The committee also pointed out a misspelling in Goal 8. The committee recommended a change in wording on 7a. Judy Hill made a motion that the plan be accepted with corrections. Dana Davis seconded and the committee unanimously approved.

Counseling & Recruitment – The committee noticed that some of the lines did not wrap correctly leaving the spacing misaligned. Johnny Baker stated that if it would not let the spacing be corrected to give his office a call. Judy Hill made a motion the plan be accepted as corrected, and Theresa Rhea seconded it. The committee unanimously approved the plan.

Veteran's Upward Bound - The committee noticed that the "b" needed to be removed from some of the measures, for example in Goal 1. The measures numbers need to change on pages 2, 3, and 4. Judy Hill made a motion that the plan be accepted as corrected and Deborah Beverly seconded it. The committee unanimously approved the plan.

Institutional Advancement – The measures needed to be renumbered so that they do not match the numbers of the goals. The committee then pointed out a misspelling on Goal 3, page 3. Judy Hill made a motion to approve the plan as corrected and Michele Conger seconded it. The committee unanimously approved the plan.

ETS – Gadsden – The committee noticed a typo in the mission on line 3. The committee wishes to give our compliments to ETS on 90% graduating. The committee wanted to know if Goal 10 should remain since there were no objectives. The program manager will be called to ask if Goal 10 should remain. The committee wanted to see the actual numbers of dropouts and re-enters in Goal 5. In Goal 9, the words "and printout" should be deleted and in Goal 8, GETS should be changed to ETS to be consistent. Dana Davis made a motion to approve the plan once the corrections and changes were made after consulting on Goal 10. Cindy Greer seconded the motion and the committee unanimously approved.

UB Ayers – In Long Range Goal 1, the word "project" should be changed to "program" to be consistent with the rest of the plan. It should also be changed to "program" in Goal 1 and criteria is misspelled. On

page 2, the "b" in the measure for Goal 2 should be removed and there does not need to be a semi-colon in the relationship to mission. The abbreviation needs to be spelled out in Goal 2, Objective 1. The committee recommended that the wording in Goal 5 be changed. The use of findings for Goal 6 needed to be changed and the numbers in the sentence in Goal 7 Objective 1 need to be consistently handled. Dana Davis made a motion to approve the plan as corrected and Jimmy Johnson seconded it. The committee unanimously passed it.

Student Activities – The committee recommended the wording be changed on Goal 1, Objective 4. Goal 2 Objective 2 also had an area that the committee recommended a change in wording. In Objective 1, "fall" should be lower case rather than upper case. In Goal 3 Objective 1, the committee recommended adding "of" and adding "in eight student organizations" to make the sentence flow better. In Goal 3 Objective 2, there is an extra "be". In Goal 3 Objective 3, the last type of student should be distance learners. There are spelling errors in Goal 4 Objective 2 and Goal 4 Objective 3. The committee felt the student names should be removed in Goal 4, Objective 3. Dana Davis made a motion that the plan be approved as corrected and Donna Adams seconded it. The committee unanimously approved.

ETS – Ayers – In Goal 2 Objective 1, the committee recommends changing the wording. In Goal 5 in the Evaluation Findings, the little "b" should be removed and the verb needs an "s" added. In Goal 7 Objective B, two words were squeezed together with no space. In Goal 8, Evaluation Findings, a comma needed to be added. Judy Hill made a motion to accept the plan as corrected and Michele Conger seconded. The committee unanimously approved.

SSS – The committee recommended the verb tense should be changed in Goal 2, Evaluation Findings to "passed". Dana Davis made a motion to approve the plan as corrected and Judy Hill seconded. The committee unanimously approved.

UB – Gadsden – In the mission, "School" needs to be lower case as well as "Gifted" in the relationship to college mission. The committee recommended adding "U.S." on page 2 in front of Department of Education and also in Goal 3. Also in Goal 3, the Evaluation Findings had a misspelling of "entrance". The committee also suggested a slight wording change in the Evaluation Findings and a wording change in Goal 4 from "enlightened" to "informed". The committee also recommended striking the sentence in the final Evaluation Findings about the survey. Becky Vice made a motion to accept the plan once the corrections were made and Dana Davis seconded the motion. The committee unanimously approved.

The taskforce adjourned the meeting at 12:27 p.m.

**Part II: Organizational Unit  
Evaluations of Strategic Plans**

**Community Outreach/Economic  
Development**

**COMMUNITY OUTREACH AND ECONOMIC DEVELOPMENT  
PLANNING AND EVALUATION COMMITTEE  
MEETING MINUTES  
OCTOBER 14, 2008 – 2:00 P.M.  
FORD CENTER BOARD ROOM**

MEMBERS PRESENT

John E. Blue, II, Chairman  
Bridget Burney  
Melinda Cooper  
Sarah Eiland  
Kathy Gillison-Parker  
Johna Lindsey  
Eric Stringer  
Tarva Vaughn

MEMBERS ABSENT

Dave Barnett  
Kim Gregg  
Luanne Hayes  
Sharon McGruder  
Susan Sewell  
Frances Vann

- I. WELCOME – Mr. John E. Blue, II, Chairman, welcomed the committee members and guests. Mr. Blue thanked the members for their participation in the committee meeting and their commitment to the institutional planning process.
  
- II. REVIEW OF COMMITTEE'S CHARGE / ACTION / PROCESS / IMPLEMENTATION / EVALUATION – Mr. Blue reviewed the committee's charge / action / process / implementation / evaluation as related to the institutional planning and evaluation process. He explained the process this committee utilizes, which is to have a sub-committee review all plans and present recommendations for changes. This works well and is more time effective. Mr. Blue stated that all the planning and evaluation committees should utilize our format as a model for the other planning and evaluation committees. He explained that the committee reviews the plan/evaluation from each area that reports to the Office of the Vice President. The committee reviews the plans to insure that they are measurable and meaningful. The plans are driven by the individuals' job descriptions. The program level knows best what items to put in the plan, but the committee reviews for completeness, measurability, format and content. The units should be utilizing the plans as part of their day-to-day operations. The units should have good measurable quantifiable goals. The plan should be strategic and forward thinking.

Mr. Blue stated that the Planning cycle for future years is being implemented. Strategic Plans for 2009-2010 will be done in January 2009.

**COMMUNITY OUTREACH AND ECONOMIC DEVELOPMENT  
PLANNING AND EVALUATION COMMITTEE  
MEETING MINUTES  
OCTOBER 14, 2008 – 2:00 P.M.  
PAGE TWO**

- III. REVIEW OF 2007-2008 STRATEGIC PLANS EVALUATIONS – Mr. Blue and the committee discussed the 2007-2008 Strategic Plans Evaluations. Mr. Blue stated that the Planning cycle for future years is being implemented. Strategic Plans for 2009-2010 will be done in January 2009.
- IV. CHANGES RECOMMENDED BY SUB-COMMITTEE – The sub-committee did not recommend any changes to the evaluations.
- V. MOTION ON 2007-2008 STRATEGIC PLANS EVALUATIONS – Mr. Blue accepted a motion from Eric Stringer to accept that the 2007-2008 Strategic Plans Evaluations with no revisions or changes as stated in the meeting. Motion seconded by Tarva Vaughn. Motion passed with no abstentions.
- VI. SIGNATURES ON SHEET INDICATING INPUT INTO PROCESS – Mr. Blue asked all committee members to sign the paper indicating input into the Planning and Evaluation Process.
- IX. ADJOURNMENT – Mr. Blue adjourned the meeting at 2:45 p.m.

Recorder

Kathy Gillison-Parker

Approved

John E. Blue, II, Chairman

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## **Part II: Organizational Unit Evaluations of Strategic Plans**

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### **Administrative Processes**

Administrative Processes  
Committee Meeting  
February 15, 2008

The Committee met in the Financial Conference Room located in Allen Hall at 1:00 p.m. Persons present were Dr. Jim Prucnal, Chair, Tom Humphrey, Sam Ledbetter, Johnny Baker, Lisa Thacker, and Donice Snow. Visiting the meeting were Chris Robinson, Jackie Henderson, Jennie Dobson, and Carol Wilcutt (note taker).

Dr. Prucnal called the meeting to order and stated the two purposes of the meeting:

1. Look at the Strategic Plan Evaluations and Use of Findings for revisions and approval.
2. Johnny Baker of the Institutional Planning Taskforce Committee had questions for the Committee to answer.

The evaluations were discussed as the first order of business. The following departments' plans were approved for content:

1. Financial and Administrative Services, Dr. Jim Prucnal
2. Safety and Security, Postal, & Transportation Services, Sam Ledbetter
3. Fowler Residence Hall, Sam Ledbetter
4. Management Information System, Jeff Green
5. Financial Services, Jacqueline Henderson
6. Maintenance & Housekeep Services – Gadsden, Stewart Davis
7. Maintenance Department – Calhoun County, Don Smith (A Mission Statement was needed and a sentence was missing from the Long Range Goal #1.)
8. Business Services, Chris Robinson
9. Institutional Effectiveness, Johnny Baker
10. Human Resources, Kim Cobb
11. Diversity & Compliance, Michele Bradford
12. Athletics, Mike Cancilla
13. Public Relations, Kay Smith
14. Institutional Research & Professional Development, Jennie Dobson (percentages needed to measure assessment, Jennie would send to Carol Wilcutt)
15. Quality Assurance, Lisa Thacker

There were a number of typos that Carol Wilcutt and Johnny Baker agreed to correct.

The questions from the Institutional Taskforce were discussed:

1. Does the Administrative Processes Committee feel that the current Institutional Effectiveness process is working?

Sam Ledbetter said that the Institutional Effectiveness was working better because of its consistency and the on-line system was working well. Lisa Thacker stated that the documents were useable for budget planning.

2. How can the Institutional Effectiveness process be improved?

Training was discussed and it was decided that a training program should be provided once a year before the end of December.

3. What was the most difficult part of the Institutional Effectiveness process, i.e., writing goals and objectives; determining the assessment measures; and/or the evaluation and use of findings?

Dr. Prucnal stated that the assessment measures were the most difficult to measure.

4. What do you think is important enough that the IPT should highlight at the institutional level concerning your process for the 2006-2007 Institutional Effectiveness Plans.

It was decided that consistency and technology use should be highlighted and the institutional taskforce should furnish a list of College standard goals for which to choose. The kind of input employees should have was discussed and it was suggested that plans be made available for everyone to review.

The meeting adjourned at 2:00 p.m.

Carol Wilcutt  
Recorder

**GSCC Administrative Processes  
Planning and Evaluation Committee  
Meeting Minutes  
October 1, 2008**

The scheduled meeting was called to order by Teresa Rhea on Wednesday, October 1, 2008 in the 3<sup>rd</sup> Floor Conference Room in the Joe Ford Center.

**Members Present:** Eric Campbell, Tim Carter, Kim Carter, Jennie Dobson, Erin Freeman, Tom Humphrey, Donice Snow, Chiquita Steward, Jennifer Sutton, Linda Woodward, Tim Smith, Teresa Rhea

**Members Absent:** Diann Cruickshank, Brian Geislinger, Todd Hamilton, Geraldine McCormick, Phil Waits, Lisa Thacker

Teresa Rhea introduced herself to the committee and stated that she would be chairing the meeting today for Lisa Thacker, Chair.

Teresa Rhea discussed that the minutes from the meeting would be sent to the President's Office for placement on the college website after approval.

Each committee member was given strategic plan evaluations to review before the next meeting. Committee members will be evaluating the 2007-2008 Unit Strategic Plans and specifically looking at the use of findings and how the findings are used to improve the unit. It was explained that the findings should be concerned with improving efficiency, service, accountability for funds and the mission.

Teresa Rhea discussed the institutional effectiveness process and overall goal of the institutional effectiveness process as outlined by SACS. She encouraged the committee members to closely examine the use of findings of each goal. Findings are to be used to lead to more efficiency and improvement. Teresa stated that SACS wanted evidence of continuous improvement over time.

Tim Smith stated that committee members needed to pay attention to the use of findings specifically looking at how findings can enhance the program and advance the unit.

**Adjournment:**

Meeting was adjourned at 2:30 pm. The next meeting is scheduled for Thursday, October 9 at 2 pm in the Computer Center Conference Room in Allen Hall.

**Minutes submitted by:** Donice Snow

**Approved by:**

Gadsden State Community College

Strategic Plan Evaluation

**Unit:** Admissions & Records **Year:** 2007-2008

**Person Responsible:** Teresa Rhea

**Cabinet Member:** Jim Jolly/Tim Green     **Approved**

**Mission Statement:**

The office of Admissions and Records exists to serve students, faculty, staff, alumni and the community by providing admissions services, assistance with academic policies, registration services, academic record services, transfer credit evaluation, enrollment and statistical reporting, and student data management.

**Long Range Goals:**

- 1        Continue to implement technology into the Admissions and Records Office functions to improve efficiency and service to students.
  
- 2        Re-design and modernize facilities for more efficient service to students, staff, and the community.

**Goal 1**

Implement technology into the Admissions and Records functions to improve efficiency and service to students.

**Relationship to College Goals/Mission**

**Student Success**

- Deliver services needed to help students succeed.

**College Capacity**

- Strengthen and enhance the College's operations and human, financial and physical resources.

**Objective or Educational Outcome 1**

Install scanners for the document imaging system at all campuses and centers in order to improve data processing.

**Assessment**

Scanning stations will be purchased and installed at McClellan and Cherokee County Center.

**Additional Funding Request:** \$5400

Each scanning station must be equipped with a Canon Dr-3060C or better color scanner in order to ensure clarity of scanned documents. Each scanner costs approximately \$2700 including cables and SCSI cards.

**Evaluation Findings**

Using Technology Funds, scanners were purchased and installed at the McClellan Center. A scanner was replaced at Ayers Campus instead of a new unit for Cherokee. This was the result of equipment failure at Ayers and also due to construction and moving the Cherokee County Center to the new facility at Gadsden State Cherokee.

**Use of Findings**

It has been found that efficiency can be improved when the scanner units are used not only for inputting documents into the document imaging system but the office staff at all locations find that student service and office efficiency is improved when the scanner is used with a full Adobe suite. Use of the "pdf" function -- "Create document from Scanner"-- of Adobe allows the exchange of important information between remote offices in a nearly "real time" fashion. An extension of this procedure can be used with all campuses and centers in the next planning cycle. Plans will include the purchase of scanners and Adobe software suite.

**Objective or Educational Outcome 2**

Replace existing copier in Records Office at the end of the current contract year with 3 Dell Laser printer/copiers (or the equivalent) for use in Records Office.

**Assessment**

Purchase and install 3 Dell Laser printer/copiers.

**Additional Funding Request: \$1500**

Each of the Dell Laser 1815n machines costs \$500.00

**Evaluation Findings**

The existing copier in the Admissions Office was replaced with one of the smaller units and serves well for this office. Records Office staff observed the use of the smaller unit and determined that the heavier copy demands of Records could not be accommodated with the smaller unit.

**Use of Findings**

This objective will be deleted from the next planning cycle. An alternate plan to use the existing scanners and Adobe software to cut down on copier use will be employed for the next year. The expected benefit of scanner-pdf use is two-fold in that there is a reduction in operating expense related to photocopying and also a reduction in the amount of paper used.

**Goal 2**

Continue to expedite student enrollment by processing applications for admission daily. Strengthen and enhance the student admissions process.

**Relationship to College Goals/Mission**

**Student Success**

- Deliver services needed to help students succeed.

**College Capacity**

- Strengthen and enhance the College's operations and human, financial and physical resources.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

Improve the information available to students online with respect to Admissions by expanding the "Admission Status" option currently available to students through the online system. Proposed expansion would include a specific reference to the transcripts not received and other detailed aspects of the application related to completion of the admission file.

**Assessment**

The enhancements for student admission status options will have been programmed and made active on the College's website.

**Additional Funding Request:** \$0

**Evaluation Findings**

A new screen, AM01 was developed to inform authorized college faculty and staff of the current status of students' application for admission. The data elements from this screen are available for students (with Student ID/PIN log in) as a "Check Admission Status" option on the student's Main Menu page.

**Use of Findings**

Initially, the information on AM01 indicated that either all transcripts had been received or all transcripts had not been received. As the year progressed, the computer center was able to enhance programming so that the user could tell by inspection exactly which transcripts had been received.

During the next planning cycle, an update will be planned that will indicate the name of school from which transcripts are expected. This will benefit not only the admissions office staff but also academic advisors and financial aid staff. Another possible enhancement is planned to contact the student in an automated fashion to remind them of incomplete admissions files and/or missing document.

**Goal 3**

Ensure that policies enacted by the State of Alabama Board of Education are followed.

**Relationship to College Goals/Mission****Student Success**

- Deliver services needed to help students succeed.

**Objective or Educational Outcome 1**

Admissions and Records Office will fully implement all State Board of Education policies and Guidelines from the Chancellor.

**Assessment**

State audits will find no incidents of non-compliance with State Board policies in the annual review of admissions records.

**Additional Funding Request:** \$0

**Evaluation Findings**

The State Auditors made no recommendations for Admissions and Records as a result of the annual Audit.

**Use of Findings**

Admissions and Records has begun a conversion of all required records series to an Adobe Portable Document Format (PDF). These electronic records are maintained on the N:// drive of the College's computer system and in a secure directory within that drive. The use of electronic records facilitates not only the auditors but other authorized uses of these required documents. The records are backed up and the security of record storage is verified by the college wide safeguards placed on the entire computer system. Authorization of use of these records series will be extended electronically to the auditors during the next annual audit.

**Goal 4**

Continue to systematically replace worn and outdated office furniture and equipment.

**Relationship to College Goals/Mission**

College Capacity

- Strengthen and enhance the College's operations and human, financial and physical resources.

**Objective or Educational Outcome 1**

Replace at least 2 workstations with modern, ergonomic equipment to promote greater efficiency for staff.

**Assessment**

Purchase and installation of 2 workstations.

**Additional Funding Request:** \$4600

Each workstation (including transaction counter) costs \$2300

**Evaluation Findings**

Workstations were purchased and have been installed.

**Use of Findings**

The transaction counter has proved to be especially beneficial in that it promotes compliance with FERPA. To further improve the appearance of the Records Office, a new counter for the front of the office is being investigated. The current student transaction counter is not ADA compliant and presents a worn and dated look for the office as a whole.

**User:guest**

**Unit**

Admissions & Records

## Gadsden State Community College

## Strategic Plan Evaluation

**Unit:** Adult Education Services **Year:** 2007-2008

**Person Responsible:** Joe Cavender

**Cabinet Member:** Tim Green     **Approved**

**Mission Statement:**

The mission of Adult Education Services is to serve the educational needs of citizens 16 years of age and older who have less than a high school diploma, are not enrolled in high school or who function academically at a grade level less than 12.9. Adult Education Services provides basic academic skills including reading, writing, mathematics, science, social studies, and coping skills (0-8th grade level); preparation for the General Education Development (GED) Test and high school completion (9th-12th grade level); and English as a Second Language (ESL) for non-English speaking persons.

Adult Education Services serves the educational needs of the individual citizens, businesses, and industries in Etowah, Calhoun, Cherokee, and Cleburne Counties as described in the Alabama State Plan for Adult Education. To accomplish this purpose, Adult Education Services adheres to the Alabama State Plan for Adult Education and constantly seeks more productive means to deliver those services.

**Long Range Goals:**

- 1     Establish a Center for Adult Education (CAE) in the new Cherokee County (Centre) campus with a minimum operation of 18 hours-per-week to include morning and evening classes that teach literacy skills, Adult Basic Education and GED preparation.
- 2     Establish an English-as-a-Second-Language (ESL) class in the new Cherokee County (Centre) campus with a minimum operation of 9 hours per week of instruction.
- 3     Establish a Center for Adult Education (CAE) in the new Heflin Community Arts Center with a minimum operation of 18 hours-per-week to include morning and evening classes teaching literacy skills, Adult Basic Education and GED preparation.

**Goal 1**

Enhance Adult Education students' success to meet or exceed all expected Alabama Adult Education State Performance Measures as set by the ADPSE.

**Relationship to College Goals/Mission**

Student Success

- Provide a student-centered teaching and learning environment.

#### Student Success

- Deliver services needed to help students succeed.

#### College Capacity

- Strengthen and enhance the College's operations and human, financial and physical resources.

#### Community Awareness

- Build a reputation that documents and promotes the strengths of the College.

### **Objective or Educational Outcome 1**

Enhance the educational success of Adult Education students who take the WorkKeys assessment by providing the opportunity for all instructors to attend the annual Alabama Workforce Development Conference with 100% participation of full-time employees and a minimum of 50% participation of part-time employees.

#### **Assessment**

Budget for and promote attendance at the annual Alabama Workforce Development Conference. The attendance will be a matter of record.

**Additional Funding Request:** \$9,000 (Adult Education Grant)

#### **Evaluation Findings**

100% of full time employees and 58% of part-time employees participated in the Annual Alabama Workforce Development Conference.

Success of the objective is evident in the increased number of gold and silver certificates achieved by students enrolled in the Adult Education program. The results of our finding indicate that our program increased the number of gold and silver certificates by 241% over the previous year.

#### **Use of Findings**

We will continue to concentrate on the WorkKeys assesment for our students and intensify our training of our instructors in programs that will further improve our results in WorkKeys. Contingent upon funding, we will continue to offer instructors professional development opportunities that will increase the number of gold and silver certificates.

### **Objective or Educational Outcome 2**

Adult Education Services will provide solutions to the workforce education needs of a minimum of four businesses/industries.

**Assessment**

This goal will be measured by substantiated records on file.

**Additional Funding Request:** \$

**Evaluation Findings**

During the 2007-2008 year, one business/industry was served: Fellowship House in Anniston.

**Use of Findings**

This objective was not met and will be re-evaluated. Without additional funding, adjustments to the objective will need to be made. We will concentrate on agencies and faith-based/community-based groups as well as businesses and industries. This broadens our opportunities to expand into non-traditional outlets for service.

**Objective or Educational Outcome 3**

Adult Education Services will seek funding to establish a new JOBS/jobs readiness class through the Calhoun County Department of Human Resources.

**Assessment**

The success of this objective will be determined by the approval for funding by the Alabama Department of Human Resources.

**Additional Funding Request:** \$76,700

**Evaluation Findings**

Success in this objective is found in the receipt of funding and the establishment of a class in Calhoun County in November of 2007. This class served 51 clients of the Calhoun County Department of Human Resources.

**Use of Findings**

Due to the success of the class, the state Department of Human Resources has funded this class for the 2008-2009 fiscal year.

**Objective or Educational Outcome 4**

Enhance Adult Education students' success by providing the opportunity for all instructors to attend the annual Alabama College Association (ACA) conference with 100% participation of full-time employees and a minimum of 30% participation of part-time employees.

**Assessment**

Budget for and promote attending the annual ACA Conference. The attendance will be a matter of record.

**Additional Funding Request:** \$9,000 (Adult Education Grant)

**Evaluation Findings**

100% of full-time employees and 68% of part-time employees participated in the annual Alabama College Association (ACA) Conference.

Instructors were given opportunities for professional development that can be seen in the higher percentage of students meeting or exceeding all state goals for 2007-2008.

**Use of Findings**

Contingent upon funding, we will continue to offer professional development opportunities through the annual ACA Conference. We will raise our projected attendance by 50%.

**User:** guest

**Unit**

Adult Education Services



## Gadsden State Community College

## Strategic Plan Evaluation

**Unit:** Applied Technologies **Year:** 2007-2008

**Person Responsible:** Melinda White / Vicki Albright

**Cabinet Member:** Tim Green     **Approved**

**Mission Statement:**

Gadsden State Community College's Applied Technologies Division is committed to providing individuals with quality, up-to-date technical educational experiences as well as providing area employers with qualified graduates skilled in their respective occupational areas ready for employment. These experiences are dedicated to developing initial job-specific skills for those just entering the workforce, updating current workforce skills and abilities through advanced technology, retraining displaced workers, and providing professional development activities.

**Long Range Goals:**

- 1        Promote existing technical programs college wide and in the community by establishing published material and electronic media that includes the scope of work, employment possibilities, current technology used, and other services offered.
- 2        Foster and maintain good communications between the college and area employers through greater employer interaction with individual program advisory committees.
- 3        Support instructor professional development specific to their technical specialty and the development of instructional materials.

**Goal 01**

Continue to provide a safe learning environment for students.

**Relationship to College Goals/Mission**

## Student Success

- Provide a student-centered teaching and learning environment.

## Student Success

- Deliver services needed to help students succeed.

## Workforce Development

- Serve as a partner in shaping and achieving the region's economic and community development vision.

College Mission: \*To provide technical, vocational, and career education that prepares students for

immediate employment, that retrains existing employees, and that promotes local and state workforce development initiatives.

**Objective or Educational Outcome 1**

To continue to identify and correct any potential safety issues in the Applied Technologies work areas.

**Assessment**

Require instructors to inspect all work areas for possible safety concerns each semester and report the findings to the Division Chairs.

**Additional Funding Request: \$20,000.00**

Institutional funds.

**Evaluation Findings**

No safety concerns were reported.

**Use of Findings**

We will continue to monitor all work areas for safety concerns.

**Goal 02**

To achieve industry certification in the Ayers Auto Collision Repair Technology, Diesel Technology and Welding Technology programs and in the East Broad Auto Collision Repair Technology, Automotive Service Technology and Welding Technology programs.

**Relationship to College Goals/Mission****Student Success**

- Provide a student-centered teaching and learning environment.

**Student Success**

- Deliver services needed to help students succeed.

**Workforce Development**

- Serve as a partner in shaping and achieving the region's economic and community development vision.

**College Capacity**

- Strengthen and enhance the College's operations and human, financial and physical resources.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

College Mission: \*To provide technical, vocational, and career education that prepares students for immediate employment, that retrains existing employees, and that promotes local and state workforce development initiatives. \*To encourage and support the use of current technology to improve the

delivery of programs to the citizens in the institution's service area. \*To provide business and industry with training that meets employer needs.

### **Objective or Educational Outcome 1**

To continue to work toward the required changes to facilities and programs necessary for industry certification. Acquiring national certification will enhance job opportunities for program graduates and attract new students to these programs.

#### **Assessment**

Document certified programs and assess progress made in those programs working toward certification.

#### **Additional Funding Request: \$25,000.00**

Institutional funds.

#### **Evaluation Findings**

The welding department has been striped for safety according to certification specifications. We are still working towards meeting all criteria required for certification.

#### **Use of Findings**

We are continuing in the self study process.

### **Goal 03**

To enhance the quality of instruction in the Automotive Service Technology program through the construction of a new facility capable of housing both the GSCC and the Gadsden City High School programs.

#### **Relationship to College Goals/Mission**

##### **Student Success**

- Provide a student-centered teaching and learning environment.

##### **Student Success**

- Deliver services needed to help students succeed.

##### **Workforce Development**

- Serve as a partner in shaping and achieving the region's economic and community development vision.

##### **College Capacity**

- Strengthen and enhance the College's operations and human, financial and physical resources.

##### **Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

College Mission: \*To provide technical, vocational, and career education that prepares students for immediate employment, that retrains existing employees, that promotes local and state workforce development initiatives. \*To establish and maintain partnerships to respond to the needs of special populations within the community, and to use outreach initiatives to seek and encourage those who otherwise might not give serious consideration to postsecondary education.

### **Objective or Educational Outcome 1**

Complete the final phase of the partnership agreed upon with GCHS and to be able to give the students in the high school and college Automotive Service Technology programs opportunities for side-by-side training.

#### **Assessment**

To be completed and fully operational by Fall semester 2008.

**Additional Funding Request:** \$1.5 million dollars

Outside sources

#### **Evaluation Findings**

To date, appropriations totalling 1.225 million dollars have been secured for this project. We are in need of an additional \$500,000 before the construction can begin on the facility.

#### **Use of Findings**

Efforts are being made to secure the additional funding for this project.

### **Goal 04**

To create a more professional learning environment in the East Broad Welding Technology facility by completion of renovations begun to increase classroom space, improve lighting, provide new restrooms and a secure office space.

#### **Relationship to College Goals/Mission**

##### **Student Success**

- Provide a student-centered teaching and learning environment.

##### **Student Success**

- Deliver services needed to help students succeed.

##### **Workforce Development**

- Serve as a partner in shaping and achieving the region's economic and community development vision.

##### **College Capacity**

- Strengthen and enhance the College's operations and human, financial and physical resources.

##### **Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

College Mission: \*To encourage and support the use of current technology to improve the delivery of programs to the citizens in the institution's service area. \*To provide business and industry with training that meets employer needs.

### **Objective or Educational Outcome 1**

To improve both the image portrayed and the function of this facility which serves many traditional, skills training, and business and industry students.

#### **Assessment**

To be completed and fully operational by Fall semester 2008.

**Additional Funding Request:** \$80,000.00

Institutional funds.

#### **Evaluation Findings**

The restroom and classroom renovations are completed. The office renovation is planned to begin October 2008.

#### **Use of Findings**

We will work toward completion of this goal.

### **Goal 05**

To enhance student learning in the Ayers Diesel Technology and Welding Technology and the East Broad Auto Collision Repair Technology and Welding Technology programs by creating a safer and more comfortable professional, up-to-date environment which more closely mirrors industry setting.

#### **Relationship to College Goals/Mission**

##### **Student Success**

- Provide a student-centered teaching and learning environment.

##### **Student Success**

- Deliver services needed to help students succeed.

College Mission: \*To provide technical, vocational, and career education that prepares students for immediate employment, that retrains existing employees, and that promotes local and state workforce development initiatives.

### **Objective or Educational Outcome 1**

To install "Polar Cool" cooling units with water tanks for the Ayers Diesel Technology and Welding Technology, East Broad Auto Collision Repair Technology and Welding Technology programs.

**Assessment**

To be purchased, installed and fully operational by Fall semester 2008.

**Additional Funding Request: \$18,000.00**

Could possibly be purchased with Perkins funds.

**Evaluation Findings**

The "Polar Cool" cooling units are in place.

**Use of Findings**

The "Polar Cool" cooling units have made a more comfortable and professional environment for the students.

**Goal 06**

To enhance student learning through more diverse and increased opportunities for Robotic training.

**Relationship to College Goals/Mission**

## Student Success

- Provide a student-centered teaching and learning environment.

## Student Success

- Deliver services needed to help students succeed.

## Workforce Development

- Serve as a partner in shaping and achieving the region's economic and community development vision.

## College Capacity

- Strengthen and enhance the College's operations and human, financial and physical resources.

College Mission: \*To provide technical, vocational, and career education that prepares students for immediate employment, that retrains existing employees, and that promotes local and state workforce development initiatives. \*To encourage and support the use of current technology to improve the delivery of programs to the citizens in the institution's service area. \*To provide business and industry with training that meets employers' needs. \* To establish and maintain partnerships to respond to the needs of special populations within the community, and to use outreach initiatives to seek and encourage those who otherwise might not give serious consideration to postsecondary education.

**Objective or Educational Outcome 1**

Addition of "Motoman" robots for the Ayers and Gadsden Welding Technology areas will allow them to better serve the immediate training needs of Jay-Mid South, YMA, Gadsden Scaffold, MSI and other area industries.

**Assessment**

To be purchased, installed and fully operational by Fall semester 2008.

**Additional Funding Request: \$200,000.00**

Could possibly be purchased with technology funds.

**Evaluation Findings**

This project was determined to be too costly and will not be carried into next year's plan.

**Use of Findings**

Due to the deletion of the "Motoman" robots project, more student projects are being implemented. Students are producing fixtures to hold various pieces of metal for robotic welding on the existing Robotic trainer.

**Goal 07**

To enhance student learning in the Ayers Diesel Technology program by acquiring new technology and equipment which meets OSHA and EPA safety standards.

**Relationship to College Goals/Mission****Student Success**

- Provide a student-centered teaching and learning environment.

**Student Success**

- Deliver services needed to help students succeed.

**College Capacity**

- Strengthen and enhance the College's operations and human, financial and physical resources.

College Mission: \*To provide technical, vocational, and career education that prepares students for immediate employment, that retrains existing employees, and that promotes local and state workforce development initiatives. \*To encourage and support the use of current technology to improve the delivery of programs to the citizens in the institution's service area.

**Objective or Educational Outcome 1**

The addition of an Abrasive Cabinet Blaster and an Acuturn Cabinet Washer will provide students experience using, state-of-the-art parts preparation equipment and increase knowledge and awareness of the importance of compliance with OSHA and EPA standards.

**Assessment**

To be purchased, installed and fully operational by Fall semester 2008.

**Additional Funding Request: \$9,000.00**

Could possibly be purchased with Perkins funds.

**Evaluation Findings**

The Abrasive Cabinet Blaster and the Acuturn Cabinet Washer are in place.

**Use of Findings**

These items are providing experience to the students by using state-of-the-art parts preparation.

**Goal 08**

To enhance student learning and research opportunities by offering the most industry current teaching software and research material available in Cosmetology, Esthetics and Nail Technology.

**Relationship to College Goals/Mission****Student Success**

- Provide a student-centered teaching and learning environment.

**Student Success**

- Deliver services needed to help students succeed.

College Mission: \*To provide technical, vocational, and career education that prepares students for immediate employment, that retrains existing employees, and that promotes local and state workforce development initiatives. \*To encourage and support the use of current technology to improve the delivery of programs to the citizens in the institution's service area.

**Objective or Educational Outcome 1**

The addition of the newly revised, Milady test, software and teaching support material will replace older editions.

**Assessment**

To be purchased and fully incorporated into the Cosmetology, Esthetics and Nail Technology curriculum by Fall semester 2008.

**Additional Funding Request: \$7,500.00**

Could possibly be purchased with technology funds.

**Evaluation Findings**

These items have been purchased and are in use.

**Use of Findings**

The new editions allow exams and assignments to be in harmony with the state board approved examinations.

**Goal 09**

To enhance student learning by offering increased capacity for hands-on practice of microdermabrasion.

**Relationship to College Goals/Mission**

**Student Success**

- Provide a student-centered teaching and learning environment.

**Student Success**

- Deliver services needed to help students succeed.

College Mission: \*To provide technical, vocational, and career education that prepares students for immediate employment, that retrains existing employees, and that promotes local and state workforce development initiatives.

**Objective or Educational Outcome 1**

The purchase of one additional microdermabrasion system would allow more students to perform microdermabrasion services simultaneously.

**Assessment**

To purchase and be operational by Fall semester 2008.

**Additional Funding Request: \$7,000.00**

Could possibly be purchased with technology funds.

**Evaluation Findings**

We were able to purchase two refurbished medical grade microdermabrasion machines.

**Use of Findings**

This allows more students to perform services at the same time.

**Goal 10**

Enhance learning opportunities in the Diesel Technology program by providing experiences which more closely mirror actual shop situations.

**Relationship to College Goals/Mission****Student Success**

- Provide a student-centered teaching and learning environment.

**Student Success**

- Deliver services needed to help students succeed.

College Mission: \*To provide technical, vocational, and career education that prepares students for immediate employment, that retrains existing employees, and that promotes local and state workforce development initiatives.

**Objective or Educational Outcome 1**

Acquiring a medium and a heavy-duty truck with catapillar engines will provide more hands-on training for students and will enhance our positive working relationship with

industry.

**Assessment**

To obtain and be in full use by Fall semester 2008.

**Additional Funding Request: \$50,000.00**

Could utilize Perkins funds.

**Evaluation Findings**

These items are in place.

**Use of Findings**

Acquiring the trucks has provided more hands-on-training opportunities for students.

**Goal 11**

To enhance student learning in the Ayers Auto Collision Repair Technology program to include structural repair.

**Relationship to College Goals/Mission****Student Success**

- Provide a student-centered teaching and learning environment.

**Student Success**

- Deliver services needed to help students succeed.

College Mission: \*to provide technical, vocational, and career education that prepares students for immediate employment, that retrains existing employees, and that promotes local and state workforce development initiatives.

**Objective or Educational Outcome 1**

Add a frame machine to the Ayers Auto Collision Repair Technology facility.

**Assessment**

To purchase, install and be fully operational by Fall semester 2008.

**Additional Funding Request: \$30,000.00**

Could utilize Perkins funds.

**Evaluation Findings**

Due to funding this goal was not met. We will seek funding again this year.

**Use of Findings**

We will continue to pursue sources to fund this project.

**Goal 12**

Enhance student learning opportunities by expanding Ayers Cosmetology and Welding instructional facilities.

### **Relationship to College Goals/Mission**

#### **Student Success**

- Provide a student-centered teaching and learning environment.

#### **Student Success**

- Deliver services needed to help students succeed.

#### **College Capacity**

- Strengthen and enhance the College's operations and human, financial and physical resources.

College Mission: \*To provide technical, vocational, and career education that prepares students for immediate employment, that retrains existing employees, and that promotes local and state workforce development initiatives.

### **Objective or Educational Outcome 1**

Acquire additional work stations in the Ayers Cosmetology and Welding programs.

#### **Assessment**

To be completed and fully operational by Fall semester 2008.

#### **Additional Funding Request: \$20,000.00**

Institutional funds.

#### **Evaluation Findings**

The welding department is in the process of the expansion project. Cosmetology project is to follow.

#### **Use of Findings**

Because this objective is ongoing, it is too early to report on the use of findings.

### **Goal 13**

Provide quality education and training specific to one's field of study.

### **Relationship to College Goals/Mission**

#### **Student Success**

- Provide a student-centered teaching and learning environment.

#### **Student Success**

- Deliver services needed to help students succeed.

#### **Workforce Development**

- Serve as a partner in shaping and achieving the region's economic and community development

vision.

#### College Capacity

- Strengthen and enhance the College's operations and human, financial and physical resources.

#### Community Awareness

- Build a reputation that documents and promotes the strengths of the College.

College Mission: Provide general education, technical and continuing education, including personal enrichment opportunities.

### **Objective or Educational Outcome 1**

Maintain an 80% good or excellent overall rating of education and training by employers.

#### **Assessment**

(A.) 80% of those responding to the Employer survey will answer "Excellent" or "Good" to the question: As a result of observing the work behavior of this employee, what is your overall rating of the training provided in his/her field of study at Gadsden State Community College? (B.) 80% of those responding to the Graduate Follow-up Survey will answer "Excellent" or "Good" to the question: The quality of instruction for courses in your major was?

**Additional Funding Request:** \$0

#### **Evaluation Findings**

The survey results indicated 91% answered "Excellent" or "Good" to the questions.

#### **Use of Findings**

We will continue to monitor this survey.

### **Goal 14**

Empower and assist students to achieve their stated objectives for attending GSCC.

#### **Relationship to College Goals/Mission**

##### Student Success

- Provide a student-centered teaching and learning environment.

##### Student Success

- Deliver services needed to help students succeed.

##### Workforce Development

- Serve as a partner in shaping and achieving the region's economic and community development vision.

**College Capacity**

- Strengthen and enhance the College's operations and human, financial and physical resources.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

College Mission: Provide students of varied backgrounds and abilities of goal achievements as assessed in the Graduate Survey.

**Objective or Educational Outcome 1**

Maintain a 80% favorable rating on student assessment in the Graduate Survey.

**Assessment**

80% of those responding to the Graduate Follow-up Survey will answer "yes" to the question: Did you reach your objective?

**Additional Funding Request: \$0**

**Evaluation Findings**

The survey results indicated 91% responded "yes" to the question.

**Use of Findings**

We will continue to monitor this survey.

**Goal 15**

Maintain partnerships and articulation agreements with all secondary career/technical programs in GSCC's service area.

**Relationship to College Goals/Mission**

**Student Success**

- Deliver services needed to help students succeed.

**Workforce Development**

- Serve as a partner in shaping and achieving the region's economic and community development vision.

**College Capacity**

- Strengthen and enhance the College's operations and human, financial and physical resources.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

College Mission: Establish and maintain partnerships to respond to the needs of special populations

within the community.

**Objective or Educational Outcome 1**

Confirm existing articulation agreements annually. Revise agreements concurrent with curricula changes. Establish agreements with new secondary career/technical programs as appropriate.

**Assessment**

All articulation agreements are reviewed, expanded, if appropriate, and updated annually.

**Additional Funding Request:** \$0

**Evaluation Findings**

All of the articulation agreements have been confirmed.

**Use of Findings**

We will continue to be open to new opportunities for additional articulation agreements.

**Goal 16**

Assist students in securing employment upon graduation.

**Relationship to College Goals/Mission****Student Success**

- Deliver services needed to help students succeed.

**Workforce Development**

- Serve as a partner in shaping and achieving the region's economic and community development vision.

**College Capacity**

- Strengthen and enhance the College's operations and human, financial and physical resources.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

College Mission: Provide students seeking employment with knowledge and skills necessary to meet current and projected needs of business and industry.

**Objective or Educational Outcome 1**

The percentage of employed graduates to be 75% or greater within six months of

graduation.

**Assessment**

75% of those responding to the Graduate Follow-Up Survey will indicated they were employed.

**Additional Funding Request: \$0**

**Evaluation Findings**

The survey results indicated 72% were employed.

**Use of Findings**

We will encourage students to take advantage of the Career Services Department for assistance with employment opportunities in their field of study.

**Objective or Educational Outcome 2**

Provide more cooperative education opportunities for students by building stronger partnerships with employers.

**Assessment**

The Cooperative Education Report for 2007-2008, will provide the number of students participating in cooperative education with the number of companies.

**Additional Funding Request: \$0**

**Evaluation Findings**

The Cooperative Education Report for 2007-2008 indicated the number of students participating in cooperative education was 362 and the number of companies participating was 16.

**Use of Findings**

We will continue to monitor this to ensure that students have as many cooperative education opportunities as possible.

**User:guest**

**Unit**

Applied Technologies



## Gadsden State Community College

## Strategic Plan Evaluation

Unit: Arledge Center Year: 2007-2008

Person Responsible: Pam Clough

Cabinet Member: Valerie Richardson      **Approved**

**Mission Statement:**

The mission of the Arledge Center is a commitment to offering essential services designed to ensure that the non-traditional student has every opportunity to reach their full potential. The Arledge Center is an integral part of the Student Services mission and commitment to assist students by providing support services that will ensure the achievement of personal and educational goals.

**Long Range Goals:**

1. To furnish individual scholarships (books and/or tuition) for adult students who do not qualify for financial aid.
2. To secure funding, which will allow the Arledge Center to hire hourly tutors as a retention effort for adults who are experiencing academic frustrations.

**Goal 1.**

To recruit potential adult students and familiarize them with the collegiate environment and process.

**Relationship to College Goals/Mission**

## Student Success

- Provide a student-centered teaching and learning environment.

## Student Success

- Deliver services needed to help students succeed.

## College Capacity

- Strengthen and enhance the College's operations and human, financial and physical resources.

## Community Awareness

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

To increase enrollment rates of adult students.

**Assessment**

Using reports generated by the computer center, we will compare enrollment rates of adult students from one year to the next. We anticipate a 5% increase.

**Additional Funding Request: \$**

#### **Evaluation Findings**

During the 2007 - 2008 academic year, there were 3,022 students enrolled over the age of twenty-five, which is 37% of the total student population of 8,225. This was a 3% increase over the 2006 - 2007 academic year.

#### **Use of Findings**

Recruitment activities are working; but, an expansion of the activities might help reach the 5% goal. The goal of 55 will be monitored for another year and then considered for change.

#### **Goal 2.**

To provide guidance for clients as they explore possible educational/career opportunities.

#### **Relationship to College Goals/Mission**

##### **Student Success**

- Deliver services needed to help students succeed.

#### **Objective or Educational Outcome 1**

To increase the number of Arledge Center clients served.

#### **Assessment**

A comparison of the records kept by the academic tutor and the coordinator will show a 5% increase from one year to the next.

**Additional Funding Request: \$**

#### **Evaluation Findings**

The records show that 303 students were served through the Arledge Center during the academic year 2008 - 2009, which is a 10% increase over the previous year.

#### **Use of Findings**

Adult students are utilizing the Arledge Center. It is imperative that we move toward locating these services into one central location. Many of the students are not getting the full advantage of our services. Counseling and advising are located in Brown Hall. Book-loans, tutoring and computer labs are in Beck Field House. Although we refer students to both locations many only visit one site. This became a problem when several years ago, Brown Hall was renovated to accommodate adult students. The idea was to have a building that had easy access to parking and where essentially adult students could go to one location and get any of the services we offered - to include the

Child Care Center, the Arledge Center and Veterans Upward Bound. The Child Care Center and a portion of the Arledge Center were relocated; however, before the plan could be completed GED was "temporarily" moved into Brown Hall. Due to circumstances beyond their control they are still there. As a result the Arledge Center is now in two separate locations.

### **Goal 3.**

To continue to develop and offer both individualized and comprehensive services (e.g. childcare, book loan, tutoring, etc) which are designed to help non-traditional students overcome obstacles that often lead to "drop out"

### **Relationship to College Goals/Mission**

#### **Student Success**

- Provide a student-centered teaching and learning environment.

#### **Student Success**

- Deliver services needed to help students succeed.

#### **Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

### **Objective or Educational Outcome 1**

To prevent adult students from experiencing "drop-out".

#### **Assessment**

A comparison of records from one semester to the next will show which students have not returned; at least 75% of these students will be contacted or an attempt to contact will be made.

#### **Additional Funding Request: \$**

#### **Evaluation Findings**

According to the records, we had 20 % of our adult student clients who graduated, 60% are still attending and working toward their academic goals, and 20% who did not return for at least one of the three semesters. An attempt was made to contact 100% of those who did not return via postcards and/or phone calls. An exact percentage of contacts achieved is difficult due to the fact that many were left phone messages. 2% of the postcards were returned as undeliverable, 3% of the phones were no longer in service.

#### **Use of Findings**

The average for adult students "stopping-out" is low. Combining the services in one central location (as mentioned in Use of Findings Goal 2 Outcome 1) would aid in achieving an even lower stop-out rate.

**Objective or Educational Outcome 2.**

To ensure that the services offered are relevant to the student's needs.

**Assessment**

Students will be sent survey forms at the end of the semester, results should reveal at least a 75% satisfaction rating.

**Additional Funding Request: \$**

**Evaluation Findings**

Survey forms reveal an 88% satisfaction rating with services.

**Use of Findings**

The majority of negative comments have to do with the separation of services as discussed in Goal 2, Outcome 1 above. To receive counseling, child care services, and advisement students have to go to Brown Hall. To receive tutoring, book loans, and computer lab usage the students have to go to Beck field House. Currently there is not a solution to this problem. Mitchell Hall has been marked as unusable which means GED has no where to go and therefore there is not room for the other portion of the Arledge Center and VUB to relocate.

**Objective or Educational Outcome 3**

To enhance student's educational experience through services offered.

**Assessment**

A review of services offered will reveal at least seven different types.

**Additional Funding Request: \$**

**Evaluation Findings**

There are seven different types of services offered: tutoring, counseling, book loan, childcare, computer lab, registration, and informational materials

**Use of Findings**

The services we offer are covering most of the needs of Arledge Center clients (Gadsden area students). We will consider expanding services into Cherokee County and to the Ayers campus.

**Goal 4.**

To conduct retention activities, including distribution of life skills packets and materials, speaking at ORI 101 classes, and visits to the AWARE group.

**Relationship to College Goals/Mission****Student Success**

- Provide a student-centered teaching and learning environment.

**Student Success**

- Deliver services needed to help students succeed.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

Students will be equipped with information to help them overcome obstacles which interfere with their educational experience.

**Assessment**

Outlook Calendar will reveal two retention activities planned for the Fall and Spring semester.

**Additional Funding Request: \$****Evaluation Findings**

Life Skills packets and Channing Bete materials are available and on display for all adult students at both locations (Beck Field House and Brown Hall). Orientation classes (and the ORI Workbooks) cover information which refers adult students to the Arledge Center. The AWARE group is no longer meeting. The two retention activities planned - Time Management Seminar on Tuesday October 16th and Study Skills on Tuesday February 19th were both unattended.

**Use of Findings**

Obviously, adult students do not have time to attend a separate retention activity. Since many of the skills covered in the retention seminars are being taught in Orientation classes, we will no longer offer separate activities. We will increase the life skills materials which are available for students to take with them and read at their convenience. We will also begin sending tips to faculty and staff about how to better serve adult learners.

**User:guest**

**Unit**

Arledge Center





## Gadsden State Community College

## Strategic Plan Evaluation

**Unit:** Assistant to the President for Quality Assurance **Year:** 2007-2008

**Person Responsible:** Lisa Thacker

**Cabinet Member:** President **Approved**

**Mission Statement:**

The Office of Quality Assurance seeks to provide leadership to ensure the quality of institutional processes and compliance with federal, state, local, and institutional laws, regulations and policies in support of the institutional mission and goals.

**Long Range Goals:**

- 1 Develop a system to assess risk to aid in the implementation of a comprehensive internal auditing plan.
- 2 Develop a student and employee reporting procedure for areas of concern regarding quality and compliance.
- 3 Develop and implement a continuing quality improvement plan.

**Goal 1**

Maintain an organizational unit of the College to promote an atmosphere of compliance and quality within the institution.

**Relationship to College Goals/Mission**

## Student Success

- Deliver services needed to help students succeed.

## College Capacity

- Strengthen and enhance the College's operations and human, financial and physical resources.

## Community Awareness

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

Ensure the College is in compliance with all polices, regulations, and the State that govern the Department of Postsecondary Education within Alabama.

**Assessment**

These areas are assessed by SACS Accreditation and other formal evaluations conducted by outside agencies. All external evaluations will report a favorable representation of the College.

**Additional Funding Request: \$**

**Evaluation Findings**

Re-accreditation was awarded by SACS in June 2008. A follow up report is required related to the QEP budget and Student Learning Outcomes. Additionally, professional development has been provided and will continue to be provided on planning and evaluation.

Additionally, the annual audit conducted by the Examiners of Public Accounts noted recordkeeping deficiencies in the Financial Aid Office.

**Use of Findings**

The Institutional Planning and Research Office continues to work with the Director of Professional Development, the QEP committee, Division Chairs and individuals to assist in developing and assessing student learning outcomes.

As a result of the finding, I have conducted three audits of scholarship records (Spring 2007, Summer 2008 and Fall 2008) and will continue to audit this area until the next audit is issued by the Examiners. In addition, 16 internal audit reports were completed and issued by the internal audit committee. The purpose of the committee is to ensure compliance of College departments with applicable rules and regulations.

**Goal 2**

Ensure the Diversity and Compliance Department provides advice and guidance on rules, policies, regulations, and laws of federal, state, and local agencies.

**Relationship to College Goals/Mission**

**Student Success**

- Deliver services needed to help students succeed.

**College Capacity**

- Strengthen and enhance the College's operations and human, financial and physical resources.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

The Diversity and Compliance Department will provide workshops, professional development seminars, surveys and evaluations to ensure all areas are in compliance.

**Assessment**

A minimum of 90% of the respondents to annual evaluations and surveys will indicate an understanding of the policies of the college in the area of Diversity and Compliance.

**Additional Funding Request: \$**

**Evaluation Findings**

Below is a matrix of the percentage of respondents in agreement with the survey questions related to this objective.

99% - The Sexual Harassment Online Training provides guidance on providing a harassment free environment.

98% - There are clear procedures for addressing instances of discrimination based on race and ethnicity.

99% - There are clear procedures for addressing instances of discrimination based on gender.

98% - There are clear procedures for addressing instances of discrimination based on sexual orientation.

99% - There are clear procedures for addressing instances of discrimination based on physical challenges or special needs.

93% - The campus community is aware of the grievance procedures.

**Use of Findings**

The survey results show that respondents are clearly aware of applicable procedures. In addition to training related to harassment and discrimination, training was conducted related to conflict of interest. Training on compliance issues will continue to be offered through the Office of Diversity and Compliance and the Human Resources Office.

**Goal 3**

Ensure that the Institutional Effectiveness Department develops and maintains assessment practices to measure the extent to which Institutional Effectiveness outcomes are achieved.

**Relationship to College Goals/Mission**

**College Capacity**

- Strengthen and enhance the College's operations and human, financial and physical resources.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

Ensure the dissemination of surveys/evaluations according to the timelines established in the Institutional Effectiveness Calendar.

**Assessment**

A minimum of 90% of the respondents to the Employee Evaluation of College Services will "Agree" or "Strongly Agree" that the Office of Institutional Effectiveness

disseminates surveys/evaluations according to the timelines established in the Institutional Effectiveness Calendar.\*

**Additional Funding Request: \$**

#### **Evaluation Findings**

One hundred percent (100%) of the respondents agreed that the Office of Institutional Effectiveness disseminates surveys/evaluations according to the time lines established in the Institutional Effectiveness Calendar.

#### **Use of Findings**

The newly formed Institutional Planning and Research Team under the leadership of their Director, Dr. Teresa Rhea, will continue to improve the system and disseminate information to employees on the process and content of unit strategic plans.

#### **Goal 4**

Ensure the Athletics Program is an integral part of the education of athletes, instilling pride in their achievements as they strive for excellence.

#### **Relationship to College Goals/Mission**

##### **Student Success**

- Provide a student-centered teaching and learning environment.

##### **College Capacity**

- Strengthen and enhance the College's operations and human, financial and physical resources.

##### **Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

#### **Objective or Educational Outcome 1**

Student-athletes will be involved in programs offered by the College to allow them to realize their full potential while at GSCC and to provide opportunities to be considered for athletic scholarships at four-year colleges upon exhausting eligibility at Gadsden State.

#### **Assessment**

The annual Athletic Program Survey will reflect that at least 90% of student-athletes will "Agree" or "Strongly Agree" that participation in athletics at Gadsden State helped instill pride in my personal achievements/recognition and in my educational development; 50% of student-athletes will "Agree" or "Strongly Agree" that participating in athletics at Gadsden State has given me an opportunity to be considered for an athletic scholarship at a four-year college.

**Additional Funding Request: \$**

**Evaluation Findings**

97% of athletes agreed that participation in athletics at Gadsden State helped instill pride in personal achievements/recognition and educational development.

82% of athletes agreed that participation in athletics at Gadsden State gave them an opportunity to be considered for an athletic scholarship at a four-year college.

**Use of Findings**

The survey results confirm that the athletic program is of benefit to students. I will work with the Athletic Director to continue to instill pride in the athletes and to encourage both the Athletic Director and the coaches to build relationships with their counterparts at four-year colleges.

**Goal 5**

Ensure that the Human Resources Department coordinates the employment process for the hiring of all staff, provide guidance and support to selection committees, maintain accurate and up-to-date personnel/employment records, and generate and distribute employment contracts.

**Relationship to College Goals/Mission**

## College Capacity

- Strengthen and enhance the College's operations and human, financial and physical resources.

## Community Awareness

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

Follow State Board of Education, Department of Postsecondary Education, College policies and procedures, and federal employment laws.

**Assessment**

Report from the Alabama College System Uniform Guidelines audit will contain no major deficiencies. Equal Employment Opportunity Commission complaints will result in no court decisions or findings against the College.

**Additional Funding Request: \$****Evaluation Findings**

The Department of Postsecondary Education has not performed audits since the 2002-2003 year. However, the Department has indicated that audits will resume soon. There were no Equal Employment Opportunity Commission complaints during the 2007-2008 year.

**Use of Findings**

Since the Department has not conducted audits in several years, I will ask that the Internal Audit Committee perform an audit related to employment policies, procedures,

and regulations.

**User:guest**

**Unit**

Assistant to the President for Quality Assurance



## Gadsden State Community College

## Strategic Plan Evaluation

Unit: Associate Degree Registered Nursing Program Year: 2007-2008

Person Responsible: Connie Meloun / Brenda Holman

Cabinet Member: Jim Jolly     **Approved**

**Mission Statement:**

Within the context of the Mission, Purpose, and Philosophy of Gadsden State Community College, the mission of the Associate Degree Registered Nursing Program is to provide educational services that satisfy both the need in the College service area for registered nurses at the AAS degree level and the desire of people who seek relatively short-term career education programs in nursing. Within this State Board of Nursing approved and National League for Nursing –accredited program has dedicated faculty to incorporate the most current knowledge and technology in the preparation of nurses for independent, interdependent, and collaborative functions when providing goal-directed service to health care consumers. The mission extends to include the provision of continuing education, professional development, and personal enrichment experiences for health care practitioners and others in the community.

**Long Range Goals:**

- 1 Evaluate the new state-wide curriculums (LPN Mobility and Generic Students)
- 2 Attend workshops for possible utilization for online offerings within the new curriculum
- 3 Evaluate the success of part time (Alternate Track) students – NCLEX pass rate and Attrition rates
- 4 Develop a structured mentoring program for new faculty.
- 5 Recruit qualified nursing faculty to replace retiring faculty.
- 6 Develop a curriculum for paramedic to RN.
- 7 Develop a plan for teaching the curriculum via teleconferencing at multiple campus sites.
- 8 Secure funding to provide instruction at the new GSCC Cherokee Nursing Building
- 9 Continue development of Alabama College System Curriculum Program Outcomes.

**Goal 1**

Prepare students for licensure and successful practice as registered nurses.

**Relationship to College Goals/Mission****Student Success**

- Provide a student-centered teaching and learning environment.

**Student Success**

- Deliver services needed to help students succeed.

**Workforce Development**

- Serve as a partner in shaping and achieving the region's economic and community development vision.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

Graduates will pass the NCLEX exam and become a member of the community workforce.

**Assessment**

1. At least 80 percent of the graduates who take the NCLEX-RN examination within one year post-graduation will pass the examination on the first attempt. 2. The rate for graduates who pass the NCLEX-RN examination on the first attempt within one year post-graduation will meet or exceed the state and national averages. 3. Analysis of the graduating students' End-of Program Student Satisfaction Survey will indicate at least 80 percent of the graduating students will express an "agree" or "strongly agree" level of satisfaction with the effectiveness of individual nursing courses/program. 4. Analysis of Six-Month Post Graduation Surveys of graduates will indicate that at least: (Surveys are currently being developed by postsecondary.) a. 95 percent of respondents who seek employment will be employed in nursing within six months post-graduation in their own geographic area. b. 95 percent of respondents who are employed will have full-time employment if desired. c. 80 percent of respondents will have salaries consistent with the geographic area and type of employing agency they work. d. 80 percent of respondents will report advancement in their positions consistent with their education and experience. e. 80 percent or higher responded that clinical competence was achieved.

**Additional Funding Request: \$****Evaluation Findings**

1. Outcome number 1 was met AEB: 83.8% passed the NCLEX RN exam on the first attempt.
2. The state and national averages are not known until Oct of each year.
3. Assessment standard was partially met AEB: at least 80% of graduating students

expressed an "agree or strongly agree" with the effectiveness of the nursing program in all areas with the exception of: 71% of students agreed or strongly agreed that the faculty were dedicated and effective in teaching/learning. 74% agreed or strongly agreed the overall program assisted in the attainment of educational outcomes. 78% agreed or strongly agreed that the Humanities elective provided the needed assistance to meet the educational outcomes.

4. a Six month survey of May 2008 will be sent out in November of 2008 but the Six month survey of May 2007 graduates indicated only 88% of those responding to the survey were employed in nursing in their own geographic area. b. 96% did not experience difficulty in obtaining full-time employment in nursing but only 88% are currently employed full time. c. 92% have salaries consistent with the geographic area and employing agency. d. This data is unavailable. Our current surveys do not ask this and will be omitted from the assessment measures in the future. e. 96.8% responded that clinical competence was achieved.

### **Use of Findings**

Even though we have improved from 79.5% pass rate to 83.8% pass rate we want to continue to work on teaching methods as well as testing methods to improve not only our pass rate on NCLEX but also the student's view of the faculty's dedication. Meetings between faculty and students started in the summer of 2008 to spend more time to discuss students concerns and seek early resolution to issues before they become problems. More open communication is emphasized and constant work on a professional attitude between both students to students, students to faculty and lastly faculty to faculty!

### **Objective or Educational Outcome 2**

Student's will perform competently in classroom, college labs and in the clinical settings.

### **Assessment**

1. Student's must make 75% or higher on each nursing course. 2. Successfully (75%) validate each required skill. 3. Student's must have a 75% average on each of the required clinical components. 4. At least 80% of upcoming graduates will meet the passing standard for the exit exam (HESI Score of 850)

### **Additional Funding Request: \$6,000**

Tech Funds for Lippincott's DVD series that includes speciality areas blending theory and practice in areas such as Maternity, Pediatrics, Fundamentals, Health Assessment etc.

### **Evaluation Findings**

Outcome Number 2 was met AEB: Measures 1-3 were met before students could progress in the program. Measure 4 was not met- 60% passed the EXIT HESI Exam with an 850 or higher on either the first or second attempt. The Nursing Department had made a change in the requirement for graduation that all students had to take and pass the Exit HESI exam in 3 attempts in order to graduate however, administration did not support the faculty on this partially from all the verbal descent from students. The faculty also had a planned remediation for students who needed more content review before taking a final HESI exam. This remediation was not wanted by the students.

**Use of Findings**

Continue work with students on their testing techniques, additional requirements for NCLEX style questions during each of their last 3 semesters. Constant and continued requirements utilizing MEDS Publishing system.

**Objective or Educational Outcome 3**

Provide students with training equipment, supplies and computer software necessary to teach up to date nursing theory and skills.

**Assessment**

1. End of course and end of program evaluations: 90% of students will express a strongly agree or agree they had access to equipment, supplies and computer software needed to learn in order to provide competent patient care. 2. Six-Month Post-Graduation Survey: At least 80% of GSCC graduates will express a minimum of a "prepared" level of satisfaction regarding clinical competencies. 3. Six-Month Employer Survey regarding the clinical competencies of the GSCC RN: At least 80% will express a minimum of a "prepared" level of satisfaction. 4. Twelve-Month Employer follow-up survey regarding the development of clinical competencies of the GSCC RN after 6 months or more of practice, at least 80% will express a minimum of a "prepared" level of satisfaction.

**Additional Funding Request: \$46,000**

Patient Simulated Mannequin from Vocational Tech Funds and purchase IV Pumps to demonstrate this equipment. We have none!

**Evaluation Findings**

It has been determined that the assessment measure #1 is only asked on the end of program evaluation so this will be added to the end of course as well. Only 83% of students expressed a strongly agree or agree that access to equipment, supplies and computer software needed to learn to provide competent patient care. However, 90% on the End of Course evaluation expressed an agree/strongly agree that material and supplies were readily available on the clinical unit!#2 - Met - 85% of graduates expressed prepared level of satisfaction regarding clinical competencies. #3. Met - 88% of employers expressed that the graduates had a satisfactorily prepared level of clinical competencies. 4. Met -85% of the employers believed this group of graduates were "prepared" regarding the development of clinical competencies.

**Use of Findings**

Modify the end of course evaluations in nursing to ensure all aspects of the institutional effectiveness plan is being addressed. Implement simulation experiences utilizing the new Sim-Man Program that was purchased with Technology Fee Funds. Train faculty and support personnel on this equipment.

**Goal 2**

Maintain Alabama Board of Nursing approval and NLNAC accreditation.

**Relationship to College Goals/Mission**

Student Success

- Deliver services needed to help students succeed.

#### Community Awareness

- Build a reputation that documents and promotes the strengths of the College.

#### **Objective or Educational Outcome 1**

NCLEX pass rates will be at the required set standards of the Alabama Board of Nursing for continued program accreditation.

#### **Assessment**

1. At least 80% of the graduates of the RN program who take the NCLEX-RN within one year post graduation will pass the examination on the first attempt.

#### **Additional Funding Request: \$3,000**

Tech Fees: NCLEX RN computer software testing systems, Critical Thinking software

#### **Evaluation Findings**

Outcome #1 was met. 83.8% who took the NCLEX RN exam passed on the first attempt. Last year we were notified by the Board of Nursing of our deficiency on the Outcome Standards that require: Graduates shall achieve no less than a 80% for first time test writers. A lengthy report detailing the - GSCC TIME LINE FOR IMMEDIATE PLAN TO ADDRESS DEFICIENCY- was sent in April 2008. Another follow-up report is due to THE Board in October 2008.

#### **Use of Findings**

All RN students must take and pass the HESI EXIT exam for both a program completion requirement and NUR 203 completion. Students were notified when they were admitted and their progression and graduation contract reflects this. The calendar will be modified during the upcoming spring so HESI EXAMS can be the focus at the end of the semester.

#### **Objective or Educational Outcome 2**

Follow set standards by NLNAC for continued program accreditation.

#### **Assessment**

Maintain NLNAC accreditation.

#### **Additional Funding Request: \$**

#### **Evaluation Findings**

NLNAC accreditation is maintained and constant use of data collected is utilized for program success.

#### **Use of Findings**

The nursing program faculty will continue to ensure accreditation criterion are met.

#### **Objective or Educational Outcome 3**

Maintain qualified (Master's degree or higher and experience)nursing faculty in all speciality fields (Adult Nursing,OB, Pediatrics, Psychiatric, and Critical Care).

**Assessment**

1. All full time faculty will have a minimum of a master's degree in nursing. 2. All full time faculty will have at least three years of full time clinical practice. 3. All full time faculty will have the opportunity to attend at least one conference on Nursing Education (teaching strategies, learning styles, test construction etc) every three years.

**Additional Funding Request: \$5,000**

Budget additional funds to allow faculty to attend local/state/national conferences, that will enhance the faculty's expertise in Nursing Education - Apply for Margin of Excellence Grant funds for same purpose

**Evaluation Findings**

#1 - Met - All full time faculty have a Master's degree. Also,we have hired two critical care nursing instructors and one with Adult Nursing and Psychiatric experience. All three have many years of clinical experience and one of the 3 has teaching experience. We have hired 2 Master's prepared OB instructors for the clinical area. #2. Met - All have at least 3 years Full time clinical experience. #3. All faculty attended the Test Construction workshop for a day and a half we had here in February 2008.

**Use of Findings**

The nursing program will continue to strive to maintain full time faculty with Master's degrees; as well hiring new faculty with at least 3 years full-time clinical experience. Experienced faculty will continue to mentor new faculty.

**Objective or Educational Outcome 4**

Achieve a high graduation rate for those students completing the Associate Degree Registered Nursing Program

**Assessment**

1. At least 75% of students admitted to the Associate Degree Nursing Program will graduate within 48 months of initial admission.

**Additional Funding Request: \$35,000-40,000**

In order to improve our retention rate/student success in the program, employ a lab instructor to be available for tutoring, skills practice and validations in all levels of the program.

**Evaluation Findings**

70% of admitted students completed the curriculum in five consecutive semesters.  
89% of admitted students completed the curriculum in 48 months.  
80% of admitted students completed the Mobility Program.

**Use of Findings**

No lab instructor has been hired however additional faculty have additional hours in their schedule for tutoring, skills practice and validations. Continue to need lab

instructor especially with the implementation of SimMan.

**User:guest**

**Unit**

Associate Degree Registered Nursing Program

## Gadsden State Community College

## Strategic Plan Evaluation

**Unit:** Athletics **Year:** 2007-2008

**Person Responsible:** Michael Cancilla

**Cabinet Member:** Lisa Thacker **Approved**

**Mission Statement:**

The mission of the Gadsden State Community College Department of Intercollegiate Athletics is to provide programs that develop character and integrity of student-athletes in their academic, athletic, and personal quest for excellence. To be consistent with the principles of Gadsden State Community College, the Department embraces the opportunities to enhance student-athlete welfare and promote diversity within student-athletes and staff with fair and equitable treatment for all. The Department of Intercollegiate Athletics strives to provide adequate physical facilities and resources to promote pride among student-athletes and fans. The Department will operate with fiscal responsibility and compliance under the rules, policies, and procedures of Gadsden State Community College, the Alabama Community College Conference (ACCC), and the National Junior College Athletic Association (NJCAA).

**Long Range Goals:**

1. Create an environment of excellence that fosters the highest standards of integrity, competition, academics, facilities, as well as internal and external relationships.
2. Maintain diverse Department population among students and staff.
3. Actively pursue gender equity.
4. Renovate and upgrade athletic facilities to enhance pride, promote usability, ensure safety, and improve recruitment opportunities.
5. Recruit, educate, retain, and graduate nationally competitive student-athletes.
6. Create an environment of excellence in coaching staff by employing head coaches of major sports (baseball, men's and women's basketball, softball, and volleyball) as full-time employees of the College, when possible.

**Goal 1**

Make athletics an integral part of the education of athletes, instilling pride in their achievements as they strive for excellence.

**Relationship to College Goals/Mission**

**Student Success**

- Deliver services needed to help students succeed.

College Mission: The College offers all individuals those educational and culturally enriching experiences that will enable them to realize their full potential . . . GSCC reaches out to challenge and inspire them (individuals) to exceed their own expectations. The mission of the Gadsden State Community College Department of Intercollegiate Athletics is to provide programs that develop character and integrity of student-athletes in their academic, athletic, and personal quest for excellence.

**Objective or Educational Outcome 1**

Student-athletes will be involved in programs offered by the College to allow them to realize their full potential while at GSCC and to provide opportunities to be considered for athletic scholarships at four-year colleges upon exhausting eligibility at Gadsden State.

**Assessment**

100% of student-athletes will participate in the Athletic Orientation. Number of GSCC student-athletes offered four-year scholarships annually. The annual Athletic Program Survey will reflect that at least 85% of student-athletes will "Agree" or "Strongly Agree" that participation in athletics at Gadsden State helped instill pride in their personal achievements/recognition and in their educational development; 50% of student-athletes will "Agree" or "Strongly Agree" that participating in athletics at Gadsden State has given them an opportunity to be considered for an athletic scholarship at a four-year college.

**Additional Funding Request: \$****Evaluation Findings**

100% attended the orientation as verified by the individual team sign-in sheet.

97% of the participants agreed or strongly agreed that participation in athletics helped instill pride.

83% of the participants agreed or strongly agreed that participating in athletics has given them an opportunity to be considered for an athletic scholarship with a four year college.

**Use of Findings**

The required orientation prior to the start of the fall semester allows for expectations and conditions to be established with the athletes, thus giving the athletes a sense of what is anticipated from them for the upcoming year. The orientation will continue annually with important, relevant topics/information from the NJCAA/ACCC.

**Goal 2**

Promote a commitment to a diverse population.

### **Relationship to College Goals/Mission**

#### **Student Success**

- Provide a student-centered teaching and learning environment.

#### **College Capacity**

- Strengthen and enhance the College's operations and human, financial and physical resources.

College Mission: Administrators, faculty, and staff strive to enhance the experiences of all who come to GSCC, regardless of their background or ability. To be consistent with the principles of Gadsden State Community College, the department embraces the opportunities to enhance student-athlete welfare and promote diversity within student-athletes and staff and fair and equitable treatment for all.

### **Objective or Educational Outcome 1**

The student-athlete and staff population of the Athletic Department will reflect a commitment to diversity.

#### **Assessment**

80% of staff members of the Athletic Department will complete the Diversity Seminar. The number of minority student-athletes and the number of female student-athletes will reflect the diversity of the College's student population.

#### **Additional Funding Request: \$**

#### **Evaluation Findings**

100% of the athletic staff completed the diversity seminar.

73% of the athletes are minority/female compared to the 80% of the general population. Will meet with the Planning/Research Office to breakout the number of minority females that are in their report.

#### **Use of Findings**

Athletics is comparable to the general population. This percentage is very good. Coaches will be reminded (in meetings and correspondence) to continue recruiting minority athletes with talent and ability.

### **Goal 3**

Recruit, retain, and graduate a more prepared student-athlete population and provide services that enable student-athletes to achieve academic success.

### **Relationship to College Goals/Mission**

#### **Student Success**

- Deliver services needed to help students succeed.

College Mission: GSCC is pledged to offering quality education in both academic and technical fields to all citizens within its service area. Education is the means by which individuals can achieve their fullest potential, thereby making their greatest contribution to society. The mission of the Gadsden State Community College Department of Intercollegiate Athletics is to provide programs that develop character and integrity of student-athletes in their academic, athletic, and personal quest for excellence.

**Objective or Educational Outcome 1**

Strive to increase graduation and transfer rates of student athletes.

**Assessment**

The number of student progress reports completed and returned to coaches will increase by 2% over the previous year. The combined graduation/transfer rates of student athletes will be equivalent to the combined graduation/transfer rates of the entire student body.

**Additional Funding Request: \$**

**Evaluation Findings**

The number increased by 3%.

The student athlete combined graduation/transfer rate of 26.7% is higher than the 17.5% of the general population.

**Use of Findings**

The progress report was standardized and a process implemented and explained to the coaching staff at a meeting. Also an increase was due in part to the addition of two new coaches who emphasized this process.

**Objective or Educational Outcome 2**

Strive to decrease the dropout rates of student-athletes.

**Assessment**

At least 75% of student-athletes will remain at GSCC until their eligibility for athletics is exhausted.

**Additional Funding Request: \$**

**Evaluation Findings**

43% the student athletes remained at Gadsden State in order to exhaust their eligibility.

**Use of Findings**

There is tremendous opportunity for the student-athlete to transfer to a 4 year school and receive a more lucrative athletic scholarship or greater exposure to advance their

athletic career without having to complete their degree with us. Attrition (although not a major problem) from student athletes who are unable to handle college level academics also contributes to the less than expected 75%. Coaches are making more of an attempt to recruit those who will fulfill their two year commitment.

#### **Goal 4**

Provide student activity opportunities for students who do not compete in intercollegiate athletics, recognizing the varying needs of the diverse student population at GSCC.

#### **Relationship to College Goals/Mission**

##### **Student Success**

- Deliver services needed to help students succeed.

##### **Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

College Mission: The College provides a wide range of support services that enable students to function in a collegiate environment and to make decisions appropriate to both their personal and their educational goals.

#### **Objective or Educational Outcome 1**

To work cooperatively with student support services to provide the overall student body with opportunities to participate in recreational and wellness activities, promoting mental and physical health.

#### **Assessment**

Number of students using the weight room facilities during supervised hours of operation. Number of students participating in "free swim" during supervised hours of operation. The annual On-line Student Evaluation of Campus and Services survey will indicate that 90% of the respondents "agree" or "strongly agree" that intercollegiate athletics provided appropriate student activity opportunities for students to attend.

#### **Additional Funding Request: \$**

#### **Evaluation Findings**

The weight room averaged 19 people/day fall semester and 25/day spring semester.

A review of records indicated that no records kept for pool usage.

51% of the participants agreed or strongly agreed that intercollegiate athletics provided appropriate student activity opportunity.

#### **Use of Findings**

More aggressive promotion, by use of flyers, e-mails and face to face meetings, of the facilities by the Athletic Director to inform our campus community of what is available

to them. Comparing the weight room usage for 06-07, it shows that usage was comparable to each semester in 07-08. Although no records were kept for the pool, casual visits showed low attendance throughout the year. No more than 3-5 people on any given day. The dates and time M,W 3-5 pm may be an issue. Suggestions to change the pool schedule were never received. Record keeping will begin in 2008-09.

In the student survey 112 of the 241 respondents, 46% selected no opinion when asked about intercollegiate athletics as a appropriate student activity. A meeting with the Student Activities Director to discuss how to reach out to these students and have them more involved.

### **Goal 5**

Create and maintain a quality physical environment, adequate resources, and state-of-the-art athletic venues that attract student-athletes and fans, while maintaining budget integrity.

### **Relationship to College Goals/Mission**

#### **Student Success**

- Deliver services needed to help students succeed.

#### **College Capacity**

- Strengthen and enhance the College's operations and human, financial and physical resources.

College Mission: To provide personal enrichment opportunities that support life-long learning and civic, social, and cultural quality of life. The Department of Intercollegiate Athletics strives to provide adequate physical facilities and resources to promote pride among student-athletes and fans. The Department of Intercollegiate Athletics will operate with fiscal responsibility. . .

### **Objective or Educational Outcome 1**

Ensure a safe physical environment for athletic participation; promote pride among student-athletes and fans in the physical facilities and equipment used for each sport, and improve appearance and usability of facilities for current use and to attract potential recruits for athletics.

#### **Assessment**

List of projects completed to renovate athletic facilities and equipment and amount of dollars spent on those projects. The annual Athletic Program Survey will reflect that 90% of the student-athletes "Agree" or "Strongly Agree" that the facilities and equipment at Gadsden State were adequate for the sport; 85% of the student-athletes will "Agree" or "Strongly Agree" that the facilities and equipment at Gadsden State compared favorably with that available at other two-year colleges.

#### **Additional Funding Request: \$49,781**

Equalize funding for gender equity, increase funding for travel for sports teams and for officials for sports competitions, purchase/update/lease equipment for softball and baseball field improvement, fund service contracts for annual gym floor refinishing and bleacher end enclosures, and purchase pool furniture.

**Evaluation Findings**

No renovations were completed due to the Chancellor's mandate, but cosmetic upkeep was completed at baseball and softball facilities. Baseball had the pressbox, dugouts and back stop repainted (\$5,400). Softball had a outfield fence/wind screen (\$6,600) installed to allow them to compete on a safer playing area.

76% of the participants agreed or strongly agreed that the facilities and equipment at Gadsden State were adequate.

70% of the participants agreed or strongly agreed that our facilities and equipment compared favorably with other two-year colleges.

**Use of Findings**

The equipment that is purchased by the coaches is always first rate. However, the facilities are showing their age. Considerable renovations are needed on all of the athletic facilities, to include new tennis courts. This does create a disadvantage for our coaches when recruiting against other two-year colleges that have shiny and new facilities.

**Objective or Educational Outcome 2**

Strengthen and enhance the human resources of the Intercollegiate Athletics Department by providing professional development opportunities for coaches and by keeping salaries of athletic employees at a level that will allow the College to recruit and retain high quality athletic personnel.

**Assessment**

Increase by 2% the total number of professional development activities, coaching clinics, and/or athletic-related education completed by the coaches. The percentage of cost-of-living raise provided to athletic employees.

**Additional Funding Request: \$13,787**

Fund 5% cost-of-living raise for all part-time coaches, 10% cost-of-living raise for hourly athletic employees with 5 years of experience or more, and fund softball field upkeep.

**Evaluation Findings**

Coaches did attend professional development activities in the sports of basketball, softball, volleyball and cheerleaders.

The requested budget increase for coaches salaries was granted and received by the staff.

**Use of Findings**

Coaches (especially the assistant coaches) are appreciative of the increase. They realize

that their hardwork and dedication is recognized. Hold staff meetings throughout the year to review compliance issues/rules and sport specific concerns.

**User:guest**

**Unit**  
Athletics

Gadsden State Community College

Strategic Plan Evaluation

Unit: ATN/TBI Year: 2007-2008

Person Responsible: Beverly Hilderbrand / Gregg Bennett

Cabinet Member: Tim Green     **Approved**

**Mission Statement:**

Alabama Technology Network and Training for Business & Industry will generate a significant, positive economic impact on Etowah/Calhoun/Cherokee and surrounding counties by offering innovative educational opportunities on productivity and technology-oriented solutions for business and industry.

**Long Range Goals:**

- Goal 1 Expand and/or enhance customized training services in the areas of industrial maintenance, environmental health and safety, quality systems, and production control.
- Goal 2 Continually upgrade training equipment and supplies to meet evolving client needs and industry market demands.
- Goal 3 Develop additional partnerships and grant support for existing as well as new products and services.

**Goal 1**

Conduct for business and industry timely, premium quality, customized service projects at a reasonable cost and with flexible scheduling to meet industry scheduling constraints.

**Relationship to College Goals/Mission**

Workforce Development

- Serve as a partner in shaping and achieving the region's economic and community development vision.

Community Awareness

- Build a reputation that documents and promotes the strengths of the College.

College Mission: We provide, through specialized courses and training, the knowledge and the techniques necessary for success in various occupational fields.

**Objective or Educational Outcome 1**

Maintain 90% effectiveness rating on employer annual survey.

**Assessment**

Conduct survey annually of clients or employers served through customized training courses.

**Additional Funding Request: \$0**

**Evaluation Findings**

Data indicates a 9% increase above the 91% effectiveness rating results of last year. Current results from industries surveyed show 100% effectiveness of both instructors and course learning materials in serving our customers.

**Use of Findings**

Because of the consistently high percentage of customer satisfaction reported via the survey, we will evaluate the survey instrument to examine ways to broaden the scope of the questions in order to better evaluate changing industry needs. We will continue to provide quality educational training to meet the needs of a diverse workforce.

**Objective or Educational Outcome 2**

Maintain 4.75(out of 5.00)rating on individual project impact surveys.

**Assessment**

Annually schedule individual review of each training project by an outside agency.

**Additional Funding Request: \$0**

**Evaluation Findings**

Exceeded goal of 4.75% on project impact surveys rating by .10% as the current Gadsden ATN positive impact reported on project surveys is 4.85%.

**Use of Findings**

Data indicates progress has been made as the objective was exceeded. Customer satisfaction will continue to be a primary goal with annual review of each training project by an outside agency.

**Goal 2**

Utilize the resources of the College, the Alabama Technology Network and other state, local and federal partners through cooperative networking to serve the needs of Alabama's existing industry.

**Relationship to College Goals/Mission****Workforce Development**

- Serve as a partner in shaping and achieving the region's economic and community development vision.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

College Mission: Our technical courses allow students to master specific skills, as well as utilize them for job enhancement. Continued cooperation with civic, business and industrial leaders strengthen the ties between the College and these communities. Our classroom and on-site experiences develop students' understanding of the current job market.

**Objective or Educational Outcome 1**

Successfully complete training projects with affiliates and partners. Educate the workforce in order to promote sustained growth and economic prosperity within our service area and state.

**Assessment**

At the end of each semester, an instructional activity report is completed on current training projects. ATN monthly project reports track partnerships.

**Additional Funding Request: \$0**

**Evaluation Findings**

Monthly project reports indicate continuation of successful industry training projects between ATN and the AFL-CIO Partnership. Instructional activity reports indicate current clients commonly request additional training for employees in order to enhance skill levels.

**Use of Findings**

Expand current relationships as a state-wide training resource with our industry clients and utilize these contacts to generate a larger client network.

**Goal 3**

Expand training for business and industry to better serve existing and future industries.

**Relationship to College Goals/Mission****Workforce Development**

- Serve as a partner in shaping and achieving the region's economic and community development vision.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

College Mission: Provide, through specialized courses and training, the knowledge and techniques necessary for success in various occupational fields.

**Objective or Educational Outcome 1**

Increase courses and number of students involved in training conducted by 10%.

**Assessment**

Evaluate training information provided by the Instructional Activity Report on an annual basis.

**Additional Funding Request:** \$0

**Evaluation Findings**

The number of specialized courses and training exceeded our objective by 12%, as summarized by the Instructional Activity Reports that indicate the number of training courses provided by ATN/GSCC increased by 22%.

We expanded our customized training offerings in the areas of industrial maintenance to include maintenance assessments and welding skills assessment courses, as well as quality control employee training.

**Use of Findings**

We will evaluate the data to identify the types of industry clusters that were served and continue to provide recurring employee training opportunities for established clients as well as seek new clients.

**Objective or Educational Outcome 2**

Increase the number of individuals served through the Alabama Technology Network and Training for Business & Industry by 5%.

**Assessment**

Evaluate training information provided by the Instructional Activity Report on an annual basis.

**Additional Funding Request:** \$0

**Evaluation Findings**

The objective of increasing the number of individuals served by 5% was exceeded by 4.6%. Annual reports indicate the number of individuals served increased by 9.6%.

**Use of Findings**

Continually track the number of individuals who participate in the training through employer or industry contracts. Sustain excellent client relationships in order to enhance partnerships by offering innovative educational opportunities.

User:guest

Unit

ATN/TBI

11/11/11

## Gadsden State Community College

## Strategic Plan Evaluation

**Unit:** Ayers Campus **Year:** 2007-2008

**Person Responsible:** Ramona Gartman

**Cabinet Member:** Jim Jolly     **Approved**

**Mission Statement:**

The mission of the Harry M. Ayers Campus is to meet the diverse and ever changing needs of the people in the area by offering academic, technical, continuing education, and business & industry training programs. The Ayers Campus is committed to offering these services in an effective learning environment that will assist them in meeting their educational, personal, and professional advancement objectives.

**Long Range Goals:**

1. Expand course offerings on the Ayers Campus.
2. Increase enrollment of the Ayers Campus.
3. Enhance community awareness of the College and of the Ayers Campus.
4. Provide a technologically advanced campus.

**Goal 1.**

To recruit and serve students in our service area and provide opportunities to help them achieve their educational goals.

**Relationship to College Goals/Mission**

## Student Success

- Provide a student-centered teaching and learning environment.

## Student Success

- Deliver services needed to help students succeed.

**Objective or Educational Outcome 1.**

Work with the counselor and program advisors to increase opportunities to talk to groups, schools, etc, in our service area.

**Assessment**

Increase student enrollment by 5% on the Ayers Campus.

**Additional Funding Request: \$****Evaluation Findings**

During the evaluation period, the enrollment on the Ayers campus has increased by 5.4% in the academic areas and 26.7% in the technical areas.

**Use of Findings**

The Ayers campus will continue the outreach programs that were established during this evaluation period. Because of continued increase in enrollment on this campus, the administration will also work with division chairs and the Dean of Instructional Services and the Dean of Technical Programs to add additional teacher units. Administration will also work with the facilities planning taskforce to increase much needed space to house additional gen ed and technical programs based on the needs of the community and enrollment of the campus.

**Objective or Educational Outcome 2.**

Encourage the public to use Ayers Campus facilities for meetings.

**Assessment**

Increase traffic on campus by business and industry.

**Additional Funding Request: \$****Evaluation Findings**

BAE Industry has initiated employee training through the use of our classrooms and machine tool technology shop areas. Wittichen has also initiated employee seminars through the use of our Learning Resource Center auditorium. ALDOT uses a classroom on campus for weekly employee training. Faulkner University schedules off-campus classes in our classroom twice a week. Head Start also employs our auditorium for employee meetings.

**Use of Findings**

The Ayers campus will continue the business and industry outreach programs established during this evaluation period.

**Goal 2.**

Maintain and build new relationships within the community to enhance visibility and promote the College.

**Relationship to College Goals/Mission****Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1.**

Co-sponsor events with the Calhoun County Chamber of Commerce: Calhoun County 8th Grade Career Awareness Expo, Youth Leadership Calhoun County, Leadership Calhoun County.

**Assessment**

Increase participation in events with Calhoun County Chamber of Commerce and other community organizations.

**Additional Funding Request: \$****Evaluation Findings**

The campus co-sponsored events with the Calhoun County Chamber of Commerce, Calhoun County 8th Grade Career Awareness Expo, Youth Leadership Calhoun County, and Leadership Calhoun County.

**Use of Findings**

This objective is ongoing. The campus will continue to sponsor and increase participation in events with the Calhoun County Chamber of Commerce and other community organizations.

**Goal 3.**

Ensure availability of updated technology on campus.

**Relationship to College Goals/Mission**

## College Capacity

- Strengthen and enhance the College's operations and human, financial and physical resources.

**Objective or Educational Outcome 1.**

Work with computer technicians to ensure all computer labs are upgraded and maintained.

**Assessment**

A minimum of 94% of the respondents to the Student Evaluation of Campus and Services will "Agree" or "Strongly Agree" to the statement "Overall, I am satisfied with the quality of the equipment for learning"

**Additional Funding Request: \$****Evaluation Findings**

Based on the Student Evaluation of Campus and Services survey, 88% of the respondents reported that they "Agreed" or "Strongly Agreed" with the statement "Overall, I am satisfied with the quality of the equipment for learning".

**Use of Findings**

The computer technicians will inventory the computers/software programs/technology equipment to determine what will need to be added/replaced for the next fiscal year. The Technical Request List of the campus will reflect the need to replace the two existing outdated computer labs and to provide instructors classroom laptops in order to use the technology equipment for the classrooms.

**Objective or Educational Outcome 2.**

Work with computer technicians to ensure the employees are satisfied with their technology equipment.

**Assessment**

A minimum of 90% of the respondents to the Employee Evaluation of Campus and Services will "Agree" or "Strongly Agree" to the statement "Technology equipment meets my workplace needs"

**Additional Funding Request: \$**

**Evaluation Findings**

Based on the Employee Evaluation of College and Services, 90% of the respondents reported that they "Agreed" or "Strongly Agreed" to the statement "Technology equipment meets my workplace needs".

**Use of Findings**

The Ayers Campus will continue to work with Administration and Division Chairs to ensure that technology is up-to-date and successfully maintained in the classrooms and the faculty offices.

**Goal 4.**

Aesthetically enhance the campus and ensure its maintenance & security for students, employees, and guests.

**Relationship to College Goals/Mission**

## College Capacity

- Strengthen and enhance the College's operations and human, financial and physical resources.

**Objective or Educational Outcome 1.**

Purchase outdoor furniture, replace furniture in foyer of Computer Science building.

**Assessment**

A minimum of 90% of the respondents to the Student Evaluation of Campus and Services will "Agree" or "Strongly Agree" to the statement "Overall, I am satisfied with the maintenance at the college"

**Additional Funding Request: \$****Evaluation Findings**

Based on the Student Evaluation of Campus and Services survey, 88% of the respondents reported that they "Agreed" or "Strongly Agreed" to the statement, "Overall, I am satisfied with the maintenance at the college".

**Use of Findings**

The Ayers campus has initiated purchase of replacement furniture for the foyer of the Computer Science Building. Staff will continue to work with Administration to provide outdoor furniture that will enhance the overall appearance of the campus.

**Objective or Educational Outcome 2.**

Work with maintenance department to ensure the buildings are clean and properly maintained.

**Assessment**

A minimum of 94% of the respondents to the Student Evaluation of Campus and Services will "Agree" or "Strongly Agree" to the statement "Campus buildings are clean"

**Additional Funding Request: \$****Evaluation Findings**

Based on the Student Evaluation of Campus and Services, 97% of the respondents reported that they "Agreed" or "Strongly Agreed" to the statement, "Campus buildings are clean".

**Use of Findings**

The campus will continue working with the maintenance department to ensure that materials, supplies, and staff are provided in order to maintain a healthy environment for students and staff.

**Objective or Educational Outcome 3.**

Work with security office to ensure the campus is providing a safe environment.

**Assessment**

A minimum of 95% of the respondents to the Student Evaluation of Campus and Services will "Agree" or "Strongly Agree" to the statement "Overall, I feel safe and secure on campus"

**Additional Funding Request: \$****Evaluation Findings**

Based on the Student Evaluation of Campus and Services, 100% of the respondents reported that they "Agreed" or "Strongly Agreed" to the statement, "Overall, I feel safe and secure on campus".

**Use of Findings**

The campus will continue to work with the security office to ensure the successful continuation of providing a safe environment for students and staff.

**User:guest**

**Unit**

Ayers Campus

## Gadsden State Community College

## Strategic Plan Evaluation

**Unit:** Business Division **Year:** 2007-2008

**Person Responsible:** Angela Waits

**Cabinet Member:** Jim Jolly     **Approved**

**Mission Statement:**

The instructional area of Business at Gadsden State Community College is an integral part of the comprehensive instructional program of the College. The Business Division includes the instructional programs in business, economics, criminal justice, marketing management, office administration, and paralegal studies. The course offerings in these areas provide students a variety of opportunities to satisfy their educational, career, and personal enrichment needs. Satisfactory completion of academic courses prepares students to transfer to senior institutions where they can further their educational goals. Technical courses and programs of study prepare students for entry into the workplace. Courses are also available to individuals who desire personal and professional enrichment.

**Long Range Goals:**

- 1        Purchase the latest versions of computer software (Quickbooks, Minitab, Windows Office, etc.) being used to provide students experience with using technology comparable to that found in the workplace.
- 2        Replace or upgrade computers to meet software system requirements.
- 3        Continue to integrate technology into program instruction.
- 4        Provide opportunities for faculty members to enhance their knowledge, skills, and abilities through professional development.

**Goal 1**

To offer courses and programs of study comparable to those offered by other postsecondary institutions that satisfy the typical freshman and sophomore requirements to earn a bachelor of science degree in a business discipline such as accounting, economics, marketing, management, or finance.

**Relationship to College Goals/Mission**

## Student Success

- Deliver services needed to help students succeed.

**Objective or Educational Outcome a**

At least 90% of the course content specified on the syllabi for GSCC courses offered through the Business Division will be the same as the content of equivalent courses from other two-year colleges and from senior institutions as determined by a comparison of course syllabi from selected postsecondary institutions.

**Assessment**

Review course descriptions and syllabi at two-year and four-year colleges in Alabama. Talk with instructors from business programs at other colleges.

**Additional Funding Request: \$**

**Evaluation Findings**

Instructors have continued to communicate with representatives from JSU and UA to ensure the content of the business courses at GSCC is comparable with the courses at the four year schools.

Communication with representatives from Alabama Association of Higher Education in Business member institution determined that there were no significant differences in the course content and expected student outcomes in the transferable business courses offered by GSCC and the equivalent courses offered by other AAHEB institutions.

**Use of Findings**

Expected student outcomes will continue to be monitored to assure the business courses offered at GSCC are equivalent to those offered at four-year institutions. Instructors will also monitor the textbooks used at transfer schools.

**Objective or Educational Outcome b**

At least 90% of the freshman and sophomore courses necessary to satisfy degree requirements at senior institutions will be the same as those required for the equivalent GSCC program of study offered by the Business Division.

**Assessment**

Review state curriculum. Review business programs at 2-year colleges in Alabama. Review business programs at the major four-year colleges in Alabama.

**Additional Funding Request: \$**

**Evaluation Findings**

The program outlines for business majors at various senior institutions to which GSCC students transfer were reviewed to determine whether required courses were comparable to those required for business administration majors at GSCC.

The STARS transfer guide was also reviewed for consistency. The program requirements for business majors were found to be consistent with the courses required for business majors at the typical transfer target institutions.

**Use of Findings**

Reviewing the business programs at various senior institutions found some of the four-

year schools have lowered the maximum number of hours a student can transfer in. As a result, the GSCC Business Division changed the minimum number of required hours from 64 to 60-64. This will allow students who can transfer only 60 hours to still complete a degree from GSCC.

## **Goal 2**

To offer principles or foundation courses that adequately prepare transfer students to complete related advanced courses successfully.

### **Relationship to College Goals/Mission**

#### **Student Success**

- Deliver services needed to help students succeed.

#### **Objective or Educational Outcome 1**

70% of randomly selected survey respondents from the population of GSCC business students who transfer to senior institutions will complete one or more advanced related courses with a "C" or higher at a senior institution.

#### **Assessment**

Survey results will demonstrate that 70% of the students completed business courses with a "C" or higher.

#### **Additional Funding Request: \$**

#### **Evaluation Findings**

Transfer reports were received from JSU, UA, and UAH. The GSCC transfer students are performing well at the reporting 4-year schools. The transfer students are meeting and exceeding the "C" average at the senior institutions. The following are summaries of the reports.

Six GSCC transfer students graduated from UA in 2006-2007 in the Business College. The six students had an average GPA of 2.7. One GSCC transfer student graduated with a BA in Criminal Justice with a GPA of 3.28. No business students from GSCC were reported as first semester students at UA in 2006-2007.

One GSCC student transferred to UAH majoring in accounting. The student had a 3.2 GPA the first term at UAH. There were no GSCC transfer students graduating from UAH in the 2006-2007 year.

Many of our students transfer to Jacksonville State University. GSCC received a transfer report from JSU for Fall 2007 but the students were not reported by major. The average GPA of the transfer students was equal to or better than JSU natives. On the Fall 2006 report, 855 GSCC transfer students had an average GPA of 2.69 and the native students had a 2.51 GPA.

**Use of Findings**

GSCC transfer students consistently perform at a same or better level than native students at the transfer institutions. This has been found to be true at all three reporting institutions and consistently over the years. The Business Division will continue to improve the quality of courses to prepare the students for transfer.

**Goal 3**

To provide courses and/or programs of study in business, marketing management, office administration, and paralegal studies that prepare students for immediate employment, retrain existing employees, and/or provide opportunities for professional development and enrichment in these fields.

**Relationship to College Goals/Mission****Student Success**

- Deliver services needed to help students succeed.

**Objective or Educational Outcome 1**

90% or more of student interns have obtained the knowledge and skills necessary to perform successfully in the workplace.

**Assessment**

Annual review of the supervisor evaluations of program interns.

**Additional Funding Request: \$****Evaluation Findings**

Forty-three OAD intern/co-op students were evaluated by their supervisors for the 2006-2007 academic year. The supervisors rated the students' quality of work. Thirty-nine out of forty-three (91%) were rated as excellent or very good.

Supervisors for seven Marketing/Management intern/co-op students rated the students' quality of work. Six out of seven (86%) were rated as excellent or very good.

Ten Paralegal interns were rated by their supervisors. Nine of the ten (90%) were rated as having excellent or good paralegal skills. Several supervisors wrote good comments about the students' abilities. One supervisor stated that he would hire the intern if he had an opening.

**Use of Findings**

The evaluations were overwhelmingly good and only one out of sixty supervisors listed

a weakness. One paralegal supervisor stated, "The program should focus more attention on secretarial skills." The students in the Paralegal program currently take a word processing class and CIS 146, however the primary objective of the Paralegal program is to train the students in Paralegal skills not secretarial skills.

No remedial action is required at this time.

### **Objective or Educational Outcome 2**

75% or more of program graduates who seek employment in the field for which training was obtained are employed in that field or in a field related to their program of study.

#### **Assessment**

Annual review of program placement data.

**Additional Funding Request: \$**

### **Evaluation Findings**

According to the 2006-2007 graduate surveys it appears that this goal was not met. However, many of the students who complete one of the programs in the Business Division transfer to a four-year school. The transfer students are not looking for a job in their field of study; they are looking for a job that works around their college schedule. Therefore the percentage of graduates employed in-field may be misleading.

The following are percentages of the graduates who are employed in-field:

MAJOR

Accounting Tech (44%)

Bus. Admin (41%)

Criminal Justice (43%)

Marketing Mgmt (50%)

OAD (29%)

Paralegal (27%)

### **Use of Findings**

The Business Division needs to work more closely with the placement office to help students find employment in-field.

The survey needs to be designed to recognize transfer students.

### **Objective or Educational Outcome 3**

90% or more of program graduates have obtained training that prepared them for employment in their field of study and/or met their professional development or personal enrichment needs.

#### **Assessment**

Annual review of data from graduate surveys.

**Additional Funding Request: \$**

**Evaluation Findings**

Results of the graduate surveys administered by the Office of Institutional Research were received. The following are the percentage rates of the responding graduates who met their primary objective in attending GSCC according to the 2006-2007 Graduate Follow-Up Survey:

Accounting Tech (100%)  
Bus. Administration (93%)  
Criminal Justice (100%)  
Marketing/Management (90%)  
Medical Transcriptionist (100%)  
Office Administration (100%)  
Paralegal (100%)

The following are the percentage rates of the graduates who rated the program as excellent or good in preparing them for their current or intended employment.

Accounting Tech (100%)  
Bus. Admin (95%)  
Criminal Justice (100%)  
Mkt/Mgt ((90%)  
Medical Trans (100%)  
OAD (93%)  
Paralegal (100%)

**Use of Findings**

More than 90% of the responding graduates from the Business Division believed they met their purpose for attending GSCC.

More than 90% of the graduates believed the training in their field of study prepared them for their current or intended job.

**Objective or Educational Outcome 4**

90% or more of employers of program graduates express satisfaction with the knowledge and skills of their employees who are program graduates.

**Assessment**

Annual review of data from graduates' employer surveys.

**Additional Funding Request: \$**

**Evaluation Findings**

Forty-three OAD intern/co-op students were evaluated by their supervisors for the 2006-2007 academic year. The supervisors rated the students' quality of work. Thirty-nine out of forty-three (91%) were rated as excellent or very good.

Supervisors for seven Marketing/Management intern/co-op students rated the students' quality of work. Six out of seven (86%) were rated as excellent or very good.

Ten Paralegal interns were rated by their supervisors. Nine of the ten (90%) were rated as having excellent or good paralegal skills. Several supervisors wrote good comments about the students' abilities. One supervisor stated that he would hire the intern if he had an opening.

### **Use of Findings**

The evaluations were overwhelmingly good and only one out of sixty supervisors listed a weakness. One paralegal supervisor stated, "The program should focus more attention on secretarial skills." The students in the Paralegal program currently take a word processing class and CIS 146, however the primary objective of the Paralegal program is to train the students in Paralegal skills not secretarial skills.

No remedial action is required at this time.

### **Goal 4**

To continue to satisfy the requirements to maintain program accreditation/approval by the Association of Collegiate Business Schools and Programs (ACBSP) and the American Bar Association (ABA).

### **Relationship to College Goals/Mission**

#### **Student Success**

- Deliver services needed to help students succeed.

### **Objective or Educational Outcome 1**

Ensure that the business, marketing management, and office administration programs are complying with 100% of accreditation requirements.

#### **Assessment**

Review the standards for ACBSP accreditation.

**Additional Funding Request: \$**

### **Evaluation Findings**

The ACBSP accreditation standards have been reviewed and a Quality Assurance Report will be submitted to ACBSP in September 2008.

**Use of Findings**

The standards have been met. The division will continue to review the standards and find ways to improve and provide quality programs.

**Objective or Educational Outcome 2**

Ensure that the paralegal program is complying with 100% of program approval requirements.

**Assessment**

Review the requirements for ABA approval.

**Additional Funding Request: \$****Evaluation Findings**

On August 13, 2007, the American Bar Association House of Delegates granted reapproval to the Paralegal Program at Gadsden State Community College.

**Use of Findings**

The term of approval is for a period of seven years. An interim Report will be due in August 2009. Accreditation standards will continue to be monitored.

**Goal 5**

Replace computer equipment, furniture, and related technology in a cycle to maintain updated technology for students.

**Relationship to College Goals/Mission****Student Success**

- Provide a student-centered teaching and learning environment.

**Objective or Educational Outcome 1**

Replace computers in the accounting lab at the Ayers campus to provide students with adequate equipment and software.

**Assessment**

Facilitates survey completed by students.

**Additional Funding Request: \$31500**

These funds will be requested on the Tech Request List

**Evaluation Findings**

Thirty-one new computers and monitors were installed in the accounting lab at the Ayers campus in August 2008.

Survey results will not reflect goal until the 2008-2009 academic year.

**Use of Findings**

The new computers allowed computer programs to be updated. The lab now has six additional work stations. The computers will be used by accounting, economics, and business statistics students.

**Objective or Educational Outcome 2**

Upgrade RAM in older computers to allow upgrades of latest software.

**Assessment**

Facilitates survey completed by students.

**Additional Funding Request: \$9000**

Will request on Tech List.

**Evaluation Findings**

RAM was added to the computers in the Business computer lab at the McClellan Center.

Facility surveys will not reflect the change until the 2008-2009 academic year.

**Use of Findings**

The additional RAM will allow the computers to update to Microsoft 2007 and the newest version of Quickbooks. The updates in software allow the students to use current technology and communicate with instructors and other students.

**Goal 6**

Provide qualified instruction by providing instructors with the tools they need.

**Relationship to College Goals/Mission****Student Success**

- Provide a student-centered teaching and learning environment.

**Objective or Educational Outcome 1**

Provide faculty with opportunities for professional development.

**Assessment**

Evaluation of faculty and their professional growth plans.

**Additional Funding Request: \$4800**

Funds were requested on the 2007-2008 budget.

**Evaluation Findings**

All instructors participated in various professional development activities provided by GSCC. Some of the instructors also attended professional development activities outside the college. The following is a list of those activities:

Jamie Payton:

TACTYC National Convention at Northwest Vista College in San Antonio, Texas in May 2008.

Glenda Copeland:

PBL National Leadership Conference in Birmingham, Alabama in November 2007.

ACA Annual Conference in Birmingham, Alabama in November 2007

Annual Coding Symposium in January 2008.

ABEA Conference in Auburn, Alabama in January 2008.

2008 Coding Workbook for the Physician's Office in April 2008.

Angie Waits:

Alabama Association in Higher Education in Business, Perdido Beach, AL March 2008.

Alabama Community College Leadership Academy, University of Alabama, Tuscaloosa, AL, July 2008.

Ed Clark:

Emergency Preparedness, AL Dept. of Public Health, Demopolis, AL August 2007.

A-TEAM, Calhoun Community College, March 2008.

Donna McCurley:

American Association for Paralegal Education, Baltimore, Maryland, Oct. 2007.

AAfPE Southeast Regional Conference, Birmingham, AL April 2008.

American Bar Association, Accreditation Site Visit Team, University of Memphis, Sept. 2007.

Fay Birchfield:

A-Team, Calhoun Community College, March 2008.

James Yohe:

Austrian Scholars Conference, Auburn, AL March 2008.

A-Team, Calhoun Community College, March 2008.

Phil Waits:

A-Team, Calhoun Community College, March 2008.

### **Use of Findings**

The instructors in the Business Division were provided many professional growth activities. These activities help the instructors maintain and enhance the knowledge in their subject areas. The division will continue to offer professional growth activities that train and prepare instructors to offer quality instruction.

### **Objective or Educational Outcome 2**

Upgrade instructors' desks to provide them with adequate furniture.

**Assessment**

Evaluation of faculty.

**Additional Funding Request: \$2200**

Funds were requested on 2007-2008 budget.

**Evaluation Findings**

New desks were purchased for the OAD instructor at the Ayers Campus and the Division Chair of Business.

**Use of Findings**

Most of the instructor desks are very old and are not designed for computers. The new desks are more functional for the instructor and will help them better serve the students.

**Goal 7**

Increase online and hybrid sections to the student population.

**Relationship to College Goals/Mission****Student Success**

- Provide a student-centered teaching and learning environment.

**Objective or Educational Outcome 1**

Add more sections of online and/or hybrid economics course.

**Assessment**

Monitor trends in enrollment patterns.

**Additional Funding Request: \$****Evaluation Findings**

The following hybrid and online classes were added to the schedule.

ECO 231	Hybrid	Summer 2007
ECO 231	Hybrid	Fall 2007
ECO 232	Hybrid	Spring 2008

**Use of Findings**

The new hybrid classes gave students more scheduling options. Many of the students liked the hybrid format because it gave them more flexibility than a standard format, but they still had some lecture time. Two of the three new hybrid classes offered had enough students to make it a viable class. The Eco 232 did not have enough students to enroll so the class was cancelled.

**Objective or Educational Outcome 2**

Offer online section of Business 215, at least one paralegal class, and at least one criminal justice class.

**Assessment**

Monitor schedule of courses offered.

**Additional Funding Request: \$****Evaluation Findings**

The following online classes were added to the schedule.

BUS 215	Online	Summer 2007
BUS 215	Online	Summer 2008
CRJ 140	Online	Summer 2008
PRL 160	Online	Summer 2008

**Use of Findings**

Adding online classes gives students more scheduling options. All the new online classes that were offered had more than the minimum number of students enrolled to make it a viable offering.

**Goal 8**

Integrate Tegrity into some classes.

**Relationship to College Goals/Mission**

## Student Success

- Provide a student-centered teaching and learning environment.

**Objective or Educational Outcome 1**

Send at least two faculty members to Tegrity training.

**Assessment**

Evaluation of instructors' professional development plan.

**Additional Funding Request: \$****Evaluation Findings**

All the full-time instructors in the Business Division attended the "QEP & Tegrity" session presented by Dr. Mark Milliron, AACC, in Gadsden, AL in August 2007.

**Use of Findings**

This objective was met, but all instructors need additional training to effectively use Tegrity in their classes.

**Objective or Educational Outcome 2**

Integrate Tegrity into at least two classes offered in Fall 2007.

**Assessment**

Evaluation of faculty.

**Additional Funding Request: \$3000**

Funds will be request on Tech List.

**Evaluation Findings**

No classes integrated Tegrity in the 2007-2008 academic year.

**Use of Findings**

All instructors had some Tegrity training. A tablet PC was purchased for the Business Division. The Business Division plans to begin using Tegrity in some courses in the Spring 2009 semester.

**Goal 9**

Use Interactive television to provide courses to low enrollment sites if needed and feasible.

**Relationship to College Goals/Mission****Student Success**

- Deliver services needed to help students succeed.

**Objective or Educational Outcome 1**

Provide a course using interactive television if needed and feasible.

**Assessment**

Monitor enrollment and course offerings.

**Additional Funding Request: \$****Evaluation Findings**

Courses using interactive television were not offered in the 2007-2008 academic year. However, The division chair spoke with the directors of the McClellan Center and Cherokee Center about future course offerings.

**Use of Findings**

Offering Economics at one location and televising it at another locations appears to be a possibility at the McClellan and Cherokee centers. Economics is needed by some students but there are not enough instructors to offer it every semester at every campus. Also, there may not be enough students to enroll if the courses were taught every

semester at every location.

**User:**guest

**Unit**

Business Division



Gadsden State Community College

Strategic Plan Evaluation

**Unit:** Business Services **Year:** 2007-2008

**Person Responsible:** Chris Robinson

**Cabinet Member:** Jim Prucnal **Approved**

**Mission Statement:**

The mission of the Business Services unit is to support the College by providing necessary utilities, insurances, contractual services, and directed oversight of capital building projects, to facilitate the needs of the programs and services of the College.

**Long Range Goals:**

- 1 Complete capital projects as directed by Dean of Financial and Administrative Services
- 2 Improve profitability of auxiliary services

**Goal 1**

To assist with construction management of the Cherokee County Center.

**Relationship to College Goals/Mission**

**Workforce Development**

- Serve as a partner in shaping and achieving the region's economic and community development vision.

**Objective or Educational Outcome 1**

Project will be completed on time and within budget

**Assessment**

After project completion, compare actual expenditures with proposed budget

**Additional Funding Request: \$0**

Costs will be paid out of bond issue

**Evaluation Findings**

The project is within budget and on time. The Academic Building opened in August, 2008 and the Arena is scheduled to be completed October 31, 2008.

**Use of Findings**

Further analysis will be needed to verify completion of and final cost of the Arena. The Arena has a projected completion date of October 31st. After completion date all invoices and payouts will be counted and assessed. With the information made available from this, it will be possible to confirm the actual costs.

**Goal 2**

Provide quality auxiliary services to students, faculty, and staff

**Relationship to College Goals/Mission**

## College Capacity

- Strengthen and enhance the College's operations and human, financial and physical resources.

**Objective or Educational Outcome 1**

Minimize costs associated with duplication in order to operate at a profit

**Assessment**

Compare annual expenditures for duplication and compare to last fiscal year

**Additional Funding Request: \$20000**

To purchase copiers in order to reduce the number currently being leased

**Evaluation Findings**

No additional funding was available for purchase of copiers. The number of copiers was reduced by 14. We project a loss for '07-08 of \$51,000 compared to an '06-07 loss of \$108,368.

**Use of Findings**

Funds will be sought to purchase additional copiers to further reduce the loss in '08-'09. We are under a 3 year contract with Ikon for our campus copier agreement, this agreement will expire in another 19 months. The only way to decrease the losses is to purchase new copiers and delete these from the monthly lease agreement. Although the purchase price will drive up costs for the year of purchasing these, the following years will show a decrease in spending as we cut the contract price.

**Objective or Educational Outcome 2**

Operate vending to increase revenue in comparison to previous year

**Assessment**

Compare total revenue at end of fiscal year with that of the previous year

**Additional Funding Request: \$0****Evaluation Findings**

Our vending revenue has increased by 10%.

**Use of Findings**

New product placement and an increase in students have contributed to an increase in sales revenue. Product mix will be evaluated by the vendor and adjusted accordingly. Using the student evaluations of campus results, recommendations are made to the vendor to change or maintain product arrangement and location. We are operating under a bid for these services. Therefore, revenues are dependant on the amount of sales and the contract bid price.

**User:guest****Unit**

Business Services

## Gadsden State Community College

## Strategic Plan Evaluation

**Unit:** Career Services **Year:** 2007-2008

**Person Responsible:** Cheryl Cephus-Vickers

**Cabinet Member:** Tim Green     **Approved**

**Mission Statement:**

Support the mission of the institution's technical and academic programs by designing, implementing and managing services, programs and systems that meet the career development and employment needs of students, as well as meet the staffing needs for employers.

**Long Range Goals:**

- 1     Continuously enhance and expand Career Services programs, activities and business industry contacts for Job Placement and Cooperative Education.
- 2     Develop a Resource Center within the Career Services office which houses the Career Library and Student Technology unit for developmental career assessment.
- 3     Increase the number of secondary school partnership participants so as to enhance program services and activities as they relate to the Early College Enrollment Program.
- 4     Continuously improve marketing efforts throughout Gadsden State campuses in an effort to increase awareness of career programs, services and opportunities available for students and alumni of the institution.

**Goal 1**

Assist with "in field placements" of Gadsden State Community College students and graduates.

**Relationship to College Goals/Mission**

## Student Success

- Deliver services needed to help students succeed.

## Workforce Development

- Serve as a partner in shaping and achieving the region's economic and community development vision.

## Community Awareness

- Build a reputation that documents and promotes the strengths of the College.

College Mission: By assisting students to enter the workforce in their chosen field of study, Career Services provides an opportunity for professional development and growth.

**Objective or Educational Outcome #1**

Assisting with placement of students in their fields of study will serve to enhance the classroom experience and foster a deeper sense of importance of the need for student academic preparation and training.

**Assessment**

Achieve over 50% response rate from "Career Satisfaction" Survey administered to students who connected with Career Services through Job Search activities, career services and events.

**Additional Funding Request: \$**

Additional funding will not be required to meet this goal.

**Evaluation Findings**

A total of 648 participants attended standard/on-going Career Workshops and Seminars. Out of the 648 participants, 353 completed and returned evaluations for an overall 54% response rate. 490 participants attended Career Fairs sponsored by the Office of Career Services. Out of the 490 Career Fair participants, 316 completed and returned evaluations for an overall 64% response rate. Total overall response rate for both workshops/seminars and career fairs was 59%.

**Use of Findings**

While the Career Services Office exceeded its goal by achieving an overall 59% response rate from "Career Satisfaction" Surveys administered, the career staff will utilize findings to create "evaluation" incentives which will hopefully prompt additional students to complete and return surveys. Thus, a steady increase in the overall response rate of the "Career Satisfaction" survey should occur.

**Objective or Educational Outcome #2**

Assist faculty in placing eligible students in employment opportunities related to their major fields of study.

**Assessment**

Administer, at the end of each academic year, a "Faculty Career Satisfaction and Placement" survey to those instructors who through collaborative efforts (i.e. workshops, seminars, co-op, internships, special events, etc.) connected with the Career Services Office.

**Additional Funding Request: \$**

Additional funding will not be required to meet this goal.

**Evaluation Findings**

"Faculty Career Satisfaction and Placement" surveys were administered to instructors who connected with the Career Office through workshops, seminars, co-op experiences, internships, and special events. 90% of the surveys returned indicated that instructors were "very satisfied" with career services. 9% of the surveys indicated that instructors

were "somewhat satisfied" with the office and 1% indicated that instructors were "very dissatisfied" with one or more services. Instructors indicating dissatisfaction with services focused on the Cooperative Education Program. Reasons for the dissatisfaction were due either to lack of attendance from students participating in the cooperative education program, or the need to have cooperative education employers return mid-term and final evaluations in a timely manner, so that academic grades could be assigned.

#### **Use of Findings**

Faculty Career Satisfaction and Placement surveys will be utilized to improve and enhance office services, particularly with the Cooperative Education program. Staff will continue working with cooperative education employers to assist in securing mid and final semester evaluations so instructors can assign grades.

#### **Objective or Educational Outcome #3**

Offer Career Fairs that will serve to benefit all segments of the college population by connecting students with employers in their major area of interest.

#### **Assessment**

Offer a minimum of four Career Fairs per year; obtain over 70% overall satisfaction rate from student attendees randomly surveyed and an 80% satisfaction rate from employer participants.

#### **Additional Funding Request: \$**

Additional funding will not be required to meet this goal.

#### **Evaluation Findings**

Five (part-time, nursing allied health, spring technical, McClellan health and Ayers general) Career Fairs were sponsored by the office. A combined total of 316 student evaluations were administered and returned from fairs. Out of the 316 student evaluations returned, 29 reported that the fairs did not meet their expectations, while 287 reported that the career fairs met their expectations for an overall satisfaction rating of 91%. Additionally, 65 evaluations were returned from employers. 2 of the 65 evaluations indicated that participating in the fairs did not meet their expectations. 63 employers stated that the fairs met their expectations for an overall satisfaction rating of 97%.

#### **Use of Findings**

The Career Staff exceeded their goal. However, evaluation findings will be used to continue improving and enhancing office services.

### **Goal 2**

Integrate students' academic studies with work experiences and career exploration through the Cooperative Education Program.

#### **Relationship to College Goals/Mission**

##### **Student Success**

- Deliver services needed to help students succeed.

**Workforce Development**

- Serve as a partner in shaping and achieving the region's economic and community development vision.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

College Mission: By offering the Cooperative Education Program, students are given the opportunity to gain knowledge and experience in the professional arena while obtaining a clearer understanding of their academic coursework, thus preparing themselves to become contributing members of society.

**Objective or Educational Outcome #1**

Increase the academic retention rate of students participating in the Cooperative Education Program until completion.

**Assessment**

Obtain 70% academic continuation rate each semester of student participants of Cooperative Education.

**Additional Funding Request: \$**

Additional funding will not be required to meet this goal.

**Evaluation Findings**

70 new students entered the Cooperative Education Program Fall Semester of 2007. Out of the 70 new students, 55 were retained as of Summer 2008 for a total retention rate of 79%.

**Use of Findings**

Career Staff will continue tracking students entering the Cooperative Education Program, striving to develop - with the assistance of instructors and employers - a method or incentive which encourages student program completion.

**Objective or Educational Outcome #2**

Afford students the opportunity through participation in Cooperative Education employment to gain additional financial resources for their college education, as well as the chance to acquire academic credit toward their major.

**Assessment**

95% of the Cooperative Education student participants will receive financial compensation and/or academic credit for the experiential education work experience.

**Additional Funding Request: \$**

Additional funding will not be required to meet this goal.

**Evaluation Findings**

There were 382 students participating in Cooperative Education program services. Out of the 383 student participants, 369 students received financial assistance for a total of

97%.

**Use of Findings**

Career staff will utilize findings to improve the overall Cooperative Education Program. Findings will also be used to continue developing and increasing the number of partnerships formed with cooperative education employers. Increasing and forming partnerships with employers who offer the financial assistance program through cooperative education participation will provide students a vehicle by which college tuition payments are covered. Therefore, students receiving cooperative education financial assistance will not have to withdraw from school due to economic hardships.

**Objective or Educational Outcome #3**

Allow students to identify employers for career development and potential long-term employment through participation in the Cooperative Education work experience.

**Assessment**

Obtain 90% survey response rate from Cooperative Education employers regarding student work performance satisfaction.

**Additional Funding Request: \$**

Additional funding will not be required to meet this goal.

**Evaluation Findings**

A 100% response rate was reported from cooperative education employers regarding student work performance satisfaction.

**Use of Findings**

Career staff will continue enhancing services as they relate to the partnerships formed with cooperative education employers. Additionally, the office will continue to work with instructors to prepare students both professionally and academically to enter the cooperative education work experience.

**Goal 3**

Enhance and expand student opportunities for Career Services (i.e. Job Placement, Cooperative Education and Early College Enrollment Program) on the Ayers and McClellan campuses.

**Relationship to College Goals/Mission****Student Success**

- Deliver services needed to help students succeed.

**Workforce Development**

- Serve as a partner in shaping and achieving the region's economic and community development vision.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

College Mission: Hiring a part-time career services staff person will assist Career staff in fulfilling the mission and functions of the office as well as those of the institution, thus providing additional opportunities for student professional career development, growth, and preparation.

**Objective or Educational Outcome #1**

Establishment of a part-time position to serve both Ayers and McClellan campuses so students will begin to experience the ongoing and continuous benefits of on-site career counseling, development, and placement services.

**Assessment**

Achieve over 50% response satisfaction rate from "Career Satisfaction" Survey administered to students connecting with and participating in career services on the Ayers and McClellan campuses.

**Additional Funding Request: \$**

Approximately \$10,000 per year including benefits based on a 14 hr work week.

**Evaluation Findings**

A part-time person for the Career Services Office has been hired. This employee assists with cooperative education as well as with the sponsorship of workshops, seminars and career fairs on the McClellan and Ayers campuses. On the McClellan Campus there were 21 students who participated in Career Fair activities. Out of the 21 student participants, 16 completed and returned evaluations. All 16 evaluations indicated that students were satisfied with career services for an overall response rate of 76%. 12 students attended workshops on the McClellan Campus. Each of the 12 students completed and returned evaluations indicating that they were satisfied with office services for an overall satisfaction response rate of 100%. The total response rate for the McClellan Campus was 85%.

There were 99 students who participated in the Career Fair held on the Ayers Campus. Out of the 99 student participants, 77 evaluations were returned. Each of the 77 students indicated their overall satisfaction with office services for a total response rating of 78%. In addition, 48 students attended workshops on the Ayers Campus with 40 of the 48 students returning their evaluation which indicated an overall satisfaction rating of 83%. Total satisfaction rating for the Ayers campus was 80%.

Total combined satisfaction rating for both the McClellan and Ayers campuses was 81%.

**Use of Findings**

The benefit of a part-time person that serves both the McClellan and Ayers campuses is evident in the program student satisfaction response rate. Therefore, the staff will continue to improve and enhance programming efforts.

**Goal 4**

Continuously offer workshops, seminars and career software tools to students on topics such as

career identification, job search techniques, interview skills, resume preparation, job keeping skills, etc.

### **Relationship to College Goals/Mission**

#### **Student Success**

- Deliver services needed to help students succeed.

#### **Workforce Development**

- Serve as a partner in shaping and achieving the region's economic and community development vision.

#### **Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

College Mission: By offering workshops and seminars to students, the Career Services Office provides support that will enable students to function competently when applying for and seeking employment.

### **Objective or Educational Outcome #1**

Students will begin to understand, based on evaluations, the relationship between self-knowledge, interests and skills, as they relate to career choice.

#### **Assessment**

Achieve an 85% satisfaction rating from surveyed students participating in career-related seminars and workshops as well as the utilization of developmental software tools.

#### **Additional Funding Request: \$**

Additional funding will not be required to meet this goal.

#### **Evaluation Findings**

305 students participated in either career workshops and /or utilized career developmental software tools. Out of the 305 student participants, 294 stated that their knowledge of interviewing, resume writing and/or job preparation had improved for a total of 96%.

#### **Use of Findings**

Carrer Staff will continue to offer programs and services that increase the career knowledge of students, as well as prepare them for the overall job search process.

### **Objective or Educational Outcome #2**

By second semester of their first year, students will begin to establish short- and long-range career exploration skills following participation in career workshops, seminars, ORI course, and participation in other career related activities.

#### **Assessment**

Achieve an 85% satisfaction rating from "Career Satisfaction" Survey of students participating in career-related seminars, workshops, developmental software tools as well as other career related activities.

**Additional Funding Request: \$**

Additional funding will not be required to meet this goal.

**Evaluation Findings**

85% of all first year students attending career programming indicated that their short and long -range career exploration skills were enhanced.

**Use of Findings**

Career Staff will continue to improve and enhance services.

**Objective or Educational Outcome #3**

Job search skills and candidate presentation/interview skills will be enhanced following participation in workshops/seminars, developmental software tools and other career related activities.

**Assessment**

Offer job placement support services to at least 400 clients during each academic year.

**Additional Funding Request: \$**

Additional funding will not be required to meet this goal.

**Evaluation Findings**

490 students participated in career fairs. 1188 students participated in career workshops and seminars. 4965 students participated in services either as office walk-ins, through email, phone and/or by logging onto the Career website. Total number of students served was 6643 students. (Numbers reflect student contacts not individual student visits)

**Use of Findings**

Staff will continue to develop avenues and vehicles that will serve to increase number of students we are able to serve.

**Goal 5**

Enhance and increase Career Services Outreach Techniques.

**Relationship to College Goals/Mission**

**Student Success**

- Deliver services needed to help students succeed.

**Workforce Development**

- Serve as a partner in shaping and achieving the region's economic and community development vision.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

College Mission: By marketing, Career Services students are made aware of the services, programs, and opportunities offered through the Office, therefore participation in career-related activities should increase.

**Objective or Educational Outcome #1**

Increase visibility of Career Services Office throughout all Gadsden State Campuses.

**Assessment**

Distribute Career Newsletter throughout campus and in "unconventional" areas such as the cafeteria, bookstore, library, financial aid office, and randomly selected restrooms on each campus; as well as post yard/marketing signs in appropriate areas and send emails announcing career programs and activities.

**Additional Funding Request: \$**

Additional funding of \$500 will be needed to assist with this objective.

**Evaluation Findings**

Career newsletters were distributed throughout the campus and on the career website. Additionally, marketing (yard) signs were placed around campus to announce special career events. The college marquee was also utilized to announce special events. Mannequins were placed at each of the campuses with signs announcing career workshops, seminars and special events. "Save the Date" cards, with the semester schedule of career events, were placed in strategic locations throughout the campuses; information holders with career brochures on interviewing, job search techniques, resume writing, etc. were placed at each campus; career information tables "Sweet Success" were hosted on each campus.

**Use of Findings**

Career Staff will continue developing new and innovative programs and activities that will assist in marketing office services.

**Objective or Educational Outcome #2**

Connect students to the Career Services Office by second semester through participation in the New Student Orientation (ORI/ORT) course, Get On Board Day, MASH Day, G-Day, workshops/seminars, classroom presentations, etc.

**Assessment**

Achieve 85% connection and satisfaction rate from surveyed students participating in career-related activities.

**Additional Funding Request: \$**

Additional funding will not be required to meet this goal.

**Evaluation Findings**

96% of the students participating in special career events and New Student Orientation sessions were successfully connected to the office.

**Use of Findings**

Career Staff should continue seeking ways to connect students to the career office as early as possible during their first year at the institution. If students are connected early in their academic career, they are then better prepared to move into the workforce following completion because of the skills they have acquired and mastered.

**User:guest**

**Unit**

Career Services

## Gadsden State Community College

## Strategic Plan Evaluation

**Unit:** Career Transitions **Year:** 2007-2008

**Person Responsible:** Marian Haynie

**Cabinet Member:** Tim Green     **Approved**

**Mission Statement:**

The primary mission of Career Transitions is to assist high school students in the Gadsden State Community College service area with college and career education. Cardinal Connections, GSCC Career Transitions Initiative, will promote Gadsden State Community College in recruitment and enrollment of students by placing college representatives on high school campuses.

**Long Range Goals:**

- 1       Offer services and provide college and career resources to all high school students in the GSCC service area.
- 2       Establish a career center at each high school to provide students with current college and career information.
- 3       Promote Cardinal Connections initiatives throughout the community as a stable and knowledgeable program, providing college and career education not only to high schools students, but also to the community.

**Goal 1**

Serve the high schools in GSCC's service area by placing a GSCC Career Transition Specialist in each high school.

**Relationship to College Goals/Mission**

## Student Success

- Deliver services needed to help students succeed.

## Workforce Development

- Serve as a partner in shaping and achieving the region's economic and community development vision.

## College Capacity

- Strengthen and enhance the College's operations and human, financial and physical resources.

## Community Awareness

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

Increase the number of onsite Career Transition Specialists in order to provide services to all high schools in the GSCC service area.

**Assessment**

Employ and place four additional Career Transition Specialists in each high school by Fall, 2008.

**Additional Funding Request: \$150,000**

Funds are needed for staff salaries and program operations to serve additional high schools in the GSCC service area.

**Evaluation Findings**

Four additional full time Career Transitional Specialist and one part time Specialist/part time clerical employee were employed to work in area high schools.

**Use of Findings**

All public high school and 3 middle schools in Etowah, Calhoun and Cherokee Counties have Career Transition Specialists working in the schools, providing Career and College guidance. We will continue to work with local chambers, local and state workforce development entities and government agencies to continue support for these positions in the local school systems. We will keep accurate records for documentation of success in the schools.

**Goal 2**

Assist students with developing college and career goals by providing students with information and resources to meet their needs and expand their opportunities.

**Relationship to College Goals/Mission****Student Success**

- Deliver services needed to help students succeed.

**Workforce Development**

- Serve as a partner in shaping and achieving the region's economic and community development vision.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

Increase the number of high school classroom presentations by 3%.

**Assessment**

Access and compare data from monthly performance reports completed by Career Transition Specialists to determine if objective is met.

**Additional Funding Request:** \$0

**Evaluation Findings**

The number of classroom presentations made in middle or high schools by Career Transition Specialist or guest speakers increased from 204 classroom presentations made in 2006-2007 to 1407 classroom presentations made in 2007-2008. The large increase in numbers was due to the employment of the additional Career Transition Specialist as well as the two veteran CTS having access to more classrooms than the previous year.

**Use of Findings**

Career Transition Specialists continue to create and add to the number of presentations available to present in the classrooms. We have set up a google docs website for all the CTS to download their presentations in order to share presentations with each other. Also, we are expanding our database of guest speakers for the classrooms.

**Objective or Educational Outcome 2**

Promote awareness of academic opportunities and student services available

**Assessment**

Host college campus tours; Distribute printed materials; Assist faculty with tools for promoting career awareness; Conduct classroom presentations

**Additional Funding Request:** \$0

**Evaluation Findings**

Career Transition Specialist continue to promote awareness of technical and academic opportunities available to students. Many GSCC campus tours and career days have been facilitated by the Career Transition Specialists.

**Use of Findings**

Having a full time Gadsden State Community College employee located on the high school campus has been a great asset and continues to recruit prospective students for Gadsden State. Enrollment in technical as well as academic areas has increased since the implementation of the Career Transition program. We want to continue working in the high schools, helping students with Career choices and promoting Gadsden State.

**Objective or Educational Outcome 3**

Increase by 6% the number of individual student advisement meetings with Career Transition Specialists.

**Assessment**

Access and compare data from monthly performance reports completed by Career Transition Specialists to determine if objective is met.

**Additional Funding Request: \$0****Evaluation Findings**

In 2006-2007, Career Transition Specialists met one on one with a little over 900 students. In 2007-2008, Career Transition Specialists met with approximately 1450 students one on one. This large increase was due to the addition of more Career Transition Specialists in the schools. The ratio of one on one student meeting per Career Specialist was decreased; however, when new CTS are placed in the schools, it takes time for the faculty and staff to learn about the program and to allow CTS access to the students.

**Use of Findings**

As faculty and staff at the high schools become more comfortable with Career Transition Specialist and the relationships are strengthened, more and more teachers allow CTS to have access to their students. Career Transition Specialists continue to look for additional ways to meet one on one with the students. Also, we are continuing to improve methods for data collection.

**Goal 3**

Assist the college's efforts in recruiting and enrolling more students directly upon completion of high school.

**Relationship to College Goals/Mission****Student Success**

- Deliver services needed to help students succeed.

**Workforce Development**

- Serve as a partner in shaping and achieving the region's economic and community development vision.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

Establish initiatives to foster student awareness of workforce opportunities in technical program areas.

**Assessment**

Host Explore Tech Day on college campuses; Facilitate Employability Skills Program; Implement summer Science, Technology, Engineering and Math (STEM) camp for high school students.

**Additional Funding Request: \$0**

**Evaluation Findings**

Three Explore Tech Days, 13 Employability Skills Programs, 2 different week long STEM camps and numerous industry tours and career days were held during the 2007-2008 school year for secondary students. Approximately 275 students were involved in the Explore Tech Days, over 30 classrooms of seniors completed the 10 week Employability Skills Program with endorsement from the local Chamber of Commerce and Approximately 40 students participated in the summer STEM Camps.

**Use of Findings**

Career Transition Specialist will continue to host campus visits, Explore Tech Days, STEM Camps and facilitate Career Days and industry tours.

**Objective or Educational Outcome 2**

Increase by 5% the number of on-site high school student admission applications completed online with a Career Transition Specialist annually.

**Assessment**

Access and compare data from monthly performance reports completed by Career Transition Specialists to determine if objective is met.

**Additional Funding Request: \$0**

**Evaluation Findings**

463 students were assisted by Career Transition Specialists in completing online applications to Gadsden State in 2007-2008 as compared to 243 in the previous year. Once again, a large increase was due to the addition of more Career Transition Specialist working in the schools. However, one full time Career Specialist works in the middle schools, so she would not have students completing online applications at that level.

**Use of Findings**

We feel that Career Transition Specialists assist more students in the total process of becoming a GSCC student than just the online application, such as with scholarships, articulation, class scheduling, campus tours and many other areas. However, many students complete the online application at home during the summer of prior to taking a dual enrollment class at the high school. These numbers are not reflected in our data.

User:guest

Unit

Career Transitions



## Gadsden State Community College

## Strategic Plan Evaluation

Unit: CCAMPIS Year: 2007-2008

Person Responsible: Pam Clough

Cabinet Member: Valerie Richardson     **Approved**

**Mission Statement:**

The overall mission of Gadsden State's CCAMPIS program is to provide assistance to student-parents with childcare needs. The child development center promotes social, emotional, cognitive, and physical growth as well as encouraging creativity, literacy, and independence. This safe, healthy environment enables student-parents to focus successfully on attending college classes as part of a plan to enhance their job skills, train for a new career, or pursue a degree. The CCAMPIS program and its partners are an integral part of GSCC's goal to provide support services that will assist students in achieving career and educational goals.

**Long Range Goals:**

- 1        To enlarge the child development center.
- 2        Create an outdoor play area.

**Goal 1**

To recruit and enroll eligible student-parents.

**Relationship to College Goals/Mission**

## Student Success

- Provide a student-centered teaching and learning environment.

## Student Success

- Deliver services needed to help students succeed.

## Community Awareness

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

Aid in retention of student-parents by making them aware of childcare services.

**Assessment**

Outlook calendar will reveal at least two recruiting campaigns a year. A review of CCAMPIS records will show at least 30 CCAMPIS participants per year.

**Additional Funding Request: \$****Evaluation Findings**

We conducted two recruiting activities - one in Fall of 2007 and one in Spring of 2008. We utilized the Financial Aid office and Orientation 101 classes. There were 98 CCAMPIS participants served.

**Use of Findings**

As evidenced by the increase in CCAMPIS participants, there is a growing need for childcare. We will investigate the possibilities of increasing the physical area of the childcare center and extending the hours we offer childcare services.

**Goal 2**

To provide on-campus childcare services for children ages two and a half years and up.

**Relationship to College Goals/Mission****Student Success**

- Provide a student-centered teaching and learning environment.

**Student Success**

- Deliver services needed to help students succeed.

**Objective or Educational Outcome 2**

Enhance the educational experience of student-parents by providing childcare services.

**Assessment**

A physical count and review of the children's enrollment forms will show at least 30 CCAMPIS participants per year. A review of time sheets will reflect that the child care center was open for at least 30 hours per week, depending on needs of participants each semester.

**Additional Funding Request: \$****Evaluation Findings**

There were 98 participants served during 2007 - 2008. Childcare is available to qualified student-parents 34 hours a week from 7:30 am - 4:00pm Monday - Thursdays.

**Use of Findings**

The goal for number of participants was met and exceeded 200%. We will continue to offer childcare at these hours. We will also research other grants which, if received, might allow us to increase operation hours to include evenings thus allowing night students the same opportunities as the day students.

**Goal 3**

To provide unqualified childcare inquirers with referrals to outside sources which include GSCC's Continuing Education (Kids College), the Department of Human Resources (Children's Services), City of Gadsden (Even Start), Family Success Center, and independent child development centers.

**Relationship to College Goals/Mission**

## Student Success

- Deliver services needed to help students succeed.

**Objective or Educational Outcome 1**

Relieve the frustration of finding available childcare for student-parents who do not qualify for CCAMPIS.

**Assessment**

A review of the childcare inquiries chart will reveal that 90% of unqualified CCAMPIS applicants were given an agency referral packet.

**Additional Funding Request: \$****Evaluation Findings**

100% of unqualified CCAMPIS applicants were referred to the Family Success Center. In addition to this, several were referred to local child care programs. At the request of Children's Services we no longer refer student-parents to them. Their waiting list is two years.

**Use of Findings**

There are student-parents who need childcare that we can not provide due to lack of space and funds. If we had facilities and a small budget we could serve many more student - parents. It is our constant task to search for grants which will allow us to expand our physical facilities and add childcare workers.

**Goal 4**

To provide tutoring, counseling, life skills packets and service learning opportunities for clients.

**Relationship to College Goals/Mission**

## Student Success

- Provide a student-centered teaching and learning environment.

## Student Success

- Deliver services needed to help students succeed.

## Community Awareness

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

Enhance the educational experience for student parents through tutoring in the basic subjects, counseling - personal and/or academic, materials to help with study skills, note taking, test-taking, etc. In addition to these activities, life skills packets will be distributed which cover areas such as budget and time management, etc. Enhance community awareness through participation in service learning activities.

**Assessment**

Sign-in sheets, will show CCAMPIS student-parents have received tutoring and counseling, as requested by individuals. A review of budgets and purchase orders will show that printed materials have been purchased and distributed which cover student skills and life skills. A review of student files will show that at least 70% of CCAMPIS participants participated in a service-learning activity.

**Additional Funding Request: \$****Evaluation Findings**

100% of CCAMPIS student-parents who requested tutoring and/or counseling received the services requested. The Arledge Center and CCAMPIS programs combined spent a total of \$3,363.10 on textbooks, study skills pamphlets, and materials for life skills. 65% of CCAMPIS participants did a service learning activity.

**Use of Findings**

The services being offered through the CCAMPIS grant are being utilized. Efforts to encourage student-parents to participate in service learning will be increased by adding verbiage into the contract which states that children will not be accepted for a second semester until service learning has been completed for the first semester .

**Goal 5**

To help student-parents obtain their academic goals.

**Relationship to College Goals/Mission****Student Success**

- Provide a student-centered teaching and learning environment.

**Student Success**

- Deliver services needed to help students succeed.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

CCAMPIS student-parents will work steadily toward achieving their educational goals

**Assessment**

A comparison of the participants' academic goals to their school records (as found on the Host Session) will show that at least 70% of the student-parents are working toward achieving their goals.

**Additional Funding Request: \$**

**Evaluation Findings**

According to our records, 20% of CCAMPIS participants graduated during the 2007 - 2008 academic year while 60% are still pursuing their academic goals. Only 20% of the CCAMPIS student parents have "stopped-out" during this time frame.

**Use of Findings**

20% is a low stop- out rate; however, even more phone calls and letters will be made to lower this statistic.

**Goal 6**

To promote building safety and evacuation plans through practice.

**Relationship to College Goals/Mission****Student Success**

- Provide a student-centered teaching and learning environment.

**Student Success**

- Deliver services needed to help students succeed.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

Safety of CCAMPIS children.

**Assessment**

Outlook calendar will reveal at least two planned and one unplanned emergency drills. Also, the review will show scheduled CPR training or recertification as needed for childcare workers.

**Additional Funding Request: \$**

**Evaluation Findings**

In cooperation with the Safety and Security department, we conducted two planned and one unplanned emergency drill. All of the childcare workers have current CPR certifications.

### **Use of Findings**

The two planned tornado drills were conducted and ran smoothly. The practiced process aide during the unplanned drill which was an actual tornado warning that occurred on August 25th. We will continue to conduct planned drills. We will continue updating CPR certifications as needed for workers.

### **Goal 7**

To advertise to a diverse student population in order to ensure enrollment of minority children in CCAMPIS childcare program.

### **Relationship to College Goals/Mission**

#### **Student Success**

- Provide a student-centered teaching and learning environment.

#### **Student Success**

- Deliver services needed to help students succeed.

#### **College Capacity**

- Strengthen and enhance the College's operations and human, financial and physical resources.

#### **Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

### **Objective or Educational Outcome 1**

Counselors, college department heads, and local child care entities will have an increased knowledge of services for students.

#### **Assessment**

An examination of class rosters to reveal ethnic enrollment statistics.

#### **Additional Funding Request: \$**

### **Evaluation Findings**

CCAMPIS children are 77% white (34) and 23% black (10), which is a ratio comparable to the school's population of 73% white, 23% black, with the other 4% being comprised of hispanics and all other races combined. Similarly, 61% (27) are female and 39% (17) are males, compared to of the general school population of 65% female and 35% male.

**Use of Findings**

We will recruit more in the Hispanic populations.

**User:guest**

**Unit**

CCAMPIS

## Gadsden State Community College

## Strategic Plan Evaluation

**Unit:** Center for Civic Engagement & Service **Year:** 2007-2008

**Person Responsible:** Beryl Odom

**Cabinet Member:** Jim Jolly     **Approved**

**Mission Statement:**

The Center for Civic Engagement and Service promotes citizenship through community service, volunteerism, and service learning. The Center sponsors activities and events that focus on civic awareness and responsibility. Programs underscore Gadsden State's commitment to serving the community at large by examining the democratic ideals of citizenship that result in positive community building through participation and involvement in collaborative efforts to meet community needs and benefit society. Through educational outreach with its partners the Center provides viable service opportunities for students, staff, and the community in order to encourage individuals to become more caring, concerned citizens and contributing members of society. Furthermore, through service learning students gain additional educational enrichment outside the classroom, practical "hands on" work experience, and an increased sense of civic awareness and responsibility through service to their community.

**Long Range Goals:**

- 1        To encourage active citizenship by providing opportunities for the community to examine democratic principles and put them into practice
- 2        To engage the college and community in service activities
- 3        To expand the college's academic service learning program
- 4        To establish collaborative partnerships that provide educational service experiences for students
- 5        To explore and develop activities that equip individuals to become actively engaged citizens through service

**Goal # 1**

To sponsor one major civic activity each semester that focuses on citizenship, democracy, and/or service

**Relationship to College Goals/Mission**

College Capacity

- Strengthen and enhance the College's operations and human, financial and physical resources.

#### Community Awareness

- Build a reputation that documents and promotes the strengths of the College.

#### **Objective or Educational Outcome # 1**

Participants will better understand their roles as citizens in their respective communities.

#### **Assessment**

The Center will develop a survey instrument to be administered after each activity.

#### **Additional Funding Request: \$**

#### **Evaluation Findings**

Students participating in the Etowah Youth Summit indicated their understanding of the role that citizenship plays in improving their community. Their initial participation in the day-long summit in September, 2007, was indicative of their interest (coming on a Saturday to begin with!) in doing something positive for the community. Those chosen to be Ambassadors completed a survey after a workshop held later in the fall. At that time they expressed an interest in learning how to do more as young leaders to help their individual schools and their community as a whole.

#### **Use of Findings**

The Center for Civic Engagement and Service will provide resources and be available to present more workshops for schools and organizations requesting information on community service, civic engagement, and citizen outreach.

#### **Goal # 2**

To establish additional partnerships with community service agencies, faith-based organizations, and area schools where students are able to serve and learn through meaningful service learning projects and/or activities as needed

#### **Relationship to College Goals/Mission**

##### College Capacity

- Strengthen and enhance the College's operations and human, financial and physical resources.

##### Community Awareness

- Build a reputation that documents and promotes the strengths of the College.

College Mission: The College has committed itself to becoming an integral part of the lives of those communities that it serves.

#### **Objective or Educational Outcome # 1**

Students will learn about their community and their civic responsibility as citizens through the service experience.

**Assessment**

The Service Learning program utilizes a Student Satisfaction Survey.

**Additional Funding Request: \$****Evaluation Findings**

In the Student Service Learning Survey administered each semester, students reported that as a result of the service experience:

- 63% had a better understanding of the needs and problems facing their communities
- 55% strongly agreed they had a responsibility to serve their communities
- 64% indicated better understanding of their roles as citizens
- 43% strongly agreed that the service aspect of the course demonstrated how they can become more actively involved in their communities

**Use of Findings**

These survey results provide faculty with substantial documentation (along with their individual reflection methods) that students do, in fact, benefit from the service experience that connects the the learning outcomes of their courses. We will continue to urge more faculty to incorporate this methodology into their courses.

**Goal # 3**

To encourage faculty to incorporate service learning components in courses where appropriate service activities will enhance student understanding of course material and reinforce course competencies

**Relationship to College Goals/Mission****Student Success**

- Provide a student-centered teaching and learning environment.

**College Capacity**

- Strengthen and enhance the College's operations and human, financial and physical resources.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

College Mission: GSCC is pledged to offering quality education in both academic and technical fields to all citizens within its service area...classroom and on-site experiences further develop students' understanding not only of their immediate environment but also of the larger world around them.

**Objective or Educational Outcome # 1**

More faculty utilizing service learning will provide additional opportunities for students

to become engaged in their respective communities through service.

**Assessment**

The CCES tracks the number of students who enroll and complete service projects each semester and has students complete the Student Satisfaction Survey.

**Additional Funding Request: \$**

**Evaluation Findings**

Since the number of faculty utilizing Service Learning has not significantly increased, the number of students who enroll and complete SL activities has remained fairly consistent throughout the fall and spring semesters. Fall 06: 66 students; Fall 07: 77 students. Spring 06: 75; Spring 07: 84

**Use of Findings**

The Center will work with new faculty to incorporate SL into course when appropriate.

**Objective or Educational Outcome # 2**

Service Learning activities will enhance student understanding of course material and reinforce course competencies

**Assessment**

Instructors use a variety of reflection activities to determine what students have learned through their service experiences

**Additional Funding Request: \$**

**Evaluation Findings**

According to the Student Service Learning Survey, eighty-five (85) % of the students completing SL activities agreed or strongly agreed that the service aspect of their course helped them to understand the required lectures and readings.

**Use of Findings**

By sharing these findings with faculty members, it is hoped that more will be encouraged to utilize this methodology as a learning tool for their students.

**Goal # 4**

To establish collaborative partnerships that provide educational service experiences for students

**Relationship to College Goals/Mission****Student Success**

- Provide a student-centered teaching and learning environment.

**Workforce Development**

- Serve as a partner in shaping and achieving the region's economic and community development vision.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

College Mission: Continued cooperation with civic, business, and industrial leaders strengthens the ties between the College and these communities.

**Objective or Educational Outcome # 1**

To provide information and training for community service agencies, faith-based organizations, and area schools where students can serve so that they learn through meaningful service

**Assessment**

Evaluations of each workshop will be utilized to determine effectiveness of training.

**Additional Funding Request: \$****Evaluation Findings**

No training workshops were held during the 2007-2008 academic year.

**Use of Findings**

Once more instructors incorporate SL into their courses and the number of students doing service increases, the SL Center can offer training to more agencies. At the moment, building up the enthusiasm of agencies wanting/needing students to assist is futile with no one to fill the slots.

**Goal # 5**

To explore and develop activities that equip individuals to become actively engaged citizens through service

**Relationship to College Goals/Mission****Workforce Development**

- Serve as a partner in shaping and achieving the region's economic and community development vision.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

College Mission: Education is the means by which individuals can achieve their fullest potential, thereby making their greatest contribution to society.

**Objective or Educational Outcome # 1**

Educational outreach activities will promote awareness of problems, utilization of resources, and community involvement.

**Assessment**

Discussions and surveys will serve as assessment/evaluation tools for each activity.

**Additional Funding Request: \$****Evaluation Findings**

Unfortunately no surveys were administered during Constitution Week, one of the major educational outreach activities sponsored by the CCES. According to student response to the various activities, most who participated did so because "prizes" were awarded.

The Etowah Youth Summit participants (middle and high school students) fully engaged in community service for a year-long commitment to projects at their respective schools.

Often the Coordinator participates in community activities/workshops that are not organized by GSCC and is not responsible for the evaluation/assessment of said activities.

**Use of Findings**

The Center plans to make certain that each time the Coordinator participates in a community activity representing the CCES, some type of evaluation/assessment instrument is administered.

**User:guest**

**Unit**

Center for Civic Engagement & Service



## Gadsden State Community College

## Strategic Plan Evaluation

**Unit:** Clinical Laboratory Technology **Year:** 2007-2008

**Person Responsible:** Connie Meloun / Sunita Graves

**Cabinet Member:** Jim Jolly     **Approved**

**Mission Statement:**

To provide the health-care community with graduates who possess entry-level clinical laboratory technician skills in a broad range of diagnostic testing.

**Long Range Goals:**

- 1     Acquire a separate classroom to be used for lecture purposes only so that laboratory equipment will not have to be moved each semester and safer working conditions will result.
- 2     Acquire funding to obtain 5-8 new computers with internet access to replace the present computers in the lab prep room between the classrooms.
- 3     Assess continuously the status of current laboratory equipment and analyze the need for new equipment.
- 4     Implement a phlebotomy graduate survey that specifically evaluates the Phlebotomy Training Program.
- 5     Obtain approval from phlebotomy certifying agencies to offer the phlebotomy certification exam at GSCC.
- 6     Establish articulation agreements with UAB and JSU for the transfer of GSCC CLT courses to 4-year Medical Technology Programs.
- 7     Obtain funds to offer a 1 day-in service program for high school Honors Biology/Chemistry teachers to increase awareness of the GSCC CLT program, thereby hoping to increase the quantity and quality of future CLT applicants
- 8     Replace worn out microscopes with ones of hospital clinical laboratory quality.
- 9     Purchase time clocks to have at clinical agencies to monitor students' hours.
- 10    Replace 2 Marster' Blook bank incubators.

- 11 Purchase basic automated hematology cell counter as used in physicians' offices.
- 12 Purchase laptop computers students could use at clinical when they have "down" time -- to work on case studies and review for board exams.

**Goal 1**

Provide graduates with knowledge and skills to perform clinical laboratory procedures safely and competently as entry-level clinical laboratory technicians.

**Relationship to College Goals/Mission****Student Success**

- Provide a student-centered teaching and learning environment.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

Students will perform competently and safely in various laboratory settings.

**Assessment**

a. Employer Survey: 85% of returned surveys will indicate that graduates meet this goal. b. Clinical Technical Component Grades: 90% of students will score 80% or higher on each technical area of the laboratory. c. Graduate Survey: 90% of respondents will indicate they were prepared to perform competently and safely as an entry-level laboratory clinician.

**Additional Funding Request: \$****Evaluation Findings**

a. Returned employer surveys of recent CLT graduates that 100% of the graduates perform well as entry level technicians. This goal has been met.

b. Review of the clinical grade forms evaluating technical component grade of each area of the laboratory indicate that 100% of the students scored 80% or higher. This goal has been met.

c. 100% of the graduate surveys indicate that new graduates are confident as entry level CLTs. This goal has been met.

**Use of Findings**

GSCC CLT faculty will continue to improve their knowledge in the laboratory science and thus improve teaching skills. CLT faculty will share results of the clinical portion of the graduate surveys with the clinical instructors to let the clinical faculty know how much they contribute to our program success.

**Objective or Educational Outcome 2**

Faculty will be provided access to current methodologies and techniques associated with clinical laboratory technology.

**Assessment**

End of Course and End of Program Surveys: 90% of students will indicate "agree" or "strongly agree" that instructors were well prepared for subject matter taught. On Health Science Resource Survey: 100% of faculty will indicate "agree" or "strongly agree" they had an opportunity to participate in a professional development activity that would assist in their teaching assignments.

**Additional Funding Request: \$2,000.00 (Voc Tech)**

Travel, hotel, registration, meal expenses for national conference

**Evaluation Findings**

No data was collected for this cycle. Data will be collected, analyzed and submitted in the next report cycle.

Both CLT instructors attended a national conference: CLEC (Clinical Laboratory Educators' Conference) in February 2008. They have used new concepts and technology to improve the curriculum.

**Use of Findings**

CLT faculty should continue to attend national professional meeting where they can share and learn new concepts with other program faculty from different parts of the country.

**Objective or Educational Outcome 3**

Achieve a high program completion rate.

**Assessment**

10% attrition rate achieved, excluding non-academic reasons.

**Additional Funding Request: \$****Evaluation Findings**

There was a total of 28 students in the program during 2007-2008. Eight students graduated from the program. 10 students dropped out of the program resulting in an attrition rate of 36%. This goal has not been met.

**Use of Findings**

One student made an "F" and dropped out of the program (the student was notified by phone several times of their failing grade). Six other students quit attending classes early during the semester. The remaining three students dropped out of the program due to failing grades. Attrition due to failure is 14% (4/28).

CLT faculty will continue to communicate with students who are doing poorly in their classes to help them find ways to improve their written test performance &/or laboratory skills. Student counseling will be documented to make students more aware of the seriousness of their poor academic standing and to monitor their progress. CLT faculty will re-evaluate the program admission requirements.

**Goal 2**

Produce graduates who interact professionally with patients, co-workers, and other health care personnel.

**Relationship to College Goals/Mission****Student Success**

- Provide a student-centered teaching and learning environment.

**Student Success**

- Deliver services needed to help students succeed.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

Students will demonstrate professional development in the clinical setting.

**Assessment**

a. Employer Survey: 85% of returned surveys will indicate that graduates meet this goal. b. Clinical Personal and Professional Component Grades: 90% of students will score 85% or higher on the work habits and personal component grades for each area of the laboratory.

**Additional Funding Request: \$****Evaluation Findings**

a. 100% of the returned employer surveys of recent CLT graduates indicate that 100% of CLT graduates behave professionally in the workplace. This goal has been met.

b. Review of the completed "Work Habits and Personal Traits" component grade for each area of the laboratory for clinical students reveals that 90% of students scored 85% or higher. This goal has been met.

**Use of Findings**

Continue to stress the importance of professionalism in the clinical setting to CLT students so that they will continue to do well in the workforce.

**Goal 3**

Prepare graduates to meet the needs of the community.

**Relationship to College Goals/Mission****Student Success**

- Provide a student-centered teaching and learning environment.

**Student Success**

- Deliver services needed to help students succeed.

**Workforce Development**

- Serve as a partner in shaping and achieving the region's economic and community development vision.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

Graduates will pass the American Society of Clinical pathologists MLT Board of Registry and become members of the community workforce in clinical laboratory technology.

**Assessment**

Academic Area Report: 80% of students taking this board examination will pass on the first attempt. Graduate Survey: 90% of graduates seeking employment will be employed in clinical laboratory technology within six months after graduation.

**Additional Funding Request: \$****Evaluation Findings**

eight students graduated from the program during the 2007-2008 cycle. Six students took their board exams and passed resulting in a 100% pass rate. Two students who graduated in December 2007 have not taken the board exam.

**Use of Findings**

CLT faculty has encouraged these two students to take their board exam. One of the two students has recently submitted her application to take the board exam.

**User:guest**

**Unit**

Clinical Laboratory Technology



## Gadsden State Community College

## Strategic Plan Evaluation

**Unit:** Community & External Affairs **Year:** 2007-2008

**Person Responsible:** Jack Page

**Cabinet Member:** Jennie Dobson     **Approved**

**Mission Statement:**

Within the context of the Mission, Purpose, and Philosophy of Gadsden State Community College, the mission of the Office of Community and External Affairs is to provide Gadsden State Community College, the Office of the Vice President and the Office of the President a conduit for communication, information and funding from both the private and public sectors. The Community Affairs Liaison will also provide the President and Vice President the support necessary to develop plans and strategies to insure that activities related to the Gadsden State Community College Foundation, Inc. are completed.

**Long Range Goals:**

- 1     Ensure continued, adequate funding of the Aquaculture Center.
- 2     Enhance the development and funding of the Cherokee County Center in Centre, Alabama.
- 3     Assist the Alumni Association of Gadsden State Community College in the achievement of their standing and long range goals.
- 4     Increase the financial resources of the Gadsden State Community College Foundation, Inc. and assist with fund raising efforts.

**Goal 1**

Aggressively pursue opportunities to engage Gadsden State Community College in partnerships outside the traditional role of a community college that will enhance the image of GSCC locally, regionally and nationally.

**Relationship to College Goals/Mission**

Community Awareness

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

Pursue partnerships with organizations that will enhance the image of GSCC.

**Assessment**

Enter into and participate in partnerships with three (3) organizations that will enhance the image of GSCC.

**Additional Funding Request: \$**

**Evaluation Findings**

Over the course of the past twelve months, I have initiated discussions with Troy University with the goal of partnering in the area of foreign student language skills. In addition to the above stated discussions, I have contacted the Alabama Coal Association and the D&F Foundation in an effort to engage them in partnerships with Gadsden State in the area of Work Force Development. These discussions and contacts are in their infancy and will require additional development.

**Use of Findings**

This office will continue to use contacts to expand partnership possibilities for A.L.I. and our workforce development initiatives. This office will continue to ferret out any and all additional organizations possible who are willing to partner with Gadsden State in areas of mutual interest.

**Goal 2**

Build the financial resources of the Gadsden State Community College Foundation, Inc. in order for those resources to be utilized to enhance the learning environment of the College.

**Relationship to College Goals/Mission**

Community Awareness

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

The financial resources of the Gadsden State Community College Foundation.

**Assessment**

Did the financial resources of the Gadsden State Community College Foundation, Inc. increase by 5% over end of year 2005 resources?

**Additional Funding Request: \$**

**Evaluation Findings**

With the re-assignment of this department in May of 2008, this goal is no longer part of this office's responsibilities.

**Use of Findings**

The changing duties in the Community Liaison office will preclude pursuing this goal further.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

Increase Gadsden State Community College Alumni Association membership numbers.

**Assessment**

Did the Gadsden State Community College Alumni Association membership increase by 10% as compared to 2004-2005 membership numbers.

**Additional Funding Request: \$****Evaluation Findings**

With the re-assignment of the this department in May 2008, this goal is no longer part of this office's responsibilities.

**Use of Findings**

The changing duties in Community Liaison office will preclude pursuing this goal further.

**Goal 4**

Continue to seek additional local, state, and federal funding, either private or public, to help address the deferred maintenance deficit.

**Relationship to College Goals/Mission****College Capacity**

- Strengthen and enhance the College's operations and human, financial and physical resources.

**Objective or Educational Outcome 1**

Pursue monies for the purpose of deferred maintenance.

**Assessment**

Pursue monies for the purpose of deferred maintenance.

**Additional Funding Request: \$**

**Evaluation Findings**

This office is currently not seeking federal funding due to system wide directive by the Chancellor. This office participated in internet demonstration of a software program designed to aid in the identification of individuals, groups, and foundations which regularly support institutions such as Gadsden State. This office has also met with local and civic groups, such as The Sportsman's Club and Alabama City Lions Club to educate them about the condition of Gadsden State's physical and fiscal resources.

**Use of Findings**

This office will continue to seek funding through various state agencies, private organizations, and civic groups, hopefully with the use of the software program presented. This office will continue to search for new and innovative avenues of funding.

**Goal 5**

Promote and communicate an attitude of celebration of differences to recognize and advance a diverse workplace.

**Relationship to College Goals/Mission**

## College Capacity

- Strengthen and enhance the College's operations and human, financial and physical resources.

**Objective or Educational Outcome 1**

Attend diversity awareness training sessions as offered by Gadsden State Community College.

**Assessment**

Attend one or more diversity awareness training sessions as offered by Gadsden State Community College.

**Additional Funding Request: \$****Evaluation Findings**

Personnel from this office have attended diversity training sessions provided by the Diversity Officer of Gadsden State Community College. In addition to the diversity training provided by Gadsden State, I have given the Diversity Officer additional information in the form of a pamphlet published by Auburn University's Center for Demographic Research titled, "The Black Population in Alabama" which outlines the similarities and differences between the white and black populations in the state of Alabama. I have also given the Diversity Officer examples of how minorities can be viewed by certain European countries, more specifically Spain.

**Use of Findings**

This office will continue to attend diversity training sessions and participate in on-line training sessions in order to heighten awareness of the diversification of GSCC. This

office will also continue to share with the Diversity Officer any pertinent information gleaned during my travels throughout the State, Region, Country, and World.

**User:guest**

**Unit**

Community & External Affairs



## Gadsden State Community College

## Strategic Plan Evaluation

**Unit:** Community & External Affairs - Calhoun **Year:** 2007-2008

**Person Responsible:** Eric Stringer

**Cabinet Member:** John Blue     **Approved**

**Mission Statement:**

Within the context of the Mission, Purpose, and Philosophy of Gadsden State Community College, the mission of the Office of Community and External Affairs for Calhoun and Cleburne Counties is to provide Gadsden State Community College, the Office of the Vice President and the Office of the President a conduit for communication and information from both the private and public sectors. The Community Affairs Liaison will also provide the President and Vice President the support necessary to develop plans and strategies to insure that activities related to the Gadsden State/Ayers Community College Foundations, Inc. are completed.

**Long Range Goals:**

- 1        Build and promote relationships with governmental, industrial, educational, and community leaders which will advance the mission of GSCC.
- 2        Assist the Alumni Association of Gadsden State Community in the achievement of their standing and long range goals.
- 3        Assist with increasing the financial resources of the Gadsden State Community College and Ayers Foundations, Inc. and assist with fund raising efforts.

**Goal 1**

Aggressively pursue opportunities to engage Gadsden State Community College in partnerships outside the traditional role of a community college that will enhance the image of GSCC locally, regionally and nationally.

**Relationship to College Goals/Mission**

## Community Awareness

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

Pursue partnerships with organizations that will enhance the image of GSCC.  
Participate in meetings with governmental leaders and elected officials.

**Assessment**

Participate in partnerships with at least (3) organizations that will enhance the image of GSCC. Network with governmental leaders and elected officials.

**Additional Funding Request: \$**

**Evaluation Findings**

The Community & External Affairs Liaison did meet and network with organizations such as the Calhoun County Commission, Cleburne County Commission, Calhoun County Chamber of Commerce, East Alabama Regional Planning Commission and others that enhanced the image of GSCC. The Liaison also participated in meetings with elected officials from the federal, state, and local levels. Some of those officials included Congressman Mike Rogers, Senator Dell Marsh, Representative Barbara Boyd, Commissioner James Dunn and several Mayors from the colleges service area.

**Use of Findings**

The objective was met. The Community & External Affairs Liaison plans to continue building existing partnerships, while cultivating new partnerships to ensure that these organization are aware of the mission of GSCC.

**Goal 2**

Assist the Alumni Association Board of Directors in building the number of members in the Association.

**Relationship to College Goals/Mission**

Community Awareness

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 2**

Assist with increasing Gadsden State Community College Alumni Association membership numbers.

**Assessment**

Did the Gadsden State Community College Alumni Association membership increase by 10% as compared to 2005-2006

**Additional Funding Request: \$**

**Evaluation Findings**

The Community & External Affairs Liaison participated in alumni membership drive events held at the Ayers and Wallace Drive campus.

**Use of Findings**

The goal was met and the Liaison plans to explore additional avenues to attract new alumni involvement at GSCC.

**Goal 3**

Build the financial resources of the Gadsden State Community College/Ayers Foundations, Inc. in order for those resources to be utilized to enhance the learning environment of the College.

**Relationship to College Goals/Mission**

## Community Awareness

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 3**

The financial resources of the Gadsden State Community College/Ayers Foundations.

**Assessment**

Did the financial resources of the Gadsden State Community College/Ayers Foundations, Inc. increase by 5% over end of year 2006 resources?

**Additional Funding Request: \$**

**Evaluation Findings**

The financial resources of the Gadsden State Community College/Ayers Foundations did not increase by 5% over end of year 2006 resources. The major events that has increased financial resources in the past has been the GSCC/Ayers Foundations golf tournament. Those events were canceled this year due to a memo from the Presidents office.

**Use of Findings**

The state school board policy governing employee participation in such events is under review. The Liaison will act accordingly with the policy.

**User:guest**

**Unit**

Community & External Affairs - Calhoun



## Gadsden State Community College

## Strategic Plan Evaluation

**Unit:** Community Traffic Safety Program **Year:** 2007-2008

**Person Responsible:** Melinda Cooper

**Cabinet Member:** John Blue     **Approved**

**Mission Statement:**

The East Alabama Highway Safety Office of Gadsden State Community College will coordinate the Community Traffic Safety Program (CTSP) through federal and state grant projects, as funded through the Alabama Department of Economic and Community Affairs (ADECA) Law Enforcement/Traffic Safety (LETS) Division, for an eight county region in East Central Alabama consisting of the Counties of Calhoun, Chambers, Clay, Cleburne, Coosa, Randolph, Talladega and Tallapoosa, to reduce traffic-related crashes, injuries and fatalities on and around the region's roadways.

**Long Range Goals:**

- A. Continue coordination of the Community Traffic Safety Program for the East Central Region of Alabama.
- B. Secure federal and state grants in support of the Community Traffic Safety Program.
- C. Reduce the numbers of traffic-related crashes, injuries and fatalities within the region.
- D. Reduce the numbers of alcohol-related traffic crashes, injuries and fatalities within the region.

**Goal 1.**

Obtain federal and state grant funding for continued coordination of and in support of the Community Traffic Safety Program (CTSP).

**Relationship to College Goals/Mission**

College Capacity

- Strengthen and enhance the College's operations and human, financial and physical resources.

**Objective or Educational Outcome a.**

To secure approval of three (3) federal CTSP grants.

**Assessment**

GSCC will apply for CTSP federal grant(s) as directed by ADECA/LETS Division.

They will inform GSCC's CTSP of what grant funds are available, as well as when to apply for such grants, and for how much funding under each. The CTSP will measure this goal through whether ADECA approves each federal grant for which the CTSP applies.

**Additional Funding Request: \$**

#### **Evaluation Findings**

The CTSP applied for 4 federal grants & ADECA approved all of them. These grants were the Community Traffic Safety Coordination Grant (for CTSP operations), the Selective Traffic Enforcement Program (STEP) Grant (for traffic safety/enforcement), the Seat Belt Enforcement Grant (for traffic safety/enforcement), and the DUI Enforcement Grant (for traffic safety/enforcement).

#### **Use of Findings**

The CTSP already has computerized reimbursement forms for the law enforcement departments to use. Such forms are in Excel spreadsheets with formulas which calculate costs, based on data entered by the departments. At this time, ADECA does NOT accept electronic signatures on reimbursement forms. If one day, ADECA would accept electronic signatures, GSCC could place these forms on-line for preparation and submission to the CTSP office on-line. Then the CTSP staff could submit their claims on-line to ADECA. This would save time in preparation, transfer and reduce postage cost; and would reduce processing time by CTSP and ADECA staff, which would ultimately result in the departments receiving their reimbursement funds sooner than later.

As per the formal Program Monitor Meeting conducted by ADECA/LETS personnel, during which a thorough overview of CTSP files and records was conducted, no weaknesses or deficiencies were noted. Therefore, no remedial action or proposed cost is needed to address such.

During this Program Monitor Meeting, ADECA staff commended GSCC's CTSP for outstanding performance and record-keeping, which they said are exemplary for the state.

#### **Objective or Educational Outcome b.**

To secure approval of one (1) state CTSP grant.

#### **Assessment**

GSCC will apply for CTSP state grant(s) as directed by ADECA/LETS Division. They will inform GSCC's CTSP of what grant funds are available, as well as when to apply for such grants, and for how much funding under each. The CTSP will measure this goal through whether ADECA approves each state grant for which the CTSP applies.

**Additional Funding Request: \$**

#### **Evaluation Findings**

There were no available state CTSP grants for which GSCC could apply. ADECA

informed all CTSP regions in Alabama that no region would receive any state CTSP grant funds this period; therefore, GSCC did not apply for any state CTSP grants. Subsequently, there are no findings to evaluate regarding this objective.

#### **Use of Findings**

Since there were no state CTSP grants available this period, there are no findings to "use" regarding this objective.

As per the formal Program Monitor Meeting conducted by ADECA/LETS personnel, during which a thorough overview of CTSP files and records was conducted, no weaknesses or deficiencies were noted. Therefore, no remedial action or proposed cost is needed to address such.

#### **Goal 2.**

Coordinate a Public Information and Education (PIE) Program for the East Central Region, which targets the top three (3) contributing factors in traffic fatalities in Alabama: "Belts, Booze and Speed" – lack of seat belt use, driving under the influence and speeding.

#### **Relationship to College Goals/Mission**

##### **Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

#### **Objective or Educational Outcome a.**

To coordinate seven (7) PIE events, presentations, campaigns and/or newsletters about traffic safety with focus on driving under the influence and protecting occupants through use of restraint devices.

#### **Assessment**

PIE occurrences are periodically conducted by the CTSP. The numbers and types of events are tracked each week and submitted in quarterly narrative reports to ADECA.

#### **Additional Funding Request: \$**

#### **Evaluation Findings**

The CTSP conducted and/or coordinated many more than 7 PIE initiatives. There were 7 PIE Booths at which numerous PIE materials were distributed. There were 3 newsletters and/or lists of safety tips distributed to GSCC personnel re: Halloween Safety, Safety Tips for Shopping During the Holidays, and St. Patrick's Day Traffic Safety. There were 16 Child Passenger Safety Events and 25 Traffic Safety Presentations which focused on DUI and occupant protection. The CTSP coordinated 1 "Click It or Ticket" occupant protection campaign and 1 "Drunk Driving: Over the Limit, Under Arrest" impaired driving campaign; and assisted the AL DPS in coordinating 2 "Take Back Our Highways" campaigns. There were 2 press conferences conducted by some of our enforcement departments, and 2 "Hands Across the Border" press conferences with AL & GA media & law enforcement personnel, which focused

on DUI enforcement. There were 2 SIDNE Events (DUI simulation) and 5 Fatal Vision Events (impaired movement & coordination simulation). There were 4 "Hang It Up" Events, which involved written pledges to not drink & drive during the holidays. There were 26 AARP Driver Safety Program courses, during which impaired driving & occupant protection information were covered. The CTSP coordinated 2 SALTS/SARB classes for enforcement personnel (Safe And Legal Traffic Stops & Road Blocks), which involves enforcement of DUI & occupant restraint laws. The CTSP also coordinated enforcement personnel within the region to attend 1 DUI Enforcement Conference.

### **Use of Findings**

As per the formal Program Monitor Meeting conducted by ADECA/LETS personnel, during which a thorough overview of CTSP files and records was conducted, no weaknesses or deficiencies were noted. Therefore, no remedial action or proposed cost is needed to address such.

### **Objective or Educational Outcome b.**

To coordinate two (2) earned media press releases (free advertisements) around national mobilization "blitz" periods as identified by ADECA, and/or to promote other traffic safety initiatives through the use of various types of media within the region.

### **Assessment**

Since the CTSP routinely coordinates at least 2 traffic safety blitz campaigns each year, which involve up to 45 law enforcement (LE) departments throughout 8 counties, many of the LE departments, who will conduct traffic enforcement during these periods, will do their own press releases and media interviews, as requested and encouraged by CTSP staff. These LE departments report media contacts and educational events to CTSP staff through "blitz reports" within a few days after each blitz period is over. The numbers of press releases and media contacts, as well as educational events, are totaled on these reports, then CTSP staff consolidates all data totals into regional reports for ADECA, which are submitted to the state within a couple of weeks after each blitz has ended. The 2 blitzes which will likely be directed by ADECA are "Click It or Ticket", which focuses on occupant protection; and "Drunk Driving: Over the Limit, Under Arrest", which focuses on driving under the influence (DUI).

### **Additional Funding Request: \$**

### **Evaluation Findings**

The CTSP coordinated 28 press releases re: the "Click It or Ticket" occupant protection campaign around Memorial Day, as released by enforcement departments within the region. The CTSP office sent out 96 media advisories inviting media agencies to attend 2 "Hands Across the Border" press conferences, and assisted ADECA's PR office with 1 press release to multiple media agencies re: these events within our region. Between the CTSP office and enforcement departments, there were a total of 121 press releases/media advisories and 4 press conferences in conjunction with the "Drunk Driving: Over the Limit, Under Arrest" impaired driving campaign around Labor Day. These 2 campaigns around Memorial Day & Labor Day were in conjunction with national mobilization blitz periods, and involved 25 reporting enforcement departments throughout the 8 county CTSP region.

The CTSP office and law enforcement departments within the region conducted a grand total of 4 press conferences; sent out 149 press releases/media advisories; and conducted 23 interviews with print, radio & TV media agencies; which resulted in at least 43 news stories. There were 8 other media contacts. All of these media initiatives resulted in voluntary, unpaid media coverage throughout the region by numerous media agencies.

### **Use of Findings**

There were media agencies which attended each press conference. And each interview conducted with various media agencies, resulted in free news coverage about these traffic safety initiatives.

As per the formal Program Monitor Meeting conducted by ADECA/LETS personnel, during which a thorough overview of CTSP files and records was conducted, no weaknesses or deficiencies were noted. Therefore, no remedial action or proposed cost is needed to address such.

### **Goal 3.**

Coordinate blitzes for the conduction of overtime traffic enforcement throughout the region, in support of the Community Traffic Safety Program.

### **Relationship to College Goals/Mission**

#### Community Awareness

- Build a reputation that documents and promotes the strengths of the College.

#### **Objective or Educational Outcome a.**

To coordinate two (2) traffic safety/traffic enforcement blitzes, as designated by ADECA.

#### **Assessment**

ADECA will identify which national mobilization blitzes the CTSP will coordinate and when, and the CTSP will in turn coordinate such. Outcomes of each blitz are reviewed from blitz reports submitted to CTSP staff from LE departments, then CTSP staff consolidates all data totals into regional reports for ADECA, which are submitted to the state within a couple of weeks after each blitz has ended.

#### **Additional Funding Request: \$**

#### **Evaluation Findings**

CTSP staff coordinated 2 traffic safety/traffic enforcement mobilization blitzes with law enforcement departments throughout the region, to conduct overtime traffic enforcement around 2 national holidays. The "Click It or Ticket" seat belt & child seat safety campaign was conducted for a 2 week period around the Memorial Day holiday. The "Drunk Driving: Over the Limit, Under Arrest" impaired driving campaign was conducted for a 2 week period around the Labor Day holiday.

Out of 9 CTSP regions, ADECA chose the top 3 enforcement departments throughout the state for most outstanding performance during each of the blitz campaigns. Piedmont Police Department won first place for the Memorial Day Blitz. Alexander City Police Department won first place for the Labor Day Blitz. Both of these departments are in our CTSP region.

**Use of Findings**

ADECA commended GSCC's CTSP for having within our region both first place departments in the state for outstanding performance during both national mobilization blitz campaigns.

As per the formal Program Monitor Meeting conducted by ADECA/LETS personnel, during which a thorough overview of CTSP files and records was conducted, no weaknesses or deficiencies were noted. Therefore, no remedial action or proposed cost is needed to address such.

**Objective or Educational Outcome b.**

To provide \$90,000 in grant funding for overtime traffic safety/traffic enforcement.

**Assessment**

GSCC will apply for CTSP overtime grants for traffic safety and enforcement purposes, as directed by ADECA/LETS Division. They will inform GSCC's CTSP of what grant funds are available, as well as when to apply for such grants, and for how much funding under each. The CTSP will measure this goal through whether ADECA approves each grant for which the CTSP applies.

**Additional Funding Request: \$****Evaluation Findings**

GSCC applied for 3 grants, which would fund overtime traffic safety/traffic enforcement throughout the region. ADECA advised GSCC of exact amounts for which to apply, based on traffic crash data analysis results. ADECA approved all 3 grants, which totaled \$99,945.00. Such grants were the Selective Traffic Enforcement Program (STEP) Grant, the Seat Belt Enforcement Grant, and the DUI Enforcement Grant. Out of 42 law enforcement departments, which were eligible for CTSP grant funding, 24 chose to be contracted to receive such funding.

**Use of Findings**

As per the formal Program Monitor Meeting conducted by ADECA/LETS personnel, during which a thorough overview of CTSP files and records was conducted, no weaknesses or deficiencies were noted. Therefore, no remedial action or proposed cost is needed to address such.

**Goal 4.**

Coordinate the provision of traffic safety and/or traffic enforcement equipment for law enforcement departments throughout the region.

## **Relationship to College Goals/Mission**

### **College Capacity**

- Strengthen and enhance the College's operations and human, financial and physical resources.

### **Objective or Educational Outcome a.**

To coordinate applicable grant project(s) through which traffic safety and/or traffic enforcement equipment totaling a worth of \$15,000 would be granted to CTSP-participating law enforcement departments throughout the region.

### **Assessment**

In lieu of GSCC receiving a grant directly from ADECA to purchase LE equipment, ADECA may choose to coordinate an equipment grant project through GSCC's CTSP, but not route their grant funding through GSCC for actual purchase of such equipment. GSCC will apply for CTSP equipment grant(s), if directed by ADECA/LETS Division. They will inform GSCC's CTSP of what grant funds may be available, as well as when to apply for such grants, and for how much funding under each. If the CTSP receives any equipment grant from ADECA, this goal will be measured through whether ADECA approves each grant for which the CTSP applies. However, if GSCC does not receive an actual equipment grant from ADECA, then this goal will be measured through whether ADECA requests CTSP staff to coordinate an equipment grant from ADECA directly to the LE departments.

### **Additional Funding Request: \$**

### **Evaluation Findings**

There were no CTSP grants available for equipment purchased through ADECA; therefore, GSCC's CTSP did not apply for any equipment grants. However, ADECA requested assistance by CTSP staff re: their E-Citation (E/C) project, which involved several enforcement departments receiving E/C equipment and training, as purchased by ADECA and not through the CTSP region. Each set of E/C equipment and training cost ADECA about \$1,800.00. There were 10 departments within our region, which received E/C equipment and training. All of these departments received at least 2 sets of E/C equipment. Some of these departments received several sets, as determined by ADECA. ADECA granted 2 laptop computers valued at \$1,915.00 each, to 1 department. ADECA purchased and granted to our region 15 portable breath alcohol testing units, valued at about \$6,000.00 for all 15. These were distributed by the CTSP office to 15 different enforcement departments. None of these items of equipment referenced herein were purchased by GSCC. All were purchased by ADECA, and the CTSP office assisted with distribution of such equipment.

### **Use of Findings**

As per the formal Program Monitor Meeting conducted by ADECA/LETS personnel, during which a thorough overview of CTSP files and records was conducted, no weaknesses or deficiencies were noted. Therefore, no remedial action or proposed cost is needed to address such.

**Goal 5.**

Maintain a CTSP Advisory Committee.

**Relationship to College Goals/Mission****College Capacity**

- Strengthen and enhance the College's operations and human, financial and physical resources.

**Objective or Educational Outcome a.**

To coordinate meeting(s) of a CTSP Advisory Committee comprised of CTSP participating law enforcement departments throughout the region.

**Assessment**

The CTSP will track the numbers of Advisory Committee meetings, as well as coordinate such meetings, as needed. Meetings will be reported to ADECA in quarterly narrative reports. Meetings may consist of formal committee meetings of all CTSP-participating LE departments in the region, or may be conducted with individual departments or groups of departments, as necessitated. Routine communication with CTSP Advisory Committee members throughout the fiscal year is an important part of maintaining the committee, even when there is no active grant(s) for the LE departments during part of the year. Communications with members will be routinely conducted by CTSP staff, with copies of many communications maintained on file at the CTSP office.

**Additional Funding Request: \$****Evaluation Findings**

CTSP staff coordinated, prepared for and conducted 1 formal CTSP Advisory Committee Meeting. Attendees were representative of almost all of the law enforcement departments, which contracted with GSCC for participation in the CTSP grant projects. There were a few departments without representation in attendance, however. The committee membership continued to be comprised of all CTSP-participating enforcement departments in the region.

There were numerous informal meetings conducted with individual departments, and occasionally with small groups of departments. Routine communication by CTSP staff with committee members throughout the year continued to be an important part of maintaining the committee.

**Use of Findings**

CTSP staff met with each enforcement department representative which was not available to attend the formal committee meeting. Staff supplied and reviewed the meeting agenda packet and other materials from the meeting.

As per the formal Program Monitor Meeting conducted by ADECA/LETS personnel, during which a thorough overview of CTSP files and records was conducted, no weaknesses or deficiencies were noted. Therefore, no remedial action or proposed cost

is needed to address such.

**User:guest**

**Unit**

Community Traffic Safety Program



## Gadsden State Community College

## Strategic Plan Evaluation

**Unit:** Continuing Education **Year:** 2007-2008

**Person Responsible:** Pam Clough

**Cabinet Member:** Tim Green     **Approved**

**Mission Statement:**

The mission of Continuing Education is to serve the diverse and changing needs of the community by offering a broad range of noncredit courses responsive to individual, business, and community needs. We offer a variety of fee-based workshops, classes, community service activities, and continuing education courses designed for those who want to keep learning but are not necessarily interested in earning academic credit. The department is committed to linking college and community resources to provide quality enrichment programs to people of all ages. Continuing Education consists of two major divisions: professional development and personal development. Programs are provided for youth, adults, and senior citizens in a variety of formats. The classes are designed for people in search of life enrichment, personal and/or professional growth.

**Long Range Goals:**

- 1     Add online registration to GSCC'S web page. Although students can view the schedule on-line and print a registration form to mail in, they cannot actually register on line. Credit students can complete the registration form on line, and we would like to see this process expanded to include non-credit students.
- 2     Expand classes which are offered at the satellite campuses - especially McClellan and Cherokee County.
- 3     Provide professional development CEU courses for certain licensed fields in the College's service area.

**Goal 1**

Provide quality non-credit professional development courses/workshops for licensed professionals at a reasonable cost.

**Relationship to College Goals/Mission**

## Student Success

- Provide a student-centered teaching and learning environment.

## Student Success

- Deliver services needed to help students succeed.

## Workforce Development

- Serve as a partner in shaping and achieving the region's economic and community development vision.

#### Community Awareness

- Build a reputation that documents and promotes the strengths of the College.

#### **Objective or Educational Outcome 1**

Enhancement of participants' knowledge of materials and information in their chosen fields.

#### **Assessment**

An examination of evaluation forms will show 70% of participants benefitted from the class.

#### **Additional Funding Request: \$6,700.00**

An additional \$6,700.00 is needed in Line Item #639 (Other Contractual) to cover professional speakers who are paid through a contract and not through payroll.

#### **Evaluation Findings**

An examination of the evaluation forms from participants in professional development classes and seminars revealed that 93% of them felt they had benefitted from attending the class.

#### **Use of Findings**

1. - Establish a system that will ensure a large percentage of forms are completed before participants leave the class.
2. - Evaluation question 5 under Part II consistently shows the lowest positive response rate. The question is, "All instructional material and equipment for the course were adequate." The computers in our computer labs are old and need to be updated. This will be a focus area for improvement in 2008 - 2009.
3. - Update the evaluation form in order to expand questions that will more specifically address services and needs.
4. - Utilize answers and surveys to help provide a basis for relevant courses and services.

#### **Goal 2**

Enrich participants' life-long learning process, and civic, social, and cultural quality of life.

#### **Relationship to College Goals/Mission**

##### Student Success

- Provide a student-centered teaching and learning environment.

**Student Success**

- Deliver services needed to help students succeed.

**Workforce Development**

- Serve as a partner in shaping and achieving the region's economic and community development vision.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

Provide more personal enrichment community activities, services, and low-cost/free workshops and to expand services to local retirement communities.

**Assessment**

A comparison of schedules from one year to the next will reveal a 5% increase of classes offered. An examination of class rosters/sign-in sheets will show a 5% increase in the number of participants.

**Additional Funding Request: \$58,319.00**

An increase of \$43,719.00 is needed in Line Item # 502 and \$14,600.00 is needed in Line Item # 506. This amount will be used to implement Goal # 2, Goal # 3, and Goal # 6.

**Evaluation Findings**

The number of classes which made increased from 176 to 212 which served 2,972 students served in 2007 - 2008; however, the number of classes offered actually dropped to 315.

**Use of Findings**

1. - After careful consideration the decision was made to streamline the schedule; therefore, classes were deleted that had not made in the last 18 months. The classes offered were reduced; but, the classes which made increased. Deletion of courses which are not relevant to the interests and needs of the surrounding community aids in participants finding courses of interest to them.
2. - The goal of increasing the number of classes may not be as important as the relevancy of the courses offered. The determining factor for success should be relevant courses rather than course offerings. The CE department should continue to evaluate the relevancy of classes and explore new class offerings to better serve the public with in this service area.
3. - Question 4, under Part IV on the evaluation form is used to determine what non-credit courses participants would like to see offered at GSCC, using these survey answers will help provide a solid basis for developing relevant courses.

**Goal 3**

Enhance the educational experiences of the Kids College program at both the Ayers and Gadsden Campuses.

**Relationship to College Goals/Mission****Student Success**

- Provide a student-centered teaching and learning environment.

**Student Success**

- Deliver services needed to help students succeed.

**Workforce Development**

- Serve as a partner in shaping and achieving the region's economic and community development vision.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

Expand opportunities for more school age children to continue their academic and personal growth when schools are not in session while providing working parents with a safe, fun option for their children.

**Assessment**

Kids College evaluations completed by parents will be reviewed. Enrollment forms will be compared from one year to the next to determine an increase in participation.

**Additional Funding Request: \$2500.00**

Additional funding needed to expand and enhance educational field trip offerings for Kids College.

**Evaluation Findings**

There were 1,284 served during the Spring and Summer Kids College programs on the Ayers and Gadsden Campus.

**Use of Findings**

1. - Data shows that the primary increase in Kids College was at the Ayers campus (a 26% increase) which indicates that there is a growing need for childcare services in this area.
2. - A change in hours at the Ayers campus from 8:00am - 4:00pm to the new hours of 7:30 - 5:30 made drop-off and pick-up times more convenient for parents. This will dictate the time frame in the future.
3. - Plans are in process to accommodate increases in Kids College enrollment, to ensure that there are facilities and staff available to handle future growth. Also, the

department will look at determining the ultimate capacity for the space available.

### **Goal 5**

Research additional continuing education and professional development classes through examination of course schedules from various colleges and attending a professional development seminar.

### **Relationship to College Goals/Mission**

#### **Student Success**

- Provide a student-centered teaching and learning environment.

#### **Student Success**

- Deliver services needed to help students succeed.

#### **Workforce Development**

- Serve as a partner in shaping and achieving the region's economic and community development vision.

#### **Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

### **Objective or Educational Outcome 1**

Expansion of offerings due to the staff's increased awareness of advances and changes in Continuing Education and knowledge of new and diverse classes being offered across the nation.

#### **Assessment**

A review of schedules will reflect at least 5 new community education classes each year. A comparison of class rosters and/or sign in sheets from one year to the next will reveal a 5% increase of professional development classes.

#### **Additional Funding Request: \$**

#### **Evaluation Findings**

There were 15 new community education classes offered during 2007 - 2008. Also, the number of professional development classes offered increased by 5%.

#### **Use of Findings**

1. - Conduct a survey to determine what relevant professional development classes are needed in the local area.
2. - Increase interaction with various businesses and community leaders to include hospitals, Chambers of commerce, and college division chairs to determine possibilities for professional development offerings.

3. - The formation of a Continuing Education committee would increase awareness of relevant needs in the local area for non-credit classes.

**Goal 6**

Improve services for Continuing Education students, with special attention giving to the three satellite campuses.

**Relationship to College Goals/Mission****Student Success**

- Provide a student-centered teaching and learning environment.

**Student Success**

- Deliver services needed to help students succeed.

**Workforce Development**

- Serve as a partner in shaping and achieving the region's economic and community development vision.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

Increase opportunities for non-credit learning opportunities, as well as, increasing opportunities for civic, social, and cultural quality of life at McClellan, Centre, and Ayers.

**Assessment**

A comparison of schedules will reveal a 5% increase of classes over the previous year at the three satellite campuses.

**Additional Funding Request: \$****Evaluation Findings**

The Ayers Campus showed the largest increase in the number of classes - 69%. The Cherokee County Center increased by 34%. The McClellan Campus did not add any classes; however, there was a 10% increase in the number of students served.

**Use of Findings**

1. - Continue to focus on community interaction and serving participants at all three satellite locations.
2. - Data indicates that there is a need for growth at the McClellan Campus. Focus on interacting with various community and civic clubs in addition to schools and businesses in order to develop and offer classes that are relevant for this area.

3. - The increase in growth at the Ayers campus is evidence of offering relevant classes and improving hours that are convenient for participants, this practice should dictate the standard for the other satellite campuses.

4. - Growth is evident at Cherokee County and with the new center there is even more room for expansion. Continue to increase interaction with businesses and community leaders in order to determine classes that are needed in this area.

### **Objective or Educational Outcome 2**

Advertise courses through mail-outs, flyers, television/radio appearances, and other advertising as needed, to target markets and to ensure that the general public is aware of the courses offered by Continuing Education

#### **Assessment**

A comparison of mail-out databases and personal appearances will reveal a 5% increase from the year before.

**Additional Funding Request: \$**

### **Evaluation Findings**

The mail-out database has increased by 34% increase. Personal appearances were made four times which is a 50% increase.

#### **Use of Findings**

1. - There are basically two forms of advertising classes for Continuing Education; expanding these media forms would result in reaching a broader base of potential students for non-credit classes.

2. - Use caution with database mailing lists; the databases should be cleaned of names that have not taken a class in the last two years and should be checked to make sure there is only one schedule going to each household.

### **Objective or Educational Outcome 3**

Pursue grants and other funding sources outside the college in order to increase revenues for Continuing Education which will allow us to increase opportunities for educational, professional, and personal growth.

#### **Assessment**

A review of grant applications will reveal a 5% increase over the previous year. An examination of budgets will disclose additional monies that are received from grants.

**Additional Funding Request: \$**

**Evaluation Findings**

There was a 50% increase in grant applications. \$17, 695.00 were received as a result of the 21st Century grant.

**Use of Findings**

1. - Continue to search for grants that are applicable to non-credit classes and for the enhancement of community services. Focus should be on grants that allow participation in personal and culturally enriching activities.

**User:guest**

**Unit**

Continuing Education

## Gadsden State Community College

## Strategic Plan Evaluation

**Unit:** Correctional Education Program-St. Clair **Year:** 2007-2008

**Person Responsible:** Keith Vaughn

**Cabinet Member:** Tim Green     **Approved**

**Mission Statement:**

The St. Clair Correctional Facility Campus of Gadsden State Community College (GSCC) is committed to all inmates of diverse backgrounds who wish to improve the quality of their lives. GSCC accomplishes this by offering opportunities to receive specific, on-site career/technical instruction. Achieving an educational goal through GSCC's services can earn inmates good work reports for their files, which are often a precondition to their early parole release. The career/technical learning opportunities provided by GSCC assist individuals who have a desire to increase their personal efficiency to develop their skills and achieve their personal enrichment goals. The college offers quality programs with sound instruction that will enhance a person's chance of succeeding once released from prison.

The educational programs at the St. Clair Campus empower individuals to make a positive contribution to society once released, and the administration and instructors are committed to the success of this objective. The St. Clair Campus serves both the gifted students as well as the educationally, economically, and socially-deprived students.

**Long Range Goals:**

- Goal #1     Promote existing technical programs in the institution by establishing published materials and electronic media that include the scope of work, employment possibilities, current technology used, and other services offered.
- Goal #2     Foster and maintain good communications between the college and area employers and the local community through greater employer interaction with individual program advisory committees.
- Goal #3     Support instructor professional development specific to their technical specialty and teaching methods and the development of instructional materials.

**Goal 1**

Educate students in career/technical programs to develop the skills required for employment.

**Relationship to College Goals/Mission**

## Student Success

- Provide a student-centered teaching and learning environment.

**Workforce Development**

- Serve as a partner in shaping and achieving the region's economic and community development vision.

**College Capacity**

- Strengthen and enhance the College's operations and human, financial and physical resources.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

College Mission: This goal meets GSCC's mission to provide career/technical training and education in its efforts to fulfill workforce development initiatives for local business and industry.

**Objective or Educational Outcome 1**

All career/technical programs at the St. Clair campus will maintain at least a 75% graduation rate each year.

**Assessment**

Each career/technical program will be evaluated annually by the advisory committee to determine if the objective is met.

**Additional Funding Request: \$**

**Evaluation Findings**

Each career/technical program met the 75% percent graduation rate.

**Use of Findings**

The graduation rate will be monitored for an additional year to better measure the ability to maintain consistent success at this current achievement level. If successful, the achievement level will be raised.

**Objective or Educational Outcome 2**

Each student will successfully complete 75% of all lab requirements.

**Assessment**

Each career/technical program will be evaluated on a per-semester basis by the advisory committee to determine if the objective is met.

**Additional Funding Request: \$**

**Evaluation Findings**

Less than 75% of the students successfully completed all lab requirements.

**Use of Findings**

Many of the students enrolled in the programs were either transferred to another facility or dropped out of the program, which precluded their successfully completing 75% of all lab requirements. This Expected Educational Outcome will be re-written for clarity to read, "Program completers will successfully complete 75% of all lab requirements."

**Goal 2**

Enhance student learning through the establishment of a computer lab.

**Relationship to College Goals/Mission**

## Student Success

- Provide a student-centered teaching and learning environment.

## Workforce Development

- Serve as a partner in shaping and achieving the region's economic and community development vision.

## College Capacity

- Strengthen and enhance the College's operations and human, financial and physical resources.

## Community Awareness

- Build a reputation that documents and promotes the strengths of the College.

College Mission: This goal meets the versatility of the classroom, allowing personal enrichment through computer skills and other related skills allowing students to perform successfully at senior institutions.

**Objective or Educational Outcome 1**

Ensure that students who enroll in computer classes will pass with a success rate of 80%.

**Assessment**

Each computer class will be evaluated on a per-semester basis. A plan of action will be developed if program goals are not met.

**Additional Funding Request: \$****Evaluation Findings**

Not all students who enrolled in computer classes passed with a success rate of 80%.

**Use of Findings**

An 80% pass rate was too ambitious; therefore, the rate will be reduced to 70% percent for next year.

### **Objective or Educational Outcome 2**

Survey local business and industry needs annually and make necessary program modifications to ensure that programs remain up-to-date and effective. Update necessary hardware and software every three (3) years.

#### **Assessment**

Current updates will be purchased on a regular basis.

#### **Additional Funding Request: \$3,000.00**

Purchase upgrades for computer software every three years.

#### **Evaluation Findings**

Local business and industry needs were surveyed, and good suggestions were received for improvement in the instructional programs.

#### **Use of Findings**

Several positive changes to program curriculum are planned. In addition, the Furniture Refinishing program will be completely restructured to meet high-growth, high-demand career training objectives

### **Goal 3**

Maintain a student retention rate of 80% for the successful completion of all program requirements.

#### **Relationship to College Goals/Mission**

##### **Student Success**

- Deliver services needed to help students succeed.

##### **College Capacity**

- Strengthen and enhance the College's operations and human, financial and physical resources.

##### **Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

College Mission: This goal meets the College's objective by providing continuing education and personal enrichment opportunities that support life-long learning and promote the civic, social, and cultural qualities of life.

### **Objective or Educational Outcome 1**

Encourage students to complete the program and provide data indicating the success rate of individual completion of program study versus non-completers.

**Assessment**

The annual graduation report will indicate actual data.

**Additional Funding Request: \$****Evaluation Findings**

Students were encouraged to complete their respective programs, and the success rate of individual completion of program study versus non-completers was monitored.

**Use of Findings**

The success rate will be monitored for an additional year to better measure the ability to maintain consistent success at this current achievement level. If successful, the achievement level will be raised.

**Objective or Educational Outcome 2**

Track each student's attendance until he completes the program. Counsel one-on-one with student to identify problems.

**Assessment**

Each student who fails to complete the course will be tracked on the student tracking form and will show the reason that he or she did not complete the course.

**Additional Funding Request: \$****Evaluation Findings**

Each student's attendance was monitored until program completion. Potential problems were identified early in order to provide opportunities to counsel students to program completion.

**Use of Findings**

With increased success in student program completion, we will continue to monitor individual student attendance.

**Goal 4**

Enhance student learning in mathematical and communication skills required in all program areas.

**Relationship to College Goals/Mission****Student Success**

- Provide a student-centered teaching and learning environment.

**Student Success**

- Deliver services needed to help students succeed.

**Workforce Development**

- Serve as a partner in shaping and achieving the region's economic and community development vision.

#### College Capacity

- Strengthen and enhance the College's operations and human, financial and physical resources.

College Mission: This goal meets the goals of the college by providing students with general education that includes basic knowledge of mathematical and communication skills as required for certificate programs.

#### **Objective or Educational Outcome 1**

Student performance will be at least 75% passing rate in math and communications skills of all enrolled students.

#### **Assessment**

Each year this educational outcome will be evaluated and reevaluated if program goals are not met.

**Additional Funding Request: \$**

#### **Evaluation Findings**

75% of the students who enrolled in and completed math and communication skills courses successfully completed.

#### **Use of Findings**

The goal was met when considering students who actually completed the classes. This Expected Educational Outcome will be re-written for clarity to read, "75% of the students who complete math and communication skills courses will successfully pass the course."

#### **Objective or Educational Outcome 2**

Student will be afforded the opportunity to utilize current computer software and other multimedia materials that will allow them to succeed in the workplace.

#### **Assessment**

At least 80% of students who respond to the instructor's survey will indicate in a positive score that this has been done.

**Additional Funding Request: \$2,500.00**

To purchase current updates and materials for classroom success.

#### **Evaluation Findings**

Students were provided opportunities to use current computer software and other multimedia materials focused on success in the workplace.

#### **Use of Findings**

The EEO was met even though the amount of funds used was less than requested; therefore, additional materials to strengthen this objective will be purchased to benefit the St. Clair Campus students.

**User:guest**

**Unit**

Correctional Education Program-St. Clair

## Gadsden State Community College

## Strategic Plan Evaluation

**Unit:** Counseling & Recruitment **Year:** 2007-2008

**Person Responsible:** Deborah Beverly

**Cabinet Member:** Valerie Richardson **Approved**

**Mission Statement:**

The primary mission of Counseling and Recruitment is to assist in the recruitment, enrollment and retention of students by providing support services that will aid in the achievement of both personal and educational goals.

**Long Range Goals:**

1. Update and establish computer stations in the Career and Counseling Centers located on all campuses, centers, and sites with state-of-the-art career software, interest inventories, and educational information.
2. Develop and implement a direct mailing program to communicate GSCC programs and services to the residential population in the College's service area.
3. Establish Gadsden State Community College as a designated Work Keys Value Added Reseller.

**Goal #1**

To achieve a 2% increase in counseling and advisement services (including admissions, counseling, career counseling, college transfer advisement, retention counseling, re-entry counseling for dropouts, schedule planning assistance, placement testing/advisement, and scholarship advisement) to students in the Gadsden State Community College service area.

**Relationship to College Goals/Mission**

College Mission: The College provides a wide range of support services that enable students to function in a collegiate environment and to make decisions appropriate to both their personal and their educational goals.

**Objective or Educational Outcome #1**

To increase counseling and advisement services as assessed by the monthly student contact forms by 2%.

**Assessment**

To compare the number of students counseled and/or contacted annually using the

monthly student contact report form.

**Additional Funding Request: \$2000**

We request an additional \$2000 for travel.

**Evaluation Findings**

In order to assess the increase in counseling and advisement contacts, the number of contacts for 2006-2007 were compared with the number of contacts for 2007-2008. The contacts included prospective students, current students, parents, and other counselors and professionals. The services rendered included providing admissions and testing information, career and academic counseling, advisement, and tours among other services.

Between September 2006 and August 2007, Counseling and Recruitment had 31,198 contacts. Between September 2007 and August 2008, Counseling and Recruitment had 42,925 contacts. This was an increase of 11,727 contacts during 2007-2008, which is 37.5% of the previous year contacts.

**Use of Findings**

The number of counseling and advising contacts increased more than the 2% goal. The activities used to increase the awareness and usage of counseling and advisement services will continue. These activities include mail-outs, visits to area middle and high schools, participation in community and school events, and other publicity.

**Goal #2**

To facilitate student self-awareness and individual growth through counseling in both individual and group settings.

**Relationship to College Goals/Mission**

College Mission: The College provides a wide range of support services that enable students to function in a collegiate environment and to make decisions appropriate to both their personal and their education goals.

**Objective or Educational Outcome #2**

To maintain a favorable rating on questions #6, #9, and #10 on the Counseling Student Satisfaction Survey.

**Assessment**

Compare responses to questions #6, #9, and #10 which are related to student self awareness and individual growth, as a result of counseling services of the annual Counseling Student Satisfaction Survey and achieve at least a 75% rating on these items.

**Additional Funding Request: \$**

No additional funding is required.

**Evaluation Findings**

No Counseling Student Satisfaction Surveys were returned during the 2007-2008 academic year. Therefore, no data is available to use in the evaluation of this goal.

**Use of Findings**

The Counseling Student Satisfaction Survey will no longer be used to evaluate the quality and performance of the counseling services provided. An alternative means for assessing the counseling services provided will be established.

**Goal #3**

To provide a Freshman Focus program that assists new and potential students in experiencing a successful entry into Gadsden State Community College.

**Relationship to College Goals/Mission**

College Mission: The College provides a wide range of support services that enable students to function in a collegiate environment and to make decisions appropriate to both their personal and their educational goals.

**Objective or Educational Outcome #3**

To achieve an 85% positive response on the Freshman Focus evaluations annually.

**Assessment**

To compare the positive responses on the Freshman Focus annual evaluation.

**Additional Funding Request: \$2000**

We request an additional \$2000 for Freshman Focus Booklet printing, lunch, and giveaways such as t-shirts.

**Evaluation Findings**

Freshman FOCUS 2008 student surveys indicated approval rates of at least 85% for each of the topics covered on the survey including questions pertaining to the friendliness and organization of the Freshman FOCUS staff, the materials provided, the helpfulness of the information provided, and the appropriateness of time spent on selected topics. 95% of students indicated they would encourage others to attend. Overall, 97% of students indicated that attending Freshman FOCUS would be helpful as they began college.

**Use of Findings**

Because the positive rating on the student survey results were at least 85%, the program will continue. The program will continue to be reviewed modified based upon survey results.

**Goal #4**

To provide a testing environment, atmosphere, and staff that contributes to a positive testing experience.

**Relationship to College Goals/Mission**

College Mission: The College provides a wide range of support services that enable students to function in a collegiate environment and to make decisions appropriate to both their personal and their educational goals.

**Objective or Educational Outcome #4**

To maintain an 85% satisfaction response to the question #6 on the Compass demographic section of the test.

**Assessment**

To compare the number of favorable responses to question #6 on the Compass demographic section annually.

**Additional Funding Request: \$**

No additional funding is required.

**Evaluation Findings**

Data from the testing center shows that 3777 students were tested between during the 2007-2008 academic year. 3395 of those answered item #6: The testing environment, atmosphere, and staff contribute to a positive testing experience. 100% of respondents answered yes to the item indicating that the testing environment, atmosphere, and staff do contribute to a positive testing experience.

**Use of Findings**

The results of the assessment indicate the environment, atmosphere, and staff contribute to a positive testing environment. Data will continue to be monitored to maintain the positive testing environment for students.

**User:guest**

**Unit**

Counseling & Recruitment



## Gadsden State Community College

## Strategic Plan Evaluation

**Unit:** Dean of Instructional Services **Year:** 2007-2008

**Person Responsible:** Jim Jolly

**Cabinet Member:** President **Approved**

**Mission Statement:**

The primary mission of the Office of Instructional Services is to provide appropriate postsecondary instructional programs for academic transfer education, for Health Sciences programs, and for a limited number of A.A.S. programs. These programs shall meet the needs of a diverse college population. It is the further mission of Instructional Services to ensure that the quality of these programs is constantly improving, that equipment and materials are adequate, and that instructors are qualified to perform in a community college setting.

**Long Range Goals:**

- 1 To consult with the President, the Associate Dean of Instructional Services, and the Dean for Technical Education about the duties of the Instructional Dean's Office with which they can offer the most assistance.
- 2 To provide state-of-the art technology equipment for instructional programs.
- 3 To increase enrollment by providing classes at non-traditional times and formats.
- 4 To implement the Quality Enhancement Project.
- 5 To implement the methods of instruction and evaluation that are associated with a Learning College.
- 6 To provide an online alternative for every course in Instructional Services where feasible.
- 7 To increase the number of faculty using Tregity or a similar software.
- 8 To provide training that enables instructors to use, efficiently and effectively, advanced technology for the improvement of teaching/learning.

**Goal 1**

To provide a schedule of classes one year in advance of the term for which the classes are scheduled.

**Relationship to College Goals/Mission**

**Student Success**

- Deliver services needed to help students succeed.

**Objective or Educational Outcome 1**

Semester schedules will be published online one year in advance.

**Assessment**

Examination of the dates that the schedules are available to students.

**Additional Funding Request: \$0**

**Evaluation Findings**

This goal was not accomplished. Division supervisors report that it is hard to construct year long schedules with the fluid conditions of student need for courses and sections.

**Use of Findings**

Division supervisors will do historical research on scheduling and work toward the construction of a year long schedule.

**Goal 2**

To confer three times a year with division chairs and academic directors to evaluate/revise educational outcomes for each department.

**Relationship to College Goals/Mission****Student Success**

- Provide a student-centered teaching and learning environment.

**Objective or Educational Outcome 1**

Faculty will have outcomes developed for each course.

**Assessment**

Examination of outcome to be kept on file in the division office.

**Additional Funding Request: \$0**

**Evaluation Findings**

Outcomes have been developed and on file in the Division Offices.

**Use of Findings**

Outcomes are used to track student learning. Mastery of the skills tracked with the outcomes are measured. When the outcome is accomplished and is met by a predetermined number of students in all sections, new outcomes are developed.

Additionally, new outcomes are developed as evaluation of learning indicates a need for emphasis on a particular skill or specific content. To accomplish the desired percentage on the outcomes, pedagogical strategies are refined, using all available tools to reach students who are not meeting the desired outcomes.

**Objective or Educational Outcome 2**

Faculty will combine the assessments of the outcomes for each course and use the results to improve instruction. The records of these findings and the use of them will be documented and kept on file in the division offices.

**Assessment**

Examination of files in the division office.

**Additional Funding Request: \$0**

**Evaluation Findings**

Faculty have combined the assessments and have evaluated them.

**Use of Findings**

Divisional instructional officers have used the evaluations of the assessments to change pedagogy, course content, time spent in class on various topics, and the use of technology to increase learning in those areas evaluated for which student learning did not meet expectations.

**Objective or Educational Outcome 3**

The Dean of Instructional services will be kept informed about the use of outcomes.

**Assessment**

An examination of the calendar of the Dean's meetings with the division chairs/directors and the notes of those meetings, if any.

**Additional Funding Request: \$0**

**Evaluation Findings**

Most division supervisors have reported to the dean on the ongoing compilation and use of outcomes.

**Use of Findings**

The dean will make a concerted effort to see that all division supervisors have an opportunity to report on the use of outcomes.

**Goal 3**

To increase the number and types of educational institutions at which faculty have been educated.

**Relationship to College Goals/Mission**

College Capacity

- Strengthen and enhance the College's operations and human, financial and physical resources.

**Objective or Educational Outcome 1**

An increase in the faculty employed with degrees in field from institutions other than JSU.

**Assessment**

Examination of records of where job announcements were advertised in print and electronic media. Examination of the institutions at which newly employed faculty have earned undergraduate and graduate degrees.

**Additional Funding Request: \$10,000**

Advertising in national publications

**Evaluation Findings**

Advertisements for full-time faculty positions were placed in The Gadsden Times and The Birmingham News. For the Sociology position, announcements were sent to all institutions offering the credentials in Alabama, Tennessee, Georgia, and Mississippi.

Twelve full-time instructors were hired in the Division of Instructional Services. All twelve have both bachelor's and master's degrees from Alabama universities. Six earned undergraduate degrees from Jacksonville State University and four earned master's degrees from JSU with two of those having both bachelor's and master's degrees from JSU. Three master's degrees were earned from The University of Alabama and three from The University of Alabama in Birmingham. One earned a master's degree from The University of Puerto Rico as well as a master's degree from JSU. One who has earned a master's degree from The University of Alabama is working toward an additional master's degree from Middle Tennessee State University in his primary teaching field.

**Use of Findings**

This goal was not met, in part, due to lack of funds. Positions need to be advertized regionally to departments in universities offering the the desired credentials. A wider range of educational experiences among faculty will bring new and diverse pedagogical procedures and points of view to the classroom and to the college.

Attempts will be made again in the coming year to advertize regionally and solicit applications from non-local applicants, especially minorities, who have varied educational backgrounds as well as life experiences.

**User:guest**

**Unit**

Dean of Instructional Services



## Gadsden State Community College

## Strategic Plan Evaluation

**Unit:** Distance Learning **Year:** 2007-2008

**Person Responsible:** Sara Brenizer

**Cabinet Member:** Jim Jolly **Approved**

**Mission Statement:**

Gadsden State Community College endeavors to meet the needs of all students. The Gadsden State Community College Distance Learning Program supplements this capability by expanding learning opportunities, making instruction accessible, and utilizing technology to reach students who may otherwise be unserved. The Distance Learning Program at GSCC is committed to providing quality instruction and course content including identical competencies as traditional on-campus courses to both traditional and non-traditional students.

**Long Range Goals:**

1. Establish a Distance Learning Training Center for student and faculty use.
2. Establish a Student Help Desk for assistance with problems associated with Distance Learning.
3. Identify market opportunities for distance learning courses and programs compatible with academic strengths.
4. Develop procedures for the annual evaluation of online courses.
5. Design and maintain online training materials for instructors.
6. Expand the technical web enhanced and hybrid course offerings.

**Goal 1**

Academic Excellence: Provide quality distance learning instruction.

**Relationship to College Goals/Mission**

## Student Success

- Provide a student-centered teaching and learning environment.

## Community Awareness

- Build a reputation that documents and promotes the strengths of the College.

College Mission: By offering a broad spectrum of programs, GSCC provides all students with opportunities for educational, personal, and professional advancement. Institutional Goals #1,#2, #3,

and #4

### **Objective or Educational Outcome 1.1**

Provide distance learning courses that are of the same or better quality as traditional on-campus courses. Strategies • Develop or enhance courses using appropriate technologies and pedagogies. • Ensure appropriate course design for distance learning. • Facilitate assessment of student learning outcomes in distance learning courses

#### **Assessment**

70% of the students who completed the Student Distance Learning Survey will express an "Agree" or "Strongly Agree" level of satisfaction with GSCC Distance Learning classes. 80% of the DL courses will earn an overall "Excellent" rating on the Internet Teaching Observation Checklist" as determined by the division chair or his designee and/or other administrator.

#### **Additional Funding Request: \$**

#### **Evaluation Findings**

Distance Learning courses at Gadsden State Community College are of the same quality as the on-campus counterparts as evidenced by the results of the Fall 07, Spring 08, and Summer 08 Distance Learning Survey. Over 80% of the students surveyed indicated that DL courses were well organized, have clear and understandable course objectives, and contained assigned readings, links, and other activities that strengthen the subject matter of the class. Over 90% of the students surveyed indicated "the instructor shows interest in student learning". In addition, at least 90% of the students surveyed said "the instructor provides adequate feedback to the student".

In terms of the second assessment measure, evaluation of DL courses by division chairs or designees, there is not enough feedback for evaluation.

#### **Use of Findings**

While the results of the Distance Learning survey are promising, there is more that can be done. The number of students that complete the survey is somewhat low. Working with DL instructors and the DL Team, this department would like to increase the number of students who take the end of term Distance Learning Survey.

To ensure the DL course quality is equal to the quality of the on-campus counterpart, DL courses must be evaluated by division chairs or their designee just as the on-campus equivalents. Working through the Dean of Instruction, this department hopes to correct this weakness.

### **Goal 2**

Academic Excellence: Provide services to assist faculty and departments in meeting their distance learning instructional goals.

#### **Relationship to College Goals/Mission**

**Student Success**

- Deliver services needed to help students succeed.

**College Capacity**

- Strengthen and enhance the College's operations and human, financial and physical resources.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

College Mission: By offering a broad spectrum of programs, GSCC provides all students with opportunities for educational, personal, and professional advancement. Institutional Goal #4

**Objective or Educational Outcome 2.1**

Provide faculty training in the College adopted Course Management System and other DL technologies. Strategies: • Orient faculty to distance learning pedagogies. • Provide specific CMS training and support to distance learning faculty. • Provide adequate support services to faculty to assist in the development and delivery of distance learning courses/programs.

**Assessment**

70% of faculty will express satisfaction on the Training Evaluation Survey.

**Additional Funding Request: \$8,500.**

Furniture/equipment (Computer Tables and Chairs, LCD Projector and Screen) for the Training Center (5,300.). Travel to Blackboard annual conference to remain current (3,000). Materials/supplies and printing costs for training purposes (200.).

**Evaluation Findings**

The Training facility has been updated with the funds provided. The DL staff can now work with small groups in the DL area.

Because the CMS has not changed from the previous year, training was accomplished as needed one on one and small group rather than big group. Because of this, surveys were not completed. This is an apparent weakness. However, in one on one training, you are able to accomplish exactly what the trainee wants and needs...so evaluation surveys seem unnecessary. Also, the trainee may not be completely honest due to the lack of anonymity.

**Use of Findings**

Meet with faculty and the DL Team to determine specific training needs.  
Develop an evaluation tool that individual faculty can complete after one on one training.

**Objective or Educational Outcome 2.2**

Develop new distance learning course offerings consistent with college and institutional priorities. Strategies • Provide adequate support services to faculty to assist in the development and delivery of new distance learning course offerings • Work with the appropriate division chairs to develop a timeline for the development of new course

offerings.

**Assessment**

DL course offerings will increase by 10%.

**Additional Funding Request: \$**

**Evaluation Findings**

DL course offerings have increased. There were 62 sections of internet classes offered in the Fall of 07 as compared with 49 in the Fall of 06. Hybrid course offerings increased dramatically. 47 Hybrid sections in the Fall of 07 as compared with 15 in the Fall of 06. In the Spring of 08 the number of Hybrid sections increased again to 62.

**Use of Findings**

While the DL course offerings have increased, there are ways to continue to improve. Look at specific disciplines/areas where DL offerings are low and investigate ways to incorporate technology into those classrooms.

**Goal 3**

Academic Excellence: Implement on-going assessment and refinement of distance learning courses.

**Relationship to College Goals/Mission****Student Success**

- Deliver services needed to help students succeed.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

College Mission: By offering a broad spectrum of programs, GSCC provides all students with opportunities for educational, personal, and professional advancement. Institutional Goal #4

**Objective or Educational Outcome 3.1**

Refine and utilize common course evaluation instrument for distance learning courses. Strategies: • Implement common course evaluation instrument for distance learning and courses. • Provide faculty with accurate resource materials related to distance learning pedagogy and distance learning students.

**Assessment**

• Student performance ratings in DL sections compared to on-campus sections.

**Additional Funding Request: \$1,000.**

Subscriptions to Online Classroom and Distance Education Report to provide faculty with resource materials

**Evaluation Findings**

The Associate Dean of Distance Learning working with the Distance Learning Committee created and implemented a common course evaluation instrument for distance learning courses. This instrument was disseminated by the Dean of Instruction to the various division chairs. At present, very few of the division chairs are utilizing this instrument.

Various resources are available to faculty. Subscriptions to Online Classroom and the Distance Education Report have been purchased and are being utilized. The reports are housed in the DL Training Room. Faculty may check these out as needed. In addition, online resources, specifically related to WebCT and Tegrity can be found on the DL website.

Success ratings for Distance Learning classes have been compared to the success ratings for the on-campus counterparts for 2007-2008. In some cases the DL classes have a higher average success rate than the on-campus classes; Art 100, MUS 101, and SOC 200 are examples of this. Many of the DL classes are comparable to their on-campus counterparts in terms of success rates; BUS 263, ECO 231, HED 224, HIS 201, and ORI 101 fall into this category. A few of the DL classes have success rates which fall behind their on-campus equivalent BIO 201, CIS 146, ENG 101, and MTH 100 are examples.

#### **Use of Findings**

Based on the success rates encourage certain divisions to make use of the resources that are available to make appropriate changes in their distance classes which will hopefully improve their success rates.

Also, working with the Dean of Instruction and the various Division Chairs, the DL Department will strongly encourage the Division Chairs to make use of the DL Course Evaluation instrument evaluating DL courses yearly. Improving course quality may improve success rates in the classes that are behind their on-campus counter-parts.

#### **Goal 4**

Technology: Provide technology infrastructure and services to assist faculty and students in meeting their distance learning needs.

#### **Relationship to College Goals/Mission**

##### **Student Success**

- Deliver services needed to help students succeed.

##### **Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

College Mission: The College provides a wide range of support services that enable students to function in a collegiate environment and to make decisions appropriate to both their personal and their educational goals. Institutional Goal #4

**Objective or Educational Outcome 4.1**

Assure quality and currency of distance learning practices and technologies. Strategies:

- Regularly evaluate new and existing technologies for possible application to distance learning.
- Conduct periodic major reviews of course management software.
- Survey faculty for effectiveness of delivery technologies.
- Work with Information Technology Division to ensure adequate technology infrastructure to support distance learning efforts.
- Manage software and licenses related to distance learning.
- Provide faculty with information related to Principles of Good Practice.

**Assessment**

- Compliance with Principles of Good Practice.

**Additional Funding Request: \$30,000**

Annual licensing of course management software and audio/video capturing software is required. Costs for these services increases yearly, therefore it is difficult to predict an exact expenditure. It is estimated the CMS software will increase about 11,000, while the Video Capture Software will increase 18,000.

**Evaluation Findings**

New technologies are continually received. A new technology, the READI Assessment, was piloted and put into use during this year. The Information Technology Division has worked with the DL department in planned maintenance of the CMS. Components of The Principles of Good Practice are periodically emailed to faculty as Tips of the Month. However, very little feedback is received from faculty.

**Use of Findings**

Based on the above finding, the DL Department will continue to review new technologies and will develop a mechanism to include faculty in this endeavor.

**Objective or Educational Outcome 4.2**

Make available via the World Wide Web, accurate, up-to-date information concerning Distance Learning at Gadsden State Community College.

**Assessment**

Number of visits to the DL site and 70% of comments received from the Comments Area of the DL website will be favorable.

**Additional Funding Request: \$****Evaluation Findings**

The DL site provides valuable information not only to student, both enrolled and perspective, but to faculty and staff as well. Therefore, it is periodically reviewed and updated. Besides an totally new look, new features added to the site include the READI Assessment link for students. This assessment gauges the "readiness" of a student for Distance Learning. Also, orientation materials for Tegrity Class Capture were added for students. For Faculty and Staff, a Faculty Resources area was added which contains step by step guides for WebCT and Tegrity activities.

The number of visits to the site continues to grow. Over the past year there have been

over 19,000 unique visitors and about 10,000 returning visitors. Obviously, the site is available and user friendly!

### **Use of Findings**

The comments received from the DL site typically have nothing to do with the site itself. The evaluation tool that was proposed did not happen. Changes in the DL technician position prevented this from taking place. Hopefully this will be put into place during the Fall of 2008.

### **Goal 5**

Recruitment: Identify marketing opportunities for the distance learning program.

### **Relationship to College Goals/Mission**

#### College Capacity

- Strengthen and enhance the College's operations and human, financial and physical resources.

#### Community Awareness

- Build a reputation that documents and promotes the strengths of the College.

College Mission: The College has committed itself to becoming an integral part of the lives of those communities that it serves. Institutional Goals #4 and #7

### **Objective or Educational Outcome 5.1**

Increase number of students enrolled into distance learning courses. Strategies: • Work with the Admissions Officer/Registrar to include distance learning in the Institutional Enrollment Management Plan. • Provide on-line and print information about pre-admission /admissions, tuition and fees, books and supplies, technical and proctoring requirements, and student support services for distance learners.

#### **Assessment**

• Enrollments in Distance Learning courses will increase by 5%. • Retention rates in Distance Learning courses will increase by 5%.

**Additional Funding Request:** \$800.

Printing and Advertising costs

#### **Evaluation Findings**

With the assistance of Venture Marketing, a distance learning mailing was produced and sent with the following target group:

Target: 2,500 (Age 24 to 29, Income: \$30,000 to \$50,000)

Etowah, Calhoun & Cherokee counties

This took place in July of 2008. At present, we do not have any findings to evaluate if this affected enrollments.

Over the past year enrollments in DL classes have increased. This is supported by the

increased number of DL sections mentioned earlier. Retention rates have remained fairly constant. When comparing persistence in Spring 2007 DL courses with Spring 2008 DL courses, the overall findings are comparable.

### **Use of Findings**

The office of Distance Learning would like to work with the Registrar's Office to investigate how the targeted mailing affected DL enrollments.

Also, the Distance Learning Department working with the various Division Chairs will examine methods to improve retention in certain DL classes.

### **Objective or Educational Outcome 5.2**

Expand and enhance services provided to distance learning and off-campus students. Strategies: • Provide distance learning students with hands-on training and information, technical assistance, and question/answer service. • Assure adequate library services for distance learning students by working with the Associate Dean of Library Services. • Identify and train academic advisors for distance learning students.

### **Assessment**

• Number and variety of support services established or improved. • 70% of the students who complete the End of Semester Survey will express an "Agree" or "Strongly Agree" level of satisfaction with support services.

**Additional Funding Request:** \$3,000.

Additional Computers for student training center.

### **Evaluation Findings**

GSCC students have a full range of student services available to them. These services can be found on the Distance Learning website. Students also have technical assistance available to them via email, phone, or face to face in the Distance Learning training center.

Working with the Associate Dean of Library Services, services were included to assist students studying at a distance. Added to the CMS webpage were a link to the GSCC Library, a link to obtain an AVL card, and a link to Ask a Librarian. Also, many of the DL classes have a PowerPoint presentation about the GSCC library included on the class homepage.

### **Use of Findings**

One area of weakness associated with the student services area is the availability of tutoring for the distance student. At present, students rely on their instructors or possibly Student Support Services (must qualify) for tutoring. This at times requires coming onto campus or a delay in communication. Alternatives should be explored

User:guest

Unit

Distance Learning



## Gadsden State Community College

## Strategic Plan Evaluation

**Unit:** Diversity & Compliance **Year:** 2007-2008

**Person Responsible:** Michele Bradford

**Cabinet Member:** Lisa Thacker **Approved**

**Mission Statement:**

To ensure that all departments of the College are in compliance with all policies of the State Board of Education, the Department of Postsecondary Education, the College, and State and Federal laws, and provide leadership for the College diversity initiatives by monitoring, evaluating, and supporting diversity efforts, increasing communication, and supporting core programs and services.

**Long Range Goals:**

1. For all College departments to be in compliance with policies of the State Board of Education, the Department of Postsecondary Education, the College, and State and Federal laws.
2. To foster a campus environment of inclusion, knowledge and understanding in which faculty, staff, and students learn to value diversity and to respect the individual differences that enrich the College community.
3. To serve as a model for community agencies in promoting respect and appreciation for diversity.

**Goal 1.**

To provide advice and guidance for compliance with policies of the State Board of Education, the Department of Postsecondary Education, the College, and State and Federal laws.

**Relationship to College Goals/Mission**

## College Capacity

- Strengthen and enhance the College's operations and human, financial and physical resources.

**Objective or Educational Outcome 1**

To increase awareness of polices of the State Board of Education, the Department of Postsecondary Education, the College, and State and Federal laws.

**Assessment**

Assessment will be provided in several levels with the first assessment being the use of employee surveys to determine the baseline level of awareness. Thereafter, an annual

employee survey to monitor the increase of awareness will be conducted.

**Additional Funding Request: \$4900**

Renewal and/or purchase of online training software for sexual harassment and discrimination.

**Evaluation Findings**

All employees receive the College policy and the State Board of Education policy yearly. New employees receive the policies and are required to complete the online sexual harassment training.

**Use of Findings**

New employees will continue to receive the policies in their employment packages and will also be required to complete the online sexual harassment training. Employees with supervisory responsibilities will be required to complete the online training on an annual basis to be done in conjunction with evaluations. The Sexual Harassment and Discrimination Policy and the Alabama State Board of Education Policy on Harassment will be distributed on an annual basis to all employees.

**Objective or Educational Outcome 2**

To address and implement an action plan for potential areas of compliance vulnerability.

**Assessment**

Annual employee surveys will be used to identify potential areas of compliance vulnerability.

**Additional Funding Request: \$**

**Evaluation Findings**

Areas of vulnerability were identified through meetings with the President, the Assistant to the President for Quality Assurance, and the Director of Human Resources. The major area of vulnerability was identified as inappropriate and improper documentation of employee performance related to supervisors' lack of awareness and knowledge in areas of preventing employment discrimination.

**Use of Findings**

Yearly trainings will be conducted for cabinet members, associate deans, division chairs, and program directors in areas of preventing employment discrimination. They will also complete the online preventing employment discrimination training to ensure that those with supervisory authority are trained on refraining from and responding to possible issues relating to employment discrimination.

**Goal 2.**

To provide training programs and other learning opportunities to enhance the educational experience of minority students.

**Relationship to College Goals/Mission**

**Student Success**

- Deliver services needed to help students succeed.

**Objective or Educational Outcome 1**

Organize and sponsor two professional development programs focused on diversity issues for employees and students.

**Assessment**

Annual reviews will be used to monitor progress of campuswide and departmental efforts. Seventy-Five percent (75%) of program participants will indicate that the professional development programs attended met their needs.

**Additional Funding Request: \$4000**

Purchase or renewal of online training software for sexual harassment and discrimination.

**Evaluation Findings**

Professional development programs on issues of diversity were presented to faculty and staff during professional development days in January and August, 2008. The annual employee diversity survey was administered in July. Ninety-Seven (97%) of the employees indicated that the College provides regular professional development training relating to diversity issues, and ninety-six (96%) indicated that the College has done a good job in providing activities that promote multicultural understanding.

**Use of Findings**

Constant evaluation is necessary to ensure that programs and trainings continue to be relevant and effective in promoting multicultural understanding.

**Objective or Educational Outcome 2**

Increase minority enrollment in those programs and activities traditionally underrepresented. A survey will be used to establish the baseline minority enrollment of all College programs.

**Assessment**

An annual survey will be used to monitor the progress to increase minority enrollment by 50% in those traditionally underrepresented programs and activities determined through the initial survey.

**Additional Funding Request: \$****Evaluation Findings**

The Office of Diversity and Compliance did not administer a survey to monitor the progress to increase minority enrollment in traditionally underrepresented programs and activities. The Office of Diversity and Compliance is working with and taking recommendations from the Diversity Committee with steps to take in reaching more minority students and exposing them to programs in health sciences. The Title III program held a successful mini camp in science for 15 minority students and will try to

increase that number for the summer of 2009.

**Use of Findings**

To increase the number of presentations by Title III, the nursing staff, and other similar programs held to attract minority students to programs in the health science area.

**Goal 3.**

To strengthen the College's relationship with diverse groups within the College communities.

**Relationship to College Goals/Mission****Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

To promote dialogue and open communication between the College and groups that represent minority citizens by conducting quarterly meetings between the college and various groups that represent minority citizens to identify and address concerns..

**Assessment**

Ensure that quarterly meetings between the college and various groups that represent minority citizens to identify and address concerns have been conducted.

**Additional Funding Request: \$9800**

Outside printing, advertising and promotion, diversity liason, speakers.

**Evaluation Findings**

The director is a member of the Executive Board for the NAACP, a member of the SCLC, and meets with these organization at least quarterly. The Diversity Liaison serves on the Hobson-City Strategic Planning Committee, the education committee for the Calhoun County Chamber of Commerce, and the Joint Power of Authority for McClellan, and meets with these organizations at least quarterly.

**Use of Findings**

Any concerns identified that relates to services offered by the College or services available through the College are communicated to those departments. All issues related to diversity are resolved by the Office of Diversity and Compliance.

**Objective or Educational Outcome 2**

Assist other community organizations in the development of diversity plans.

**Assessment**

Annual surveys will be used to establish baseline data of community organizations with diversity plans, and to monitor and increase the successful development and implementation of diversity plans by other community agencies in the College service area.

**Additional Funding Request: \$**

**Evaluation Findings**

The Gadsden/Etowah Chamber of Commerce has been identified as an organization in the process of developing a diversity committee with the purpose of developing a diversity plan.

**Use of Findings**

The Director of Career Services is chairing the committee for the Chamber, and the Director of Diversity and Compliance is a member of the committee. They will use their experience with the College's Diversity Committees to assist the Chamber.

**User:guest**

**Unit**

Diversity & Compliance



Gadsden State Community College

Strategic Plan Evaluation

Unit: Economic Development Year: 2007-2008

Person Responsible: Kathy Gillison-Parker

Cabinet Member: John Blue      **Approved**

**Mission Statement:**

Within the context of the Mission, Purpose, and Philosophy of Gadsden State Community College, the organizational unit of Economic Development assists the Vice President in leading the College to achieve the Institutional Mission and Goals. The Coordinator of Economic Development serves to support the President and Vice President with special projects and on special assignments. The Coordinator of Economic Development supports legislative efforts at the local, state and federal levels and supports the Vice President in working with the President and the President's Cabinet to determine, prepare and advance the College's legislative agenda. The College organizational unit of Economic Development shall serve as the principle to support the promotion, establishment and maintaining of external partnerships to assist in meeting the needs of special populations within the community. The Coordinator of Economic Development assists other departments of the College unit reporting to the Vice President as directed by the Vice President.

**Long Range Goals:**

- 1      Pursue federal and state appropriations as related to the mission of GSCC.
- 2      Participate in external partnerships which will advance the mission of GSCC.

**Goal 1**

Support the President and Vice President with special projects and special assignments.

**Relationship to College Goals/Mission**

Community Awareness

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

Special projects and special assignments will be successfully completed and/or be in progress as directed by the President and Vice President.

**Assessment**

100% of the special projects and special assignments will be completed or in progress as directed the President and Vice President.

**Additional Funding Request: \$****Evaluation Findings**

All special projects and/or assignments were completed as tasked.

**Use of Findings**

The objective was met. Explore ways to improve accuracy and timeliness of completion and delegation of some tasks and involvement of more unit personnel.

**Goal 2**

Support the Vice President in working with the President and President's Cabinet to determine, prepare and advance the College's legislative agenda.

**Relationship to College Goals/Mission**

## College Capacity

- Strengthen and enhance the College's operations and human, financial and physical resources.

**Objective or Educational Outcome 1**

Work with the Vice President to prepare the College's legislative agenda.

**Assessment**

Prepare the legislative agenda.

**Additional Funding Request: \$****Evaluation Findings**

The Coordinator of Economic Development worked with the Vice President and Dean of Economic Development to develop the legislative agenda. The President and President's cabinet approved the legislative agenda prior to submission. Five requests were submitted on or before the due date.

**Use of Findings**

The objective was met. Review opportunities for ideas to submit applications on areas that will benefit the College based on cabinet member requests and needs identified by the personnel of the college.

**Objective or Educational Outcome 2**

Support legislative efforts at the local, state and federal levels.

**Assessment**

Pursue five legislative grants and/or appropriations as directed by the Vice President.

**Additional Funding Request: \$**

**Evaluation Findings**

Five legislative grant / appropriation requests were submitted to our federal legislators based on the legislative agenda approved by the President and President's cabinet.

**Use of Findings**

The objective was met. Review areas of needs and formulate those areas into future legislative agenda.

**Objective or Educational Outcome 3**

Promote relationships with governmental leaders and their designees and staff to assist with procurement of grant funds and appropriations.

**Assessment**

Follow up with governmental leaders and thier designees and staff members to assist with procument of grant funds and appropriations. All contact shall be documented.

**Additional Funding Request: \$****Evaluation Findings**

Follow up with governmental leaders has been done as directed by the Vice President.

**Use of Findings**

The objective has been met. Continue to follow up and provide information as requested and document contacts.

**Goal 3**

Promote external partnerships to assist in meeting the needs of special populations within the community.

**Relationship to College Goals/Mission****Workforce Development**

- Serve as a partner in shaping and achieving the region's economic and community development vision.

**Objective or Educational Outcome 1**

Participation in community based events promotes external partnerships.

**Assessment**

Participate in six community based discussions, forums, and taskforces and/or events.

**Additional Funding Request: \$**

**Evaluation Findings**

We have participated in more than six (6) community based discussion, forums, and task-forces and/or events to promote external partnerships to assist in meeting the needs of special populations within the community. Examples of the organizations with which we work with include: The Calhoun County Chamber of Commerce, Fiber Optic Initiative, Leadership Calhoun County, Cherokee County Chamber of Commerce, Gadsden-Etowah Chamber of Commerce, Health Resources and Services Administration, Federal Transit Administration, and Gadsden Metropolitan Planning Organization.

**Use of Findings**

The objective has been met. Explore additional external organizations to increase the number and types of organizations with which we work and partner.

**Goal 4**

Provide the oversight necessary to operate the Joe M. Ford Center for Economic Development.

**Relationship to College Goals/Mission****Workforce Development**

- Serve as a partner in shaping and achieving the region's economic and community development vision.

**Objective or Educational Outcome 1**

Provide the physical facilities necessary for community based meetings, classes and/or events which are held at the Ford Center to promote economic and community development.

**Assessment**

Provide the physical facilities necessary to support 48 community based meetings, classes and/or events which are held at the Ford Center.

**Additional Funding Request: \$****Evaluation Findings**

The Ford Center was the physical facility for more than 48 community based meetings, classes and/or events.

**Use of Findings**

The objective was met. Explore ways for the College to assist external partners with physical facilities for meetings and/or events which would enhance the image of GSCC.

**Goal 5**

Promote and communicate an attitude of celebration of differences to recognize and advance a diverse workplace.

**Relationship to College Goals/Mission****College Capacity**

- Strengthen and enhance the College's operations and human, financial and physical resources.

**Objective or Educational Outcome 1**

Recognition of differences will promote a more diverse workplace.

**Assessment**

Attend one or more diversity awareness training sessions as offered by Gadsden State Community College.

**Additional Funding Request: \$****Evaluation Findings**

One diversity awareness training session was attended by the Coordinator of Economic Development.

**Use of Findings**

The objective was met. Explore additional diversity awareness training sessions to attend.

**User:guest**

**Unit**

Economic Development



## Gadsden State Community College

## Strategic Plan Evaluation

Unit: Educational Talent Search Program-Ayers Year: 2007-2008

Person Responsible: Carol Tidwell

Cabinet Member: Valerie Richardson    **Approved**

**Mission Statement:**

The mission of the Educational Talent Search Program on the Ayers Campus is to identify 600 middle and high school students from disadvantaged backgrounds with the potential and desire for a postsecondary education. The program provides these participants with the information and skills necessary for success in a postsecondary environment. The main purpose of the Educational Talent Search Program is to increase the number of disadvantaged students completing high school and enrolling in postsecondary education.

**Long Range Goals:**

- 2        Provide professional development opportunity for staff.
- 3        Write and submit a successful renewal grant proposal.

**Goal 1**

Identify and deliver services to disadvantaged middle and secondary students with the potential for postsecondary success.

**Relationship to College Goals/Mission**

Student Success

- Deliver services needed to help students succeed.

**Objective or Educational Outcome 1**

Identify, select and enroll 600 students with postsecondary potential each year; 2/3 of the participants will be both low income and potential first generation college students.

**Assessment**

Over 100 applications will be accepted each year from the 14 target locations and evaluated as to eligibility and need.

**Additional Funding Request:** \$

**Evaluation Findings**

601 students served and will be reported. 2/3 of the participants were both low income and first generation college students.

**Use of Findings**

Educational Talent Search met the goal of two-thirds low income and first-generation participants. We will continue to seek additional grant funding and continue service to each ETS participant.

**Objective or Educational Outcome 2**

80% of non-senior participants to be served during each budget period will be promoted to the next grade level at the end of the academic school year.

**Assessment**

All participants in grades 6-11 are tracked from one grade to the next in Blumen software and by personal contact with advisors.

**Additional Funding Request: \$****Evaluation Findings**

99 % of 6-11 graders were promoted to the next grade level

**Use of Findings**

Educational Talent Search will continue working with target school staff and maintain the programs current data base to ensure accurate record keeping so that the undergraduate participants will be appropriately served.

**Objective or Educational Outcome 3**

90% of participating high school seniors will graduate from secondary school or receive a certificate of high school equivalency during each budget period

**Assessment**

All participants are tracked and evaluated to determine progress and graduation status.

**Additional Funding Request: \$****Evaluation Findings**

96% of seniors graduated.

**Use of Findings**

No weaknesses identified.

**Goal 2**

Remove barriers to increase postsecondary enrollment and success rate of disadvantaged students.

**Relationship to College Goals/Mission**

College Mission: Provide service to help potential students succeed.

**Objective or Educational Outcome 1**

85% of "college-ready" project participants will apply for financial aid during each budget period.

**Assessment**

All seniors and their parents are encouraged to attend a financial aid workshop or meet personally with the program director for help completing necessary documents. Personal contacts are made with each senior participant to ensure that the participant receives the appropriate financial aid forms for their desired college. Advisors are available to assist students and parents in the process. Contact information is maintained in the program office in hard copy as well as in Blumen software.

**Additional Funding Request: \$**

**Evaluation Findings**

93% of "college-ready" project participants applied for financial aid in the budget year that ended 8/30/08

**Use of Findings**

Educational Talent Search staff will continue to assist graduating participants in providing assistance with FAFSA and scholarship completion to ensure future graduates receive the best possible service with applying for funds to finance their postsecondary education.

**Objective or Educational Outcome 2**

85% of "college-ready" participants will apply to a postsecondary school during each budget year.

**Assessment**

Personal contacts are made with each senior participant to ensure that the participant receives the appropriate admissions forms for their desired college. Advisors are available to assist students and parents with this process. Contact information is maintained in the program office in hard copy form as well as in Blumen software.

**Additional Funding Request: \$**

**Evaluation Findings**

93% of "college-ready" project participants applied for admission to college.

**Use of Findings**

Educational Talent Search staff will continue to provide graduating participants the information and assistance needed to complete college admission requirements to ensure a smooth transition from high school to a program of study in a postsecondary institution.

**Objective or Educational Outcome 3**

75% of "college-ready" participants will enroll in a program of postsecondary school education during each budget period or during the next fall term.

**Assessment**

All senior participants receive the appropriate admissions and financial aid forms for their chosen postsecondary institution. Participants are tracked through the admissions and records offices of their prospective colleges.

**Additional Funding Request:** \$

**Evaluation Findings**

All tracking is not yet complete, however, based on current information 82 or (75%) out of 109 graduates have registered for classes at a postsecondary institution. We are waiting for information from 2 colleges (Stillman and Lane). We know the participant's in question did complete the application process.

**Use of Findings**

This year we have utilized the National Clearing House for tracking purposes. However, all postsecondary institutions do not report to the National Clearing House we will continue to send letters to institutions that do not report to the National Clearing House. We will continue to utilize the National Clearing House in future years. The Educational Talent Search staff will continue to make contacts with graduates, participants' parents and target school personnel to ensure the most accurate information is recorded in our data base as well as reported to the U. S. Department of Education.

**User:**guest

**Unit**

Educational Talent Search Program-Ayers



## Gadsden State Community College

## Strategic Plan Evaluation

**Unit:** Educational Talent Search, Gadsden-Etowah Talent S **Year:** 2007-2008

**Person Responsible:** Cherlyn Stowe

**Cabinet Member:** Valerie Richardson **Approved**

**Mission Statement:**

The primary mission of the Educational Talent Search Program (ETS) is to identify and assist individuals from disadvantaged backgrounds who have the potential to succeed in higher education. The program provides academic, career and financial counseling to its participants, encourages them to graduate from high school, and continue to the postsecondary school of their choice. Talent Search also serves high school dropouts by encouraging them to reenter the educational system and complete their education.

**Long Range Goals:**

- 1 Attend conferences and workshops in order to stay abreast of changes in program policies and procedures.
- 2 Implement the use of technological devices to increase program efficiency and productivity.

**Goal 1**

To identify 600 eligible youths with potential for postsecondary education within the academic school year, two-thirds of which will be low income and first-generation postsecondary.

**Relationship to College Goals/Mission**

College Mission: This goal supports the College goal "To establish and maintain partnerships to respond to the needs of special populations within the community, and to use outreach initiatives to seek and encourage those who otherwise might not give serious consideration to postsecondary education."

**Objective or Educational Outcome 1**

At least 600 eligible students with potential for postsecondary education will be identified, and two-thirds of these will be low income and first-generation postsecondary.

**Assessment**

The number of ETS applications will be tracked by computer database in order to determine when 600 eligible students, two-thirds of which will be low income and

potential first-generation postsecondary, have been identified.

**Additional Funding Request: \$**

**Evaluation Findings**

Talent Search staff identified 600 eligible students with potential for postsecondary education of which two-thirds or 403 were low income and first-generation postsecondary. These students were identified through applications and referrals and were tracked through Blumen software in regards to their eligibility.

**Use of Findings**

Talent Search staff met the goal of two-thirds low income and first-generation participants. We will continue to seek additional grant funding and continue service to each Talent Search participant.

**Goal 2**

To ensure that at least 90% of senior participants graduate in a given year.

**Relationship to College Goals/Mission**

College Mission: To establish and maintain partnerships to respond to the needs of special populations within the community, and to use outreach initiatives to seek and encourage those who otherwise might not give serious consideration to postsecondary education.

**Objective or Educational Outcome 2**

Senior graduation rates will equal 90% or more.

**Assessment**

The number of ETS seniors will be compared to the number of ETS seniors who graduate in order to calculate a percentage.

**Additional Funding Request: \$**

**Evaluation Findings**

Talent Search staff reviewed Blumen, graduation lists from target schools and talked with high school counselors to determine the percentage of Talent Search seniors who graduated. It was determined that 60 of 79 seniors or 76% graduated during the FY2007-2008. This percentage may increase as those who transferred are located. This percentage is also higher than the 75% mandated by the objectives set forth by the U.S. Department of Education.

**Use of Findings**

Although Talent Search staff did not meet the 90% goal, they will continue tracking past senior participants in order to determine if the percentage will increase to meet the 90% senior participant graduation level. Since 75% is mandated by the U.S. Department of Education, it will be this percentage we will strive to obtain in the future.

**Goal 3**

To ensure that 75% of participants who complete secondary school enter a postsecondary program of education by October after graduating.

**Relationship to College Goals/Mission**

College Mission: To establish and maintain partnerships to respond to the needs of special populations within the community, and to use outreach initiatives to seek and encourage those who otherwise might not give serious consideration to postsecondary education.

**Objective or Educational Outcome 3**

At least 75% of participants who complete secondary school will enter a postsecondary program of education by October after graduating.

**Assessment**

Written verification will be requested from the postsecondary institutions to which the students have applied, and the number who register will be compared with those who are eligible for postsecondary in order to determine the percentage.

**Additional Funding Request: \$****Evaluation Findings**

Talent Search staff is waiting to receive written verification from postsecondary institutions and will not have the exact percentage until a later date this fall.

**Use of Findings**

Although not enough time has expired in order for other institutions to respond to the Talent Search questionnaire, presently 45 of 60 or 75% of "college ready" have entered a program at a postsecondary institution. We have had difficulty in tracking but have used the Clearing House website in addition to inquiring for information from postsecondary institutions.

**Goal 4**

To publicize financial aid programs to 100% of participants eligible for admission to a postsecondary institution during the academic school year.

**Relationship to College Goals/Mission**

College Mission: To establish and maintain partnerships to respond to the needs of special populations within the community, and to use outreach initiatives to seek and encourage those who otherwise might not give serious consideration to postsecondary education.

#### **Objective or Educational Outcome 4**

The availability of financial aid will be publicized to 100% of participants who are eligible for admission to a postsecondary program of education.

#### **Assessment**

All senior participants will receive a newsletter mailed directly to their homes in order to publicize the ETS financial aid workshop. Personal telephone calls will be made to ETS seniors and their parents. The news media will be contacted to advertise the workshop and announcements will be made in target high schools.

**Additional Funding Request:** \$

#### **Evaluation Findings**

All Talent Search seniors and their parents received a newsletter stating that a Financial Aid workshop would be held March 17, 2008. The staff also posted flyers, made announcements at target schools and made personal contacts with senior participants.

#### **Use of Findings**

Since 100% of participants eligible for admissions to a postsecondary institution were notified, Talent Search staff will continue to use the means discussed to notify students and their parents but will no longer use this goal as an objective.

#### **Goal 5**

To assure that 60% of secondary school dropouts served will reenter an educational program this project period.

#### **Relationship to College Goals/Mission**

College Mission: To establish and maintain partnerships to respond to the needs of special populations within the community, and to use outreach initiatives to seek and encourage those who otherwise might not give serious consideration to postsecondary education.

#### **Objective or Educational Outcome 5**

At least 60% of secondary school dropouts served will reenter an educational institution.

#### **Assessment**

The numbers who dropout will be compared to the numbers who reenter, in order to determine the percentage.

**Additional Funding Request: \$****Evaluation Findings**

It was determined that 1 of 1 or 100% of dropouts served did re-enter an educational program.

**Use of Findings**

Although this goal was obtained, Talent Search staff will no longer use this objective because it is not mandated by the Department of Education.

**Goal 6**

To encourage 50% of postsecondary stopouts served to reenter a postsecondary institution this project period.

**Relationship to College Goals/Mission**

College Mission: To establish and maintain partnerships to respond to the needs of special populations within the community, and to use outreach initiatives to seek and encourage those who otherwise might not give serious consideration to postsecondary education.

**Objective or Educational Outcome 6**

At least 50% of postsecondary stopouts served will reenter a postsecondary institution.

**Assessment**

The numbers who stopout will be compared to the numbers who reenter a postsecondary institution, in order to show that at least 50% will reenter a postsecondary institution.

**Additional Funding Request: \$****Evaluation Findings**

It was determined that no stopouts were identified or served.

**Use of Findings**

Talent Search staff will no longer identify stopouts since it is not mandated by the Department of Education.

**Goal 7**

To assure that 75% of non-graduating secondary participants served in the project year will remain in secondary school for the next academic term.

**Relationship to College Goals/Mission**

College Mission: To establish and maintain partnerships to respond to the needs of special populations within the community, and to use outreach initiatives to seek and encourage those who otherwise might not give serious consideration to postsecondary education.

**Objective or Educational Outcome 7**

At least 75% of non-graduating secondary participants served in the project year will remain in secondary school for the next academic term.

**Assessment**

The number of non-graduating secondary participants served in the project year will be compared to the number retained, in order to determine the percentage.

**Additional Funding Request: \$**

**Evaluation Findings**

Data is still being collected to verify this goal.

**Use of Findings**

At this time Talent Search counselors are still verifying the retention of non-graduating secondary participants with high school counselors who are printing class schedules which will show the present grade level of each participant.

**Goal 8**

To assist 100% of "college ready" participants in applying for postsecondary admissions during this project period.

**Relationship to College Goals/Mission**

College Mission: To establish and maintain partnerships to respond to the needs of special populations within the community, and to use outreach initiatives to seek and encourage those who otherwise might not give serious consideration to postsecondary education.

**Objective or Educational Outcome 8**

In total, 100% of "college ready" participants will receive assistance in applying for postsecondary admissions.

**Assessment**

Each "college ready" participant is tracked by computer database in order to determine when 100% of these participants have received assistance.

**Additional Funding Request: \$**

**Evaluation Findings**

All participants who were "college ready" or 45 of 45 or 100% were tracked in order to determine that they received assistance through receiving pertinent financial aid information and direct assistance with on-line filing of an application for financial aid.

**Use of Findings**

Talent Search staff will continue to disperse financial aid information as it is currently done and continue to aid students in filing their applications.

**Goal 9**

To provide information and printouts on careers, colleges and scholarships to at least 70% of the senior participants.

**Relationship to College Goals/Mission**

College Mission: To establish and maintain partnerships to respond to the needs of special populations within the community, and to use outreach initiatives to seek and encourage those who otherwise might not give serious consideration to postsecondary education.

**Objective or Educational Outcome 9**

At least 70% of senior participants will be provided with information and printouts on careers, colleges and scholarships.

**Assessment**

The number of senior participants who receive information and printouts will be compared with the total number of senior participants, in order to determine the percentage.

**Additional Funding Request: \$****Evaluation Findings**

All senior participants, 100% or 79 of 79, received information on careers, colleges and scholarships.

**Use of Findings**

Since this goal was achieved and it is not mandated by the Department of Education, it will no longer be an objective for our staff.

**Goal 10**

To publicize field trips, campus visits, mentoring, tutoring, workshops and other activities to 100% of eligible participants and to target school personnel.

**Relationship to College Goals/Mission**

College Mission: To establish and maintain partnerships to respond to the needs of special populations within the community, and to use outreach initiatives to seek and encourage those who otherwise

might not give serious consideration to postsecondary education.

**Objective or Educational Outcome 10**

Target school personnel and 100% of eligible participants will be notified of ETS activities.

**Assessment**

If ETS newsletters addressed to eligible participants and target school personnel are returned, then participants and target school personnel are notified at school.

**Additional Funding Request:** \$

**Evaluation Findings**

Target school personnel and 100% of eligible participants were personally notified through phone calls, newsletters and school announcements of Talent Search activities.

**Use of Findings**

Since this goal was achieved the staff will continue to use current means to publicize field trips, campus visits, activities and services, but will no longer have this goal as an objective because it is not mandated by the Department of Education.

**User:**guest

**Unit**

Educational Talent Search, Gadsden-Etowah Talent S 



## Gadsden State Community College

## Strategic Plan Evaluation

**Unit:** Emergency Medical Services Program **Year:** 2007-2008

**Person Responsible:** Connie Meloun / Patrick Brown

**Cabinet Member:** Jim Jolly     **Approved**

**Mission Statement:**

Within the context of the Mission, Purpose, and Philosophy of Gadsden State Community College, the mission of the Emergency Medical Services Program is to provide quality educational courses consistent with requirements set forth by a credentialing agency to practice pre-hospital medicine in conjunction with medical control. The EMS Program shall provide the necessary knowledge, skills, and attitudes consistent with the expectations of the public and the profession.

**Long Range Goals:**

- A     Assist the college's grant writers in pursuing grant funding for program enhancements.
- B     Participate in the Post Secondary EMS curriculum standardization process
- C     Implement the Post Secondary standardized EMS curriculum
- D     Evaluate desk-top computer terminals and automation of Emergency Medical Services classroom.
- E     Hire full-time clinical/lab coordinator
- F     Seek funding to Compensate Program Medical Director
- G     Equip labs with supplies and equipment to meet the learning needs of students.
- H     Continue offering EMS courses through distance learning methods
- I     Convert all lectures to Tegrity for all EMS courses

**Goal 1**

Maintain National Accreditation by the Commission on Accreditation of Education Programs for the Emergency Medical Service Profession (CoAEMSP) and the State of Alabama Department of Public Health Emergency Medical Services Division (ADPH/EMSD).

**Relationship to College Goals/Mission**

**Student Success**

- Deliver services needed to help students succeed.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

Adhere to accrediting standards as set forth by national and state agencies.

**Assessment**

Evidence of corrective action reports submitted to accrediting bodies as well as obtaining certificate of accreditation from same. Approval of annual report by CoAEMSP.

**Additional Funding Request: \$****Evaluation Findings**

Gadsden State Community College's EMS Program was granted a full 5 year accreditation.

**Use of Findings**

Gadsden State's EMS Program will continue to submit its annual report each March as directed by the committee on accreditation. (COAEMSP) During the site visit, the site visirors made several suggestions to improve the overall program. Since this time, GSCC has added one full time instructor which has help bring more continuity to the program.

**Objective or Educational Outcome 2**

Insure that the Emergency Medical Services Program Advisory Committee convenes in the Fall/Spring or Summer Semester(s) to provide a forum from the communities of interest for planning and evaluation.

**Assessment**

Minutes of Emergency Medical Services Program Advisory Committee meetings.

**Additional Funding Request: \$200**

To provide working lunches

**Evaluation Findings**

The advisory committee meets every year in the spring. minutes of the meeting are recorded in the EMS Program office. The last meeting was in April of 2008.

**Use of Findings**

The EMS advisory committee will review the EMS curriculum to ensure that the material taught is current with today's medical stndards and is in line with the current Department of Transportation's objectives for EMS training.

**Goal 2**

Provide students with knowledge and skills to competently and safely perform as entry-level emergency medical services providers.

### **Relationship to College Goals/Mission**

#### **Student Success**

- Provide a student-centered teaching and learning environment.

#### **Student Success**

- Deliver services needed to help students succeed.

#### **Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

### **Objective or Educational Outcome 1**

Hire qualified, experience faculty to teach in the Emergency Medical Services Program.

#### **Assessment**

End of Course Surveys, Program Resource Surveys: 90% of student respondents will "agree" or "strongly agree" that faculty are knowledgeable of the subject material they are responsible for teaching.

#### **Additional Funding Request: \$**

#### **Evaluation Findings**

98% of the students surveyed for the 2007-2008 year "agreed" or "strongly agreed" that the faculty were knowledgeable about the subject matter that they presented.

#### **Use of Findings**

As a short term goal, the EMS program will continue to seek out qualified instructors to teach on a part time basis. The long range goal for the EMS program is to hire an addition full-time employee to improve the stream of continuity in EMS education offered at GSCC.

### **Objective or Educational Outcome 2**

Students will perform competently in classroom, lab and clinical settings.

#### **Assessment**

A. Students will maintain at least an 80% average to pass each course. B. Lab Validations: Perform procedures without any omissions of critical criteria. C. Clinical Validations: Meeting the prescribed standards as measured by FISDAP clinical tracking software D. Graduate Resource Surveys and Employer Resource Surveys: 90% of respondents will "agree" or "strongly agree" the graduate is prepared to function competently in an entry-level medical emergency position.

**Additional Funding Request: \$**

Noted in Goal 3

**Evaluation Findings**

Not all students who entered the program were successful at completing the clinicals, labs and didactic portions of the EMS training.

The students who were successful were required to have an 80% overall average in the didactic portion of the class as well as perform lab skill validations without any omissions of critical criteria.

97% of the students surveyed either "agreed" or "strongly agreed" that they were prepared to enter the workforce at an entry level position.

**Use of Findings**

With the help of the EMS Advisory committee and the faculty and staff, the program director will continue to monitor the students progress and make necessary adjustments to the program as needed to ensure that each student is given the best opportunity for him/her to be successful.

**Goal 3**

To provide students with the instructional resources, facilities, computer labs, reference library and support services necessary to provide state-of-the-art education in the field of Emergency Medical Services.

**Relationship to College Goals/Mission****Student Success**

- Provide a student-centered teaching and learning environment.

**Student Success**

- Deliver services needed to help students succeed.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

Completely update the EMS video/DVD library at Jarvis Hall and the McClellan Center with material which reflects current EMS practices

**Assessment**

Acquisition of the updated video/DVD's needed this fiscal year.

**Additional Funding Request: \$2802**

To purchase current video/DVD materials for Jarvis and site license for McClellan Center. By purchasing complete set in bulk, there is a cost savings of over 50% per video over 36 videos.

**Evaluation Findings**

GSCC has purchased a new video library for the EMS program. This purchase includes an addition site license for the McClellan campus.

**Use of Findings**

The purchase of this library will ensure that for the next two years, that we will have the most up-to-date information for the students to view. In addition to this, all instructors are ask to submit an equipment needs list in an effort to stay current with growing technologies in the EMS field.

**Objective or Educational Outcome 2**

Update equipment/supplies utilized in lab simulations to better prepare students for the workplace environment.

**Assessment**

Faculty Resource Surveys: 90% of faculty will indicate "agree" or "strongly agree" that lab equipment is sufficient to meet their instructional needs. Student Resource Surveys: 90% of student respondents will indicate "agree" or "strongly agree" that lab equipment meets their learning needs. Graduate Resource and Employer Surveys: 90% of respondents will indicate "agree" or "strongly agree" the graduate is prepared to work at the entry-level.

**Additional Funding Request: \$18500 (Tech fee funds)**

13,500 For the purchase of (1) one 12-lead EKG Monitor for McClellan Campus. Acquisition of (1) 12-lead EKG has been made for Jarvis Hall. 5000 for the purchase of Endotracheal tubes, bandages, practivalis, etc...

**Evaluation Findings**

The EMS program purchased a "M" series 12 lead EKG monitor for the McClellan campus.

**Use of Findings**

Each student who is enrolled into the EMP 199 (Advanced Cardiology) course will be required to learn EKG 12 lead interpretation and the use of other diagnostic devises associated with a "state of the art" 12 lead EKG monitor. An additional 12 lead monitor has been requested for the 2008-2009 fiscal year.

**Objective or Educational Outcome 3**

Hire qualified, experienced faculty to teach in the Emergency Medical Services Program.

**Assessment**

End of Course and Program Surveys: 90% of students will indicate "agree" or "strongly agree" that faculty are knowledgeable of the subject material they teach.

**Additional Funding Request: \$****Evaluation Findings**

100% of the students surveyed either "agreed" or "strongly agreed" that the EMS faculty are knowledgeable of the subject matter they teach.

**Use of Findings**

Each faculty member will continue to receive all instructor materials available prior to the start of class. In addition to this, the faculty and staff will be given the opportunity to attend the local EMS conference.

**Objective or Educational Outcome 4**

Faculty will be provided access to current educational methodologies and updated emergency services protocols and techniques.

**Assessment**

Annually, at least one full-time faculty member will attend annual continuing education seminars/workshops related to emergency services. Annually, part-time faculty will be provided a workshop/seminar locally to serve as an update to current teaching methodologies and emergency medical services protocols and techniques.

**Additional Funding Request: \$3,000**

1,000 for annual update of part-time faculty; 2,000 for annual professional development for full time faculty

**Evaluation Findings**

The EMS faculty were given the opportunity to attend the annual East Alabama EMS conference at no charge. Both full time faculty were in attendance and two part time EMS faculty were also in attendance.

**Use of Findings**

The local EMS conference is a great opportunity to stay current with the local EMS policies and procedures. However, The program director will continue to request appropriate funding for faculty and staff to attend national EMS education conferences. These conferences are designed to provide EMS educators with the most effective teaching techniques and provides an opportunity for EMS educators to network.

**Objective or Educational Outcome 5**

Upgrade computers for clerical and instructional staff at Jarvis and McClellan for class preparation and presentation.

**Assessment**

Acquisition of six new computers.

**Additional Funding Request: \$5900 (Tech Fees)**

Purchase of new computers.

**Evaluation Findings**

New computers were purchased for All full time faculty and staff. In addition, New computers were placed in the part-time faculty offices.

**Use of Findings**

The purchase of these computers ensures that EMS faculty and staff have the most current computer software available to be effective and productive.

**Goal 4**

Provide National Registry Practical Examinations twice per year.

**Relationship to College Goals/Mission**

**Student Success**

- Deliver services needed to help students succeed.

**College Capacity**

- Strengthen and enhance the College's operations and human, financial and physical resources.

**Objective or Educational Outcome 1**

Recruit and maintain a highly experienced contractor base for National Registry practical skills testing.

**Assessment**

At least 15 college-approved contracts for each Registry Practical Exam

**Additional Funding Request:** \$3000 (Regular Budget)

100 each for 15 professionals twice annually.

**Evaluation Findings**

There were 18 qualified evaluators were contracted for the Nation Registry test given in May of 2008.

**Use of Findings**

The EMS faculty will continue to identify qualified personnel for Nation Registry testing.

**User:guest**

**Unit**

Emergency Medical Services Program



## Gadsden State Community College

## Strategic Plan Evaluation

**Unit:** Engineering Technologies **Year:** 2007-2008

**Person Responsible:** Tommy Hartline / Melinda White

**Cabinet Member:** Tim Green     **Approved**

**Mission Statement:**

Gadsden State Community College's Engineering Technologies Division is committed to providing individuals with quality and up-to-date technical training educational experiences, and to provide area employers with qualified graduates skilled in their respective occupational areas ready for employment. These experiences are dedicated to establishing initial job-specific skills for those just entering the workforce, updating the current workforce's skills and abilities through advancing technology, retraining for displaced workers, and professional development activities for local professionals.

**Long Range Goals:**

- Goal #1 Promote existing technical programs college wide and in the community by establishing published materials and electronic media that include the scope of work, employment possibilities, current technology used, and other services offered.
- Goal #2 Foster and maintain good communications between the college, area employers, the local community and the individual programs with greater interaction of the program advisory committees.
- Goal #3 Support instructor professional development specific to their technical specialty and teaching methods and the development of instructional materials.

**Goal 1**

Provide quality education and training specific to one's field of study.

**Relationship to College Goals/Mission**

## Student Success

- Provide a student-centered teaching and learning environment.

## Student Success

- Deliver services needed to help students succeed.

## Workforce Development

- Serve as a partner in shaping and achieving the region's economic and community development vision.

**College Capacity**

- Strengthen and enhance the College's operations and human, financial and physical resources.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

College Mission: Provide general education, technical and continuing education, including personal enrichment opportunities.

**Objective or Educational Outcome 1**

Maintain a 80% good or excellent overall rating of education and training by employers.

**Assessment**

(A.)80% of those responding to the Employer survey will answer Excellent or Good to the question: As a result of observing the work behavior of this employee, what is your overall rating of the training provided in his/her field of study at Gadsden State Community College? (B.)80% of those responding to the Graduate Follow-Up Survey will answer Excellent or Good to the question: The quality of instruction for courses in your major was?

**Additional Funding Request: \$****Evaluation Findings**

A.)67% of those responding to the Employer survey answered Excellent or Good to the question: As a result of observing the work behavior of this employee, what is your overall rating of the training provided in his/her field of study at Gadsden State Community College? (B.)98% of those responding to the Graduate Follow-Up Survey answered Excellent or Good to the question: The quality of instruction for courses in your major was?

**Use of Findings**

The response to the employer survey was extremely low. The Engineering Technologies Division will work with employers through program advisory committees and personal contacts to emphasis the importance of this survey in our efforts to give industry a better prepared employee.

**Goal 2**

Empower and assist students to achieve their stated objective of attending GSCC.

**Relationship to College Goals/Mission****Student Success**

- Provide a student-centered teaching and learning environment.

**Student Success**

- Deliver services needed to help students succeed.

**Workforce Development**

- Serve as a partner in shaping and achieving the region's economic and community development vision.

**College Capacity**

- Strengthen and enhance the College's operations and human, financial and physical resources.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

College Mission: Provide students of varied backgrounds and abilities with the instructional and support services that will assist them in achieving career and educational goals.

**Objective or Educational Outcome 1**

Maintain a 80% favorable rating on student assessment of goal achievements as assessed in the Graduate Survey.

**Assessment**

80% of those responding to the Graduate Follow-Up Survey will answer yes to the question: Did you reach your objective?

**Additional Funding Request: \$****Evaluation Findings**

93% of those responding to the Graduate Follow-Up Survey answered yes to the question: Did you reach your objective?

**Use of Findings**

While meeting the expected goal, the Engineering Technologies Division will continue to enhance program offerings by offering courses at varying times and with professional development of instructors to insure the needs of business and industry and our students are met.

**Goal 3**

Provide area employers with skilled graduates ready for employment.

**Relationship to College Goals/Mission****Student Success**

- Provide a student-centered teaching and learning environment.

**Student Success**

- Deliver services needed to help students succeed.

**Workforce Development**

- Serve as a partner in shaping and achieving the region's economic and community development vision.

**College Capacity**

- Strengthen and enhance the College's operations and human, financial and physical resources.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

College Mission: Provide "technical programs to equip students to master certain skills as well as to utilize them through job entry."

**Objective or Educational Outcome 1**

Maintain an 80% good or excellent rating on the Employer Survey of graduates' competence in each of the following areas: Computer skills, Math skills, Technical knowledge.

**Assessment**

80% from the Employer Survey those expressing an opinion will answer excellent or good to the following: As indicated by his/her job performance, rate the training that this employee received for each of the work qualities listed: Computer Skills, Math Skills, Technical Knowledge.

**Additional Funding Request: \$****Evaluation Findings**

From the Employer Survey those expressing an opinion answered excellent or good to the following: As indicated by his/her job performance, rate the training that this employee received for each of the work qualities listed: Computer Skills 60%, Math Skills 86%, Technical Knowledge 72%.

**Use of Findings**

The response to the employer survey was extremely low. The Engineering Technologies Division will work with employers through program advisory committees and personal contacts to emphasize the importance of this survey in our efforts to give industry a better prepared employee.

**Goal 4**

Assist students in securing employment before graduation through cooperative education opportunities or upon graduation.

**Relationship to College Goals/Mission****Student Success**

- Deliver services needed to help students succeed.

**Workforce Development**

- Serve as a partner in shaping and achieving the region's economic and community development vision.

**College Capacity**

- Strengthen and enhance the College's operations and human, financial and physical resources.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

College Mission: Provide students seeking employment with knowledge and skills necessary to meet current and projected needs of business and industry.

**Objective or Educational Outcome 1**

The percentage of employed graduates to be 75% or greater within six months of graduation.

**Assessment**

75% of those responding to the Graduate Follow-Up Survey will indicated they were employed.

**Additional Funding Request: \$**

**Evaluation Findings**

78% of those responding to the Graduate Follow-Up Survey indicated they were employed.

**Use of Findings**

The Engineering Technologies Division will continue to work with local and regional employers to provide more opportunities for employment of graduates.

**Objective or Educational Outcome 2**

Provide more cooperative education opportunities for students by building stronger partnerships with employers.

**Assessment**

The Cooperative Education Report for 2007-2008, will provide the number of students participating in cooperative education with the number of companies.

**Additional Funding Request: \$**

**Evaluation Findings**

A total of 16 companies and 382 students participated in the Cooperative Education Program in 2007 - 2008.

**Use of Findings**

The Engineering Technologies Division will continue to work with the Cooperative Education Program and employers through program advisory committees and personal contacts to continue to expand work experience opportunities for students.

**Goal 5**

Maintain partnerships and articulation agreements with all secondary career/technical programs in GSCC's service area

**Relationship to College Goals/Mission**

**Student Success**

- Deliver services needed to help students succeed.

**Workforce Development**

- Serve as a partner in shaping and achieving the region's economic and community development vision.

**College Capacity**

- Strengthen and enhance the College's operations and human, financial and physical resources.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

College Mission: Establish and maintain partnerships to respond to the needs of special populations within the community.

**Objective or Educational Outcome 1**

Confirm existing articulation agreements annually. Revise agreements concurrent with curricula changes. Establish agreements with new secondary career/technical programs as appropriate.

**Assessment**

All articulation agreements are reviewed, expanded, if appropriate, and updated annually.

**Additional Funding Request: \$**

**Evaluation Findings**

All articulation agreements have been reviewed, expanded, and updated if appropriate.

**Use of Findings**

This is an ongoing goal of this division.

**Goal 6**

Enhance student learning in Machine Tool Technology at the Ayers campus by providing modern equipment and a realistic industrial setting for student learning and workforce development training.

**Relationship to College Goals/Mission**

## Student Success

- Provide a student-centered teaching and learning environment.

## Student Success

- Deliver services needed to help students succeed.

## Workforce Development

- Serve as a partner in shaping and achieving the region's economic and community development vision.

## Community Awareness

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

Replace 10 classroom computers, 6 engine lathes, and 6 milling machines with modern equipment.

**Assessment**

New equipment will be in place and be utilized by students by the beginning of Fall semester 2008.

**Additional Funding Request: \$235,000**

The computers in use in this area are 7-8 years old. Four of the milling machines are on loan from AIDT after being replaced by them and are obsolete. The engine lathes will replace the 40-year-old machines that were purchased in 1967 that are currently being used for student instruction. Funding source: Technology Fees and Perkins Funds.

**Evaluation Findings**

10 classroom computers, 2 engine lathes, and 2 milling machines have been replaced with modern equipment. Due to funding restrictions this goal was not met.

**Use of Findings**

Due to funding restrictions this goal was partially met. The remainder of this equipment has been requested in the 2008 - 2009 strategic plan.

**Goal 7**

Enhance student learning in the field of Fiber Optics at the Ayers Campus and East Broad Campus by establishing a fiber optics lab at both campuses.

**Relationship to College Goals/Mission**

## Student Success

- Provide a student-centered teaching and learning environment.

## Student Success

- Deliver services needed to help students succeed.

## Workforce Development

- Serve as a partner in shaping and achieving the region's economic and community development vision.

## Community Awareness

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

Provide equipment and operating systems comparable to that used in industry. Provide adequate facilities for lab environment and all necessary equipment and software for training. Provide instructors with professional development training.

**Assessment**

New equipment will be in place and utilized by students by the beginning of Fall semester 2008.

**Additional Funding Request: \$45,000**

There is currently no equipment to teach fiber optics at either campus. Business and industry partners have requested training in this high demand area. This objective has been carried forward from the 2006-2007 strategic plan. Funding source: Technology Fees.

**Evaluation Findings**

28 trainers have been purchased and are currently in use at the East Broad and Ayers campuses.

**Use of Findings**

Fiber Optics training equipment available and being utilized at both campuses in two classes serving 34 students.

**Goal 8**

Enhance student learning in the field of robotics, programming, and operations at the Ayers and East Broad campuses.

**Relationship to College Goals/Mission****Student Success**

- Provide a student-centered teaching and learning environment.

**Student Success**

- Deliver services needed to help students succeed.

**Workforce Development**

- Serve as a partner in shaping and achieving the region's economic and community development vision.

**College Capacity**

- Strengthen and enhance the College's operations and human, financial and physical resources.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

Provide equipment and software for 30 desktop stations to teach basic robotics and programming in this high growth high wage field as requested by industry. This equipment will benefit Electrical Technology, Electronics Engineering Technology, Industrial Automation Technology, Machine Tool Technology and Welding Technology.

**Assessment**

New equipment will be in place and utilized by students by the beginning of Fall semester 2008.

**Additional Funding Request: \$48,000**

No equipment currently exists at either campus for instruction in this high tech field. Funding source: Technology Fees.

**Evaluation Findings**

Due to funding restrictions this goal was not achieved.

**Use of Findings**

This goal will be reevaluated in the 2008 - 2009 strategic plan.

**Goal 9**

Enhance student learning by upgrading and improving the delivery of course content in Realtime Reporting by implementing the use of new software and a dedicated high speed internet lab.

### **Relationship to College Goals/Mission**

#### **Student Success**

- Provide a student-centered teaching and learning environment.

#### **Student Success**

- Deliver services needed to help students succeed.

#### **Workforce Development**

- Serve as a partner in shaping and achieving the region's economic and community development vision.

#### **College Capacity**

- Strengthen and enhance the College's operations and human, financial and physical resources.

#### **Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

### **Objective or Educational Outcome 1**

Establish a dedicated high speed internet lab and begin the use of Realtime Coach software .

#### **Assessment**

The lab is furnished, operational, and utilized by students by Fall 2007.

#### **Additional Funding Request: \$50,000**

This software provides extensive training and immediate feedback for students and allows the instructor a greater amount of one to one interaction with students. The software requires a dedicated high speed, high bandwidth connection. The lab is currently furnished with small typing tables from Gadsden State Junior College (pre 1985). Funding source: Technology Fees and Perkins Funds.

#### **Evaluation Findings**

The software provides extensive training and immediate feedback for students and allows the instructor a greater amount of one to one interaction with students. A dedicated high speed, high bandwidth lab is has been furnished with new tables and computers and is in use daily.

#### **Use of Findings**

This project has been so successful that another lab has been requested for the 2008 - 2009 strategic plan,

### **Goal 10**

Expand educational opportunities in the areas of ductwork design and construction in the Air Conditioning & Refrigeration Technology programs at Ayers and Valley Street campuses.

### **Relationship to College Goals/Mission**

#### **Student Success**

- Provide a student-centered teaching and learning environment.

#### **Student Success**

- Deliver services needed to help students succeed.

#### **Workforce Development**

- Serve as a partner in shaping and achieving the region's economic and community development vision.

#### **College Capacity**

- Strengthen and enhance the College's operations and human, financial and physical resources.

#### **Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

### **Objective or Educational Outcome 1**

Engage students in hands on learning utilizing the following equipment; a sheet metal brake, Pittsburg machine and sheet metal hand tools for each campus and 5 heat pumps, 2 furnaces and an ice machine for the Ayer's campus.

#### **Assessment**

New equipment will be in place and utilized by students by the beginning of Fall semester 2008.

#### **Additional Funding Request: \$25,000**

The programs currently do not have this equipment for use in labs or outside projects. Projects include outside work such as Habitat for Humanity. Funding source: Perkins Funds.

#### **Evaluation Findings**

Due to funding restrictions 2 heat pumps, 1 furnace and 1 ice machine were purchased. this goal was partially met.

#### **Use of Findings**

The remainder of this equipment has been included in the 2008 - 2009 strategic plan.

### **Goal 11**

Continually monitor all work areas in Engineering Technology for Safety issues.

### **Relationship to College Goals/Mission**

**Student Success**

- Provide a student-centered teaching and learning environment.

**Student Success**

- Deliver services needed to help students succeed.

**Workforce Development**

- Serve as a partner in shaping and achieving the region's economic and community development vision.

**College Capacity**

- Strengthen and enhance the College's operations and human, financial and physical resources.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

Identify and correct any known safety issues in Engineering Technology Programs.

**Assessment**

Require all Instructors to inspect their classrooms, work areas and laboratories each semester and report the results to the Division Chairs.

**Additional Funding Request: \$**

**Evaluation Findings**

No major safety issues were reported.

**Use of Findings**

Instructors will continue to monitor their areas to provide the student a safe learning environment.

**User:guest**

**Unit**

Engineering Technologies



Gadsden State Community College

Strategic Plan Evaluation

Unit: Financial Aid Year: 2007-2008

Person Responsible: Kelly D'Eath

Cabinet Member: Valerie Richardson      **Approved**

**Mission Statement:**

The purpose of the Financial Aid Office is to maintain a consistent and equitable approach to the awarding of student financial aid and to provide courteous service and accurate information to students and their families.

**Long Range Goals:**

- 1      Maintain clear financial aid audits
- 2      Increase financial aid awards by 5% over the next three years

**Goal 1**

Maintain a current Policy & Procedure Handbook

**Relationship to College Goals/Mission**

Student Success

- Deliver services needed to help students succeed.

College Capacity

- Strengthen and enhance the College's operations and human, financial and physical resources.

**Objective or Educational Outcome 1**

Stay abreast of changes impacting financial aid through participation in professional development events and through review of financial aid regulations and literature

**Assessment**

1. Information gained at professional development events - all employees to participate in at least professional development activity per year
2. Updates to P&P Handbook
3. Number of overpayments due to staff errors
4. Improved office communications

**Additional Funding Request: \$1500**

Attendance at state and regional professional development events

**Evaluation Findings**

Each member of the Financial Aid staff attended at least one professional development activity. Information learned at these events were shared at staff meetings or via emails.

The P&P Handbook was updated accordingly to comply with the College Cost Reduction and Access Act of 2007 (CCRA).

The number of overpayments reduced dramatically from Fall 2006. As of today, no outstanding overpayments exist for 2007-2008.

In an effort to enhance office communications, a full staff meeting was held following fall registration. As a follow up, each member of the staff was asked to share suggestions as to how to improve the operations of the Financial Aid Office.

### **Use of Findings**

To remain abreast of changes in regulations and to improve the efficiency of the Office, it is critical that each member attend at least one professional development activity annually. In addition, the full staff meeting provided to be extremely insightful and will be continued annually.

## **Goal 2**

Enhance communications with college community regarding financial aid

### **Relationship to College Goals/Mission**

#### **Student Success**

- Provide a student-centered teaching and learning environment.

#### **Student Success**

- Deliver services needed to help students succeed.

### **Objective or Educational Outcome 2**

1. Increased awareness of faculty as to the importance of attendance verification 2. Increased awareness of the types of federal financial aid available and the application process 3. Decreased processing time in student awarding through enhanced technology and other available resources 4. Email current students reminder to re-submit FAFSA for the upcoming year 5. Increased awareness of students as to their responsibilities as aid recipients (attendance, SAP, completing the application process in a timely manner, etc.)

### **Assessment**

1. Decrease in the amount of ARs resulting from non-attendance (Fall to Fall) 2. Increase in the number of applications received as of priority filing deadline (annual comparison) 3. Notification of students as to documentation needed to finalize award within seven days of receiving valid ISIR 4. Process student files and mail award letters within two days of receiving required documentation 5. Number of students assisted following email reminder 6. Number of students referred to ED for overpayment 7. 85%

satisfaction rating on student evaluations relating to financial aid services

**Additional Funding Request: \$16500**

Nine telephone headsets for staff to provide better service during peak times and an additional T1 line to increase speed of processing of files at Ayers and McClellan (funded via increased technology fees)

**Evaluation Findings**

Two members of the staff presented a skit at the Leadership Development Institute this year. This skit illustrated the effect on the College and on students if attendance verifications are not submitted timely. Following this presentation, the instructional Deans met with the Financial Aid Director and requested listing of those classes for which attendance had yet to be reported. This fall, only eight classes had unknown roll status. Two of which were updated prior to the listing being forwarded to the Deans.

The Computer Services staff was able to expand a program to assist with the verification and disbursement process. This enhanced program has improved the accuracy and speed of roll verifications.

The Financial Aid Director speaks at Freshmen Focus sessions in the summer and orientation classes throughout the year. In addition, the Director and Financial Aid Manager conduct presentations at high schools throughout the service area. These presentations focus on three topics: (1) how to apply for financial aid, (2) what are the types of aid available, and (3) how to maintain financial aid once awarded.

There were delays in processing 2008-2009 files for students entering FA08. Some factors include a loss of 450 hours due to the cooling unit being inoperable this summer and another 90+ hours due to the burst pipe at the Wallace Drive office. Another factor was the backlog of scanned files, which was primarily due to two months without FWS student assistance. However, the staff worked extremely hard and awarded an additional \$1 million dollars as of the first disbursement compared to the first disbursement the prior fall. In addition, the staff packaged 437 additional files as of 8/20/08 compared to this same date in 2007. Finally, there was an increase of over 210% of processed ISIRs received by this same date compared to the prior year.

No students were referred to ED for overpayment. However, one student was referred to OIG for fraud.

Following fall registration, a full staff meeting was held to discuss way to enhance efficiency. After the meeting, each member of the staff was asked to send any additional suggestions for enhancement to the Director and copy the other staff members.

Headsets were purchased for all members of the staff, with the exception of the Director. Based on comments by the staff and observations of the Director of the staff assisting students on the telephone while locating files and entering documents justify this worthwhile investment.

Although another T1 line was not purchased, the Computer Services staff was able to

establish a virtual EDE system that has enabled Ayers and McClellan to access the EDE software without a large down time. This virtual system has greatly improved the speed of the system.

### **Use of Findings**

The assessment measure "Decrease in the amount of ARs resulting from non-attendance (Fall to Fall)" will be deleted from the Plan. This amount is determined by student attendance. However, the Financial Aid Office will continue to send Attendance Verification Forms (AVFs) to students that have yet to document attendance in all classes. In addition, the Office staff will continue to work with the Business Office in regard to the resulting ARs.

The following changes have been implemented to enhance the efficiency of the Financial Aid Office.

- Files will be finalized for students while they wait when possible. However, a file cannot be finalized while a student waits if (1) the student has been to another institution (i.e., transfer student), (2) all paperwork has not been received, and/or (3) a correction is needed. This is a major change in procedure. Pell will be awarded initially. Following the notification of campus-based funding, revised awards will be made to students receiving these offers.
- Files can be finalized for students with incomplete admissions. For clarification, each award letter offered to a student with an incomplete admission status should indicate on the award letter that the offer is contingent on complete admissions (and to contact Admissions to finalize). Stamps will be ordered for each packager that indicates "Award Contingent on Clear Admissions".
- Returned document tracking letters will be shredded. No notation will be added to EDE.
- Awarded files will be the only documents scanned from this point forward. As of today, incomplete files will no longer be scanned.

### **Goal 3**

Enhance the scholarship process

### **Relationship to College Goals/Mission**

Student Success

- Deliver services needed to help students succeed.

**College Capacity**

- Strengthen and enhance the College's operations and human, financial and physical resources.

**Objective or Educational Outcome 3**

1. Individual files on all scholarship recipients 2. Verification of eligibility for each scholarship, each term 3. Update scholarship applications for both new students and returning students 4. Increase scholarship coordinator to full-time position or hire additional part-time clerk

**Assessment**

1. Number of scholarship applications received 2. Auditors' comments 3. Anecdotal comments as to new format of scholarship applications 4. Updated scholarship section in P&P Handbook

**Additional Funding Request: \$27250**

\$2250 for five filing cabinets; \$25000 additional salary & benefits

**Evaluation Findings**

Individual scholarship files have been established for 2007-2008 and 2008-2009.

The Scholarship Manager has established a database that is used each term for verification of eligibility and reconciliation purposes.

The general Scholarship Application is currently in the process of revision and will be used as the application for graduating high school students only. The Returning Student Scholarship Application is being revised and will be used for all other students.

A full-time Scholarship Manager was hired mid-March 2008.

**Use of Findings**

The improvements that have been made as to the operations of the Scholarship Office are vast. The P&P has been updated to include all scholarships coordinated by this Office; individual files have been established; tracking procedures have been established and are being followed; etc. This investment in personnel has been extremely beneficial to the operations of the Financial Aid Office and the College. With such an investment, the improvements made would not have been possible.

No filing cabinets have been purchased as of yet for the Scholarship Office; however, they will be purchased in the future. The Scholarship Manager has established a filing system and is in the process of purging records according to the regulations set forth by the appropriate schedule developed by Alabama Department of Archives and History.

**User:guest**

**Unit**

Financial Aid



## Gadsden State Community College

## Strategic Plan Evaluation

**Unit:** Financial and Administrative Services **Year:** 2007-2008

**Person Responsible:** Jim Prucnal

**Cabinet Member:** President **Approved**

**Mission Statement:**

It is the mission of Financial and Administrative Services to provide a wide range of support services that enable students, faculty, staff, and the public to function in a collegiate environment. These services include: service to all parts of the college as Chief Financial Officer, accounting, computer services, maintenance of buildings and grounds, housekeeping, capital projects, auxiliary services, transportation, safety and security, and risk management.

**Long Range Goals:**

- 1 To provide financial management for the college.

**Goal 1**

To utilize available funds to complete capital projects as identified by the President.

**Relationship to College Goals/Mission**

## College Capacity

- Strengthen and enhance the College's operations and human, financial and physical resources.

**Objective or Educational Outcome 1**

Identified capital projects will be completed

**Assessment**

Were the projects completed on time and on budget? Main project for 07-08 is the construction of Gadsden State Cherokee.

**Additional Funding Request:** \$

**Evaluation Findings**

The Gadsden State Cherokee Academic building was completed in July, 2008 and opened for Fall Semester in August, 2008. Work continues on the Arena building and it is on schedule for completion on October 31, 2008. Cadaver labs have been renovated on EB and McClellan, the Welding shop conversion (from Small Engines) on EB was completed, and the accounting building was renovated at Ayers. A new chiller was

installed for Allen and Browder Halls on WD.

**Use of Findings**

Projects were on time and on budget mainly due to excellent supervision by Chris Robinson, Stewart Davis, and Don Smith. They have been assigned projects for the upcoming year.

**Goal 2**

Provide accounting services and budgeting for the college.

**Relationship to College Goals/Mission****College Capacity**

- Strengthen and enhance the College's operations and human, financial and physical resources.

**Objective or Educational Outcome 1**

Fund balance will meet Chancellor's guidelines.

**Assessment**

Review fund balance on 9-30 to determine if balance meets Chancellor's guidelines.

**Additional Funding Request: \$**

**Evaluation Findings**

The 9-30-08 fund balance is not yet available. The 9-22-08 fund balance is 3.07 months on a required 3.0 month mandate.

**Use of Findings**

We will continue to build fund balance to a level of greater than 3.07 as funds allow.

**Objective or Educational Outcome 2**

Monitor all accounting functions so that the annual audit by the Examiners of Public Accounts yields an unqualified opinion and no findings.

**Assessment**

Review the annual audit.

**Additional Funding Request: \$**

**Evaluation Findings****Use of Findings**

**Goal 3**

Provide auxiliary services to students, faculty, staff and community.

**Relationship to College Goals/Mission**

**College Capacity**

- Strengthen and enhance the College's operations and human, financial and physical resources.

**Objective or Educational Outcome 1**

College bookstore and cafeteria will operate at a profit.

**Assessment**

Review 9-30 account balances to determine if profit was achieved.

**Additional Funding Request: \$**

**Evaluation Findings**

As of 9-22-08, the bookstore is operating at a profit while the cafeteria is operating at a loss. Overall, a profit position is maintained for all auxilliary services.

**Use of Findings**

Continue operations of the bookstore in the current fashion. We will try to boost sales in the cafeteria by issuing discount cards to encourage dining and will change maketing themes monthly to attract and keep customers.

**User:guest**

**Unit**

Financial and Administrative Services



Gadsden State Community College

Strategic Plan Evaluation

Unit: Financial Services Year: 2007-2008

Person Responsible: Jacqueline Henderson

Cabinet Member: Jim Prucnal     **Approved**

**Mission Statement:**

Serve the financial needs of the students, faculty, and staff in support of the purpose, philosophy, and mission of the college.

Provide effective and efficient service in the following areas: cashiering, refunds, purchasing, accounts payable, payroll, and accounts receivable.

Maintain and report financial information in accordance with policies and procedures set forth by the Alabama State Board of Education, and State and Federal laws consistent with Generally Accepted Accounting Principles (GAAP) as prescribed by the Governmental Accounting Standards Board (GASB) and the National Association of College and University Business Officers (NACUBO).

**Long Range Goals:**

- 1     Develop financial service training for new employees and newly assigned budget managers.
- 2     Research and implement a new method of budgeting for personnel.
- 3     Provide training for all Financial Services employees to include the Leadership Development Institute and the College Business Management institute.

**Goal 1**

Provide optimal services to students, faculty, and staff.

**Relationship to College Goals/Mission**

Student Success

- Deliver services needed to help students succeed.

College Capacity

- Strengthen and enhance the College's operations and human, financial and physical resources.

**Objective or Educational Outcome 1A**

Maintain a 90% favorable rating on the student survey.

**Assessment**

Review answers to the following student survey questions: The procedures for payment of tuition and fees are easy to follow. The services and information provided by the Business Office are satisfactory. The services provided by the Student Refund Office are satisfactory

**Additional Funding Request: \$0**

**Evaluation Findings**

The Student Evaluation of Campus and Services revealed: 96% agree or strongly agree payment of tuition and fees are easy to follow; 95% agree or strongly agree services and information provided by the business office are satisfactory; 95% agree or strongly agree services provided by the student refund office are satisfactory.

**Use of Findings**

Continue to offer professional development in the area of customer service. Maintain or improve current level of customer service to students, faculty and staff.

**Objective or Educational Outcome 1B**

Maintain 90% favorable rating on the employee survey.

**Assessment**

Review answers to the following employee survey questions: The Payroll Office provides adequate office hours and information regarding employee pay. The Business office provides adequate office hours and information regarding charges and receipts. The Purchasing Office processes purchase orders and bid requests in a timely manner. The Accounts Payable Office processes checks and requests for information in a timely manner. The Financial Services Office processes information and budget revisions request in a timely manner. The Financial Services websites provides up-to-date and informative information.

**Additional Funding Request: \$0**

**Evaluation Findings**

The Employee Evaluation of College and Services revealed: 98% agree or strongly agree the payroll office provides adequate office hours and information regarding employee pay; 99% agree or strongly agree the business office provides adequate office hours; 100% agree or strongly agree the business office provides information regarding charges and receipts; 97% agree or strongly agree the purchasing office processes purchase orders in a timely manner; 98% agree or strongly agree the accounts payable office processes checks in a timely manner; 99% agree or strongly agree the financial services office processes information and budget revisions in a timely manner.

**Use of Findings**

Continue to look for ways to improve customer relations with faculty and staff.

**Objective or Educational Outcome 1C**

Hold training session for budget and property managers

**Assessment**

Date meeting held \_\_\_\_\_.

**Additional Funding Request: \$0**

**Evaluation Findings**

At the start of the 2008-09 budgeting process a training session was held for budget managers and administrative assistants. The session was a chance for attendees to ask questions about the upcoming budget process. Partial day per diems, petty cash procedures and meals were discussed. Budget packets were distributed at the conclusion of the meeting. Meeting was held March 20, 2008.

**Use of Findings**

Send electronic updates to budget and property managers more often.

**Goal 2**

Provide optimal financial management for the College.

**Relationship to College Goals/Mission**

**Student Success**

- Deliver services needed to help students succeed.

**College Capacity**

- Strengthen and enhance the College's operations and human, financial and physical resources.

**Objective or Educational Outcome 2A**

Zero noncompliance findings related to the financial services area reported by the State Examiners of Public Accounts.

**Assessment**

Review annual audit report from the State Examiners of Public Accounts for the number of findings related to financial services.

**Additional Funding Request: \$0**

**Evaluation Findings**

Zero findings related to Financial Services

**Use of Findings**

Review audits of other institutions to ensure GSCC procedures are in compliance with state board policies in those areas referenced.

**Objective or Educational Outcome 2B**

Zero noncompliance findings related to the financial services areas reported by state and federal grantor agencies.

**Assessment**

Review audit reports for state and federal grantor agencies for findings related to financial services.

**Additional Funding Request: \$0**

**Evaluation Findings**

Zero findings

**Use of Findings**

Review audits of other institutions for potential problems.

**Objective or Educational Outcome 2C**

Image and store all prior year financial services documentation on server.

**Assessment**

Check the imaging system to determine if all financial service records have been scanned by January of the following fiscal year.

**Additional Funding Request: \$0**

**Evaluation Findings**

Prior year records scanned.

**Use of Findings**

Work with employees to scan documents daily as they are completed.

**Goal 3**

Provide Financial Services employees with equipment and training necessary to assist students, faculty, and staff.

**Relationship to College Goals/Mission**

**Student Success**

- Deliver services needed to help students succeed.

**College Capacity**

- Strengthen and enhance the College's operations and human, financial and physical resources.

**Objective or Educational Outcome 3A**

Evaluate computer hardware and software annually.

**Assessment**

Review equipment purchase report to determine age of computers and software.

**Additional Funding Request: \$**

**Evaluation Findings**

Computers and software up to date. Oldest computer is two years old.

**Use of Findings**

Will evaluate equipment and software for performance to determine which one to replace next.

**Objective or Educational Outcome 3B**

Provide at least one professional development opportunity on customer service to each business office employee. Provide at least one professional development opportunity on specific duties (payroll, Title IV, purchasing, cash management, financial management, etc.) to each accountant.

**Assessment**

Review Professional Development worksheet to ensure all employees have received at least one professional development opportunity.

**Additional Funding Request: \$**

**Evaluation Findings**

All employees received professional development.

**Use of Findings**

Continue to offer professional development to employees.

**Objective or Educational Outcome 3C**

Have fully trained back-ups for every position.

**Assessment**

Evaluate cross training matrix annually to ensure all employees are adequately trained in back-up duties.

**Additional Funding Request: \$**

**Evaluation Findings**

Employees cross trained on a continual basis.

**Use of Findings**

Continue to ensure employees receive training in areas where they serve as back up.

**User:guest**

**Unit**

Financial Services

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Gadsden State Community College

Strategic Plan Evaluation

**Unit:** Fowler Residence Hall **Year:** 2007-2008

**Person Responsible:** Johnny Baker

**Cabinet Member:** Jennie Dobson     **Approved**

**Mission Statement:**

To provide safe, comfortable housing for students while meeting the social, recreational, and intellectual needs of residents.

**Long Range Goals:**

- 1        To increase occupancy.
- 2        To create more common-area opportunities for positive student interaction.
- 3        Remodel one floor of one wing each year.

**Goal 1**

To achieve overall satisfaction of residents with Fowler residence hall and its programs.

**Relationship to College Goals/Mission**

College Mission: Provide students of varied backgrounds with support services that will assist them in achieving career and educational goals.

**Objective or Educational Outcome 1**

Have no more than 10% negative written comments on annual student survey from residents regarding the maintenance of the building.

**Assessment**

Survey residents annually.

**Additional Funding Request: \$**

Funds provided through facilities maintenance; \$20,000 per semester.

**Evaluation Findings**

There was not a student survey conducted during this period. During this period, the Dorm Manager was transferred to a different department within GSCC and the survey was never completed. Maintenance and the quality of that maintenance continues to be

a primary focus of running Fowler Hall.

**Use of Findings**

The conduct of a student survey concerning the maintenance of the building is extremely important. A valid student survey will be produced and will be required to be completed by all residents of Fowler Hall toward the end of each semester. This survey will be created to cover a spectrum of areas concerning the Dorm and its residents. This survey will be used to enhance the quality of life for the Fowler Hall Residents.

Some of the topics concerning maintenance that will be on the new student survey will be as follows: (1) Fowler Hall is usually kept clean; (2) the inside appearance of Fowler Hall is satisfactory; (3) the outside appearance of Fowler Hall is satisfactory; (4) the lobby area of Fowler Hall is satisfactory; (5) you are overall satisfied with the comfort level of your room; (6) you are overall satisfied with the condition of your room; and (7) repairs to your room are made on a timely basis.

**Objective or Educational Outcome 2**

Obtain at least a 90% return rate on an annual survey of residents' ideas for improving Fowler Hall and its programs.

**Assessment**

Survey residents annually.

**Additional Funding Request:** \$0

**Evaluation Findings**

There was not a student survey conducted during this period. During this period, the Dorm Manager was transferred to a different department within GSCC and the survey was never completed. Maintenance and the quality of that maintenance continues to be a primary focus of running Fowler Hall.

**Use of Findings**

The conduct of a student survey concerning improving Fowler Hall and its Programs is extremely important. A valid student survey will be produced and will be required to be completed by all residents of Fowler Hall toward the end of each semester. This survey will be created to cover a spectrum of areas concerning the Dorm and its residents. This survey will be used to enhance the quality of life for the Fowler Hall Residents.

Some of the topics covered on the new survey will be the students overall satisfaction of Fowler Hall and its programs; professionalism of the staff; impression of Fowler Hall; cleanliness and security of Fowler hall; both inside and outside appearance of Fowler Hall; activities available to the residents; computers and laundry facilities; and satisfaction the meals provided by the cafeteria.

**Goal 2**

To increase occupancy to 90% overall.

**Relationship to College Goals/Mission**

College Mission: Provide students of varied backgrounds with support services that will assist them in achieving career and educational goals.

**Objective or Educational Outcome 1**

Have at least 100 residents at Fowler Hall.

**Assessment**

Maintain an accurate residence hall roster and follow up on problems with rooms.

**Additional Funding Request:** \$0

**Evaluation Findings**

As of 31 August 2007, there were 104 residents living in Fowler Hall as indicated on the Dorm Numbering Plan.

**Use of Findings**

Although the goal was met, it is the intent of Fowler Hall to house as many residents as possible. The amount of residents depends on the students who want to live in the Dorm. Also, the Residence Hall Website will be updated and enhanced so that a prospective resident may obtain all and any information concerning Residence Hall life and the associated forms that are needed.

**Goal 3**

To improve professionalism of residence hall personnel.

**Relationship to College Goals/Mission**

College Mission: Provide students of varied backgrounds with support services that will assist them in achieving career and educational goals.

**Objective or Educational Outcome 1**

Obtain a minimum of 90% positive comments annually from residents about the professionalism of the residence hall employees.

**Assessment**

Survey residents annually.

**Additional Funding Request:** \$750

\$750 for professional development.

**Evaluation Findings**

There was not a student survey conducted during this period. During this period, the Dorm Manager was transferred to a different department within GSCC and the survey was never completed. The Residence Hall Staff and their professionalism continues to be a primary focus of running Fowler Hall. The Residence Hall Staff attended numerous Professional Development training sessions provided by the College. In house professional development sessions will be held to all full-time and part-time employees.

### **Use of Findings**

The conduct of a student survey concerning the professionalism of the residence hall employees is extremely important. A valid student survey will be produced and will be required to be completed by all residents of Fowler Hall toward the end of each semester. This survey will be created to cover a spectrum of areas concerning the Dorm and its residents. This survey will be used to enhance the quality of life for the Fowler Hall Residents. The survey will specifically cover the "overall satisfaction" of Fowler Hall and its programs and the professionalism and helpfulness of the Fowler Hall employees.

### **Objective or Educational Outcome 2**

Hire one additional staff assistant.

### **Assessment**

Complete personnel actions required to place one new employee.

### **Additional Funding Request: \$40,404**

\$40,404 to replace second staff position created by employee transfer critical for risk management and internal control of residence hall.

### **Evaluation Findings**

As of 31 August 2007, there was an additional person placed in Fowler Hall. This person, an Administrative Assistant, was sent to Fowler Hall from the Athletic Department. As of 31 August 2007, two full-time employees actually worked at Fowler Hall on two separate shifts and the supervisor was Ms. Jennie Dobson, the Assistant to the President for Institutional Research and Professional Development. Plans were instituted to hire a full-time Residence Hall Director.

### **Use of Findings**

Although two full-time employees are employed as Dorm Clerks, there still is a need for a full time Residence Hall Director. The Residence Hall Director and two full-time Dorm Clerks are needed to ensure the management and internal control of Fowler Hall from 7:00 am to 10:00 pm daily Monday through Friday. It is imperative that emphasis be placed on the daily supervision of the residents as well as the maintenances and upkeep of the building. This can only be accomplished with a supervisor and two clerks to maintain a continuity throughout the day. Just as imperative is the continued presence of GSCC Security Officers that maintain Fowler Hall during late hours and weekends.

**User:guest**

**Unit**

Fowler Residence Hall



## Gadsden State Community College

## Strategic Plan Evaluation

**Unit:** Gadsden State Cherokee **Year:** 2007-2008

**Person Responsible:** Martha Lavender

**Cabinet Member:** Jim Jolly     **Approved**

**Mission Statement:**

The mission of the Cherokee County Instructional Site is to meet the widely diverse and changing needs of the Cherokee County area by offering academic, continuing education, and training for business and industry programs. In addition, the CCIS provides students with opportunities for educational, personal, and professional advancement.

**Long Range Goals:**

- 1        Lend support for the planning of the new Gadsden State Cherokee campus.
- 2        Coordinate the support for the nursing program at Gadsden State Cherokee.
- 3        Increase community awareness of the Cherokee County Instructional Site.
- 4        Develop and expand curriculum at the CCIS to allow students to complete more than 50% of the credits required for their degree.
- 5        Lend support for the preparation of the Gadsden State Cherokee campus by recommending hiring of a full-time clerk.
- 6        Lend support for the preparation of the Gadsden State Cherokee campus by recommending hiring of a full-time advisor.
- 7        Develop a working relationship with KTH Leesburg Products to explore the possibility of developing a plan for arrangement of course offerings designed to meet the needs of KTH employees pursuing an Automotive Manufacturing degree.
- 8        Explore the possibility of developing a more comprehensive GED program by expanding operational hours to include day classes at the new Gadsden State Cherokee campus.

**Goal 1**

To recruit students to the Cherokee County Instructional Site.

**Relationship to College Goals/Mission**

**Student Success**

- Deliver services needed to help students succeed.

**College Capacity**

- Strengthen and enhance the College's operations and human, financial and physical resources.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

The Coordinator of the Cherokee County Instructional Site will speak to every senior class in the Cherokee County School System. Topics to be included are admissions procedures, placement testing, course registration procedures, financial aid information, student services as well as degree and certificate program offerings.

**Assessment**

As indicated on a pre-and post survey, high school students in the CCIS service area will show an increased awareness of services such as admissions, placement testing, registration procedures, financial aid information, student services and degree and certificate courses offered at the Cherokee County Instructional Site.

**Additional Funding Request: \$250**

travel

**Evaluation Findings**

The results of a pre and post survey administered to high school students in Cherokee County indicated that 98% of the students surveyed felt they had an increased awareness of Gadsden State Community College services as a result of a senior class presentation by the Coordinator of the Cherokee County Instructional Site.

**Use of Findings**

The results of these finding indicate that senior class presentations are informative, useful and appeal to the student, recruiting population in Cherokee County. A Career Transition Specialist was hired to expand the services offered by the Coordinator for high school students in the Cherokee County School System.

**Objective or Educational Outcome 2**

The Coordinator of the CCIS will visit all high school counselors in the service area at least once a term.

**Assessment**

Make a 100% contact with all high school counselors in Cherokee County.

**Additional Funding Request: \$250**

Travel

**Evaluation Findings**

Counselors in the five area high schools, as well as the career and technology center in Cherokee County, were receptive to information and GSCC publication dissemination by the

Coordinator of the CCIS. Throughout the academic year, counselors readily called to discuss issues relating to their students' educational needs such as requirements for the dual enrollment or accelerated high school students program, GSCC scholarship deadlines, etc. They also requested GSCC literature as well as directions for locating specific forms posted on the GSCC website.

### **Use of Findings**

The Coordinator of the Cherokee County Instructional Site (presently located at Gadsden State Cherokee) will continue to build relationships with the Career Transition Specialist and the high counselors that support the needs of students in our service area to assure a smooth transition for graduating seniors to Gadsden State Cherokee.

### **Objective or Educational Outcome 3**

The Registrar's Office, in cooperation with the Coordinator of the Cherokee County Instructional Site, and the Cherokee County Board of Education will host an In-Service Day Training Workshop at the CCIS for high school counselors in which counselors will learn how to access GSCC's home page, On-Line, as well as how to complete applications, utilize and download forms and information to better serve the needs of their students.

### **Assessment**

As indicated on a pre and post survey, high school counselors will show an increased willingness to use GSCC's On-Line services when assisting high school students.

**Additional Funding Request:** \$0.00

### **Evaluation Findings**

Due to a scheduling conflict on the day of Cherokee County's In-service Institute, this workshop was canceled.

### **Use of Findings**

Due to a scheduling conflict on the day of Cherokee County's In-service Institute, this workshop was canceled.

## **Goal 2**

To participate in the development of Cherokee County's Annual Girls' Night Out Scholarship Program.

### **Relationship to College Goals/Mission**

#### **Student Success**

- Deliver services needed to help students succeed.

#### **Workforce Development**

- Serve as a partner in shaping and achieving the region's economic and community development vision.

**College Capacity**

- Strengthen and enhance the College's operations and human, financial and physical resources.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

To develop civic, business and individual support of Cherokee County Instructional Site by providing financial support for scholarships.

**Assessment**

Proceeds from the GNO will provide at least one annual scholarship for a student attending the Cherokee County Instructional Site.

**Additional Funding Request: \$500**

Purchase of promotional materials

**Evaluation Findings**

The first, annual Girls' Night Out Program in Cherokee County was a tremendous success. After expenses were paid, proceeds from the event provided eight times the anticipated number of scholarships. The Executive Director of the Cherokee County Chamber of Commerce provided leadership and the financial oversight for distribution of scholarship funds.

**Use of Findings**

Although the \$500 Additional Funding Requirement request (noted above) to support the event was not used, \$4,000 in profit was secured from the event. The scholarship money was distributed in the form of eight, \$500 scholarships to four, graduating seniors in the class of 2007 and four, non-traditional students. Each recipient agreed to take traditional classes at either the Cherokee County Instructional Site or the new Gadsden State Cherokee facility within one year.

**Objective or Educational Outcome 2**

Assist in the establishment of the GNO scholarship program.

**Assessment**

Seek five civic, business, and other individuals from the Cherokee County area to serve as committee members to serve on the scholarship selection panel.

**Additional Funding Request: \$0.00****Evaluation Findings**

The Coordinator of the Cherokee County Instructional Site supported the formation of the scholarship committee by recruiting twelve community members and educators from Gadsden State Community College to participate in the creation of an application form and in the development of the scholarship criteria.

**Use of Findings**

The scholarship criteria and application form was presented to the Gadsden State Community College Scholarship Committee for approval. The committee approved both during the spring 2007 term.

**Goal 3**

Attend professional development workshops and develop a resource file.

**Relationship to College Goals/Mission****Student Success**

- Deliver services needed to help students succeed.

**College Capacity**

- Strengthen and enhance the College's operations and human, financial and physical resources.

**Objective or Educational Outcome 1**

The Coordinator of the Cherokee County Instructional Site will become more knowledgeable of current, professional trends.

**Assessment**

The Coordinator of the Cherokee County Instructional Site will attend at least one state and one local, professional workshop.

**Additional Funding Request: \$895.00**

ALACRAO (Alabama Association of College Registrars and Admissions Officers) \$225 per diem-3 days, \$310 mileage, \$20-parking; \$175-Registration Fee, Total: \$730.  
Local Professional Workshops (mileage based on Birmingham – 2 day travel from Leesburg) \$165.00 Total requested: \$895.00

**Evaluation Findings**

The Coordinator of the Cherokee County Instructional Site attended the Alabama College System Human Resources Management Association (ACSHRMA) 2007 Annual Diveristy Conference in Birmingham, AL, October 17-18, 2007 as well as the Alabama College Association (ACA) conference in Birmingham, AL, November 18-20, 2007.

The following GSCC sponsored professional development activities were attended: The Common Cold of Mental Health, 8/07; Program Learning Outcomes, 8/07; QEP & Tegrity, 8/07; Tegrity Training, 8/07; Ethics and You, 10/07; Family Relationships and Conflicts of Interest, 1/08; and You Ain't Never Heard Nothing Like This, 5/08. All workshops were informative and useful.

**Use of Findings**

Information derived from the meetings provided support for decisions relating to the students' welfare and the operation of the Cherokee County Instructional Site. Notes, pamphlets and information distributed at the workshops have been filed at the new facility. These resources will be used by the Coordinator to enhance services provided to students. For example, after attending the workshop on "The Common Cold Mental Health," the Coordinator realized the need for a second, fine art elective to be offered at GSC. Art 100, Art Appreciation, is being offered in the spring of 2009.

**Objective or Educational Outcome 2**

The Coordinator of the Cherokee County Instructional Site will establish a resource file to be used as a professional reference and to assist in meeting students' needs.

**Assessment**

The Coordinator of the Cherokee County Instructional Site will attend at least one state and one local, professional workshop.

**Additional Funding Request: \$****Evaluation Findings**

The Coordinator of the Cherokee County Instructional Site attended the Alabama College System Human Resources Management Association (ACSHRMA) 2007 Annual Diveristy Conference in Birmingham, AL, October 17-18, 2007 as well as the Alabama College Association (ACA) conference in Birmingham, AL, November 18-20, 2007.

GSCC sponsored professional development activities attended were: The Common Cold of Mental Health, 8/07; Program Learning Outcomes, 8/07; QEP & Tegrity, 8/07; Tegrity Training, 8/07; Ethics and You, 10/07; Family Relationships and Conflicts of Interest, 1/08; and You Ain't Never Heard Nothing Like This, 5/08. All workshops were informative and useful.

**Use of Findings**

Information derived from these meetings was used to develop a resource file which is currently being used as a professional reference and to assist the Coordinator in meeting students' needs. One example of how this resource file is being used is in displaying artwork in the foyer. After attending the 2007 Annual Diversity Conference, posters were secured and displayed in the foyer and student areas which emphasize contributions made by people of diverse social, political and ethic and backgrounds.

**User:guest**

**Unit**

Gadsden State Cherokee



## Gadsden State Community College

## Strategic Plan Evaluation

**Unit:** GED Testing Center **Year:** 2007-2008

**Person Responsible:** Elaine Thomas

**Cabinet Member:** Valerie Richardson     **Approved**

**Mission Statement:**

The mission of Gadsden State Community College GED Testing Center is to provide an opportunity for adults who have not graduated from high school to earn the Alabama High School Equivalency Diploma. The goal is to build capacity for consistent testing services within the state of Alabama guidelines in order that all eligible candidates may have an opportunity to earn high school equivalency credentials and acceptance of Alabama certificates of high school equivalency by maintaining the integrity of the state testing program and to issue certificates and maintain records in a timely, accurate, and efficient manner.

**Long Range Goals:**

- 1        Increase the number of GED Tests that are given each year.
- 2        Increase the number of GED Testing Examiners and Proctors.
- 3        Increase the awareness/advertising of the GED Testing Program within the seven counties surrounding the Gadsden and Anniston areas.

**Goal 1**

Build capacity for consistent testing services within the State of Alabama guidelines.

**Relationship to College Goals/Mission**

## Student Success

- Deliver services needed to help students succeed.

## Workforce Development

- Serve as a partner in shaping and achieving the region's economic and community development vision.

## Community Awareness

- Build a reputation that documents and promotes the strengths of the College.

College Mission: The College has committed itself to becoming an integral part of the lives of those communities that it serves.

**Objective or Educational Outcome 1**

The unit objective is to increase the performance of all personnel in the GED Testing Program so they are trained and capable of fulfilling their obligations and responsibilities.

**Assessment**

This unit objective can be accessed by the total number of GED Examiners and Proctor who are trained and capable of performing all duties within the GED Testing Program. An increase of Examiners from two to four should be trained.

**Additional Funding Request: \$****Evaluation Findings**

During this period, one new GED Chief Examiner was trained and certified by the Alabama GED Testing Service. Also, two new GED Examiners were trained. The new examiners, along with the new GED Chief Examiner, attended "New GED Examiner Training" at the DPE GED Testing Service in Montgomery. Along with these new examiners, a new GED Proctor was trained to aid the examiners during the testing procedure. This brings the total number of GED Examiners to five (05) and the total number of GED Proctors to two (02).

All GED Examiners and Proctors meet or exceed the required obligations and responsibilities as specified by the GED Testing Service and the Department of Postsecondary Education. They perform well above the norm for administering the GED Test in the State of Alabama, as documented by the audit performed in April 2008 by the GED Testing Program in the Department of Postsecondary Education. The GSCC GED Testing Center received a clear audit in April 2008. The GED Testing Center also received a commendation from the Alabama Department of Postsecondary Education-GED Testing Program for its "commitment to the GED Testing Program" and its "effective and efficient program management."

**Use of Findings**

In the future, there will be more GED training sessions within the college. These sessions will provide opportunities for all examiners and proctors to exchange ideas on ways to improve the procedures for testing. In addition, The GED Testing Center will plan and secure funding for all staff to attend training sessions that may be held by DPE.

**Objective or Educational Outcome 2**

The unit objective is to increase the knowledge and awareness of all policies and procedures of the GED Testing Service, Washington, DC and Department of Postsecondary Education (DPE), Montgomery, Alabama.

**Assessment**

To increase by two the number of professional development opportunities in GED Testing and polices for GED Staff.

**Additional Funding Request: \$500**

This funding requirement would be needed to transport three full time employees to Montgomery/Birmingham to attend state wide GED training.

**Evaluation Findings**

The GED Chief Examiner attended the ACA Conference in Birmingham for professional development in administering the GED Test and all policies and procedures that are required of all personnel in GED Testing.

GED Professional Development was conducted on December 17, 2007. All personnel involved in the administering of the GED Test were present. Through this training all personnel increased their knowledge and awareness of the policies and procedures of the GED Testing Service, as well as, the GED testing policies of the Department of Postsecondary Education. Testing compromise areas were discussed and evaluated in order to prevent any irregularities in the future. Documentation of the knowledge and awareness of the policies and procedures is evidenced by the lack of testing irregularities throughout the year.

The two new examiners, along with the new GED Chief Examiner, attended "New GED Examiner Training" at the DPE GED Testing Service in Montgomery on March 18, 2008. Examiners were briefed on the policies and procedures of the GED Testing Service, as well as, all new requirements implemented by the Testing Service. Also, examiners reviewed the policies and procedures of the Department of Postsecondary Education. They were also apprised of all changes by DPE-GED Testing Service.

On August 8, 2008, the GED Chief Examiner attended Chief Examiner Training in Montgomery at the Department of Postsecondary Education. New procedures and policies were discussed, as well as, a review of current testing policies.

**Use of Findings**

In the future, there will be more GED training sessions within our college. GED Testing Center staff will also seek out and attend outside training sessions for professional development as they become available. These sessions will provide opportunities for all examiners and proctors to exchange ideas on ways to improve the procedures for testing.

The GSCC GED Testing Center will be a Pilot Center for new procedures implemented by the Department of Postsecondary Education. The reputation of the Gadsden Testing Center as an outstanding GED Test Center is evidence of the exceptional knowledge and understanding of all GED policies and procedures by its Examiners and Proctors. Documentation of the GED Testing Center's reputation is shown by receiving a clear audit and a commendation for its "commitment to the GED Testing Program" and its

“effective and efficient program management” from the Alabama Department of Postsecondary Education.

## **Goal 2**

To ensure the credibility and acceptance of Alabama certificates of high school equivalency by maintaining the integrity of the state testing program.

### **Relationship to College Goals/Mission**

#### **Student Success**

- Deliver services needed to help students succeed.

#### **Workforce Development**

- Serve as a partner in shaping and achieving the region's economic and community development vision.

#### **Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

### **Objective or Educational Outcome 1**

To create and maintain local guidelines and policies that adhere to federal/state GED Testing Programs.

#### **Assessment**

Maintain a clear audit of all GED testing Program compliance with zero security findings.

**Additional Funding Request: \$**

#### **Evaluation Findings**

The GSCC GED Testing Center received a clear audit in April 2008. The GED Testing Center also received a commendation from the Alabama Department of Postsecondary Education-GED Testing Program for its “commitment to the GED Testing Program” and its “effective and efficient program management.”

Connie Branch, GED Specialist for the DPE, stated, “This joint effort of staff members on the Gadsden Campus now working in different areas of the college is a prime example of how employees from different departments can form partnerships that will contribute immensely to overall quality program improvement.”

#### **Use of Findings**

Continued vigilance will be maintained in order to maintain guidelines and policies which adhere to federal and state GED Testing Programs. The GED Test Center will strive to be the model test center for the State of Alabama. The GSCC GED Testing Staff are dedicated and committed to helping the community achieve their personal and educational goals in life. The Center hopes to encourage its graduates to continue their education, whether it be through Workforce Development or a traditional academic college degree.

### **Goal 3**

To issue certificates and maintain records in a timely, accurate, and efficient manner.

#### **Relationship to College Goals/Mission**

##### **Student Success**

- Deliver services needed to help students succeed.

##### **Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

College Mission: The Institution exists to serve not only the gifted and the talented but also the economically and socially deprived. By recognizing the worth and dignity of all individuals, GSCC truly serves its students and their communities.

#### **Objective or Educational Outcome 1**

All GED transcripts must be processed and controlled within the strict guidelines set forth in the federal and state procedures manuals.

##### **Assessment**

Show a decrease in time from receiving test results to mailing out the results from 48 hours to 24 hours.

##### **Additional Funding Request: \$**

##### **Evaluation Findings**

All GED Transcripts (Official Report of Scores) are handled and processed within the guidelines set forth in the GED Testing Service Examiner's Manual and the Alabama GED Policy Manual. GED Examiners are required to provide written notification to each candidate regarding GED Test results within ten (10) business days of the results posting to the website. Ninety-five percent of the candidates' results are downloaded, signed and mailed within 24 hours at the GSCC GED Testing Center.

All GED Transcripts (Official Report of Scores) and all information on candidates requires confidentiality. Information is stored in a secure room with limited access by GED Testing Center employees only. Each employee must sign a confidentiality

statement in the handling of GED Testing materials.

Scores earned on the GED Tests by individual GED candidates are confidential. Chief Examiners are permitted to report an individual's scores only with the written permission of the candidate. Special care must be taken to ensure the confidentiality of scores received on the GED Tests, especially when any form of electronic storage is used to store results or when test results are transmitted by electronic means.

### **Use of Findings**

One-hundred percent of GED Transcripts (Official Report of Scores) will be downloaded, signed and mailed within 24 hours at the GSCC GED Testing Center for the school year 2008/2009. Continued diligence will be maintained in the GED Testing Center in order to exemplify the highest standards of confidentiality and professionalism.

### **Objective or Educational Outcome 2**

All GED Records be maintained and completed in an appropriate and professional manner consistent within the guidelines of federal/state policies.

### **Assessment**

Receive a clear audit status from the DPE.

### **Additional Funding Request: \$**

### **Evaluation Findings**

All GED Transcripts (Official Report of Scores) and all information on candidates requires confidentiality. Information is stored in a secure room with limited access by GED Testing Center employees only. Each employee must sign a confidentiality statement in the handling of GED Testing materials.

Scores earned on the GED Tests by individual GED candidates are confidential. Chief Examiners are permitted to report an individual's scores only with the written permission of the candidate. Special care must be taken to ensure the confidentiality of scores received on the GED Tests, especially when any form of electronic storage is used to store results or when test results are transmitted by electronic means.

The GSCC GED Testing Center received a clear audit in April 2008. The GED Testing Center also received a commendation from the Alabama Department of Postsecondary Education-GED Testing Program for its "commitment to the GED Testing Program" and its "effective and efficient program management."

**Use of Findings**

In the future, there will be more GED training sessions within our college. GED Testing Center staff will also seek out and attend outside training sessions for professional development as they become available. These sessions will provide opportunities for all examiners and proctors to exchange ideas on ways to improve the procedures for testing. The sessions will, also, provide opportunities for continued reinforcement of best practices consistent with the GED Testing Service and Alabama GED Testing Program guidelines.

**Goal 4**

Increase the number of examinees who take the GED Test at GSCC.

**Relationship to College Goals/Mission****Student Success**

- Deliver services needed to help students succeed.

**Workforce Development**

- Serve as a partner in shaping and achieving the region's economic and community development vision.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

To raise the number of examinees who actually complete the GED Test at this site each year.

**Assessment**

Increase the percentage by 5% of individuals that take the GED Test at GSCC this year.

**Additional Funding Request: \$****Evaluation Findings**

The GED Testing Center made every effort throughout the 2007/2008 school year to offer more testing opportunities to candidates. Throughout the year, several days were added to the testing schedule to accommodate overflow registration candidates. The Center also opened specific days for the Youth Challenge Academy to test privately.

The Youth Challenge Academy was also accommodated with split testing.

The GED Testing Center had an 8.5% increase in the number of candidates who tested for their GED Test over the previous year (2006-2007).

The Testing Center ran several PSAs in the local newspapers trying to increase the public's awareness of the GED Test. Included in these PSAs, was information on Adult Education classes, for those who need practice before testing.

### **Use of Findings**

The GED Testing Center will endeavor to increase the number of candidates testing throughout the next year by increasing the number of test dates, provided the budget allows. Budget permitting, the Ayers Campus will provide testing twice a month, instead of the once a month. Also, budget permitting, the Gadsden Campus will test one Saturday a month, along with its regular testing every Thursday. Many candidates may not be able to test during the work week, and opening up a Saturday test date will accommodate them.

### **Goal 5**

Produce a GSCC GED Testing Information Pamphlet.

### **Relationship to College Goals/Mission**

#### **Workforce Development**

- Serve as a partner in shaping and achieving the region's economic and community development vision.

#### **Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

### **Objective or Educational Outcome 1**

This unit objective is to produce and distribute a GSCC GED Testing Information Pamphlet.

#### **Assessment**

Complete the production and distribution of a GSCC GED Testing Information Pamphlet.

#### **Additional Funding Request: \$200**

These funds are required to have printed approximately 500 copies of the pamphlet.

**Evaluation Findings**

The GED Testing Center and its staff worked diligently on producing an information pamphlet. A GSCC GED Testing Information Pamphlet was designed and received approval from the Publication Committee in July of 2008. The dissemination of the pamphlet will depend on budget allowances for the coming year (2008/2009).

Included in the pamphlet is information on the registration process, along with information on the mandatory orientation session. Test dates are listed for both campuses, Ayers and Wallace Drive. Also included in the pamphlet is information on where to go to take practice GED review tests. Of course, contact information is included in the pamphlet.

**Use of Findings**

The cost of producing 500 of these pamphlets is \$750.00. Duplication funds should be included in the 2008/2009 budget which should allow the GED Testing Center to distribute the pamphlet. The GED Testing Information Pamphlet will be distributed to various departments throughout the GSCC campuses. The pamphlet will also be distributed to the Adult Education Department and its instructors. Finally, the information pamphlet will be distributed to the general public to facilitate the registration and orientation process. By disseminating the correct information, the GED Testing Center will be able to better provide for its candidates and graduates.

All effort is made to accommodate candidates for the GED Test. Many candidates find a college campus very intimidating and by distributing the correct information, the Center helps the candidates feel a little less intimidated. This allows them to relax and concentrate on test procedures and pertinent information needed on test day.

**User:guest**

**Unit**

GED Testing Center



Gadsden State Community College

Strategic Plan Evaluation

Unit: Governmental Relations Year: 2007-2008

Person Responsible: Larry Stowe

Cabinet Member: John Blue     **Approved**

**Mission Statement:**

Gadsden State Community College serves as a community partner with governmental leaders and elected officials. The Governmental Relations unit shall serve to support governmental entities and elected officials within the overall mission of the College. The Governmental Relations unit shall actively participate with governmental leaders in the formation of strategic initiatives relating to local, state, and/or federal legislation as it relates to the College.

**Long Range Goals:**

- 1        Promote relationships with governmental leaders which will advance the mission of GSCC.
- 2        Increase utilization of political periodicals for information and future contacts.

**Goal 1**

Strengthen partnerships with governmental leaders and elected officials.

**Relationship to College Goals/Mission**

Community Awareness

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

Participate in meetings with governmental leaders and elected officials.

**Assessment**

Participate in twelve meetings with governmental leaders and elected officials.

**Additional Funding Request: \$**

**Evaluation Findings**

The Governmental Relations unit participated in 31 meetings with governmental leaders

and elected officials.

**Use of Findings**

The goal was met. Explore additional governmental leaders and elected officials to meet with and inform of the College's mission and strategic initiatives.

**Goal 2**

Maintain an organizational unit of the College to support the development of strategic initiatives relating to local, state and/or federal legislation as it relates to the College.

**Relationship to College Goals/Mission**

## Community Awareness

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

Participate in legislative planning sessions on legislation relative to the College and its mission.

**Assessment**

Participate in six legislative planning sessions on legislation relative to the College and its mission.

**Additional Funding Request: \$****Evaluation Findings**

The Governmental Relations unit participated in 9 legislative planning sessions relative to the College and its mission.

**Use of Findings**

The objective was met. Examine additional avenues to educate legislative leaders on GSCC and its mission.

**Goal 3**

Provide the resources and support necessary to maintain effective communications among our elected officials to forge political consensus on issues critical to the mission of Gadsden State Community College.

**Relationship to College Goals/Mission**

## Community Awareness

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

Attend city, county, regional, state and federal meetings to gain insight on public policy and participate in governmental forums to educate our electorate on our institutional mission and goals.

**Assessment**

Attend six city, county, regional, state and federal meetings to gain insight on public policy and participate in governmental forums to educate our electorate on our institutional mission and goals.

**Additional Funding Request: \$****Evaluation Findings**

The Governmental Relations unit attended seven city, county, regional, state and federal meetings to gain insight on public policy.

**Use of Findings**

The objective was met. Explore additional ways to educate our electorate on our institutional mission and goals.

**Goal 4**

Provide resesarch on media information regarding GSCC, the Alabama College System, legislative issues and economic data.

**Relationship to College Goals/Mission**

College Capacity

- Strengthen and enhance the College's operations and human, financial and physical resources.

**Objective or Educational Outcome 1**

Utilize media publications and web sites to obtain information regarding GSCC, the Alabama College System, legislative issues and economic data.

**Assessment**

Utilize six or more media publications and web sites to obtain information regarding GSCC, the Alabama College System, legislative issues and economic data.

**Additional Funding Request: \$****Evaluation Findings**

The area of Governmental Relations utilizes in excess of six media publications and web sites to obtain information regarding GSCC, the Alabama Community College System, legislative issues and economic data. The media publications and web sites include: The Gadsden Times, The Anniston Star, The Birmingham News, The

Cherokee Herald, The Cherokee Post, The Cleburne News, Al.com, The Montgomery Advertiser, The Tuscaloosa News, The Huntsville Times, and The Mobile Press Register.

**Use of Findings**

The goal was met. Explore additional media publications and web site to obtain information pertinent to GSCC, The Alabama Community College System, legislative issues and economic data.

**Goal 5**

Promote and communicate an attitude of celebration of differences to recognize and advance a diverse workplace.

**Relationship to College Goals/Mission****College Capacity**

- Strengthen and enhance the College's operations and human, financial and physical resources.

**Objective or Educational Outcome 1**

Attend diversity awareness training sessions as offered by Gadsden State Community College.

**Assessment**

Attend one or more diversity awareness training sessions as offered by Gadsden State Community College.

**Additional Funding Request: \$****Evaluation Findings**

The Governmental Relations Assistant attended a Diversity Awareness Training Session.

**Use of Findings**

The objective was met. Continue to attend diversity awareness training sessions to further enhance knowledge of diversity.

User:guest

**Unit**

Governmental Relations



## Gadsden State Community College

## Strategic Plan Evaluation

**Unit:** HBCU Initiatives/Valley Street Campus **Year:** 2007-2008

**Person Responsible:** Carl Byers

**Cabinet Member:** Valerie Richardson **Approved**

**Mission Statement:**

The HBCU Federal Initiative and Special Governmental Programs Department is committed to providing administrative management and supervision in planning, coordinating, and implementing all aspects of economic development for the Valley Street Campus of Gadsden State Community College. This is done in keeping with the mission, purpose, and philosophy of the College in becoming an integral part of the life of the community, thereby enabling individuals to engage education, personal, and professional advancement. The mission will extend to include promotion of technological growth, faculty development activities, collaboration with community based organizations and individuals.

**Long Range Goals:**

1. Increase community awareness of Gadsden State Community College Valley Street Campus.
2. Provide community based seminars/workshops on Valley Street Campus to promote visibility.
3. Increase minority enrollment on the Valley Street Campus.

**Goal 1.**

Develop additional space for programs on Valley Street Campus.

**Relationship to College Goals/Mission**

## Student Success

- Deliver services needed to help students succeed.

## College Capacity

- Strengthen and enhance the College's operations and human, financial and physical resources.

## Community Awareness

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

Design and/or renovate existing space to accommodate new programs or expand

existing programs on the Valley Street Campus.

**Assessment**

Assess Space Utilization Plan for the Valley Street Campus to determine remodeling projects for additional classrooms/labs.

**Additional Funding Request: \$7000**

HBCU Title III Program offers an Activity III Project Plan for Building and/or Remodeling.

**Evaluation Findings**

It was determined that space could be utilized to design additional classroom/lab, office and storage for new programs.

**Use of Findings**

Space is presently being renovated to accommodate a classroom/lab, office, and storage area for new and/or existing programs. Funding for this project was made available through 2007-08 state appropriations.

**Goal 2.**

Provide community based seminars/workshops/tours to promote visibility of the Historical Black College/University Designation and the student support assistance/technical programs available on the Valley Street Campus.

**Relationship to College Goals/Mission****Student Success**

- Deliver services needed to help students succeed.

**Workforce Development**

- Serve as a partner in shaping and achieving the region's economic and community development vision.

**College Capacity**

- Strengthen and enhance the College's operations and human, financial and physical resources.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

Promote the Historical Black College/University Designation, provide information concerning the support services and technical programs available on the Valley Street Campus, and assimilate information to become visible in the service community.

**Assessment**

Maintain visitation records of media, community organizations and/or individuals who attend at least four (4) seminars/workshops/tours on the Valley Street Campus.

**Additional Funding Request: \$**

### **Evaluation Findings**

Working together with the Title III Director and Outreach Coordinator, programs/seminars and brochures were established to promote the Valley Street Campus.

### **Use of Findings**

1. Black History Program designated to honor the Founder of the Valley Street HBCU Campus w/college administrators, city officials, and the community in attendance
2. Week long Health/Science Fair for Middle School Students
3. Visitations made to tour the Valley Street Campus by other HBCU administrators
4. High school student visitation to view technical programs
5. Title III Activity Brochure produced to include Valley Street Faculty/Staff/Administration
6. Visitation Records maintained in the Title III Office

### **Goal 3.**

Communicate an attitude of celebration of differences to recognize and advance a diverse workplace and student enrollment.

### **Relationship to College Goals/Mission**

#### **Student Success**

- Deliver services needed to help students succeed.

#### **Workforce Development**

- Serve as a partner in shaping and achieving the region's economic and community development vision.

#### **College Capacity**

- Strengthen and enhance the College's operations and human, financial and physical resources.

#### **Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

### **Objective or Educational Outcome 1**

Promote an atmosphere of diversity by advertising and encouraging minority

employment applications and minority enrollment applications.

**Assessment**

Data from the Human Resources Office and the Admissions Office will be utilized to determine outcome.

**Additional Funding Request:** \$

**Evaluation Findings**

This Objective was not accomplished as guidelines are already established for advertising employment opportunities for minorities.

**Use of Findings**

This objective will be restated to address more specifically, minority recruitment.

**User:**guest

**Unit**

HBCU Initiatives/Valley Street Campus



## Gadsden State Community College

## Strategic Plan Evaluation

**Unit:** Health & Physical Education, & Recreation **Year:** 2007-2008

**Person Responsible:** Mike Cancilla

**Cabinet Member:** Jim Jolly     **Approved**

**Mission Statement:**

The mission of the Health, Physical Education, and Recreation Department at Gadsden State Community College is to encourage a commitment to lifelong fitness and wellness, to offer required courses for those students transferring to four-year institutions, and to teach job skills to students in career-entry programs. To be consistent with the principles of Gadsden State Community College, the department embraces opportunities to promote physical fitness and wellness among students, faculty, staff, and members of the community.

**Long Range Goals:**

- 1        Implement innovative HPR course offerings and increase overall student enrollment in HPR classes at all GSCC locations by 10%.
- 2        Renovate and upgrade HPR facilities to enhance pride, provide a more effective teaching-learning environment, and ensure safety.
- 3        Upgrade exercise and wellness equipment to better serve the needs of students, staff, and the community and to meet standards for similar equipment in the community and in other two-year colleges.

**Goal 1**

Create an environment of excellence that foster the highest standards of instruction in all health education (HED) and physical education (PED) courses.

**Relationship to College Goals/Mission**

## Student Success

- Provide a student-centered teaching and learning environment.

## Student Success

- Deliver services needed to help students succeed.

## Workforce Development

- Serve as a partner in shaping and achieving the region's economic and community development vision.

College Mission: To prepare transfer students to perform successfully at senior institutions and to teach job skills to students in career-entry programs.

### **Objective or Educational Outcome 1**

To prepare students enrolled in personal/community health, first aid, and physical education classes to perform successfully in the subject content at senior institutions or in the job market and to adequately perform skills taught in activity classes.

#### **Assessment**

1. Of students enrolled in HED and PED courses, 80% will receive a grade of "C" or better. 2. Student responses to instructor evaluations for HED and PED will indicate that at least 80% of respondents "agree" or "strongly agree" in all areas related to instructor performance.

**Additional Funding Request: \$**

#### **Evaluation Findings**

1. 85% of the students receive a grade of "C" or better.
2. 97% of the respondents agreed or strongly agreed in all areas related to instructor performance.

#### **Use of Findings**

Of the 267 enrolled, only 31 responded to the teacher evaluation meaning only 12% completed the evaluation. Therefore, a more effective means will be sought in order to obtain more accurate results from the evaluation. Such as by having the students complete the evaluation during the final class meeting and/or final exam.

### **Goal 2**

To promote fitness and wellness among students, faculty, and staff, recognizing the varying needs of the diverse student, faculty, and staff population at GSCC.

#### **Relationship to College Goals/Mission**

##### **Student Success**

- Deliver services needed to help students succeed.

##### **College Capacity**

- Strengthen and enhance the College's operations and human, financial and physical resources.

College Mission: To provide . . . personal enrichment opportunities that support life-long learning and civic, social and cultural quality of life.

### **Objective or Educational Outcome 1**

To offer opportunities for students and staff to engage in activities that will result in better overall physical and mental health.

**Assessment**

1. The number of staff enrolled in aerobic exercise class each semester will increase by 10%. 2. The number of students and staff utilizing the weight/exercise rooms during supervised hours of operation as evidenced by weight room sign-in sheets and health history forms completed. 3. The number of students and staff participating in "free swim" during supervised hours of operation as evidenced by records maintained by lifeguard(s) and submitted to the HPR Director.

**Additional Funding Request: \$10,500**

Hire part-time weight room attendant (\$10,000 in Hourly Wages) to prevent injury and ensure safety of clients and equipment and fund professional development and travel for HPR staff (\$500) to attend training seminars on fitness and wellness..

**Evaluation Findings**

1. Fall semester had 23 staff enrolled. Spring semester had 20 staff enrolled.
2. The weight room averaged 19 people/day Fall semester. Spring semester averaged 25 people/day.
3. A review of records indicate that no records were kept for pool usage.

**Use of Findings**

1. Decrease may have been from the title of the class "kick boxing".
  2. Increase in Spring semester may be from mid winter exercise preparing for the warmer weather.
  3. Although no records were kept for the pool. On casual visits showed low attendance through out the year. No more than 3-5 people on any given day. May be the time of day M,W 3-5pm.
- No funding was given for the requested part-time position in the weight room.

A survey is planned by the HPR staff directed at the faculty/staff and students for input into what classes they might want to see offered as well as pool/weightroom hours of operation. Increased publicity regarding pool hours via e-mail and flyers will begin in spring 09.

**Objective or Educational Outcome 2**

To create an environment of excellence by upgrading exercise and fitness equipment to better serve the needs of the students, staff, and community utilizing the facilities.

**Assessment**

The number of pieces of new exercise and fitness equipment purchased and installed. A comparison of the exercise and fitness facilities at GSCC with the same type of facilities available in the community and in at least two other large two-year colleges as made by the fitness instructor and/or the HPR Director.

**Additional Funding Request: \$6000**

Purchase L8 ProTrainer Treadmill, Arm Ergonometer, and Lat Pull Down Machine to upgrade weight room equipment.

**Evaluation Findings**

A ProTrainer Treadmill was purchased. Funding was limited.

**Use of Findings**

The additional funding request was not available. The treadmill was the first step in obtaining additional needed equipment. The 08-09 budget requested additional funding and was approved. Additional pieces should be added for the upcoming year. Additionally, funding will continue to be requested through HPR budget as well as Tech funding.

**Goal 3**

To provide a service to the College and the community by offering a program to promote cardiac wellness (Heart Focus) among students, faculty, staff, and the community.

**Relationship to College Goals/Mission****Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

College Mission: The College has committed itself to becoming an integral part of the lives of those communities that it serves. To be consistent with the principles of Gadsden State Community College, the Department embraces opportunities to promote physical fitness and wellness among students, faculty, staff, and members of the community.

**Objective or Educational Outcome 1**

The objective is to assist in the rehabilitation of people who have existing heart disease and/or those who have risk factors for heart disease.

**Assessment**

1. The number of contacts via mass mailings, media advertisements, and presentations made by the HPR staff to promote Heart Focus. 2. The total number of people registering for Heart Focus for the fall and spring semesters will increase by 10%. 3. At least 80% of those enrolled in Heart Focus will "agree" or "strongly agree" that the program has benefited them.

**Additional Funding Request: \$1600**

Conduct mass mailing campaign, purchase newspaper, and radio advertisements, and obtain printed informational pamphlets promoting Heart Focus and physical fitness and wellness among students, staff, and members of the community.

**Evaluation Findings**

Fall semester had 7 people registered. Spring semester had 10 people registered. No evaluation tool was given to the participants.

**Use of Findings**

The increase was due to spouses joining for the spring semester. The funding has

continued for 08-09 to assist with mailing campaign, advertisements. A survey is being designed for feed back from the Heart Start participants to better identify needs for the program. This will be administered each semester starting in spring 09.

**Goal 4**

Assure that computer and Internet technology is utilized by instructors to enhance courses with Web and computer-enhanced content.

**Relationship to College Goals/Mission****Student Success**

- Provide a student-centered teaching and learning environment.

**Student Success**

- Deliver services needed to help students succeed.

**Objective or Educational Outcome 1**

Provide orientation and training for faculty toward Internet and computer-enhanced course content.

**Assessment**

A review of syllabi will show that 50% of faculty are using Internet and computer-enhance course content.

**Additional Funding Request: \$2,000**

To provide one touch-screen laptop and a projector.

**Evaluation Findings**

Currently done in the HED 224 class.

**Use of Findings**

Allows for additional learning tools for the students. Gives the instructor additional resources for the class. The purchase of one touch screen laptop and projector are being pursued. Planing to have in place by Spring 09.

**Objective or Educational Outcome 2**

To add at least one Internet section in Health, Physical Education, and Recreation in 2007-2008.

**Assessment**

Records will show that at least one Internet section has been offered in the HPR Department in 2007-2008.

**Additional Funding Request: \$****Evaluation Findings**

HED 224 has one section as on line offering.

**Use of Findings**

Course has a large enrollment. Without it there would be a need for an additional class room section. Will be considering another section based on enrollment for this course.

**Objective or Educational Outcome 3**

To add at least one hybrid HED course during the 2007-2008 academic year.

**Assessment**

Records will show that at least one hybrid HED course has been added during the 2007-2008 academic year.

**Additional Funding Request: \$****Evaluation Findings**

No hybrid classes are done.

**Use of Findings**

Will investigate with faculty why nothing being offered.

**Objective or Educational Outcome 4**

A minimum of 10% of Health, Physical Education, and Recreation classes will utilize Tegrity elements.

**Assessment**

A survey of Health, Physical Education, and Recreation instructors will show that at least 10% of HPR classes will utilize Tegrity elements during the 2007-2008 academic year.

**Additional Funding Request: \$5000**

Tablet PC's and projectors.

**Evaluation Findings**

Utilization of Tegrity elements not currently be used. Currently do not have the equipment.

**Use of Findings**

Funding was requested, but not given. There will be a continued annual request for funding to assist in the purchase of the required equipment to better serve our students.

**User:guest**

**Unit**

Health & Physical Education, & Recreation



## Gadsden State Community College

## Strategic Plan Evaluation

**Unit:** Health Sciences **Year:** 2007-2008

**Person Responsible:** Connie Meloun

**Cabinet Member:** Jim Jolly     **Approved**

**Mission Statement:**

The Health Science Division is dedicated to providing quality education consistent with requirements of accrediting/credentialing agencies and Postsecondary Education in providing the necessary knowledge, skills, and attitudes congruent with the expectations of the public, employers and the respective professions.

**Long Range Goals:**

- 1     All programs in the division will obtain or maintain accreditation by the appropriate state and/or national accrediting/credentialing agency.
- 2     Initiate the development of plans for a new science/health science building
- 3     Develop a health and wellness initiative for faculty and students in the division
- 4     Incorporate technologically advanced simulation equipment/labs into the preparation of students for the workplace environment
- 5     Develop a plan to offer student health care services including a full-time healthcare provider.
- 6     Replace student desks in classrooms with tables and chairs.

**Goal 1**

Faculty will utilize various technologies such as Tegrity, WebCT and video conferencing proficiently in their instruction.

**Relationship to College Goals/Mission**

## Student Success

- Provide a student-centered teaching and learning environment.

## Student Success

- Deliver services needed to help students succeed.

## College Capacity

- Strengthen and enhance the College's operations and human, financial and physical resources.

**Objective or Educational Outcome 1**

All full-time instructors in the Health Science Division will be taught and/or reviewed annually the use of Tegrity, WebCT and video teleconferencing

**Assessment**

100% of full-time faculty will indicate on Health Sciences Resource Survey they have received annual training on the use of Tegrity, WebCT and video teleconferencing. On the End of Course Survey 90% of students being taught using Tegrity, WebCT and video teleconferencing will indicate "agree" or "strongly agree" the instructor was proficient in the use of Tegrity, WebCT and/or video teleconferencing

**Additional Funding Request: \$****Evaluation Findings**

On the Health Sciences Resource Survey, 87.3% of full-time faculty "strongly agreed" or "generally agreed" WebCT instruction had been made available to them; 79.1% "strongly agreed" or "generally agreed" Tegrity instruction had been made available to them; 41.6% "strongly agreed" or "generally agreed" video teleconferencing instruction had been made available to them--33.3% indicated "not applicable" on this item. Therefore this bench mark was not met.

"End of Course" surveys do not have items related to students' perception of the instructors' proficiency utilizing WebCT, Tegrity and/or video teleconferencing.

**Use of Findings**

The assessment method will be re-worded to state "instruction has been made available" for full time instructors. Instruction for each of these teaching methodologies (especially WebCT

and Tegrity) needs to be made for part-time instructors as well. More and more programs are going to be utilizing video teleconferencing (such as nursing at the McClellan, VS and Cherokee sites), so there will be more instructors who will need to learn about video teleconferencing.

There are still some issues that need to be worked out with the video teleconferencing not always being reliable and that seems to be part of the reluctance by instructors regarding utilizing this method of instruction. This division will continue to work with the Information Technology Department to find the source of the problem and the remedy -- regarding video teleconferencing.

**Objective or Educational Outcome 2**

Lectures, and when feasible, lab skills, will be made available on Tegrity for students' use.

**Assessment**

On End of Course Survey 90% of students will indicate "agree" or "strongly agree" that course lectures and/or lab skills were available on Tegrity.

**Additional Funding Request: \$**

**Evaluation Findings**

"End of Course" surveys at present do not have an item regarding students' perceptions regarding course lectures and/or lab skills being available on Tegrity. This item will be added for future "End of Course" surveys.

Assessment Measures will be revised to include information gathered from a Tegrity Survey of Students regarding usage. The Tegrity Survey Results of Fall Semester 2007 gathered data as to the frequency of usage of Tegrity by students. The Fall 2007 Semester Survey indicated 52.4% of students best described the frequency with which they used Tegrity to study to be either "sometimes," "often," or "almost every time I study." This survey also indicated that 70.8% of the students responded that Tegrity was utilized in at least one course they were taking Fall 2007 Semester.

Faculty were surveyed Spring Semester 2008 as to their usage of Tegrity. The results of this survey indicated Tegrity being utilized in the following health care programs: RN, LPN, CLT, Rad Tech and Nsg Asst. Faculty also commented regarding any difficulties using Tegrity

**Use of Findings**

As noted above, "End of Course" surveys will be revised. Faculty are consistently encouraged to use Tegrity for classroom/lab/additional information for students to utilize.

Tegrity Usage Surveys of students and faculty will be incorporated into assessing this outcome in the future. Given the results and comments noted in the assessment findings portion, the health science division will continue to train in the use of Tegrity, as well as troubleshoot any problems faculty or students might have in their usage of Tegrity. The student survey referred to above also noted that 56.6% of the students surveyed, indicated that Tegrity ". . . made studying somewhat more effective than normal" or ". . . made studying much more effective than normal" therefore if students are benefiting from Tegrity, the health science division will continue to utilize Tegrity, and other programs such as Surgical Tech and EMS will be encourage to utilize Tegrity. The computer technician will work with instructors and students to assist them with any problems they may have in the utilization of Tegrity.

**Objective or Educational Outcome 3**

Video teleconferencing will be utilized to present information by instructors who have expertise in specific subject areas to students located on various campuses.

**Assessment**

Analysis of how content is being taught at various campuses.

**Additional Funding Request: \$****Evaluation Findings**

Video teleconferencing is being utilized by the Therapeutic Massage Program at present and has been utilized in NUR 106 -- Maternal and Child in the LPN program during Spring 2008 Semester.

Faculty utilizing video teleconferencing were questioned as to their experience with this means of instructions. There were several problems noted including unreliable linkage between or among the various campuses. On End of Course Report for NUR 106 several students commented they did **not** like not having the instructor in the classroom; class via video teleconferencing seemed boring; complained about the equipment not working as it should at times.

**Use of Findings**

The LPN program will be utilizing video teleconferencing among three campuses beginning the Spring 2009 Semester especially for teaching NUR 106 Maternal and Child Nursing.

The video teleconferencing equipment and links will be assessed to hopefully prevent any technical difficulties such as occurred in the past. Faculty (and students) will be much more likely to be in favor of utilizing video teleconferencing once they see it is a reliable method of instruction. Faculty who utilize video teleconferencing will be encouraged to teach from each site on a rotating basis.

Assistant Dean of Health Sciences will procure an "expert" in the video teleconferencing presentation to provide an inservice for instructors regarding the "best practices" for video teleconferencing including to how to make classes via video teleconferencing more engaging especially for students at the distant site.

The Computer technician will be trained to trouble-shoot problems with video teleconferencing.

This instructional method appears to be even more cost-efficient in light of the gasoline crisis.

**Objective or Educational Outcome 4**

Video teleconferencing equipment will be maintained so as to have uninterrupted use.

**Assessment**

Maintenance agreement for all video teleconferencing equipment

**Additional Funding Request: \$12,865**

Maintenance Agreements as follows including next day parts and no on-site service: 4 Tandberg Educators @ 1500 each = 6000; 6 Tandberg 770mxps @ 425 each = 2550; MCU = 2425; Border Controller = 990; Gate Keeper = 900. Please note video teleconferencing equipment is for use by all programs on all campuses

**Evaluation Findings**

Monies (\$12,865.00) have been made available in the 2008-2009 Health Science budget for maintenance agreements for video conferencing equipment.

**Use of Findings**

We will continue to request monies annually for maintenance of video conferencing equipment.

**Goal 2**

Ensure that students in the health science division are provided with the knowledge and skills to competently and safely perform as an entry-level healthcare practitioner.

**Relationship to College Goals/Mission****Student Success**

- Provide a student-centered teaching and learning environment.

**Student Success**

- Deliver services needed to help students succeed.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

Hire qualified, experienced faculty/staff.

**Assessment**

100% of Health Science employee personnel files will indicate employee meets the education degree and experience qualifications as deemed necessary by Post-Secondary Education and accreditation/approval entities.

**Additional Funding Request: \$****Evaluation Findings**

100% of Health Science employee personnel files indicate employee meets the education degree and experience qualifications as deemed necessary by Post-Secondary Education (or special approval has been granted) and accreditation/approval entities.

**Use of Findings**

The division continues to strive to fill positions with persons that meet the education degree and experience qualifications required by Post-Secondary Education and accreditation/approval entities. Finding instructors with the appropriate education degrees for the Emergency Medical Services Program and the Therapeutic Massage Program continues to be difficult. We have obtained approval from Post-Secondary to hire individuals without the appropriate degree but who have much experience in these two areas.

### **Objective or Educational Outcome 2**

Faculty will be provided access to current educational methodologies and current information related to their teaching area.

#### **Assessment**

End of Course and End of Program Surveys: 90% of student respondents will "agree" or "strongly agree" that faculty are knowledgeable of the subject material they are responsible for teaching. 100% of faculty will indicate on the Health Science Resource Survey they have had an opportunity to attend a professional development/continuing education activity that will assist in their teaching.

#### **Additional Funding Request: \$**

#### **Evaluation Findings**

Data collected from "End of Course" surveys related to students' **indicating % agree or strongly agree** of faculty knowledge of subject material is as follows:

EMS Program -- 98%

Fall Semester 2007: LPN -- Valley Street -- 99.6%; McClellan 99.3%; RN -- 97.4%

Spring Semester 2008: LPN -- Valley Street -- 94.6%; McClellan 100%; RN -- 94.42%

Summer Semester 2008: LPN Valley Street -- 98.1%; McClellan 100%; RN 98.14%

Surgical/Operating Room Technology -- 100%

Public Safety Telecommunications -- 100%

Radiologic Technology -- No data

Clinical Laboratory Technology -- No data

Therapeutic Massage -- No data

Certified Nursing Assistance -- 100%

58.3% of faculty indicated "agree" or "generally agree" on the Health Science Resource Survey that their respective program budgets "provides for adequate continuing professional development of full-time faculty." Therefore this benchmark was not met.

#### **Use of Findings**

The Assessment Measure of 100% of instructors on the Health Science Resource Survey is unrealistic and will be changed to 80% -- especially due to financial constraints as well as unexpected obstacles preventing 100% achievement.

Due to financial constraints, not all instructors in the Health Science Division have been able to attend their professional development activity of choice. During Spring Semester 2008 the Health Science Division provided a day-and-half workshop for all instructors in the division on writing test items at the (Bloom's Taxonomy) application level or higher. Activities to increase critical thinking skills were also addressed. This workshop was presented by a nationally and internationally known educator/author.

The Health Science Division will continue to seek professional development activities that are beneficial and more cost-effective whenever possible -- as there are no out-of-state travel monies in the 2008-2009 budget.

All programs within the division will be requested to gather data necessary to measure achievement of outcomes.

**Objective or Educational Outcome 3**

Provide the necessary equipment/supplies needed by instructors to adequately prepare students in their program of study.

**Assessment**

End of Course and End of Program Surveys: 90% of students will indicate they had the necessary supplies and equipment needed in their program of study. Health Science Resource Survey: 80% of instructors will indicate they had the necessary supplies and equipment needed to teach in their program of study.

**Additional Funding Request:** \$75,000 (Voc Tech/ Tech Fees)  
Technologically Advanced Lab simulation equipment/ laptops

**Evaluation Findings**

End of Course and End of Program Surveys did not include any items related to students' perspective of adequate equipment and supplies in labs.

On the Health Science Resource Survey, the following was noted:

79% of full-time instructors responding to the survey "strongly agreed" or "generally agreed" or "neutral (acceptable)". . . Laboratory is equipped with the amount of equipment necessary for student performance of required lab exercises;

83.2% of full-time instructors responding to the survey "strongly agreed" or "generally agreed" or "neutral (acceptable)" . . . Laboratory is equipped with the variety of equipment necessary for student performance of required lab exercises.

87.4% of full-time instructors responding to the survey "strongly agreed" or "generally agreed" . . . Laboratory is equipped with the amount of supplies necessary for student performance of required lab exercises.

74.8% of full-time instructors responding to the survey "strongly agreed" or "generally agreed" or "neutral (acceptable)". . . Laboratory is equipped with the variety of supplies necessary for student performance of required lab exercises.

Benchmark not met regarding amount of equipment and variety of supplies.

**Use of Findings**

"End of Course" and "End of Program" surveys will be revised to include items regarding laboratory supplies and equipment.

Faculty are asked for input regarding lab supplies and equipment for annual budget requests as well as for Tech Fees requests and Voc Tech requests. Will request faculty to prioritize lab requests.

Two SimMan for the division have been acquired. All instructors who wish to utilize SimMan in their course(s) will receive training. Eight instructors will receive two 8-hour-day training in November 2008. These instructors will in turn train other instructors.

**Objective or Educational Outcome 4**

Graduates of health science programs exhibit knowledge and skills to work in an entry-level position.

**Assessment**

90% of graduates of Health Science Division programs will pass licensing/credentialing exams on the first attempt. Graduate and Employer Surveys: 90% of respondents will indicate "agree" or "strongly agree" that graduate was prepared for an entry-level position.

**Additional Funding Request: \$****Evaluation Findings**

Passage rates of licensing/credentialing exams (on first attempt) for 2007-2008 as follows:

Certified Nursing Assistant: 100% written test; 75% skills test

Public Safety Telecommunications: N/A

Registered Nursing: 83.8%

Practical Nursing: 96.7%

Radiologic Technology: 94%

Clinical Laboratory Technology: 100%

Emergency Medical -- Basic: 73%

Emergency Medical -- Paramedic 71%

Therapeutic Massage -- 91% for those students taking exam (Summer 2008 data not available)

Surgical Tech -- N/A

**Graduate Surveys:**

EMS -- 97% indicated "agree" or "strongly agree" graduate was prepared for an entry-level position.

Rad Tech -- 100% indicated "agree" or "strongly agree" graduate was prepared for an entry-level position

Clinical Lab Tech -- 100% indicated "agree" or "strongly agree" graduate was prepared for an entry-level position.

Surgical Tech -- no data

Practical Nursing -- 95.4% of graduates at the Six Month Mark expressed a minimum of a "prepared" level of satisfaction (as a graduate in an entry level position)

Registered Nursing -- Six month graduate surveys will not be mailed until November 2008.

Public Safety Tele -- No data

Certified Nsg Asst -- Six month graduate surveys will not be mailed until November 2008

**Employer Surveys:**

Rad Tech -- 100% indicated "agree" or "strongly agree" graduate was prepared for an entry-level position  
 Clinical Lab Tech -- 100% indicated "agree" or "strongly agree" graduate was prepared for an entry-level position  
 Surgical Tech -- 100% indicated "agree" or "strongly agree" graduate was prepared for an entry-level position  
 EMS -- No data  
 Practical Nursing -- 97% of employers at the Six Month Mark expressed the graduates were clinically competent and 85.7% of employers at the 12 month mark expressed the graduates were clinically competent and independent in providing patient care.  
 Registered Nursing -- Employer Surveys will not be mailed until after November 2008  
 Public Safety Tele -- No data  
 Certified Nsg Asst -- Six Month Employer Surveys will not be sent out until after November 2008.

### **Use of Findings**

Benchmark for passage rate for licensure not met for all programs; however we do consider 90% a reasonable and realistic benchmark. Those programs that have not achieve a 90% pass rate on licensure examinations, have already began assessing their program as to how to make improvements so as to better insure graduate success on the first attempt on licensure examinations.

Asst. Dean will continue to work with instructors in various programs regarding test item writing that is congruent to test questions on certification exam(s).

Students will also be encouraged to review utilizing Tegrity, and to attend licensure exam reviews when available.

All programs will be encouraged to gather graduate and employer survey information as to the preparedness of our graduates for entry-level positions.  
 Data not available due to surveys not yet being sent to graduates and employers will be reported on the following years assessment findings.

### **Goal 3**

Students will be successful in completing their program of student within the Health Science Division.

### **Relationship to College Goals/Mission**

#### **Student Success**

- Provide a student-centered teaching and learning environment.

#### **Student Success**

- Deliver services needed to help students succeed.

#### **Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

Instructors within each program will monitor the progress of all students and will offer guidance as to how each student can work toward being successful in each course.

**Assessment**

100% of instructors will submit Monthly Attrition Reports each semester which indicate which students are averaging below passing in any respective program course and what assistance has been offered to assist the student to increase their course average. Each program will maintain an attrition rate of under 25%.

**Additional Funding Request: \$****Evaluation Findings**

An average of 94% of instructors submit Monthly Attrition Reports monthly for each semester. Therefore benchmark not met.

Attrition rates for each of the following program as follows:

Emergency Medical, Basic -- 19.5%  
Emergency Medical, Paramedic -- 19%  
Registered Nursing -- 30%  
Public Safety Telecommunications -- 29.6%  
Practical Nursing -- 63%  
Radiologic Technology -- 16%  
Surg Tech -- 24%  
Certified Nursing Asst -- 20%  
Clinical Laboratory Tech -- 36%

There are 4 programs that did not meet this benchmark of 25% attrition

**Use of Findings**

Instructors will continue to be encouraged to identify students who have below 75% passing rate in each health science class; and to identify ways students can be assisted. Attrition reports will continue to be required by the 7th of each month and the Assistant Dean of Health Science will communicate in writing to any student who has below 75% in any health science class. Students will be encouraged to attend tutoring sessions, to utilize Tegrity, and/or to contact individual instructors regarding any assistance the instructor can offer.

Qualifications for admission into health science programs have been and will continue to be reviewed; although any changes cannot be made without the approval of Post-Secondary Education.

Alternate track sequences for programs will be implemented where possible so students can choose to take a slower track to hopefully assist the student in being more successful.

**Objective or Educational Outcome 2**

Instructors will utilize Tegrity to assist students being successful in passing the course.

**Assessment**

End of Course Survey: 100% of students responding will indicate "agree" or "strongly agree" that course lectures were available to them on Tegrity.

**Additional Funding Request: \$****Evaluation Findings**

Information for this outcome is already in place under Goal #1; Objective 2. Please see findings.

**Use of Findings**

This outcome will be omitted as it is included previously in the USP.

**User:guest**

**Unit**

Health Sciences

## Gadsden State Community College

## Strategic Plan Evaluation

**Unit:** Human Resources **Year:** 2007-2008

**Person Responsible:** Kim Cobb

**Cabinet Member:** Lisa Thacker **Approved**

**Mission Statement:**

The Office of Human Resources seeks to provide a comprehensive service to the College and its employees which includes coordinating the employment process for the hiring of all staff, maintaining personnel/employment records, ensuring compliance with applicable policies and procedures, administering employee benefits, assisting with the organization of professional development programs, and providing new employee orientation.

**Long Range Goals:**

1. Create and implement a records destruction plan.
2. Utilize the document imaging system for inactive records storage and retrieval.
3. Increase the diversity of applicants by exploring non-traditional areas of employee recruitment.

**Goal 1.**

To coordinate the employment process for the hiring of all staff.

**Relationship to College Goals/Mission**

## College Capacity

- Strengthen and enhance the College's operations and human, financial and physical resources.

**Objective or Educational Outcome 1.**

Follow State Board of Education, Department of Postsecondary Education, College policies and procedures, and federal employment laws.

**Assessment**

Report from the Alabama College System Uniform Guidelines audit will contain no major deficiencies. Equal Employment Opportunity Commission complaints will result in no court decisions or findings against the College.

**Additional Funding Request: \$8,500**

Additional \$1,500 requested for in-state travel to actively participate in Alabama

College System Human Resource Management Association (ACSHRMA) activities and promote other staff professional development activities. Additional \$7,000 requested for advertising and promotions needed to utilize supplemental advertising sources intended to reach target applicants.

**Evaluation Findings**

The Department of Postsecondary Education, Legal and Human Resources Division, last audited GSCC employment processes on March 19, 2004. The audit has not been performed for 2004-2005, 2005-2006, 2006-2007, or 2007-2008.

There have been no court decisions or findings against the College resulting from EEOC complaints.

**Use of Findings**

The next GSCC audit has not been scheduled, but DPE has reinstated the process and has recently performed the audit at other colleges. It is expected that the GSCC audit will be scheduled within the next year. If an audit is not performed in the 2008-2009 cycle, an alternate assessment measure will be established. The Office of Human Resources will continue to stay abreast of applicable policies, procedures, and laws, to ensure compliance as indicated.

**Goal 2.**

To provide guidance and support to selection committees.

**Relationship to College Goals/Mission****College Capacity**

- Strengthen and enhance the College's operations and human, financial and physical resources.

**Objective or Educational Outcome 1.**

Ensure that selection committee chair is familiar with the hiring process and that the committee is provided with adequate materials and resources.

**Assessment**

A minimum of 90% of the respondents to the Selection Committee Survey will "Strongly Agree" or "Agree" to statements on satisfaction with HR guidance and support.

**Additional Funding Request: \$****Evaluation Findings**

Results of Selection Committee Survey indicate that 98.1% of respondents "Strongly Agree" or "Agree" with statements on satisfaction with HR guidance and support.

**Use of Findings**

These results demonstrate that the Office of Human Resources provides guidance and

support to selection committees by furnishing materials in a timely manner, working closely with the committee chair on the hiring process, suggesting committee members who can lend expertise to the process, and providing a meeting environment that is conducive to an effective selection process. The Office of Human Resources will address comments and concerns of administrators and committee members and continue to improve the level of guidance and support for selection committee functions.

**Goal 3.**

Maintain accurate and up-to-date personnel/employment records.

**Relationship to College Goals/Mission****College Capacity**

- Strengthen and enhance the College's operations and human, financial and physical resources.

**Objective or Educational Outcome 1.**

Submit personnel data and employment reports to various departments and agencies.

**Assessment**

Prepare required reports by specified deadlines.

**Additional Funding Request: \$****Evaluation Findings**

All required reports were submitted in a timely manner.

**Use of Findings**

It is extremely important that personnel data is accurate and up-to-date so that information can be provided upon request. Information requests come from internal and external departments and agencies, some noting specific deadlines. If a deadline is noted, the Director's calendar is updated to reflect the deadline. Requests without deadlines will remain in the Director's e-mail in-box or pending file, to ensure that the request is answered in a timely manner. The Office of Human Resources will continue to ensure that information requests and reports are submitted in a timely manner.

**Objective or Educational Outcome 2.**

Ensure that employment search files contain organized and complete documentation of the employment process.

**Assessment**

Report from the Alabama College System Uniform Guidelines audit will contain no major deficiencies.

**Additional Funding Request: \$**

**Evaluation Findings**

The Department of Postsecondary Education, Legal and Human Resources Division, last audited GSCC employment processes on March 19, 2004. The audit has not been performed for 2004-2005, 2005-2006, 2006-2007, or 2007-2008.

**Use of Findings**

The next GSCC audit has not been scheduled, but DPE has reinstated the process and has recently performed the audit at other colleges. It is expected that the GSCC audit will be scheduled within the next year. If an audit is not performed in the 2008-2009 cycle, an alternate assessment measure will be established. The Office of Human Resources will continue to ensure that search files are organized and complete.

**Goal 4.**

Effectively generate and distribute employment contracts.

**Relationship to College Goals/Mission**

## College Capacity

- Strengthen and enhance the College's operations and human, financial and physical resources.

**Objective or Educational Outcome 1.**

Produce and process employment contracts for full-time and part-time employees as needed for payroll and record-keeping purposes.

**Assessment**

A minimum of 90% of the respondents to the Employee Evaluation of College and Services survey will "Strongly Agree" or "Agree" that the Office of Human Resources is effective in the distribution of employment contracts, as appropriate.

**Additional Funding Request: \$****Evaluation Findings**

Results of Gadsden State Community College's Employee Evaluation of College and Services survey indicate that 99.39% of respondents "Strongly Agree" or "Agree" that the Office of Human Resources is effective in the distribution of employee contracts, as appropriate.

**Use of Findings**

The employee contract process is extremely important for timely and accurate payroll and record-keeping purposes. All parties involved must be informed of correct procedures and pertinent dates each semester. An electronic memorandum with detailed instructions is sent to appropriate administrators and contract preparers each semester. The Office of Human Resources will continue to work toward efficiently and effectively producing and processing employment contracts as needed.

**User:guest**

**Unit**

Human Resources



## Gadsden State Community College

## Strategic Plan Evaluation

**Unit:** Information Technology **Year:** 2007-2008

**Person Responsible:** Sheila Lancaster

**Cabinet Member:** Jim Jolly     **Approved**

**Mission Statement:**

The Division of Information Technology at Gadsden State Community College is dedicated to providing current curriculum and instruction. The division provides a foundation in information technology with the AS degrees in Computer Science Scientific and Computer Information Systems. It also prepares students to seek immediate employment by completing the AAS degree in Computer Science Technology. Business and industry trends are continually researched in order to provide accurate and current knowledge of information technology to students of all majors.

**Long Range Goals:**

- 1        Provide a more technologically modern environment that will attract students and faculty to a program that will advance instruction, course delivery, and learning.
- 2        Accommodate all students seeking computer skills from alternative and distance forms of classes.
- 3        Provide computer labs for students who do not have computer resources at their homes.
- 4        Provide professional development opportunities to faculty to enhance technical and educational methods knowledge.

**Goal 1**

Provide a foundation in computer technology for all students regardless of major. This is in support of the College's Quality Enhancement Plan statement that "Students will demonstrate the use of basic skills in computer technology." The primary course for all non-majors is CIS 146 Microcomputer Applications. Courses for associate in science degree guidelines are listed in detail in the Program Outcomes reporting system.

**Relationship to College Goals/Mission**

## Student Success

- Provide a student-centered teaching and learning environment.

## Student Success

- Deliver services needed to help students succeed.

**Objective or Educational Outcome A**

Integrate new curriculum mandated by Postsecondary for technology programs.

**Assessment**

The department of postsecondary provides detailed plans of instruction for each course introduced into the state common course directory. These have been constructed based on industry and peer review. The objectives of these plans of study will be used to create a Student Learning Outcomes Assessment form for each course. The statistics will be used to determine if the objectives of the courses are being fulfilled.

**Additional Funding Request: \$****Evaluation Findings**

New courses taught in Fall 2007 include the labs for Networking, 165A, 164B, and 164D. New courses taught in Spring 2008 include the labs for Networking, 165E, 276 Windows Server, 274A Windows server lab, and advanced topics in Networking under 299.

**Use of Findings**

Students have benefitted from the increased lab time associated with the networking courses due to the intensity of these type of courses.

Offering the Windows Server class has met the increased demand for more networking classes.

**Objective or Educational Outcome B**

Students will demonstrate the use of basic skills in computer technology. Success in this goal will also prepare students who transfer to senior institutions to pursue Information Technology related bachelors degree programs. Students will be able to maximize the number of credits for transfer by accomplishing work recognized as equivalent to that offered at senior institutions.

**Assessment**

Student Learning Outcomes Assessment is performed for each course and summaries are done for semesters. The figures for CIS 146 represent the population of students taking the foundation course in technology as referred to in the General Education Outcomes of the college.

**Additional Funding Request: \$18,050**

Approximate cost of upgrading computer RAM capacity on IT Division computers. This is needed to provide students with the latest software technology using Windows Vista and Office 2007. Training is necessary for faculty because the recent number of changes in technology.

**Evaluation Findings**

The Student Learning Objectives And Outcomes Assessment showed the following results:

Fall 2007 - 72% to 100% mastery level on measured objectives. With the lowest being in the area of Basic Computer Terminology.

Spring 2008 - 71% to 99% mastery level on measured objectives. With the lowest being in the area of Database Software.

Summer 2008 - 73% to 99% mastery level on measured objectives. With the lowest being in the area of Basic Computer Terminology.

### **Use of Findings**

Student Learning Outcomes for each class show acceptable ranges of mastery. The only area that continues to be the lowest average, regardless of content or course, is the area of terminology.

This seems to be a trend of the student body from those who primarily learned mastery of terminology, but had difficulty with hands-on work, to a new set of learners who do not focus on terminology, but seem to thrive in a hands-on, performance-based environment.

### **Goal 2**

Replace computer equipment, furniture, and networking support equipment in a cycle in order to provide updated equipment and a safe environment for the students.

### **Relationship to College Goals/Mission**

#### **Student Success**

- Provide a student-centered teaching and learning environment.

#### **Objective or Educational Outcome A**

Replace Ayers CST 101 and Cherokee County Computer Science labs. With RAM upgrades previously addressed, the IT Division will be better equipped to provide students the latest software and technology.

#### **Assessment**

Course survey of students in regard to facilities, equipment, and resources.

#### **Additional Funding Request: \$36500**

These funds will be requested on the Technical Request List.

#### **Evaluation Findings**

Ayers CST/ACS 101 computers were replaced and the capacity increased from 15 to 24 seats.

Gadsden 208 computers were also replaced to create the advanced programming lab with 20 seats.

Cherokee computer lab 208 was increased from 14 to 24 seats as it moved from the old location to the new campus.

All labs capable of upgrading RAM were upgraded.

**Use of Findings**

Due to increased seating capacity in the computer labs, the enrollment for those sections has been increased each term.

**Objective or Educational Outcome B**

Replace folding tables in all labs with computer tables to correct safety problems and wiring problems.

**Assessment**

Course survey of students in regard to facilities, equipment, and resources.

**Additional Funding Request: \$7,000**

Requested for 2007-2008 budget line 710.

**Evaluation Findings**

The Ayers 101 computer lab tables were replaced.

**Use of Findings**

Students and faculty have enjoyed the new equipment and tables. Fewer problems and complaints have been reported.

**Goal 3**

Provide a comprehensive AAS Computer Science Technology degree program. Success in this goal will prepare graduates for immediate employment and serves to retrain workers in information technology.

**Relationship to College Goals/Mission****Student Success**

- Provide a student-centered teaching and learning environment.

**Objective or Educational Outcome A**

Determine if students who were employed as a result of education were adequately prepared.

**Assessment**

• Comments and statistics listed on Employer Survey reports. • Results of Student Learning Assessments done for CIS courses.

**Additional Funding Request: \$****Evaluation Findings**

a. Curriculum within the Computer Science departments at JSU, University of Alabama at Tuscaloosa, UAH, and UAB, was researched by GSCC CIS faculty. Transfer reports from the University of Alabama were the only reports that showed courses or degree completion information. This showed that students taking courses that required CIS 146

as a prerequisite performed at least as well as native UA students.

b. The STARS content has not changed during the past year. Course numbers and content will continue to be monitored to reflect the courses approved on the STARS articulation agreements.

c. Graduate Follow Up (2006-2007) surveys answered by students show:

33% of respondents stated their primary objective was to prepare for a new job/career.  
 50% of respondents stated their primary objective was to prepare to transfer.  
 100% stated their overall perception of how well their program prepared them for their current or intended employment, (50% Excellent and 50% Good).  
 83% stated they were pursuing education in a field related to training.

### **Use of Findings**

a. Articulation with senior universities will continue to be monitored due to constant changes to technology programs.

b. While the percentages were not below the accepted rate, the instructors felt that students can improve their performance exam scores by working on more lab activity assignments.

Instructors felt that some students were not represented because their keyboarding, literacy, and Windows navigation skills cause them to drop out of the course. The instructors will begin a "first-day" test in the spring, using the OPAC software to test basic students. This test will measure the factors mentioned and allow the instructor to advise the student about the alternative of moving to the CIS 096 course, in order for them to improve their chance to succeed.

c. Course options and content were modified during the subsequent year.

d. 83% of respondents were pursuing more education. 66% of respondents stated they were employed in a field not related to training or were unemployed and not actively seeking work, it is not clear that the students had problems being employed.

There are students in the IT program attending under the TRA or WIA programs, but 0% of respondents stated they were in one of these programs. These would be the primary groups actively seeking employment after graduation. This seems to be the end of a cycle of enrollment of more traditional students.

### **Objective or Educational Outcome B**

Determine whether an acceptable level of students are achieving graduation or alternate completion status (employment prior to graduation) and feel they accomplished their goal of attending Gadsden State and enrolling in Information Technology courses.

#### **Assessment**

•Evaluation of Graduate Reports (by degree and major whenever possible), to determine graduates and/or alternate completers. •Perkins Reporting information that reflects employment prior to graduation.

**Additional Funding Request: \$**

**Evaluation Findings**

Evaluation of Graduate Employer surveys show 100% satisfaction in the following survey areas:

Rating the employee in computer skills, technical knowledge, expertise in equipment operations, problem solving, and overall rating of training provided in the field of study.

**Use of Findings**

Work will continue to improve the curriculum.

**Objective or Educational Outcome C**

Determine if instruction can be improved.

**Assessment**

•Student comments and statistics reflected in the evaluation of Graduate Follow-up Survey reports. •Results of Student Learning Assessments done for CIS courses.

**Additional Funding Request: \$****Evaluation Findings**

Student Learning Outcomes for each class show acceptable ranges of mastery. The only area that continues to be the lowest average, regardless of content or course, is the area of terminology.

**Use of Findings**

This seems to be a trend of the student body from those who primarily learned mastery of terminology, but had difficulty with hands-on work, to a new set of learners who do not focus on terminology, but seem to thrive in a hands-on, performance-based environment.

**Goal 4**

Maximize students' learning in technology by providing qualified and competent instruction.

**Relationship to College Goals/Mission****Student Success**

- Provide a student-centered teaching and learning environment.

**Student Success**

- Deliver services needed to help students succeed.

**Objective or Educational Outcome A**

Provide faculty with opportunities for continued professional development directly related to their instructional areas of technology.

**Assessment**

Evaluation of faculty and their respective professional growth plans as they relate to enhancing learning for the students.

**Additional Funding Request: \$5000**

While every faculty member may not be able to participate every year, at least two should be able to participate on an annual basis.

**Evaluation Findings**

No outside training was done this past year. All training resulted from instructor's self study of content for their courses.

**Use of Findings**

Faculty will continue to look for ways to professionally develop themselves.

**Objective or Educational Outcome B**

Provide faculty opportunities to coordinate with senior universities and make valuable contacts for the students who will transfer to these institutions.

**Assessment**

• Evaluate program and course transfer and equivalencies. • Identify software and hardware trends that we must prepare students for when they transfer. • Evaluation of course syllabi.

**Additional Funding Request: \$1000**

In-state travel for faculty members to visit other campuses.

**Evaluation Findings**

All correspondence and research was conducted via phone, Internet, and email.

**Use of Findings**

More information is available through the Internet which facilitates this type of research.

**Goal 5**

IT Division will continue to increase delivery of online and hybrid sections to the student population.

**Relationship to College Goals/Mission****Student Success**

- Provide a student-centered teaching and learning environment.

**Student Success**

- Deliver services needed to help students succeed.

**Objective or Educational Outcome A**

The area of greatest demand for online versions of classes is in the CIS 146 Microcomputer Applications course. More sections will be added as the demand continues to grow.

**Assessment**

Student enrollment figures for trends of enrollment patterns will be monitored.

**Additional Funding Request: \$****Evaluation Findings**

Student enrollment figures for trends of enrollment patterns will be monitored.

Online versions of CIS 146 increased per terms with sections/completer students as follows:

Fall 2006 4/62	Fall 2007 4/50
Spring 2007 3/48	Spring 2008 4/66 Online and 1/10 Hybrid
Summer 2007 3/32	Summer 2008 4/48

**Use of Findings**

Online and hybrid versions will continue to be offered to satisfy the demand.

**User:guest**

**Unit**

Information Technology



## Gadsden State Community College

## Strategic Plan Evaluation

**Unit:** Institutional Advancement & Student Services **Year:** 2007-2008

**Person Responsible:** Michele Conger

**Cabinet Member:** President **Approved**

**Mission Statement:**

The mission of the office of Institutional Advancement and Community Services is to coordinate the College's grants development and administration and fundraising activities (excluding the Foundations). The office of Institutional Advancement and Community Services supports the mission of GSCC and its goals by undertaking the responsibility of establishing and maintaining partnerships to respond to the needs of special populations within the community. The grant programs under Institutional Advancement also use outreach initiatives to seek and encourage those who otherwise might not to consider college.

**Long Range Goals:**

1. Seek new sources of grant opportunities.
2. Strengthen the networking and coordination of the grant programs between campuses.
3. Increase the awareness of the federal programs, such as TRIO, available through GSCC and the designation of the Historically Black College/University designation of the Valley Street Campus.
4. Provide greater opportunity for faculty and staff participation in the grant process.

**Goal 1.**

To seek greater faculty/staff participation in the grant process.

**Relationship to College Goals/Mission**

## Student Success

- Deliver services needed to help students succeed.

## College Capacity

- Strengthen and enhance the College's operations and human, financial and physical resources.

## Community Awareness

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1.**

Increase by two (2) faculty members the number of faculty involved in a grant project.

**Assessment**

A list of grants will be compiled documenting faculty/staff involvement.

**Additional Funding Request: \$**

**Evaluation Findings**

With the application to the National Science Foundation for the ATE Center for the CISCO wiring program, two faculty not served in previous grant projects were involved: Frank Cornutt and Sheila Lancaster. Additionally, Dave Hyatt in Civil Engineering was instrumental in the Alabama Department of Transportation grant.

**Use of Findings**

While the goal was met, new opportunities sought this year will continue to involve faculty that may have never been involved in a grant project.

**Objective or Educational Outcome 2.**

Increase by one (1) the number of staff members involved in a grant project.

**Assessment**

A list of grants will be compiled documenting faculty/staff involvement.

**Additional Funding Request: \$**

**Evaluation Findings**

Two new staff members in the IA office were involved this year with grants: Misti Morgan, the new administrative assistant, and Samala Carrington the new grants writer.

**Use of Findings**

While this year focused on the involvement and training within the IA office, future years will continue to involve staff from departments around campus.

**Goal 2.**

To identify, pursue, implement, and monitor federal/state grant programs.

**Relationship to College Goals/Mission****Student Success**

- Deliver services needed to help students succeed.

**Workforce Development**

- Serve as a partner in shaping and achieving the region's economic and community development vision.

**College Capacity**

- Strengthen and enhance the College's operations and human, financial and physical resources.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1.**

To receive a clear audit of all federal/state grant programs.

**Assessment**

Exit report from auditors will have no findings.

**Additional Funding Request: \$**

**Evaluation Findings**

All grant programs received a clear audit.

**Use of Findings**

The IA staff will continue to diligently work and remain updated on the latest regulations in order to ensure that the clear audit of the grant programs are maintained.

**Objective or Educational Outcome 2.**

Existing federal/state grant programs scheduled for renewal will be re-funded.

**Assessment**

The award letters from grants submitted will document refunding.

**Additional Funding Request: \$**

**Evaluation Findings**

All existing grants applied for were refunded.

**Use of Findings**

While all the grants up for renewal were refunded, increased competition and new grant requirements have made renewal no longer a "given" even with prior experience points. Professional development and technical sessions on grant opportunities will be attended and grants will be started early in order to have the grants "read" at conferences offering that service.

**Goal 3.**

To seek new grant opportunities.

**Relationship to College Goals/Mission**

**Student Success**

- Provide a student-centered teaching and learning environment.

**Student Success**

- Deliver services needed to help students succeed.

**College Capacity**

- Strengthen and enhance the College's operations and human, financial and physical resources.

**Objective or Educational Outcome 1.**

Institutional Advancement will apply for one (1) grant that the college has not received in the past.

**Assessment**

Copies of the email or confirmation receipts of grants submitted or the grants listing will document application.

**Additional Funding Request: \$55,000**

A grants writer, at an approximate cost of \$55,000, needs to be hired to seek these additional funds.

**Evaluation Findings**

Several grants were applied for during the year including one to the Alabama Department of Transportation for Transportation Enhancement that GSCC has never applied for.

**Use of Findings**

While most of the grant applications were not new to the IA staff this year, the addition of a grants writer during the summer of 2007 has already led to the application to several foundations for funds that the college has never applied for in the past.

**Objective or Educational Outcome 2.**

One (1) grant opportunity will be applied for which comes at the recommendation of a faculty/staff member.

**Assessment**

Copies of the email correspondence or memo from the faculty/staff member and confirmation receipts of grants submitted or the grants listing kept each year.

**Additional Funding Request: \$55,000**

A grants writer, at an approximate cost of \$55,000, needs to be hired to seek these additional funds, as previously requested in objective 1 above.

**Evaluation Findings**

Two opportunities were applied for at the recommendation of a staff/faculty member: the Cultural Exchange Program with Egypt and the National Science Foundation Grant for wireless networking through the ATE center program. Copies of the submitted grants are on file in the Institutional Advancement Office.

**Use of Findings**

A grant writer was hired during the summer of 2008 and is presently working with the faculty and staff to seek new types of funding and new grant projects.

**Goal 4.**

To coordinate professional development activities among Institutional Advancement employees.

**Relationship to College Goals/Mission****Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

College Mission: Professional development provides employees with "an opportunity for personal enrichment opportunities that support life-long learning and civic, social, and cultural quality of life".

**Objective or Educational Outcome 1.**

Participate in at least one joint teleconference (satellite, webinar or audio teleconference) with attendees representing multiple campuses.

**Assessment**

To document participation in teleconferences, the sign in lists and agendas for the professional development will be maintained.

**Additional Funding Request: \$****Evaluation Findings**

Six webinars on TRIO programs were attended by staff representing multiple campuses through the Council on Opportunity in Education's (COE) professional development series. Sign in lists and agendas are maintained in office of the Director of Student Services.

**Use of Findings**

The COE webinars were very useful to the IA staff and TRIO program staff but additional opportunities for the upcoming year will be sought for the Student Services side of the division.

**Objective or Educational Outcome 2.**

Schedule one or more professional development activities with participation of staff from all locations.

**Assessment**

To document participation in professional development, the sign in lists and agendas for the professional development will be maintained.

**Additional Funding Request: \$**

**Evaluation Findings**

In addition to the professional development scheduled for the entire college, the Institutional Advancement and Student Services division holds a division meeting to kick off the Fall semester and a series of more individualized professional development. This year the professional development included six webinars dealing with the TRIO programs delivered by the Council on Opportunities in Education (COE): Educational Talent Search Annual Performance Report Part I and Part II; Lessons for SSS from the 2007 Upward Bound competition; Capturing Your Data Now for the SSS grant; Changing Mandatory Objectives for new UB grantees or those funded by HR 2669; and SSS Annual Performance Report Overview.

**Use of Findings**

While the objective for one or more professional development activities was met, the webinars did involve a more specific audience than in past years where topics such as student satisfaction and student suicide resulted in participation from a cross-section of the division staff. A blend of the two approaches with some general webinars on topics such as retention and customer service along with professional development specific to grant areas would provide professional development more widely across the division.

**User:guest****Unit**

Institutional Advancement &amp; Student Services



## Gadsden State Community College

## Strategic Plan Evaluation

**Unit:** Institutional Effectiveness **Year:** 2007-2008

**Person Responsible:** Teresa Rhea

**Cabinet Member:** Lisa Thacker **Approved**

**Mission Statement:**

To provide the College and the Institutional Effectiveness Committee with leadership and direction toward the regular, systematic, and accurate assessment of the institution's efforts to fulfill its Mission Statement; to create and evaluate all institutional survey instruments and the responses to such surveys, and to monitor, implement, and encourage broad constituent participation in the College's planning processes.

**Long Range Goals:**

- 1 To develop and implement a comprehensive on-line system of evaluations/surveys, standardized forms and I.E. processes, including an archive of the Strategic Plans for Institutional Effectiveness.
- 2 To develop components within surveys/evaluations that acknowledges diversity awareness within GSCC faculty, staff and students.

**Goal 1**

Develop and maintain assessment practices to measure the extent to which outcomes are achieved.

**Relationship to College Goals/Mission**

## College Capacity

- Strengthen and enhance the College's operations and human, financial and physical resources.

College Mission: The College provides a wide range of support services that enable students to function in a collegiate environment

**Objective or Educational Outcome 1**

Coordinate the dissemination of surveys/evaluations according to the timelines established in the Institutional Effectiveness Calendar.

**Assessment**

A minimum of 90% of the respondents to the Employee Evaluation of College Services

will "Agree" or "Strongly Agree" the Office of Institutional Effectiveness disseminates surveys/evaluations according to the timelines established in the Institutional Effectiveness Calendar.

**Additional Funding Request: \$**

#### **Evaluation Findings**

In Gadsden State Community College's Employee Evaluation of College and Services survey, out of 173 responses, 99% of the respondents "Strongly Agreed" or "Agreed" the Office of Institutional Effectiveness disseminates surveys/evaluations according to the timeliness established in the Institutional Effectiveness Calendar. This extremely high percentage verifies that Institutional Effectiveness Team is ensuring that these surveys/evaluations are relevant, effective, and timely.

#### **Use of Findings**

The dissemination of surveys/evaluations is an important tool in the Institutional Effectiveness process. The survey determined that majority of the College's employees are aware and have knowledge of the Institutional Effectiveness Calendar and the timelines established. The Institutional Effectiveness Team will continue to inform and train the College's employees on Institutional Effectiveness.

### **Goal 2**

Develop on-demand reporting tools for office and on-campus use to include such items as enrollment, degrees awarded, credit hour production by discipline, and retention.

#### **Relationship to College Goals/Mission**

##### **Student Success**

- Provide a student-centered teaching and learning environment.

#### **Objective or Educational Outcome 1**

A system prototype will be developed.

#### **Assessment**

A prototype system will be in place by October 2007 and demonstration will be conducted for the Cabinet members.

**Additional Funding Request: \$**

#### **Evaluation Findings**

A system prototype has not been fully developed. This system prototype is continuing to evolve and should be completed within the 2008-2009 Strategic Plan period. The system prototype is partially developed and partly functional.

**Use of Findings**

Developing this on-demand system has been a work-in-progress. There are many facets that had to be developed, tried, and incorporated. Developing this new system will continue to be a priority within the department. Once this prototype is developed and fully functional, these reporting tools will enhance the College's abilities to track trends and other issues in order to make timely and sounds decisions regarding student success. Based on the feedback from the President and Cabinet, the development of a "Fact Book" is under consideration as a goal for the 2009-2010 academic year.

**Goal 3**

To increase knowledge of the Institutional Effectiveness process by becoming an active member of Alabama Association of Institutional Research(ALAIR).

**Relationship to College Goals/Mission****College Capacity**

- Strengthen and enhance the College's operations and human, financial and physical resources.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

College Mission: GSCC is pledged to offering quality education in both academic and technical fields to all citizens within its service area.

**Objective or Educational Outcome 1**

Enhance the awareness and knowledge of the Institutional Effectiveness Team by becoming active member of ALAIR.

**Assessment**

Become as active member ALAIR by joining the organization as a member and participating in the program.

**Additional Funding Request: \$500**

This funding request is made so that the Institutional Effectiveness Department will become a paid member of ALAIR.

**Evaluation Findings**

During this period, the awareness and knowledge of the Institutional Effectiveness Team has increased by maintaining two active members of Alabama Association of Institutional Research(ALAIR). Dr. Teresa Rhea and Ms. Jennie Dobson are active members of ALAIR and routinely attend ALAIR meetings.

**Use of Findings**

The evaluation findings indicate that two members of the Institutional Effectiveness and Institutional Research Teams attend ALAIR meetings and provide the College with leadership and knowledge of the ALAIR. It is important that the College maintains representation in this group in order to remain current with techniques and trends in

Institutional Research. During planning for the 2009-2010 academic year, consideration will also be given to subscribing other members of the Institutional Effectiveness Team to ALAIR membership.

#### **Goal 4**

Provide an Institutional Effectiveness Orientation to all College employees.

#### **Relationship to College Goals/Mission**

##### College Capacity

- Strengthen and enhance the College's operations and human, financial and physical resources.

##### Community Awareness

- Build a reputation that documents and promotes the strengths of the College.

#### **Objective or Educational Outcome 1**

Ensure that all employees understands the Institutional Effectiveness process and the overall mission of the College.

#### **Assessment**

A minimum of 90% of the respondents to the Employee Evaluation of College and Services survey will "Agree" or "Strongly Agree" to the statement "I understand the Institutional Effectiveness Process"

**Additional Funding Request: \$**

#### **Evaluation Findings**

In Gadsden State Community College's Employee Evaluation of College and Services survey, out of 173 responses, 93% of the respondents "Strongly Agreed" or "Agreed" that they understood the Institutional Effectiveness Process. These percentages are indicative of the level of training provided to the College's faculty and staff.

#### **Use of Findings**

These findings demonstrated that the Institutional Effectiveness Team has provided an effective orientation to the employees of Gadsden State Community College. A concentrated effort is planned for the next academic year to ensure that strategic planning is effective and useful to the faculty and staff. The Institutional Effectiveness Team will continue to provide Orientation and will consider the development of more Professional Development programs for the 2009-2010 academic year.

User:guest

Unit

Institutional Effectiveness



## Gadsden State Community College

## Strategic Plan Evaluation

**Unit:** Institutional Research (IR) & Professional Development **Year:** 2007-2008

**Person Responsible:** Jennie Dobson

**Cabinet Member:** President **Approved**

**Mission Statement:**

To conduct research activities that support institutional planning and assessment, to report institutional data as required by State and Federal agencies, and to coordinate professional development activities for the College and community.

**Long Range Goals:**

- 1 To research and select Institutional Research software for use in new data collection and findings.
- 2 To learn and enhance research abilities by attending workshops and training in institutional research.

**Goal 1**

To increase the holdings in the Professional Development Leadership Library to appeal to more GSCC faculty and staff.

**Relationship to College Goals/Mission**

## Student Success

- Provide a student-centered teaching and learning environment.

**Objective or Educational Outcome 1**

To provide professional development publications on requested topics for faculty and staff.

**Assessment**

Increase number of employees using the Leadership Library by 20% in one year.

**Additional Funding Request:** \$750.00

To buy publications and DVDs.

**Evaluation Findings**

In fiscal year 2007-08, the following publications were purchased: 6 Books; 2 DVDs; and 3 study books for support staff for IAAP (Int'l Assoc of Adm Prof) Certification.

The number of material checked out by faculty/staff increased approximately 10% and is expected to increase next year due to the IAAP material purchased at the end of the year.

**Use of Findings**

I would like to survey faculty/staff about their specific wants and needs for the Leadership Library and get actual names of publications. Then send periodic reminders about the offerings to increase participation in the library.

**Goal 2**

Improve the Integrated Postsecondary Data Collection System (IPEDS) reporting procedures for Gadsden State Community College.

**Relationship to College Goals/Mission****Student Success**

- Deliver services needed to help students succeed.

**College Capacity**

- Strengthen and enhance the College's operations and human, financial and physical resources.

**Objective or Educational Outcome 2**

To report annual IPEDS reports and surveys with 100% accuracy and in the specified timeframe.

**Assessment**

Set up new reviewing procedures for GSCC IPEDS keyholders and MIS personnel that will ensure accuracy.

**Additional Funding Request: \$****Evaluation Findings**

Annual IPEDS reports for 2007-08 were submitted on time, and with 100% accuracy. A new IPR (Inst Planning & Research Team) committee has been formed, effective July 2008. This group will work together to strengthen IR and IE (including IPEDS).

**Use of Findings**

We are using the IPR Committee to review IPEDS as a group before submission to verify accuracy. This should also provide recommendations for improvements in the data-gathering process.

**Goal 3**

To disseminate to administration, faculty, and community groups pertinent research data in support of strategic planning and evaluation.

**Relationship to College Goals/Mission****Student Success**

- Provide a student-centered teaching and learning environment.

**Student Success**

- Deliver services needed to help students succeed.

**Workforce Development**

- Serve as a partner in shaping and achieving the region's economic and community development vision.

**College Capacity**

- Strengthen and enhance the College's operations and human, financial and physical resources.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 3**

To provide evaluation results and requested information, and to devise and develop new data collections which will assist in College decision-making.

**Assessment**

Results of the Employee Evaluation of Colleges and Services will show that 90% of those responding to the question "The Office of Institutional Research provides data as needed for the decision-making process" strongly agreed or agreed.

**Additional Funding Request: \$1500.00**

New Institutional Research Software

**Evaluation Findings**

According to the Employee Evaluation of College & Services, 93% strongly agree or agree that information provided by the IR office is beneficial and effective to their departments. Two additional surveys were completed on-line this year -- a Diversity Survey for the Office of Compliance & Diversity; and the evaluation surveys for the A-TEAM Professional Development Consortium. Also, a campus-wide survey of faculty/staff was conducted in September, 2007, to determine opinions on casual and business dress codes.

**Use of Findings**

The Diversity survey results were given to the Office of Compliance for their use. A-TEAM evaluation results were distributed to the three Colleges involved (GSCC, Wallace State-Hanceville, and Calhoun). These results will be used in determining whether to offer another consortium meeting and what kinds of sessions to include. Also, the results from the dress code survey were used by President Culverhouse in setting the standards of dress code policies for GSCC.

**User:guest**

**Unit**

Institutional Research (IR) & Professional Development 

## Gadsden State Community College

## Strategic Plan Evaluation

**Unit:** International Student Affairs / Alabama Language I **Year:** 2007-2008

**Person Responsible:** Paula Ross

**Cabinet Member:** Jim Jolly     **Approved**

**Mission Statement:**

The International Programs Office and Alabama Language Institute (ALI) seek to internationalize the larger institution, to promote the cultural diversity of the campus, and to encourage students, as citizens of the world, to respect and appreciate countries and cultures different from their own and therefore play a role in promoting peace and understanding in the world. The International Programs Office seeks to serve international students by providing admission, records, and counseling services. ALI provides to English second language learners a multi-level curriculum of English language instruction to students wishing to gain a functional command of English in order to prepare for a successful academic experience in a U.S. college or university, to obtain an adequate score on the Test of English as a foreign Language (TOEFL), and to improve English language skills for professionals in the workplace.

**Long Range Goals:**

- 1        Develop and implement curriculum that prepares students to meet the requirements of the new TOEFL iBT.
- 2        Increase international recruitment efforts and world-wide exposure of Gadsden State Community College.
- 3        Develop a study abroad program to give local students the opportunity to learn about other cultures and become global citizens.

**Goal 1**

Increase enrollment of students from Latin American countries.

**Relationship to College Goals/Mission**

College Mission: Contributes to the statement "The College fosters a spirit of internationalism through cultural exchanges within the communities served."

**Objective or Educational Outcome 1**

Enrollment of students from Latin American countries will increase by 2%.

**Assessment**

Comparison of enrollments of Latin American students to the previous year.

**Additional Funding Request:** \$2500.00

More aggressive advertising in Spanish-Language recruitment materials is needed.

**Evaluation Findings**

The numbers of Latin American students remained the same as the previous year.

**Use of Findings**

Since funding was not forthcoming, we could not advertise in Spanish language recruitment materials. We will continue to try to increase enrollment.

**Goal 2**

Enable second language learners from the community to attend ALI classes.

**Relationship to College Goals/Mission**

Student Success

- Deliver services needed to help students succeed.

**Objective or Educational Outcome 1**

Enrollment by service-area second language learners will increase by 5%.

**Assessment**

Compare enrollment of local second language learners with previous year.

**Additional Funding Request:** \$1000.00

Funds needed to print separate, more appropriate ALI brochures targeting local second language learners rather than international students.

**Evaluation Findings**

The numbers of service-area second language learners did not increase. The numbers remained the same.

**Use of Findings**

Lack of funds resulted in no brochures printed specific to local second language learners. We will continue to target those prospective students.

**Goal 3**

Keep current computer assisted instruction and practice for ALI courses.

**Relationship to College Goals/Mission**

Student Success

- Provide a student-centered teaching and learning environment.

**Objective or Educational Outcome 1**

Teachers will use technology in the classroom at least once per week.

**Assessment**

Answers on a faculty survey will verify that use.

**Additional Funding Request: \$500.00**

The funds will be needed to update current software and add new software.

**Evaluation Findings**

According to the faculty members, all used technology at least once per week.

**Use of Findings**

Teachers will be encouraged to continue to use technology. To that end, another Elmo has been requested .

**Objective or Educational Outcome 2**

At least 50% of students will use the language laboratory for 3 hours per week.

**Assessment**

Dates and hours from sign-in sheets will be recorded and assessed.

**Additional Funding Request: \$****Evaluation Findings**

The target number of 50% of students using the language laboratory for 3 hours per week was met.

**Use of Findings**

We will continue to require F-1 visa students to use the lab.

**Goal 4**

Increase professional development opportunities for ALI instructors.

**Relationship to College Goals/Mission**

## College Capacity

- Strengthen and enhance the College's operations and human, financial and physical resources.

**Objective or Educational Outcome 1**

Instructors will attend one local, regional, or national TESOL conference every other year.

**Assessment**

Attendance at conferences and materials/ideas from conference shared with other

instructors and filed.

**Additional Funding Request: \$1500.00**

Attendance at a local conference requires at least \$500. Funds requested will ensure attendance by two instructors per year.

**Evaluation Findings**

One instructor attended both local and regional conferences during the year and shared her experience and materials with the other faculty.

**Use of Findings**

The other two instructors are encouraged to attend the regional and local conferences for 2008-2009.

**User:guest**

**Unit**

International Student Affairs / Alabama Language I

## Gadsden State Community College

## Strategic Plan Evaluation

**Unit:** Job Corps **Year:** 2007-2008

**Person Responsible:** Kim Carter

**Cabinet Member:** Jim Jolly/Tim Green     **Approved**

**Mission Statement:**

To provide eligible young adults academic and vocational instruction, as well as teach them social skills necessary to help them become employable and self sufficient.

**Long Range Goals:**

- 1     To improve vocational career training by working with business and industry to ensure that GSCC Job Corps vocational training programs hold industry recognized endorsement.
- 2     To provide high tech training equipment that is up to date and in line with industry requirements.

**Goal 1**

To foster an improved partnership with the Gadsden Job Corps Center contractor that will result in positive outcomes.

**Relationship to College Goals/Mission**

Community Awareness

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

Assist the Center in improving the overall ranking of the Center by 1%.

**Assessment**

Compare the 2006 Performance Year (PY) Center ranking to the 2007 PY ranking.

**Additional Funding Request:** \$0.00

**Evaluation Findings**

The Center's 2007 PY ranking improved by 1.24% over the 2006 PY ranking.  
The Center's PY 2006 ranking was 112 and the Center's PY 2007 ranking is 31.

**Use of Findings**

Negative normative culture remains a problem.

**Objective or Educational Outcome 2**

Assist the Center in improving the score of each GSCC vocational trade to a grade of 'B.'

**Assessment**

Compare the 2006 Performance Year (PY) vocational program scores to the 2007 PY scores.

**Additional Funding Request: \$0.00**

**Evaluation Findings**

All GSCC Career Technical Training (CTT) programs did not earn a grade of 'B' on the PY 2007 CTT Training Report Card issued by the National Office of Job Corps.

Two of five CTT programs earned a grade of 'B': **Carpentry (80.6)** and **Certified Nursing Assistant (82.5)**.

**Use of Findings**

CTT completion rates and job training matches adversely affected the overall grade assigned each trade.

Completion rates for 'hard trades' such as Carpentry and HVAC CTT were lower than completion rates for 'soft trades' such as Clerical Technology CTT.

The average **CTT completion rate for hard trades was 65.5%** and the average CTT completion rate for **soft trades was 70.6%**.

The implementation of the rigorous National Center for Construction Education and Research (NCCER) certification program may have attributed to lower CTT completion rates for Carpentry and HVAC.

There were fewer job training matches for Carpentry and HVAC CTT than for other CTT programs.

**Job training matches for hard trades was 46.9 %** and job training matches for **soft trades was 69.0%**.

**Objective or Educational Outcome 3**

Assist the Center in improving integrated learning activities which will decrease the vocation completion average stay to no more than 365 days.

**Assessment**

Compare the 2006 Performance Year (PY) vocation completion average stay to the

2007 PY vocation completion average stay.

**Additional Funding Request: \$1,000**

Additional funding is necessary to cover expenses for GSCC Job Corps instructors and the GSCC Director of Job Corps Programs to attend professional development activities, e.g. visiting other Job Corps Centers, attending workshops focused on the use of technology in the classroom, establishing and maintaining relationships with business and industry councils, and attending Department of Labor (Atlanta Region) sponsored workshops.

**Evaluation Findings**

Although integrated learning activities were not implemented for all CTT programs, the PY 07 CTT average length of stay was less than 365 days.

**Use of Findings**

Implementation of NCCER certification requirements has caused an increase in the average length of stay for Carpentry and HVAC CTT.

Flexible training schedules tailored to individualized learning needs must be developed, interruptions to the regular schedule must be kept to a minimum, and instructors must participate in ongoing professional development activities to counter the increase in length of stay for Carpentry and HVAC CTT.

Allowances must be made for instructional preparatory time and student counseling.

**User:guest**

**Unit**

Job Corps



## Gadsden State Community College

## Strategic Plan Evaluation

Unit: Language & Fine Arts Year: 2007-2008

Person Responsible: Charles Hill

Cabinet Member: Jim Jolly     **Approved**

**Mission Statement:**

The mission and purpose of the Area of Language, Fine Arts, and Humanities is to provide courses in English (including developmental English, composition, and literature), reading, mass communications, foreign languages, humanities, speech, art, music, and theatre. All of these programs/courses prepare students to transfer to senior institutions with the appropriate major, and they support virtually every course of study at Gadsden State in providing communication (writing and oral) and fine arts requirements.

**Long Range Goals:**

- 1        To provide general education courses that include basic knowledge of communications (written and oral) and fine arts as required for certificate and degree programs
- 2        Construct a theatre facility/lecture hall that seats 400-500 audience members.
- 3        Replace all stage curtains in Wallace Hall.
- 4        Replace computers in language arts, reading, graphic arts, and music laboratories every four years.

**Goal 1**

To provide students with written skills to support individual academic programs and careers.

**Relationship to College Goals/Mission**

## Student Success

- Provide a student-centered teaching and learning environment.

## Student Success

- Deliver services needed to help students succeed.

## Workforce Development

- Serve as a partner in shaping and achieving the region's economic and community development vision.

**Objective or Educational Outcome 1**

Rubric comparing early writing sample and final writing sample will demonstrate competency in writing for a minimum of 70 percent of students in writing courses.

**Assessment**

Each instructor will complete spreadsheet comparing early writing sample and final writing sample. Overall statistics from rubrics will be compiled from English 101 sections.

**Additional Funding Request: \$****Evaluation Findings**

Instructors compared early writing sample and final writing sample for English 101 classes. Results showed competency in writing for a minimum of 70 students in writing courses.

**Use of Findings**

Findings indicate that goal was met. Instructors will continue to evaluate writing progress to assure that competency is met.

**Goal 2**

To provide students with oral communication skills to support individual academic programs and careers.

**Relationship to College Goals/Mission****Student Success**

- Provide a student-centered teaching and learning environment.

**Student Success**

- Deliver services needed to help students succeed.

**Workforce Development**

- Serve as a partner in shaping and achieving the region's economic and community development vision.

**Objective or Educational Outcome 1**

Rubric evaluating competency in oral communication will demonstrate competency for a minimum of 70 percent of students in oral communication courses.

**Assessment**

Each instructor will complete spreadsheet comparing early achievement and final speech. Overall statistics from rubrics will be compiled from all speech sections.

**Additional Funding Request: \$****Evaluation Findings**

Speck instructors completed rubric evaluating competency in oral communication. Results showed competency in writing for a minimum of 70 students in writing courses.

**Use of Findings**

Goal was met. Faculty will continue to evaluate oral communication courses and to assess progress.

**Goal 3**

Assure that computer and Internet technology is utilized by all instructors to enhance courses with Web and computer-enhanced content.

**Relationship to College Goals/Mission****Student Success**

- Provide a student-centered teaching and learning environment.

**Student Success**

- Deliver services needed to help students succeed.

**Objective or Educational Outcome 1**

Provide orientation and training for faculty toward Internet and computer-enhanced course content.

**Assessment**

A review of syllabi will show that 80% of faculty are using Internet and computer-enhanced course content.

**Additional Funding Request: \$20,000**

To provide laptops, computers in classrooms, and projectors

**Evaluation Findings**

Syllabi have been reviewed, and 100% of faculty is using internet and computer-enhanced course content.

**Use of Findings**

Goal was met. Although 100% of the faculty is using computer-enhanced course content, some of the usage is cursory. Goal has been adjusted to assure that progress is made in integrating computer-enhanced course content throughout courses.

**Objective or Educational Outcome 2**

Provide classroom and faculty equipment to support Internet and computer-enhanced course content.

**Assessment**

A check of Language, Fine Arts, and Humanities will show that a minimum of 70% of classrooms have Internet, computers, and projectors to support Internet and computer-enhanced course content.

**Additional Funding Request:** \$20,000

For projectors and computers

**Evaluation Findings**

At least 70% of the classrooms have projectors. Fewer than 50% of classrooms have computers and internet.

**Use of Findings**

The goal should be met during the next year when we supply classrooms with more computers and run internet lines.

**Objective or Educational Outcome 3**

To increase Internet sections and enrollment in Language and Fine Arts Internet courses by 10%.

**Assessment**

Records will show that Internet sections and enrollment in Internet courses has increased by a minimum of 10% during 2007-2008.

**Additional Funding Request:** \$0

**Evaluation Findings**

Internet sections and enrollment in internet courses increased by over 50% during 2007-2008.

**Use of Findings**

Course content and student results is being reviewed to assure that quality of internet courses is comparable to other courses.

**Objective or Educational Outcome 4**

To add at least two hybrid English courses, one hybrid music course, one hybrid speech course, and one hybrid art course during the 2007-2008 academic year.

**Assessment**

Records will show that at least two hybrid English courses, one hybrid music course, one hybrid speech course, and one hybrid art course were added during the 2007-2008 academic year.

**Additional Funding Request:** \$0

**Evaluation Findings**

Goal was exceeded. Four English courses, one music course, one speech course, and three art courses were added during the academic year.

**Use of Findings**

Although goal was met, some courses were canceled because of low student enrollments. Methods of informing students to advantages of hybrid courses need to be developed.

**Objective or Educational Outcome 5**

A minimum of 50% of Language and Fine Arts classes will utilize Tegrity elements.

**Assessment**

A survey of Language and Fine Arts instructors will show that at least 50% of Language and Fine Arts classes will utilize Tegrity elements.

**Additional Funding Request: \$5000**

Tablet PCs and projectors

**Evaluation Findings**

Tegrity elements are being used in 65% of the Language and Fine Arts classes.

**Use of Findings**

Although "Tegrity elements" are being used, Tegrity is still not an integral part of many of these classes. Now that instructors are more comfortable with Tegrity, more detailed usage needs to also increase.

**Objective or Educational Outcome 6**

Interactive Television will be utilized in at least one Language and Fine Arts course to provide services to low enrollment sites.

**Assessment**

Records will show that at least one Language and Fine Arts course will utilize Interactive Television to provide services to low enrollment sites.

**Additional Funding Request: \$0****Evaluation Findings**

Goal was not met.

**Use of Findings**

Will accomplish in coming year.

**Goal 4**

Expand foreign language curriculum.

**Relationship to College Goals/Mission**

Student Success

- Provide a student-centered teaching and learning environment.

Student Success

- Deliver services needed to help students succeed.

**Objective or Educational Outcome 1**

Hire Spanish instructor by August 1, 2007 to support foreign language offerings.

**Assessment**

Records will show that Spanish instructor was hired by August 1, 2007.

**Additional Funding Request: \$81536**

Salary = 60851; FICA = 4655; retirement = 6730; health insurance = 9300

**Evaluation Findings**

Instructor was hired, and offerings have increased by more than 50%.

**Use of Findings**

With the addition of an instructor and increase of students, additional faculty may be needed.

**Goal 5**

Provide support for computer laboratories at Ft. McClellan and Ayers campuses.

**Relationship to College Goals/Mission**

Student Success

- Provide a student-centered teaching and learning environment.

Student Success

- Deliver services needed to help students succeed.

**Objective or Educational Outcome 1**

Hire full time computer laboratory technician by September 1, 2007 to support

academic instruction.

**Assessment**

Records will indicate that computer technician was hired by September 1, 2007

**Additional Funding Request: \$10,000**

Salary is to be shared by other areas. \$10,000 is LFA's share.

**Evaluation Findings**

Academic instructional support has been increased so that a full time computer laboratory technician is now available at Ft. McClellan and Ayers.

**Use of Findings**

Goal met.

**Goal 6**

To provide services for Honors Scholar Program

**Relationship to College Goals/Mission****Student Success**

- Provide a student-centered teaching and learning environment.

**Student Success**

- Deliver services needed to help students succeed.

**Objective or Educational Outcome 1**

To enroll a minimum of 18 Honors Scholars for Fall Semester, 2007.

**Assessment**

Records will indicate that a minimum of 18 Honors Scholars enroll as fulltime students for Fall Semester, 2007.

**Additional Funding Request: \$12,000**

Laptop computers (not covered by other grants) for 10 students

**Evaluation Findings**

Records indicate that 19 Honors Scholars enrolled as fulltime students for Fall Semester.

**Use of Findings**

Laptops were provided for all Honors Scholars. Alternate sources of funding need to be found to be able to provide students with ownership of computers.

**Objective or Educational Outcome 2**

To institute mentor program for Honors Scholars for 2007-2008 school year.

**Assessment**

During 2007-2008, each Honors Scholars will be assigned and will meet with faculty mentor.

**Additional Funding Request: \$**

**Evaluation Findings**

All Honors Scholars were assigned mentors.

**Use of Findings**

Although mentors were assigned, we need to assure that this component is more integrated into the program.

**User:guest**

**Unit**

Language & Fine Arts



## Gadsden State Community College

## Strategic Plan Evaluation

**Unit:** Library **Year:** 2007-2008

**Person Responsible:** Karen Blythe-Smith

**Cabinet Member:** Jim Jolly     **Approved**

**Mission Statement:**

Gadsden State Community College provides a wide range of support services that enable students to function in a collegiate environment and make decisions appropriate to both their personal and educational goals. The Libraries at Gadsden State provide students of varied backgrounds and abilities with the instructional resources that will ensure achievement of their educational goals. The Libraries are an integral part of the College's process for improving instruction.

The primary purpose of the Libraries of GSCC is to promote learning through the instructional program of the College. The Libraries include essential and basic library and media services. The Libraries ensure that students and faculty have access to the primary and secondary materials needed to support its purposes and programs. With the needs of the user in mind, the Libraries are committed to acquiring, processing, producing, and maintaining a variety of media, both print and non-print, and equipment related to their use; to making this media easily accessible; to providing the necessary assistance in the effective utilization of all media and equipment; and to evaluating its services regularly and systematically.

**Long Range Goals:**

- 1     Improve the physical environment of Cain LRC by repairing the roof, walls, and ceilings.
- 2     Improve the physical environment of Meadows Library by updating furniture and floor covering.
- 3     Update monograph collection and withdraw damaged or outdated items.
- 4     Improve the physical environment of McClellan Library by updating furniture.
- 5     Improve library services for distance education students by updating the library website frequently and including links to online resources and guides.
- 6     Increase faculty and students use and awareness of the Alabama Virtual Library (AVL) and other electronic databases.
- 7     Increase percentage of the faculty involved in collection development and the planning and evaluation of library services.

**Goal 1**

The library will provide adequate hours of operation, prompt customer service, and professional reference assistance to our users.

**Relationship to College Goals/Mission**

College Mission: To provide all students the opportunities for educational, personal, and professional advancement.

**Objective or Educational Outcome 1**

Faculty, staff, and students will be satisfied with our hours and customer service.

**Assessment**

The library will conduct a Student Opinion Survey and a Faculty Opinion Survey once a year with satisfaction levels at the 90% level.

**Additional Funding Request: \$****Evaluation Findings**

The College Accountability Performance Profile dated August 29, 2008 reported student satisfaction with library services at 100%. Faculty satisfaction with library services was reported to be 92%.

**Use of Findings**

The importance of customer service will continue to be emphasized at all staff meetings and professional development activities for library personnel.

**Goal 2**

The library will ensure that all students and faculty have access to the collection and other learning resources appropriate to the institution's mission and scope of educational programs.

**Relationship to College Goals/Mission**

College Mission: To provide all students the opportunities for educational, personal, and professional advancement.

**Objective or Educational Outcome 2**

Number of collections, subscriptions, and online databases will be compared to other community colleges of comparable size.

**Assessment**

The library will conduct a Student Opinion Survey and a Faculty Opinion Survey once a year with satisfaction levels at the 90% level. The library will use the statistics generated by the AVL to demonstrate its usefulness to students and faculty.

**Additional Funding Request: \$****Evaluation Findings**

The College Accountability Performance Profile dated August 29, 2008 reported student satisfaction with library collections of 100% and faculty satisfaction with library collections of 98%. Student satisfaction with electronic information access was reported at 100% while faculty satisfaction with electronic information access was reported at 70%.

**Use of Findings**

To improve access to electronic information for both students and faculty, wireless internet access is being made available in numerous campus locations with planned access throughout all campuses.

**Goal 3**

The library staff will be sufficient in size and quality to meet the programmatic and service needs of its users. Librarians will have a graduate degree from an ALA accredited program. Faculty and staff will participate in professional development activities to stay current in the field.

**Relationship to College Goals/Mission**

College Mission: To provide all students the opportunities for educational, personal, and professional advancement.

**Objective or Educational Outcome 3**

The size of the staff will be compared to other community colleges of a similar size. Faculty and support staff will attend college workshops, LMN workshops, and AVL workshops which will be assessed on professional development forms.

**Assessment**

The library will conduct of Student Opinion Survey and a Faculty Opinion Survey once a year with satisfaction levels at the 90% level.

**Additional Funding Request: \$****Evaluation Findings**

No data was collected relative to the number of library staff members at other system community colleges or the effectiveness of professional development activities.

**Use of Findings**

Professional development activities will continue to be provided to address topics of current interest relating to libraries in higher education and other relevant issues.

**User:guest**

**Unit**

Library

Gadsden State Community College

Strategic Plan Evaluation

Unit: Maintenance and Housekeeping Services-Gadsden Year: 2007-2008

Person Responsible: Stewart Davis

Cabinet Member: Jim Prucnal Approved

**Mission Statement:**

It is the mission of the Departments of Maintenance and Housekeeping at Gadsden State Community College to provide a quality environment for students, visitors, and employees to include cleanliness and efficient functioning of mechanical systems.

**Long Range Goals:**

- 1 Provide services to ensure satisfaction with housekeeping and maintenance
- 2 Upgrade obsolete equipment used in maintenance and housekeeping

**Goal 1**

To provide maintenance and housekeeping services that the majority of those surveyed will find satisfactory.

**Relationship to College Goals/Mission**

College Capacity

- Strengthen and enhance the College's operations and human, financial and physical resources.

**Objective or Educational Outcome 1**

Provide services so that students and employees will be satisfied with the cleanliness of the college.

**Assessment**

Survey results will indicate that 90% of students and employees responding to the survey will be satisfied with the cleanliness of physical facilities of the Gadsden Campuses.

**Additional Funding Request: \$0**

No additional funding is needed for this goal.

**Evaluation Findings**

The survey of students on the Gadsden campuses indicated that at the Wallace Drive and the Valley Street campuses, students rated cleanliness at 93% each and maintenance

at 94% and 93% respectively. At East Broad, students rated cleanliness at 86% and maintenance at 93%. The survey of employees collegewide indicated 88% approve of the cleanliness of the buildings.

### **Use of Findings**

The East Broad campus is cleaned by an outside contractor who is being replaced in October, 2008. The maintenance and housekeeping staff will continue their efforts to maintain a high level of approval of those surveyed concerning cleanliness and maintenance.

## **Goal 2**

To upgrade obsolete equipment used in maintenance and housekeeping

### **Relationship to College Goals/Mission**

College Capacity

- Strengthen and enhance the College's operations and human, financial and physical resources.

### **Objective or Educational Outcome 1**

To upgrade housekeeping equipment

#### **Assessment**

Did we purchase the equipment?

**Additional Funding Request:** \$15,000

To purchase new buffers, wet/dry vacs, and floor stripping machine

#### **Evaluation Findings**

\$7,000 was spent for buffers and wet/dry vacs. Satisfactory floor stripping machines were not available in time for purchase. Students surveyed indicated 93% cleanliness on Wallace Drive and Valley Street campuses and 86% cleanliness on East Broad Campus. Survey of employees college wide indicated 88% cleanliness of all buildings.

#### **Use of Findings**

Funds have been budgeted for 2008-2009 to purchase floor stripping machines so that housekeeping will be more efficient in maintaining the standard of cleanliness that would be pleasing to students as well as faculty and staff at Gadsden State.

### **Objective or Educational Outcome 2**

To upgrade HVAC equipment

#### **Assessment**

Did we purchase equipment?

**Additional Funding Request:** \$40,000

Purchase air handlers campus wide

**Evaluation Findings**

\$36,000 has been spent on 27 air handlers so that maintenance technicians will maintain a level of comfort that would be pleasing to students as well as faculty and staff members at Gadsden State.

**Use of Findings**

Funds have been budgeted for 2008-2009 to replace and to upgrade outdated HVAC equipment so that heating and cooling of the buildings will be more efficient and more economical in the future.

**User:guest**

**Unit**

Maintenance and Housekeeping Services-Gadsden

## Gadsden State Community College

## Strategic Plan Evaluation

**Unit:** Maintenance Department-Calhoun County **Year:** 2007-2008

**Person Responsible:** Don Smith

**Cabinet Member:** Jim Prucnal **Approved**

**Mission Statement:**

It is the mission of the Departments of Maintenance and Housekeeping at Gadsden State Community College to provide a quality environment for students, visitors, and employees to include cleanliness and efficient functioning of mechanical systems.

**Long Range Goals:**

- 1 Expand the maintenance staff and purchase equipment to meet the needs for maintenance, cleanliness and renovation of buildings and grounds of the Calhoun County College campuses.
- 2 Resurface Ayers Campus roads.

**Goal 1**

To ensure buildings and grounds are clean and well maintained.

**Relationship to College Goals/Mission**

College Capacity

- Strengthen and enhance the College's operations and human, financial and physical resources.

**Objective or Educational Outcome 1**

The buildings will be clean and well maintained.

**Assessment**

A survey of students and employees will be used to define the cleanliness and maintenance of the physical facilities in Calhoun County. The survey will show a 90% approval of the cleanliness of the facilities.

**Additional Funding Request:** \$68,918

Funding for 2 additional maintenance Tech 1 employees

**Evaluation Findings**

The survey of students in Calhoun County indicated that at the Ayers Campus, 97% approve of the cleanliness of the buildings while 98% approve of the maintenance. The survey of Fort McClellan students indicated that 100% were satisfied with the cleanliness of the buildings while 96% approved of the maintenance. The survey of employees collegewide indicated that 88% approve of the cleanliness of the buildings.

**Use of Findings**

The maintenance and housekeeping staff will continue their efforts to maintain a high level of approval of those surveyed concerning cleanliness and maintenance.

**Objective or Educational Outcome 2**

Perform major projects on Ayers Campus. Replace roof on LRC building. Replace roof on Administration Building with standing seam metal roof .

**Assessment**

Document the completion of reroofing the LRC. Document the completion of roofing the Administration building.

**Additional Funding Request: \$198,000**

Additional funding needed for roof on LRC and new standing seam metal roof for Administration building.

**Evaluation Findings**

The roof on the LRC was completed. In October, bids will be let on the roof replacement project for the Administration building.

**Use of Findings**

The roof on the LRC was completed and now the building is dry and secure. This will insure the integrity of the building.

**Goal 2**

To review and update The Preventative Maintenance Plan to address routine maintenance needs.

**Relationship to College Goals/Mission****College Capacity**

- Strengthen and enhance the College's operations and human, financial and physical resources.

**Objective or Educational Outcome 1**

Update Plan to help reduce long-term maintenance cost. Meet with maintenance staff to determine changes in plan. Meet with the Gadsden campus maintenance Director to standardize the Preventative Maintenance Plan. Complete the Preventative Maintenance Plan and seek supervisor's approval.

**Assessment**

Document that the Preventative Maintenance Plan was updated.

**Additional Funding Request: \$00**

**Evaluation Findings**

Staff meetings were held and the preventative maintenance plans were standardized. A document was written outlining the preventative plan for Gadsden State which was approved by the supervisor.

**Use of Findings**

This document will be used as a guideline for our campus to establish preventative maintenance for the upcoming year. This plan will enable the maintenance department to accomplish a sustained effort to improve the quality of our campus.

**Objective or Educational Outcome 2**

Purchase new forklift and backhoe for the Ayers campus.

**Assessment**

Document that additional equipment was purchased.

**Additional Funding Request: \$33,000**

**Evaluation Findings**

We were unable to purchase the forklift and backhoe that was requested, since there weren't any additional funds available and our budgets were cut to previous year levels.

**Use of Findings**

We will continue to seek funding for this equipment in our next year's budget.

**User:guest**

**Unit**

Maintenance Department-Calhoun County



Gadsden State Community College

Strategic Plan Evaluation

Unit: Management Information System Year: 2007-2008

Person Responsible: Jeff Green

Cabinet Member: Jim Prucnal    **Approved**

**Mission Statement:**

To integrate and provide multi-campus support for computer hardware, software applications, networking, and telecommunications to meet the academic standards and administrative functional needs of Gadsden State Community College.

**Long Range Goals:**

- 1      Expand fiber optic connections to all campuses.
- 2      Upgrade and enhance campus wide network with faster speeds and greater number of users.
- 3      Link campus classrooms using video and telecommunications.

**Goal 1**

Provide the college with the best possible technical support for the changing needs of the college.

**Relationship to College Goals/Mission**

College Capacity

- Strengthen and enhance the College's operations and human, financial and physical resources.

**Objective or Educational Outcome 1**

All fulltime faculty/staff will be connected to campus network.

**Assessment**

Compare number of college personnel currently connected to campus network to previous year's total to verify a 100 percent level of connectivity.

**Additional Funding Request: \$**

none

**Evaluation Findings**

100 percent of full-time personnel connected.

**Use of Findings**

Continue reallocation of computers as they are replaced.

**Objective or Educational Outcome 2**

Number of faculty/staff with personal computers less than 2 years old will be greater when compared to the number with computers older than 2 years old.

**Assessment**

Compare number of computers older than 2 years to the number of computers that are 2 years and less in age.

**Additional Funding Request: \$**

none

**Evaluation Findings**

Unable to determine due to Altiris software not installed. Employee approved but not hired that was to have the responsibility of installing and maintaining the software for the college.

**Use of Findings**

Hire the new employee and assign the Altiris software as their responsibility or add responsibility to an existing employee during next fiscal year.

**Goal 2**

Evaluate new systems and maintain existing systems.

**Relationship to College Goals/Mission**

## College Capacity

- Strengthen and enhance the College's operations and human, financial and physical resources.

**Objective or Educational Outcome 1**

A random sample of the faculty/staff will verify if their needs are being met.

**Assessment**

Random sample faculty/staff to determine a minimum of 90 percent of needs are met.

**Additional Funding Request: \$**

none

**Evaluation Findings**

94% agreed needs are being met based on the Employee Evaluation of College and Services of Fall 2007.

**Use of Findings**

Continue present activities and raise expected outcome percentage by joining all computer technicians under the same supervisor. This will provide multiple response possibilities, lack of duplication, reduced stand still, and cross training.

**Objective or Educational Outcome 2**

A random sample of students will verify if their needs are being met.

**Assessment**

Use the student survey of campus services to determine if goal of 90 percent is being met.

**Additional Funding Request: \$**

none

**Evaluation Findings**

100% agreed internet registration met their needs according to the On-line Student Evaluation of Campus and Services.

**Use of Findings**

Add questions to survey to include student email and wireless network to give a broader examination of meeting the needs of the students.

**Goal 3**

Provide academic, administrative support, and fulfill state reporting requirements.

**Relationship to College Goals/Mission**

College Capacity

- Strengthen and enhance the College's operations and human, financial and physical resources.

**Objective or Educational Outcome 1**

Turn around time at end of semester for state reporting will be equal or better to previous year time.

**Assessment**

Compare current year average turn around time to previous year to verify maintaining expected dates or better.

**Additional Funding Request: \$**

none

**Evaluation Findings**

All Postsecondary deadlines for report submission were met.

**Use of Findings**

Continue following schedule for reporting to maintain deadlines required.

**Objective or Educational Outcome 2**

Random sample survey of College personnel will determine if needs are being met in an acceptable time frame.

**Assessment**

Use the faculty/staff survey of campus services to determine if goal of 90 percent is being met.

**Additional Funding Request: \$**

none

**Evaluation Findings**

94% agreed Computer Services met their needs based on the Employee Evaluation of College and Services of Fall 2007.

**Use of Findings**

Continue looking for more ways to increase speed and efficiency in the time responding and fulfilling the needs of the user.

**Goal 4**

Provide the needed applications and support to pass computer based audit by Examiners of Public Accounts.

**Relationship to College Goals/Mission**

Community Awareness

- Build a reputation that documents and promotes the strengths of the College.

College Mission: To provide viable resources to maintain records as in accordance with the Department of Postsecondary rules and regulations pertaining to computing.

**Objective or Educational Outcome 1**

The computer based audit conducted by the Examiners of Public Accounts will contain no findings.

**Assessment**

Verify no findings in the yearly audit.

**Additional Funding Request: \$**  
none

**Evaluation Findings**

No audit findings related to the practices or techniques in Computer Services.

**Use of Findings**

Continue following Postsecondary and State Board of Auditors rules and regulations to protect from any findings.

**User:guest**

**Unit**

Management Information System

## Gadsden State Community College

## Strategic Plan Evaluation

**Unit:** Mathematics & Engineering **Year:** 2007-2008

**Person Responsible:** Susan Williams Brown

**Cabinet Member:** Jim Jolly     **Approved**

**Mission Statement:**

Within the context of the Mission, Purpose, and Philosophy of Gadsden State Community College, the mission of the Division of Mathematics and Engineering is to provide courses that satisfy the requirements for certificate programs, degree programs, and transfer programs. The division seeks to satisfy these needs through providing the courses listed in the State Course Directory as needed.

**Long Range Goals:**

- 1        Examine and continue to improve college-wide placement and prerequisite process.
- 2        Develop and improve a master class schedule for the division.
- 3        Improve the advisement process for mathematics/engineering students through the use of such programs as the STARS articulation guides.
- 4        Support student learning by providing assistance to students which may include tutoring and the use of current technology.

**Goal 1**

Offer courses which permit students to complete the mathematics requirements associated with the two-year college AA, AS, and AAS degrees.

**Relationship to College Goals/Mission**

## Student Success

- Provide a student-centered teaching and learning environment.

## Student Success

- Deliver services needed to help students succeed.

**Objective or Educational Outcome 1**

Examine annual master class schedule to ensure that appropriate classes are offered for the two-year college AA, AS, and AAS degrees.

**Assessment**

Examine class offerings to show that 70% of the mathematics courses offered per year meet the requirements for the AA, AS, and AAS degrees

**Additional Funding Request: \$**

**Evaluation Findings**

Objective or Educational Outcome #1: Of the total number of math classes (208) taught during the Fall 2007, Spring 2008, and Summer 2008 semesters, 139 classes (66.8%) meet the requirements for the AA, AS, and AAS degrees. (Math 100, 112, 113, 110, 116, 120, 125, 126, 131, 132, 227, 238, 265)

**Use of Findings**

Objective or Educational Outcome #1 was not met. The results of the data show that more classes that meet the requirements for the AA, AS, and AAS degrees still need to be offered. The goal was not met due to budget constraints and class-size requirements. It appears that the division is offering more developmental math classes than expected. A proposed remedy would be to increase departmental budget so that more full-time and part-time faculty could be hired. If funding were increased, more faculty could teach overload classes.

**Objective or Educational Outcome 2**

Analyze the mastery level of the annual cumulative data of the student learning outcomes objectives for the General Education classes MTH 100 and MTH 116. Use of these findings will be used to evaluate GSCC General Education Core Competency #4: Students will demonstrate the ability to perform basic computational skills.

**Assessment**

Collect the data and analyze it to see if a mastery level of 70% is obtained in the student learning outcomes objectives concerning the GSCC General Education Core Competency #4. Student learning outcomes will be compiled and analyzed by the faculty.

**Additional Funding Request: \$5000**

Purchase updated technology software and equipment that will aid in instruction and in grading and will also provide item analysis for General Education post-test.

**Evaluation Findings**

SACS Student Learning Outcomes were compiled and analyzed by the faculty of the Mathematics Division for Fall 2007, Spring 2008, Summer 2008, and Annual Assessment. Several did not meet the 70% mastery level. The student learning outcome objectives in the Mth 116 and Mth 100 classes that did not meet the 70% mastery level are listed in the use of findings section that follows.

**Use of Findings**

MTH 116

#1 Student Learning Outcome Objective: Demonstrate the ability to solve problems involving ratios.

Measured by post-test exam.

Analysis and Action--Mastery rates were not at 70% for the annual tally for this objective. (It was 62%.) Instructor will assign more practice problems involving ratios. Instructors determined necessary action and modifications as needed.

#3 Student Learning Outcome Objective: Demonstrate the ability to solve problems involving percents.

Measured by post-test exam.

Analysis and Action--Practice problems will be assigned on percents. Even though mastery rates were not at a 70% for the annual tally the rates did improve in the last semester reported in the fall 2007-summer 2008 annual report. (The mastery level was 58%.) Instructors will continue to monitor progress in this area.

MTH 100

#1 Student Learning Outcome Objective: Demonstrate the ability to perform operations with rational expressions.

Measured by post-test exam.

Analysis and Action--Mastery rates were not at 70% for the annual tally. (It was 69%.) Instructors will stress the importance of daily class attendance and participation. Instructors will encourage students to do daily homework assignments. Students will be encouraged to take advantage of the tutorial services on campus, as well as, the tutorial software provided by the textbook publisher.

#8 Student Learning Outcome Objective: Demonstrate the ability to perform basic operations with complex numbers.

Measured by post-test exam.

Analysis and Action--Mastery rates were not at 70% for the annual tally. (It was 68.9%.) More class time, examples, and practice on this objective will be incorporated. Instructors will stress the importance of daily class attendance and participation. Instructors will encourage students to do daily homework assignments. Students will be encouraged to take advantage of the tutorial services on campus, as well as, the tutorial software provided by the textbook publisher.

### **Objective or Educational Outcome 3**

Provide professional development training and activities for faculty.

#### **Assessment**

Examine annual year-end professional development plans and faculty professional leave request forms.

**Additional Funding Request: \$5000**

Additional funding for professional development activities including but not limited to technology based seminars.

**Evaluation Findings**

All full-time instructors attended some type of Professional Development Activities either on campus or off campus.

**Use of Findings**

Most full-time instructors attended either "My Math Lab" and/or an "Iln" software demonstration and they shared what they learned with other instructors and their appropriate students. They used the information in their instruction as needed. For example instructors update powerpoints and/or Webct sites each semester as needed.

**Objective or Educational Outcome 4**

Purchase furniture needed for faculty offices so that they will be able to utilize computers and/or technology in their preparation for instructional purposes.

**Assessment**

Examine purchase orders to see that at least two faculty office workstations/computer desks are purchased per year until division has updated all office furniture needs.

**Additional Funding Request: \$4000**

This is needed to replace outdated and damaged furniture which does not easily accommodate newly updated computer equipment.

**Evaluation Findings**

Division has ordered 2 faculty desks and 3 book cases pending delivery.

**Use of Findings**

These desks and book cases will be used by instructors in the preparation of instructional materials.

**Objective or Educational Outcome 5**

Purchase faculty equipment needed for instructional purposes.

**Assessment**

Examine purchase orders and examine school-wide technology funding list to ensure that at least 4 faculty computer workstations and printers are purchased and to ensure that at least 2 tablets are purchased.

**Additional Funding Request: \$15000**

To purchase faculty computer workstations including printers and tablets.

**Evaluation Findings**

4 computers were purchased, 3 total Toshiba tablets were purchased, 1 black and white printer, and 1 mobile printer were purchased.

**Use of Findings**

These items will be used by instructors to incorporate technology into their instruction.

**Objective or Educational Outcome 6**

Evaluate current equipment used in labs and purchase equipment as needed for instructional purposes to be used in labs and classrooms.

**Assessment**

Examine purchase orders and examine school-wide technology funding list to ensure that at least 2 scanners and 4 ceiling mount projectors are purchased for other campus sites. Examine purchase orders and examine school-wide technology funding list to ensure that at least 32 student computer workstations with at least 2 high quality flat screen monitors, 20 scientific calculators, and 4 printers are purchased for lab and classroom use.

**Additional Funding Request: \$57000**

To purchase equipment needed for classroom and lab use.

**Evaluation Findings**

Division purchased 1 ceiling mount projector, 1 computer station including high quality monitor, and 1 mobile printer. Funding not available for purchasing other items.

**Use of Findings**

1 ceiling mount projector to be used at the McClellan Campus for instructional purposes. 1 computer station including high quality monitor purchased for the Naylor Hall computer lab. 1 mobile printer to be used by teachers that travel to various campuses. These items will be used to further the improvement of math instruction for all students. More funding is needed in this area. We will resubmit for this in the new tech funds request through the Dean's office.

**Objective or Educational Outcome 7**

Evaluate current computer software used in offices and labs.

**Assessment**

Examine software to determine if it is still appropriate and adequate for use in offices and labs and purchase additional software and updates as needed.

**Additional Funding Request: \$500**

To purchase updated software for labs and offices.

**Evaluation Findings**

Division purchased Mathtype and 3 Adobe software.

**Use of Findings**

The Mathtype software can be used by all full-time and part-time instructors for the purpose of typing tests, worksheets, and/or Power Point presentations. Adobe software is mainly used by instructors to put documents on the web for student use.

**Goal 2**

Provide developmental courses to help students acquire the competencies necessary for success in college-level courses.

**Relationship to College Goals/Mission****Student Success**

- Provide a student-centered teaching and learning environment.

**Student Success**

- Deliver services needed to help students succeed.

**Objective or Educational Outcome 1**

Evaluate the progress of students in the developmental classes.

**Assessment**

Analyze full-time faculty grade reports to ensure that 70% of developmental students enrolled after final withdrawal date do achieve a grade of "C" or higher ("S" if taken pass/fail) in their developmental mathematics courses.

**Additional Funding Request: \$15000**

Additional funding is required to hire additional lab assistants and tutors.

**Evaluation Findings**

Objective or Educational Outcome #1: As shown in the divisions pass/fail summary of grade reports, for the year 2007-2008, 60.2% of the MTH 090 students achieved a "C" (75 or higher), and 62.8 % of the MTH 098 students achieved a grade of an "C." These classes had a combined passing rate of 61.6%. The results of this data also showed that MTH 098 and MTH 090 experienced a significant withdrawal rate. MTH 098 had a withdrawal rate of 32%, and MTH 090 had a withdrawal rate of 22%.

**Use of Findings**

The results of the data show that neither MTH 090 nor MTH 098 met the objective or educational outcome. Both experienced an increase in the withdrawal rate. The department feels that these results were due to large class-size, which limits individual instruction. A proposed remedy would be to increase the departmental budget so that: (1) teacher aids could be hired to assist instructors in helping students one-on-one during class time, (2) more full-time and part-time faculty should be hired to help reduce the class-size, (3) more student math/lab tutors could be hired so that students would have more access to immediate help on all campuses, (4) another computer lab technician could be hired to keep the labs up-to-date and fix any technical problems and travel to all campuses, (5) more up-to-date computers with faster Internet access could be purchased for the mathematics labs.

**Goal 3**

Offer courses that prepare transfer students to compete successfully with native students at respective colleges and universities.

**Relationship to College Goals/Mission**

## Student Success

- Provide a student-centered teaching and learning environment.

## Student Success

- Deliver services needed to help students succeed.

## Community Awareness

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

Examine annual master class schedule to ensure that appropriate classes are offered.

**Assessment**

Examine master class schedule to ensure that 40% of the classes offered meet the mathematics component for transfer as a core mathematics course to four-year college programs.

**Additional Funding Request: \$75000**

Additional funding is required to hire additional full-time and part-time faculty and financial support for overload classes.

**Evaluation Findings**

Of the total number of math classes taught during the fall 2007, spring 2008, and summer 2008 semesters (208), 63 classes (30.3%) meet the mathematics component for transfer as a core mathematics course to four-year college programs. (Math 112, 113, 110, 120, 125, 126, 227, 131, 132, 238, 265)

**Use of Findings**

Objective or Educational Outcome #1 was not met.

Results of the data show that more classes still need to be offered that transfer as core math courses to upper division college programs. Data also show that Engineering classes still need to be added to the schedule. The goal was not met. Departmental budget needs to be increased to allow more money for funding additional full-time and part-time faculty positions, especially math/engineering teachers. This would also allow more money for funding overload contracts.

**Goal 4**

Offer courses that will enable students to complete the math requirements for technical/training for business and industry/occupational students in degree/certificate programs.

**Relationship to College Goals/Mission**

## Student Success

- Deliver services needed to help students succeed.

#### Workforce Development

- Serve as a partner in shaping and achieving the region's economic and community development vision.

#### **Objective or Educational Outcome 1**

Examine annual master class schedule to ensure that appropriate classes are offered for the degree/certificate programs.

#### **Assessment**

Examine class offerings to show that 15% of the mathematics offered per year are MAH 101 and MTH 116.

**Additional Funding Request:** \$

#### **Evaluation Findings**

Objective or Educational Outcome #1: Examination of the fall 2007-summer 2008 course offerings revealed that 37 of the 208 math classes offered were either MTH 116 or MAH 101. Therefore, 17.8% of the mathematics courses offered per year in the area of math for technical/training for business and industry/occupational students in degree/certificate programs were MTH 116 or MAH 101.

#### **Use of Findings**

This educational outcome was met minimally which implies that we should continue offering such classes as needed.

#### **Goal 5**

Increase the student enrollment and increase the number of technology based classes in the course offerings of the division which can include Internet classes, Hybrid classes, WebCT enhanced classes, and usage of Tegrity and Interactive Television.

#### **Relationship to College Goals/Mission**

College Mission: Meets college mission by offering a broad spectrum of classes suggested by Academic Cabinet Member.

#### **Objective or Educational Outcome 1**

Provide extensive long term individualized professional development training and activities for faculty to ensure that they are prepared to teach classes using technology.

**Assessment**

Examine annual year-end professional development plans and faculty professional leave request forms.

**Additional Funding Request: \$70000**

Additional funding to hire sufficient technical support technicians to work with and conduct professional development activities needed to prepare faculty to be able to use technology in their teaching. Professional development funds to provide resources and/or training to faculty, which may include attending technology based training seminars and conferences.

**Evaluation Findings****Fall 2007-Summer 2008 Professional Development Activities**

During fall 2007 at the GSCC Convocation the Instructors in the Mathematics Division attended GSCC Professional Development sessions dealing with SACS Program Learning Outcomes, the SACS QEP initiative, and the use of Tegrity with Dr. Mark Milliron.

GSCC Online FERPA Training for Faculty/Staff was mandated and completed by Instructors in August 2007.

Special Tegrity Training Workshops were made available to interested Instructors in 2007-2008.

The A-Team Experience at Calhoun Community College was attended by the majority of Math Instructors in March 2008.

The GSCC Math Division had numerous Technology Demonstrations by various Textbook publishers and Textbook Representatives including My Math Lab and Iln software.

**Use of Findings**

More Professional Development money is needed to do more in-depth training.

**Objective or Educational Outcome 2**

Purchase technology equipment needed for instructional purposes to be used in technology based courses.

**Assessment**

Examine purchase orders and examine school-wide technology funding list to ensure that appropriate equipment and/or licenses are purchased.

**Additional Funding Request: \$30000**

To ensure that appropriate equipment and/or licenses are purchased. This should include at least 5 tablets, 5 technology carts to be used with Tegrity, 5 ceiling mount projectors, 5 Nady mics, and 5 quick cams, etc.....

**Evaluation Findings**

Division purchased 3 total Toshiba tablets, 2 Logitech quick cameras, 1 ceiling mount projector, 1 similiar microphone. Funding unavailable for additional items.

**Use of Findings**

More technology funding is needed to provide adequate equipment.

**Objective or Educational Outcome 3**

In the annual master class schedule increase number of technology based classes offered.

**Assessment**

Examine master class schedule for 2007-2008 to compare the number of technology based classes with the 2006-2007 master class schedule.

**Additional Funding Request: \$75000**

Additional funding is required to adequately train additional full-time and part-time faculty in how to prepare and teach technology based classes. Technology based classes can include Internet classes, Hybrid classes, WebCT Enhanced classes, along with classes utilizing Tegrity software and Interactive Television.

**Evaluation Findings**

We found that in Fall 2006-Summer 2007 23 Internet, Hybrid, and Directed Studies classes taught. We found that in Fall 2007-Summer 2008 31 Internet, Hybrid, and Directed Studies classes were taught.

**Use of Findings**

We found a 35% increase in technology based classes. Therefore, educational outcome was met. We will continue to analyze these classes.

**User:guest**

**Unit**

Mathematics & Engineering



## Gadsden State Community College

## Strategic Plan Evaluation

**Unit:** McClellan Center **Year:** 2007-2008

**Person Responsible:** Kelley Haynes

**Cabinet Member:** Jim Jolly **Approved**

**Mission Statement:**

The primary objective of the McClellan Center of Gadsden State Community College is to provide all students with opportunities for educational, personal, and professional advancement. The McClellan Center is also committed to becoming an integral part of the lives of those communities that it serves through continued cooperation with civic, business, and industrial leaders.

**Long Range Goals:**

- 1 Expand course offerings in all formats to better serve students, industry and community.
- 2 Provide professional development opportunities at the McClellan Center for staff and faculty.
- 3 Continue ongoing cooperation and visibility with industry, community, and workforce in the area.

**Goal 1**

To recruit and serve students in our service area and provide opportunities to help them achieve educational, personal, and professional goals.

**Relationship to College Goals/Mission**

## Student Success

- Provide a student-centered teaching and learning environment.

## Student Success

- Deliver services needed to help students succeed.

## Community Awareness

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

Success in this area will ensure the McClellan Center is committed to serving the needs of the students.

**Assessment**

Increase student enrollment by 5%. Accomplish this goal through onsite advisement to work with new students and existing ones, cross training among office staff, onsite tutoring, and class offerings in various formats, times, and days.

**Additional Funding Request: \$****Evaluation Findings**

Enrollment stayed about even for the year. The increase in the McClellan student body came from the 23 years old and younger population. Fifty percent fall into this group. Seventy percent of our student population is female.

**Use of Findings**

Ongoing communication with students. Meet regularly with depts. to ensure we meet the needs of students with proper scheduling. Ongoing professional development for advising. Based on enrollment figures, continue working with career transitionalists to maintain presence in high schools and coordinate events to have students come to McClellan.

**Goal 2**

Maintain an active presence in the in the lives of those communities that the McClellan Center serves through cooperation with civic, business and industrial leaders.

**Relationship to College Goals/Mission****Workforce Development**

- Serve as a partner in shaping and achieving the region's economic and community development vision.

**College Capacity**

- Strengthen and enhance the College's operations and human, financial and physical resources.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 2**

Success of this goal will establish positive interaction among employees of GSCC, the community, and potential students.

**Assessment**

At least 90% of employees will maintain a membership in a professional and/or volunteer organization and serve as a mentor to students at the McClellan Center. Each employee will keep records of involvement and interaction.

**Additional Funding Request: \$****Evaluation Findings**

McClellan established positive relationships with the community and potential students. Ninety two percent of full time employees at McClellan maintain a membership in a professional and/or volunteer organization.

**Use of Findings**

Strong involvement in the community builds and promotes a favorable image of the college. McClellan employees will continue to work in the community and with community leaders to be an integral part of the lives of those communities that it serves.

**Goal 3**

Provide students, faculty, and staff with appropriate technology needed to best accomplish their goals and objectives.

**Relationship to College Goals/Mission**

## Student Success

- Provide a student-centered teaching and learning environment.

## Student Success

- Deliver services needed to help students succeed.

## College Capacity

- Strengthen and enhance the College's operations and human, financial and physical resources.

## Community Awareness

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 3**

Success of this goal will prepare students for the workplace and/or senior institutions.

**Assessment**

To obtain tegrity stations in three classrooms, projectors and smartboards throughout the McClellan Center to enable faculty to integrate technology in classrooms and better serve the students.

**Additional Funding Request: \$**

Equip all classrooms with projector screens.

**Evaluation Findings**

One classroom is equipped the Tanberg and the Tegrety System. Three Tegrity carts are used throughout the center in various classrooms. Computer carts and projectors are available in the library for checkout.

**Use of Findings**

The use of technology helps prepare the student for the workplace and/or senior institution. Through the use of technology the McClellan Center has reached students it would not have otherwise been able to reach.

**User:guest**

**Unit**

McClellan Center



## Gadsden State Community College

## Strategic Plan Evaluation

**Unit:** Nursing Assistant **Year:** 2007-2008

**Person Responsible:** Connie Meloun / Ann Haynes

**Cabinet Member:** Jim Jolly     **Approved**

**Mission Statement:**

Within the context of the mission, purpose, and philosophy of Gadsden State Community College, the mission of the Nursing Assistant Program is to provide the educational services that satisfy both the needs in the College service area for certified nursing assistants who are cross trained to work in various health care settings and the desire of people who seek short term training for careers in the medical field. The Nursing Assistant Program does provide a means for students who successfully complete the Nursing Assistant Program to progress to the Practical Nursing Program. Nursing Assistant students will not only be competently prepared with the skills needed in the health care field, but also will possess the compassion, communication, and critical thinking skills needed to function in various health care settings. The students are taught to recognize patients as individuals with specific needs.

**Long Range Goals:**

- 1     Acquire additional advanced/simulation equipment for laboratory demonstration and student practice and validation.
- 2     Increase enrollment to admit twenty students per semester.
- 3     Graduates interested in pursuing nursing will apply to the Practical Nursing Program.
- 4     Hire an additional full-time instructor.

**Goal 1**

Provide students with knowledge and skills to competently and safely perform basic patient care and phlebotomy procedures.

**Relationship to College Goals/Mission**

## Student Success

- Provide a student-centered teaching and learning environment.

## Student Success

- Deliver services needed to help students succeed.

## Community Awareness

- Build a reputation that documents and promotes the strengths of the College.

### **Objective or Educational Outcome 1**

Students will perform competently in the classroom, lab and clinical setting.

#### **Assessment**

A. All students with a 75% average on unit and final exams; out-of-class assignments; assigned computer activities; individual/group activities B. Score an "effective" on all lab skills validations C. Score an "effective" in the clinical setting

**Additional Funding Request:** \$4,140 (Tech Fees/Program Budget)

Scantron -- \$3,200; Yearly Maintenance Fee -- \$940

#### **Evaluation Findings**

A. Fall 2007: 7 students were admitted, 6 completed with a 75% or above, 1 withdrew. Spring 2008: 8 admitted, 6 completed with a 75% or greater, 1 withdrew due to not meeting the clinical agency's requirements, and 1 did not complete due to activation by National Guard duty. Summer 2008: admitted 3 students, one withdrew Fall 2008 due to family problems, 2 still continuing in program.

B. Fall 2007 and Spring 2008 - 100% of students scored "effective" in lab skills.

Summer admissions are enrolled in Fundamentals Fall 2008 (now in progress).

C. Fall 2007: 7 students were admitted, 6 completed with an effective in clinicals, 1 withdrew with an ineffective in clinical. Spring 2008: 8 students were admitted, 7 completed with an effective in clinical, 1 withdrew due to not meeting the clinical agency's requirements.

#### **Use of Findings**

Focus on clinical lab skill proficiency and timeliness of completing the skill.

### **Objective or Educational Outcome 2**

Provide students with training equipment and supplies necessary for learning basic patient care skills.

#### **Assessment**

A. End of Course Evaluation and End of Program Evaluations: 90% of students will "agree" or "strongly agree" they had access to equipment and supplies needed to successfully perform patient care skills; Six-Month Graduate and Six-Month and One-Year Employer Evaluations: 90% will "agree" or "strongly agree" the graduate was adequately prepared to perform basic care skills.

**Additional Funding Request:** \$5,150 (Voc Tech; Program Budget)

2 mannequins -- \$3,000; 2 electronic thermometers -- \$500; 6 bedside tables -- \$900; Oxygen Saturation Monitor -- \$400; Diversity DVD -- \$150; 2 poles \$200

#### **Evaluation Findings**

Unable to evaluate at this time due to first graduating class was May 2008. The six month graduate and employer evaluations are due to be mailed November 2008. This information will be reported in the 2008 - 2009 report.

**Use of Findings**

Information gathered from the graduate and employer evaluations will be reported in the next academic year. Will continue to encourage the students in the program the importance of their completion of the graduate survey at the appropriate time.

**Goal 2**

Provide students with instruction and support to aid in their completion of the program.

**Relationship to College Goals/Mission****Student Success**

- Provide a student-centered teaching and learning environment.

**Student Success**

- Deliver services needed to help students succeed.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

Provide instructor assistance and an area (within the Nursing Assistant Building) with access to Tegrity for individuals and/or groups to study and review lectures and skill demonstrations.

**Assessment**

Area (within the Nursing Assistant Building) with tables and chairs, computer with Tegrity, supplies to practice skills, and instructor assistance.

**Additional Funding Request: \$1,000 (Tech Fees)**

Computer for students' study/review area

**Evaluation Findings**

A desk top computer is available in the lab setting for student access to review skill demonstrations. Lab skill demonstrations and classroom lectures are also recorded on Tegrity and are available to be accessed by the student through WebCT. These can be reviewed on any computer with Internet access at home, computer lab, etc.

**Use of Findings**

The instructor will continue to utilize Tegrity and WebCT to enhance students ability to review lectures and lab skill demonstrations.

**Objective or Educational Outcome 2**

Instructor will be provided access to current educational methodologies and laboratory simulation equipment.

**Assessment**

Instructor attendance at national, regional and statewide conferences, workshops etc.

**Additional Funding Request:** \$2,000 (Program Budget/Voc Tech)  
"Nursing Skills Laboratories Conference" in San Antonio, TX Summer 2008

**Evaluation Findings**

Instructor was able to attend the "Nursing Skills Laboratories Conference" in San Antonio, TX Summer 2008.

**Use of Findings**

Instructor will utilize knowledg from conference in laboratory instruction of students, and will share knowledge learned to other healthcare programs as well -- especially with the use of patient simulation models such as SimMan.

Instructor will coordinate the utilization of SimMan as appropriate for nursing assistant students.

**Objective or Educational Outcome 3**

Tegrity will be utilized in the presentation of lecture and lab demonstrations.

**Assessment**

A. 100% of full-time faculty will indicate on Health Sciences Resource Survey that technical support was available in their use of Tegrity. B. On the Tegrity Survey 90% of students will indicate "agree" or "strongly agree" on the availabilty of Tegrity and its usefulness.

**Additional Funding Request:** \$

**Evaluation Findings**

A. The faculty member in nursing assistant did indicate that technical support was available in their use of Tegrity so this assessment measure was met.  
B. The nursing assistant students did not participate in the Tegrity survey so data not available for this assessment measure.

**Use of Findings**

Technical support will continue to be provided for the use of Tegrity. Faculty are becoming much more experienced with Tegrity so there should be fewer problems with the use of Tegrity by faculty.

The Tegrity survey will be implemented in the nursing assistant program beginning Fall Semester 2008.

**Goal 3**

Program graduates will be proficient to work in various healthcare settings.

**Relationship to College Goals/Mission**

**Student Success**

- Deliver services needed to help students succeed.

**Workforce Development**

- Serve as a partner in shaping and achieving the region's economic and community development vision.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

Program graduates will obtain certification in nursing assistant and/or phlebotomy.

**Assessment**

90% of program graduates who take either certification exam will pass on the first attempt.

**Additional Funding Request: \$**

**Evaluation Findings**

Fall 2007 admissions: 6 students took the Written portion and the skills demonstration portion of the state nursing assistant certification testing. All 6 (100%) passed the written portion of the exam and the first attempt; 3 of 6 students (50%) passed the skills portion of the exam on the first attempt. The 3 students who were unsuccessful on the skills portion failed to recognize the "Getting Ready Steps" and did not finish the skills timely. All 3 passed the skills portion on the second attempt. All 6 students passed the Phlebotomy certification exam on the first attempt.

Spring 2008 admissions: 6 students took the written portion and the skills demonstration portion of the state nursing assistant certification exam. All 6 (100%) passed the written and all 6 (100%) passed the skills demonstration on the first attempt.

**Use of Findings**

More focus is needed on the "Getting Ready" and "Finishing Up" steps when demonstrating and practicing lab skills. Also, more focus is needed on timing the students during skill demonstration.

**Objective or Educational Outcome 2**

Graduate will obtain employment in healthcare setting.

**Assessment**

On Six-Month Graduate Survey, 90% of respondents will indicate they have obtained employment in a healthcare setting.

**Additional Funding Request: \$**

**Evaluation Findings**

Unable to evaluate at this time. The first graduating class (May 2008) six month evaluations will be mailed in November 2008. The results will be reported on the 2008 - 2009 report.

**Use of Findings**

Information will be reported for the next academic year.

Instructor will continue to communicate with area healthcare agencies as to their need for nursing assistants; and to communicate such with graduates of the program.

**Objective or Educational Outcome 3**

Employers will indicate satisfaction with graduates' performance in the work setting.

**Assessment**

Six-Month and Twelve-Month Employer Surveys: 90% will indicate "agree" or "strongly agree" that they are satisfied with graduate's performance.

**Additional Funding Request: \$****Evaluation Findings**

Unable to evaluate at this time. The first graduating class (May 2008) six month evaluations will be mailed in November 2008. The results will be reported on the 2008 - 2009 report.

**Use of Findings**

Will utilize data from six-month graduate evaluations for possible changes in program to prepare graduates for entry-level practice. Following receipt of six-month graduate evaluations, employer evaluations will be sent.

**Goal 4**

Provide students with knowledge, skills and opportunities to engage in professional communication and critical thinking.

**Relationship to College Goals/Mission****Student Success**

- Provide a student-centered teaching and learning environment.

**Student Success**

- Deliver services needed to help students succeed.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

Students/graduates will demonstrate professional communication skills in class, lab and clinical settings.

**Assessment**

A. Students will obtain a minimum of 75% on communication skills lab activity. B. On clinical evaluation students will obtain a minimum of 75% on communication skills. C. End of Program Evaluation: 90% of students will indicate "agree" or "strongly" agree they were taught professional communication skills. D. Six-Month Graduate Survey and Six-Month and Twelve-Month Employer Surveys: 90% of respondents will indicate "agree" or "strongly agree" that graduate communicates professionally.

**Additional Funding Request: \$****Evaluation Findings**

A. Fall 2007 and Spring 2008: 100% of the students scored greater than 75% on communication lab activity.  
B. Fall 2007 and Spring 2008: 99% of the students scored greater than 75% on communication skills in the clinical setting.  
C. End of Program evaluations indicated that 100% of the graduates "agree" or "strongly agree" that they were taught professional communication skills.  
D. Six month surveys are due to be mailed in November 2008.

**Use of Findings**

Continue to use lecture. Schedule more communication labs including role play and critical thinking skills.

**Objective or Educational Outcome 2**

Students/graduates will exhibit critical thinking skills in class, lab and clinical settings.

**Assessment**

A. Students will obtain 75% on Critical Thinking Quiz. B. Clinical Evaluation: Effective (at least 75%) on all critical thinking elements. C. End of Program Survey: 90% of students will indicate "agree" and "strongly agree" they were prepared to critically think. D. Six-Month Graduate Survey and Six-Month and Twelve-Month Employer Survey: 90% of respondents will indicate "agree" or "strongly agree" that graduate is prepared to critically think.

**Additional Funding Request: \$****Evaluation Findings**

A. Fall 2007 and Spring 2008: 100% of the students scored 75% or greater on critical thinking quizzes and case studies.  
B. Fall 2007: 99% of students scored at least 75% on the critical thinking elements on the clinical evaluations. Spring 2008: 96% of students scored 75% or greater on the critical thinking elements on the clinical evaluations.  
C. On the End of Program Evaluation, 86% of the graduates indicated "agree" or "strongly" agree that they were prepared to critically think.  
D. The six month evaluations for the first graduates will be mailed in November 2008 and reported on the 2008 - 2009 report.

**Use of Findings**

Continue to use case scenarios and case studies to prepare students to utilize critical thinking skills.

Continue to work on exam questions to assess students' critical thinking skills.

**Goal 5**

Increase public awareness of the availability and uniqueness of program.

**Relationship to College Goals/Mission****Workforce Development**

- Serve as a partner in shaping and achieving the region's economic and community development vision.

**College Capacity**

- Strengthen and enhance the College's operations and human, financial and physical resources.

**Objective or Educational Outcome 1**

Educate community members including high school students and counselors as to the program, employment opportunities, and professional growth potential.

**Assessment**

25% increase in program applications annually.

**Additional Funding Request: \$500 (Program Budget)**

Recruitment brochures etc

**Evaluation Findings**

The number of applicants and the actual enrollment has increased by 25% this year.

**Use of Findings**

continue to increase number of applications through recruitment, career days, etc.

**Objective or Educational Outcome 2**

Inform healthcare agencies as to the program's cross training of multiple skills and potential certifications.

**Assessment**

Inquiries from healthcare facilities regarding the program.

**Additional Funding Request: \$****Evaluation Findings**

Physician offices, labs, clinics and hospitals have contacted the program director regarding the programs curriculum. Recruitment flyers from 4 agencies have been

received and posted for student/graduate recruitment.

**Use of Findings**

Instructor will continue to keep in close communication with agencies regarding their needs for program's graduates.

**Goal 6**

Maintain State Department of Public Health/Nurse Aid program approval

**Relationship to College Goals/Mission****Student Success**

- Provide a student-centered teaching and learning environment.

**Student Success**

- Deliver services needed to help students succeed.

**Workforce Development**

- Serve as a partner in shaping and achieving the region's economic and community development vision.

**College Capacity**

- Strengthen and enhance the College's operations and human, financial and physical resources.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

Maintain records per State guidelines for recording students' class attendance, test scores, skill validations, clinical evaluations, training competency forms and certificate of program completion.

**Assessment**

Approval maintained through on-site survey.

**Additional Funding Request:** \$

**Evaluation Findings**

Records are being maintained as required by the Department of Public Health. This program has not been surveyed as of this date.

**Use of Findings**

Will continue to maintain records and be prepared for a survey by the Department of Public Health.

**User:guest**

**Unit**

Nursing Assistant



## Gadsden State Community College

## Strategic Plan Evaluation

**Unit:** Practical Nursing Program **Year:** 2007-2008

**Person Responsible:** Connie Meloun / Brenda Holman

**Cabinet Member:** Jim Jolly     **Approved**

**Mission Statement:**

The mission of the Practical Nursing program is to provide educational services that satisfy both the needs in the College service area for licensed practical nurses and the desire of people who seek a relatively short-term technical program to prepare them for a career. Practical nursing education can also be viewed as a vehicle for career mobility. As an Alabama State Board of Nursing approved program, there is dedication among the faculty to incorporate the most current knowledge and technology in the preparation of nurses who, under the supervision of a registered nurse, licensed physician, or licensed dentist, perform activities that contribute to the prevention of illness, as well as the promotion, maintenance and restoration of health.

**Long Range Goals:**

- 1       Evaluate the success of the "Alternative Track" (Part-Time) curriculum
- 2       Develop a test bank that is accessible to all LPN campuses
- 3       Continue development of Alabama College System Curriculum Program Outcomes
- 4       Develop a plan for teaching the LPN curriculum at multiple campus sites.
- 5       Obtain National League for Nursing Accreditation
- 6       Implement more on-line course work/offerings
- 7       Incorporate the use of video teleconferencing in teaching specific subject matter
8.      Develop a structured faculty mentoring program

**Goal 1**

Prepare students for licensure and successful practice as licensed practical nurses.

**Relationship to College Goals/Mission**

Student Success

- Provide a student-centered teaching and learning environment.

#### Student Success

- Deliver services needed to help students succeed.

#### Workforce Development

- Serve as a partner in shaping and achieving the region's economic and community development vision.

#### Community Awareness

- Build a reputation that documents and promotes the strengths of the College.

### **Objective or Educational Outcome 1**

Graduates will pass the NCLEX exam and become a member of the community workforce.

#### **Assessment**

1. At least 80% of the graduates who take the NCLEX-PN examination within one year post-graduation will pass the examination on the first attempt. 2. The rate for graduates who pass the NCLEX-PN examination on the first attempt within one year post-graduation will meet or exceed the state and national averages. 3. Analysis of the graduating students' End-of Program Student Satisfaction Survey will indicate at least 80% of the graduating students will express an "agree" or "strongly agree" level of satisfaction with the effectiveness of individual nursing courses/program. 4. Analysis of Six-Month Post Graduation Surveys of graduates will indicate that at least: (Surveys are currently being developed by postsecondary) a. 95% of respondents who seek employment will be employed in nursing within six months post-graduation in their own geographic area, b. 95% of respondents who are employed will have full-time employment if desired. C. 80% of respondents will have salaries consistent with the geographic area and type of employing agency they work. d. 80% of respondents will report advancement in their positions consistent with their education and experience. e. 80% or higher responded that clinical competence was achieved.

#### **Additional Funding Request: \$**

#### **Evaluation Findings**

1. Outcome number 1 was met AEB: 96.7% passed the NCLEX PN exam on the first attempt.  
2. The state and national averages are not known until Oct of each year.  
3. Outcome number one was met AEB: 97% of graduating students expressed an "agree or strongly agree" with the effectiveness of the individual nursing course/program.  
4. The six month Post Graduation Survey of graduates indicated that: a. 100% of respondents who sought employment were employed in their own geographic area, b. 90% of respondents will have full-time employment if desired, c. 100% have salaries consistent with the geographic area and type of employing agency, d. This data is unavailable. Our current surveys do not ask this and this will be omitted from the

assessment measures in the future. e. 100% responded that clinical competence was achieved.

### **Use of Findings**

Continue to evaluate the success of the PN students and their contribution to the community workforce.

### **Objective or Educational Outcome 2**

Student's will preform competently in classroom, college labs and in the clinical settings.

### **Assessment**

1. Student's must make 75% or higher on each nursing course. 2. Successfully (75%) validate each required skill. 3. Student's must have a 75% average on each of the required clinical components. 4. At least 80% of upcoming graduates will meet the passing standard for the exit exam (HESI Score of 850)

### **Additional Funding Request: \$6,000**

Tech Funds for Lippincott's DVD series that includes speciality areas blending theory and practice in areas such as Maternity, Pediatrics, Fundamentals, Health Assessment etc.

### **Evaluation Findings**

# 2 was met AEB: Measures 1-3 were met before students could progress in the program. #4. This measure was not met - 62.5% of graduating students passed the EXIT HESI exam.

### **Use of Findings**

The program continues to use MEDS Publishing for practice with content and NCLEX style questions for better results on their EXIT HESI exams. Questions are required in their final semester for program completion. Students will now be required to take and pass the EXIT HESI for program completion. However, it is worthy to mention our students are doing excellent on the NCLEX exam but our correlation with Passing the HESI and passing the NCLEX is not a reliable indicator at this time. The reasons for this are unknown.

### **Objective or Educational Outcome 3**

Provide students with training equipment, supplies and computer software necessary to teach up to date nursing theory and skills.

### **Assessment**

1. End of course and end of program evaluations: 90% of students will express a strongly agree or agree they had access to equipment, supplies and computer software needed to learn in order to provide competent patient care. 2. Six-Month Post-Graduation Survey: At least 80% of GSCC graduates will express a minimum of a "prepared" level of satisfaction. 4. Twelve-Month Employer follow-up survey regarding the development of clinical competencies of the GSCC PN after 6 months or more of practice, at least 80% will express a minimum of a "prepared" level of satisfaction.

### **Additional Funding Request: \$46,000**

Purchase a Patient Simulated Mannequin from Vocational Tech Funds and purchase IV Pumps to demonstrate this equipment.

**Evaluation Findings**

1. 100% of students expressed a strongly agreed or agreed they had access to equipment, supplies and computer software needed to learn in order to provide competent patient care in the end of program evaluations.
2. 95.4% of graduates at the Six Month Mark expressed a minimum of a "prepared" level of satisfaction.
3. 97% of employers at the Six Month Mark expressed the graduates were clinically competent
4. 85.7 % of employers at the 12 Month Mark the graduates were clinical competent and independent in providing patient care. \*There are a few questions in the survey that need to be clarified in the future.

**Use of Findings**

The End of Course, End of Program, Six Month Graduate Survey, Six Month Employer Survey and the 12 month Employer surveys need to be reviewed, corrected and modified for accuracy on what is being evaluated. Continue to need lab instructor especially with the implementation of SimMan.

**Goal 2**

Maintain Alabama Board of Nursing approval

**Relationship to College Goals/Mission****Student Success**

- Deliver services needed to help students succeed.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

NCLEX pass rates will be at the required set standards of the Alabama Board of Nursing for continued program accreditation.

**Assessment**

1. At least 80% of the graduates of the PN program who take the NCLEX-PN within one year post graduation will pass the examination on the first attempt.

**Additional Funding Request: \$2,000**

Tech funds for computer software for critical thinking and NCLEX PN style testing programs.

**Evaluation Findings**

Outcome 1 was met and thus Goal #2 is thus maintained for Alabama Board of Nursing approval. 96.7% of graduates passed the examination on their first attempt as of this

date. 9/23/08

**Use of Findings**

Continue to follow the same level of teaching and testing for our students since we have opened a new PN campus site at Cherokee County.

**Objective or Educational Outcome 2**

Maintain qualified (Master's degree or higher and experienced) nursing faculty in all speciality fields (Adult Nursing, OB, Pediatrics, Psychiatric, and Emergency Care).

**Assessment**

1. All full time faculty will have a minimum of a master's degree in nursing. 2. All full time faculty will have at least three years of full time clinical practice. 3. All full time faculty will have the opportunity to attend at least one conference on Nursing Education (teaching strategies, learning styles, test construction etc) every three years.

**Additional Funding Request: \$5,000**

Budget additional funds to allow faculty to attend local/state/national conferences, that will enhance the faculty's expertise in Nursing Education - Apply for Margin of Excellence Grant funds for same purpose.

**Evaluation Findings**

All assessment measures to meet objective number 2 have been met. 1. All full time faculty have a minimum Master's degree in nursing. 2. All Full time faculty have at least 3 years full time clinical practice. 3. All full time faculty attended a workshop here at our college in February 2008 on test construction as well as some part time faculty.

**Use of Findings**

Faculty verbalize increased confidence in test item writing since the workshop was offered to them this year. Faculty are also utilizing the NCLEX test plan with more consistency as they develop exams and instruct students.

**Objective or Educational Outcome 3**

Achieve a high graduation rate for those students completing the Practical Nursing Program.

**Assessment**

1. At least 75% of students admitted to the Practical Nursing Program will graduate within 24 months of initial admission.

**Additional Funding Request: \$35,000-40,000**

In order to improve our retention rate/student success in the program, employ a lab instructor to be available for tutoring, skills practice and validations in all levels of the program.

**Evaluation Findings**

Outcome number 3 was not met and continues to be a problem for the PN program since the change to the new curriculum in 2004. Only 37 % completed the program in 12 - 16 months. Discussions and meeting have occurred at Post Secondary regarding possible changes in the admission standards for the PN students. These standards and changes

have yet to be given to us from Post Secondary.

**Use of Findings**

Await on the new admission criteria for future PN admissions.

**User:guest**

**Unit**

Practical Nursing Program

Gadsden State Community College

Strategic Plan Evaluation

**Unit:** Public Relations **Year:** 2007-2008

**Person Responsible:** Kay Smith

**Cabinet Member:** Lisa Thacker **Approved**

**Mission Statement:**

Public Relations, as a unit of the Development Office, provides comprehensive marketing services to create greater community awareness of the College's strengths and distinctions.

**Long Range Goals:**

- 1 Increase the visibility of the College, marketing its strengths and documenting and publicizing the quality of its programs.
- 2 Increase operational excellence to better serve students, faculty, staff, and the community.

**Goal 1**

Establish an institutional image that is relevant to target audiences.

**Relationship to College Goals/Mission**

Community Awareness

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

Implement, by priority, the recommendations of the College's to-be-named advertising agency.

**Assessment**

A College identity and message, relevant to target audiences, will be developed and implemented in a comprehensive College marketing campaign.

**Additional Funding Request:** \$84,000.00

Increase includes projected agency management fees, addition of television campaign, and expanded photoshoot.

**Evaluation Findings**

Venture Marketing was selected as the advertising agency that would represent the College. Venture, in collaboration with, the Public Relations Department and

Marketing & Recruitment Committee implemented a five-year Branding Initiative and comprehensive marketing campaign. A new college identity was unveiled to the public in March which included a new logo, message and slogan to promote a collegiate atmosphere. New athletic logos and display of the team name have been adopted by the athletic department as well. The College now has a consistent look and message geared to target audiences in all of its advertising and materials.

**Use of Findings**

The College's Branding Initiative was successfully established, but as indicated earlier it is a projected five-year endeavor. The Public Relations Department will continue to work throughout the College constituency to promote support of the new "identity." This will be accomplished primarily through the Marketing and Recruitment Committee. Funding needs to be continued throughout the five-year period to successfully access the outcomes.

**Objective or Educational Outcome 2**

Coordinate the planning and implementation of a ribbon-cutting ceremony for the official opening of the new Gadsden State Cherokee site.

**Assessment**

A formal ceremony will be conducted to open the newly constructed facility and to create greater community awareness of the College.

**Additional Funding Request: \$10,000.00**

Funds needed to plan and conduct the ceremony.

**Evaluation Findings**

The formal ribbon-cutting ceremony for Gadsden State Cherokee was postponed until December 2008.

**Use of Findings**

While in the planning stages, the Dedication Ceremony is a joint effort between the offices of the Assistant to the President at Cherokee, Public Relations and the President. Plans are underway to have dignitaries from Montgomery, the College and Cherokee County attend a collaborative event to promote Gadsden State.

**Goal 2**

Enhance the implementation of the communications plan for the development and placement of news releases and feature stories to reach target audiences.

**Relationship to College Goals/Mission**

Community Awareness

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

The current editorial calendar and media distribution will be aligned with College priorities and recruitment goals.

**Assessment**

The number of news releases and story placements will be increased by 10% when compared to the baseline measurement for 2006-07.

**Additional Funding Request: \$****Evaluation Findings**

While an effort was made to align the editorial calendar and media distribution with the College's priorities and recruitment goals there was a slight decrease in the number of feature story placements and news releases. The total number of combined media releases for 2006-2007 were 751 compared to 692 for 2007-2008. Two factors may be attributed to the lack of 10% increase that was expected. An enormous amount of media attention was given to the ongoing probe of the Alabama Community College System in 2006-2007. The second factor is the discovery during 2007-2008 that many articles related to the College were being overlooked in the department's daily media search.

**Use of Findings**

The concept of the editorial calendar, initiated by the Office of Development, was not fully established or utilized before that department was restructured and thus will not be continued. News breaking stories and incidents are unpredictable and will inevitably skew expected outcomes when they occur. The utilization of a News Clip Service and additional trained personnel would enhance the department's efforts to document news articles which promote the strengths of the College. These two assets would be beneficial to the services Public Relations offers to the College and the Department of Postsecondary Education as they would allow us to capture more in depth and favorable articles.

**User:guest**

**Unit**

Public Relations





## Gadsden State Community College

## Strategic Plan Evaluation

**Unit:** Public Safety Telecommunications Program **Year:** 2007-2008

**Person Responsible:** Connie Meloun / Christina Isom

**Cabinet Member:** Jim Jolly     **Approved**

**Mission Statement:**

Within the context of the mission, purpose, and philosophy of Gadsden State Community College, the mission of the Public Safety Telecommunications Program (PST) is to provide the opportunity for professional and educational advancement for persons in public safety communications and 911 through a quality Internet-based distance-learning program. Requirements of the program are consistent with the Institute for Emergency Preparedness and the Association of Public Safety Communications Officials International, Inc., (APCO) and will provide the knowledge and skills consistent with the expectations of the public and profession.

**Long Range Goals:**

- 1       Pursue grant funding for student scholarships in the Public Safety Telecommunications Program.
- 2       Develop "911 for Kids Campaign" partnership with local hospital(s) and/or public safety organizations.

**Goal 1**

To provide quality professional administrative, clerical and instructional services necessary to support the College's mission.

**Relationship to College Goals/Mission**

## Student Success

- Deliver services needed to help students succeed.

College Mission: To prepare students who transfer to perform successfully at senior institutions.

**Objective or Educational Outcome 1.**

Upgrade office computers for administrative, clerical, and instructional services to ensure professional quality services are delivered.

**Assessment**

Computers currently in use are dated.

**Additional Funding Request: \$2,500 (Tech Fees)**

Upgrade and purchase two new desktop computers for administrative & clerical persons in Public Safety Telecommunications.

**Evaluation Findings**

One (1) office computer for administrative, clerical and instructional services was obtained during the fiscal year via Tech Fees.

**Use of Findings**

Benchmark not met. Second computer not obtained as requested; therefore, additional computer will be requested during the 2008-2009 fiscal year.

**Goal 2**

To recruit, employ and maintain a highly experienced faculty in Public Safety Telecommunications.

**Relationship to College Goals/Mission**

Community Awareness

- Build a reputation that documents and promotes the strengths of the College.

College Mission: To provide technical, vocational, and career education that prepares students for immediate employment, that retrains existing employees, and that promotes local and state workforce development initiatives.

**Objective or Educational Outcome 1**

Maintain experienced faculty in Public Safety Telecommunications with the benefit of laptop computers.

**Assessment**

Current instructors will continue to seek part-time employment in the Public Safety Telecommunications program.

**Additional Funding Request: \$4,500 (Tech Fees)**

Purchase two laptop computers for faculty in Public Safety Telecommunications.

**Evaluation Findings**

No monies were available for laptop purchases during the 2007-2008 fiscal year.

**Use of Findings**

Benchmark not met. Laptop computers not obtained as requested; therefore, the items will be requested during the 2008-2009 fiscal year.

**Objective or Educational Outcome 2**

Pursue Professionals for three (3) courses completing the development and also

instruction of Area V courses in Public Safety Telecommunications.

**Assessment**

Complete development of all Public Safety Telecommunications course offerings.

**Additional Funding Request: \$13,500 (Program Budget)**

Development of three (3) courses \$4,500 at \$1,500 each. Instruction of those courses after development \$9,000 if each course taught two semesters during a Fiscal Year.

**Evaluation Findings**

Unsuccessful during 2007-2008 fiscal year. Completion of all course offerings not completed due to lack of funding.

**Use of Findings**

Benchmark not met. Item will be requested during the 2008-2009 fiscal year in order to complete the courses.

**Goal 3**

To provide students with the instructional resources and state-of-the-art education through distance learning in the Public Safety Telecommunications discipline.

**Relationship to College Goals/Mission****Student Success**

- Provide a student-centered teaching and learning environment.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

College Mission: To encourage and support the use of current technology to improve the delivery of programs to the citizens in the institution's service area.

**Objective or Educational Outcome 1**

Students will graduate with their Associate in Applied Science degree.

**Assessment**

50% of the students eligible for graduation will apply to graduate with their Associate in Applied Science Degree.

**Additional Funding Request: \$****Evaluation Findings**

100% of students eligible for graduation, applied and obtained their AAS degree during the 2007-2008 school year. There were a total of 3 graduates: Fall 2007, 1 student; Spring 2008, 2 students; and Summer 2008, no students.

**Use of Findings**

Although benchmark was met, faculty and staff are striving to increase the number of students completing their program of study for their AAS degree. One-on-one advisement/conferences either on-line or per phone is implemented to assist students in being successful in the program curriculum.

**Objective or Educational Outcome 2**

Work with the Dean of Instructional Services to insure the required academic courses for a degree in Public Safety Telecommunications are offered on-line.

**Assessment**

Verification of classes offered each semester in each semester's schedules.

**Additional Funding Request: \$****Evaluation Findings**

All classes were offered via eLearning as per the schedules during the 2007-2008 school year. Also, more than one section was available for some offerings.

**Use of Findings**

Benchmark met. Continually monitoring eLearning course offerings each semester.

**Goal 4**

To maintain the standards as set forth by the Institute of Emergency Preparedness and the Association of Public Safety Communications Officials, Inc.

**Relationship to College Goals/Mission****Student Success**

- Deliver services needed to help students succeed.

**Workforce Development**

- Serve as a partner in shaping and achieving the region's economic and community development vision.

College Mission: To recognize excellence in student performance, scholarship, and personal enrichment.

**Objective or Educational Outcome 1**

Students will apply for their APCO International Certificate.

**Assessment**

50% of students who complete 18 credit hours will be eligible for an APCO International Certificate and will apply for same.

**Additional Funding Request: \$****Evaluation Findings**

100% of students who completed 18 hours that were eligible to obtain their APCO International Certificate applied and received their certificate. During 2007-2008 there were nine (9) students that were awarded the APCO International Certificate.

**Use of Findings**

Benchmark was exceeded; however, faculty and staff are working to increase the number of students to receive the APCO International Certificate. Faculty will discuss increasing benchmark.

**Goal 5**

Recruit students for Gadsden State Community College and the Public Safety Telecommunications Program at pertinent workshops and conferences.

**Relationship to College Goals/Mission****Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

College Mission: To establish and maintain partnerships to respond to the needs of the special populations within the community, and to use outreach initiatives to seek and encourage those who otherwise might not give serious consideration to postsecondary education.

**Objective or Educational Outcome 1**

Attend the major APCO and/or 9-1-1 conferences to promote GSCC and the Public Safety Telecommunications Program.

**Assessment**

Attendance at two (2) National APCO and/or 9-1-1 Conferences and one (1) Regional Conference to promote GSCC and the Public Safety Telecommunications Program.

**Additional Funding Request:** \$4,000 (Voc Tech/Margin of Excellence)  
\$3,000.00 requested to attend additional out-of-state conferences for recruitment. Also promotional items purchases at \$1,000.00 for conferences when in an exhibit hall booth.

**Evaluation Findings**

Conferences and workshops were attended for recruitment purposes during 2007-2008 by the Institute of Emergency Preparedness (IEP) faculty staff. During 2007-2008, 127 new students enrolled in the PST Program.

**Use of Findings**

Benchmark met. Faculty and staff will continue to participate in recruitment activities

at the local, state, national and international levels.

**Objective or Educational Outcome 2**

Attend conferences and workshops to maintain continuing education in Public Safety Telecommunications and other related technology for PST instructors.

**Assessment**

Attendance at two (2) National APCO and/or 9-1-1 Conferences and one (1) Regional Conference to maintain continuing education and other related technology for PST instructors.

**Additional Funding Request: \$**

**Evaluation Findings**

Conferences and workshops were attended for maintenance of continuing education purposes during 2007-2008 by the Institute of Emergency Preparedness (IEP) faculty staff.

**Use of Findings**

Benchmark met. Faculty and staff will continue to participate in continuing education activities at the local, state, national and international levels.

**User:guest**

**Unit**

Public Safety Telecommunications Program



Gadsden State Community College

Strategic Plan Evaluation

**Unit:** Radiologic Technology Program **Year:** 2007-2008

**Person Responsible:** Connie Meloun / Gay Utz

**Cabinet Member:** Jim Jolly **Approved**

**Mission Statement:**

To provide the health-care community with graduate entry-level radiographers skilled in diagnostic imaging procedures

**Long Range Goals:**

- 1 Acquire a light-weight full body radiographic phantom for use in the energized lab.
- 2 Acquire mobile radiography equipment and associated accessories for use in the energized lab.
- 3 Acquire additional computer software for use in computer lab for tutorials, remediation and registry preparation.
- 4 Hire an additional part-time faculty member to assist in clinical and energized lab duties.

**Goal 1**

Provide students with knowledge and skills to competently and safely perform radiologic procedures as entry-level radiographers upon graduation.

**Relationship to College Goals/Mission**

Student Success

- Provide a student-centered teaching and learning environment.

Student Success

- Deliver services needed to help students succeed.

Community Awareness

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

Graduates will perform competently in the healthcare setting by demonstrating appropriate communication and patient care skills.

**Assessment**

A. Patient Care Lab Evaluation: 90% of students will successfully complete patient care lab skills evaluation. B. Employer Survey: 90% of all surveys returned will report that graduates meet this goal. C. Graduate Survey: 90% of surveys returned will report that graduates meet this goal. D. Required Clinical Competencies: 90% of graduates will score a 90% or higher on these competencies. E. Exit Competencies: 90% will score 90% or higher on their first attempt on these competencies. F. General Clinical Evaluation: 90% will achieve the appropriate benchmarked response on this evaluation. G. Radiographic Positioning Lab Evaluation: 90% will achieve a "yes" in the appropriate sections of this evaluation.

**Additional Funding Request:** \$15,000 (Voc/Tech Fees/Margin of Excellence)  
 Light-weight radiographic phantom to be used in the patient care and radiographic positioning labs - \$13,000. Patient stretcher to be used in the patient care and radiographic positioning labs - \$1600. Videocamera to be used for taping student activities in the lab so students will be able to perform self-assessment regarding patient care and positioning skills - \$400.00.

**Evaluation Findings**

A. Patient Care Lab Evaluation: 100% successfully completed the skills evaluation. B. Employer Survey: 100% of returned surveys indicate the graduates met this goal. C. Graduate Survey: 100% of returned surveys indicated this goal was met. D. Required Clinical Competencies: 100% of students scored 90% or higher on these competencies. E. Exit Competencies: 44% of students scored 90 or higher on these competencies. F. General Clinical Evaluations: 91% of students achieved the benchmark response. G. Radiographic Positioning Lab Evaluation: 68% achieved yes in all sections of this evaluations.

**Use of Findings**

A. Patient Care Lab Evaluation: Benchmark met. This evaluation method may be changed in the future. B. Employer Survey: Benchmark met. Some changes have been made in the evaluation tool to provide more specific data. C. Graduate Survey: Benchmark met. Some changes have been made to this evaluation tool to provide more specific data. D. Required Clinical Competencies: the benchmark was met, but this evaluation tool will no longer be used because it is an accreditation requirement. E. Exit Competencies: Benchmark not met. This tool will continue to be used, but the method of reporting the data will be updated to provide more accurate information (average score received). F. General Clinical Evaluations: Although this benchmark has been met, this tool has been updated to be progressive in nature. G. Radiographic Positioning Lab Evaluation: This benchmark was not met. The evaluation tool will continue to be used, but the data will reported in a different manner (average score received).

The light-weight radiographic phantom and stretcher have not been acquired at this time. The videocamera has been received and will be used in the Radiographic Positioning Lab in the Spring semester and will also be used in the Review Seminar course in the Spring.

**Objective or Educational Outcome 2**

Faculty will be provided access to current educational methodologies and imaging

technology associated with radiologic technology.

**Assessment**

Faculty will attend annual continuing education seminars/workshops related to radiologic technology.

**Additional Funding Request:** \$2,000.00 (Voc Tech Fees/Margin of Excellence)  
Attendance at seminars/workshops will involve travel that may be in-state or out-of-state. Faculty request to attend the annual state radiologic technology meeting, two regional continuing education seminars, and the national radiologic technology annual meeting.

**Evaluation Findings**

Faculty were able to attend a workshop in Atlanta, Georgia and the seminar provided by the Northeast Alabama Society of Radiologic Technologists.

**Use of Findings**

Although faculty were able to attend a workshop and seminar, the funding was not from the sources listed.

**Objective or Educational Outcome 3**

Provide educational opportunities for the volunteer clinical instructors at the clinical affiliates.

**Assessment**

Attendance of clinical instructors at a designated workshop.

**Additional Funding Request:** \$1,000.00 (Voc Tech Fees/Margin of Excellence)  
These funds will cover the attendance of both faculty members and 6 clinical instructors at a workshop in Nashville.

**Evaluation Findings**

Eight of the Program's clinical instructors were able to attend a workshop in Atlanta, Georgia.

**Use of Findings**

The funding for this was not from the sources listed, it was provided by a Teaching Excellence Award received by Gay Utz.

This was an invaluable experience for everyone. It is hoped this can be achieved annually or biannually in the future. Faculty will continue to request funding and stress the importance of this type workshop and interaction with Program clinical instructors.

**Goal 2**

Provide students with knowledge, skills and opportunities to engage in problem solving and critical thinking.

**Relationship to College Goals/Mission**

**Student Success**

- Provide a student-centered teaching and learning environment.

**Student Success**

- Deliver services needed to help students succeed.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

Graduates will be able to adjust technical factors to ensure quality radiographic images are produced and be able to evaluate radiographic images for quality. Graduates will use critical thinking skills to evaluate videotapes of themselves performing in the positioning lab.

**Assessment**

A. Principles of Exposure Course Assignments: 85% of the students will score 85 or higher on homework assignments. B. Image Evaluation Course: 90% of students will successfully complete the Image Evaluation course. C. Clinical Education Courses: 100% of students will complete assignments on Web-Enhanced CT. D. Videotape: Complete appropriate assessment forms for each videotaping session with 90% accuracy.

**Additional Funding Request: \$****Evaluation Findings**

A. Principles of Exposure Course Assignments: 100% of the students met the benchmark. B. Image Evaluation Course: 100% of students successfully completed this course. C. Clinical Education Courses: 100% of students completed assignments using WebCT. D. Videotape: The videocamera was not received in time to provide data.

**Use of Findings**

A. Principles of Exposure Course Assignments: The benchmark was met, but the method of reporting the data will be updated in the next reporting cycle to indicate an average score received by the students. This course also had a laboratory component added which will be used to provide additional data in the next reporting cycle. B. Image Evaluation Course: The benchmark was met, but felt to be a weak indicator of student knowledge. This evaluation tool has been replaced with a laboratory project for the next reporting cycle. C. Clinical Education Courses: Benchmark met and the methods of assessment will be continued. D. Videotape: Now that the videocamera has been received data will be provided in the next reporting cycle.

**Goal 3**

1. Provide students with opportunities to demonstrate professional development and growth.

**Relationship to College Goals/Mission****Student Success**

- Provide a student-centered teaching and learning environment.

**Student Success**

- Deliver services needed to help students succeed.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

Graduates will demonstrate professional development and growth in the clinical setting.

**Assessment**

A. General Clinical Evaluation Form (Overall Performance Section): 90% will score the appropriate benchmarked response on the evaluation form. B. Clinical Self-Assessment Form: All students will submit 90% of their progress reports each clinical term. C. Clinical Education Courses: 100% of students will complete assignments of Web-Enhanced CT.

**Additional Funding Request: \$****Evaluation Findings**

A. General Clinical Evaluation: 99% received an average or higher score. B. Clinical Self-Assessment Form: This evaluation method is no longer in use, so no data was collected. C. Clinical Education Courses: 100% of students completed assignments through WebCT.

**Use of Findings**

A. General Clinical Evaluation: The benchmark was met. These evaluation forms have been updated to provide more specific data for the next reporting cycle. B. Clinical Self-Assessment Form no longer used. Students will use the WebCT discussion board to indicate a clinical self-improvement plan. C. Clinical Education Courses: Benchmark met and will be a part of the clinical self-improvement plan for the next reporting cycle.

An additional measuring tool will be added to the next reporting cycle: A project involving collection of data from radiography related websites will be required.

**Goal 4**

1. Produce graduates to meet the needs of the community.

**Relationship to College Goals/Mission****Student Success**

- Provide a student-centered teaching and learning environment.

**Student Success**

- Deliver services needed to help students succeed.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

Graduates will pass the national certification exam and become members of the community workforce in diagnostic imaging.

**Assessment**

A. Academic Area Report Form: Five-year average program completion rate of 80%, excluding non-academic reasons for non-completion. B. ARRT Summary Report: Five-year average, 80% of graduates will pass the certification exam on the first attempt. C. Graduate Survey, Graduate Exit Survey: Over a five-year average, 90% of graduates seeking employment will be employed in medical imaging within six months after graduation.

**Additional Funding Request: \$****Evaluation Findings**

A. Academic Area Report Form: Five year average of 86.6%. B. ARRT Summary Report: Five year average of 97.2%. C. Graduate Survey: Current data for 2008 graduates has not been received. The previous five year average is 95%.

**Use of Findings**

A. Academic Area Report: Benchmark met. B. ARRT Summary Report: Benchmark met. C. Graduate Survey: data not available at this time. Graduate Survey is distributed six months after graduation. The six month time frame will be November 1, 2008 and surveys will be e-mailed to graduates.

**Goal 5**

Maintain programmatic accreditation with the Joint Review Committee on Education in Radiologic Technology (JRCERT).

**Relationship to College Goals/Mission****Student Success**

- Provide a student-centered teaching and learning environment.

**Student Success**

- Deliver services needed to help students succeed.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

Meet programmatic accreditation requirements as delineated by the Standards for an Accredited Educational Program in Radiologic Sciences provided by the JRCERT.

**Assessment**

A. Submit annual accreditation fees by deadline. B. Submit self-study report by deadline. C. Make arrangements for on-site visit and submit associated fees by deadline.

**Additional Funding Request: \$2,300.00 (General Budget)**

Projected site visit expenses (travel, accommodations, and other associated fees) - \$2300.00.

**Evaluation Findings**

A. Accreditation fees were submitted by the deadline. B. Self-study report submitted by deadline. C. Arrangements for on-site visit and fees submitted by the deadline.

**Use of Findings**

All benchmarks met. Annual data will be collected for the Program's Assessment Plan and will be submitted to the Joint Review Committee on Education in Radiologic Technology for the Program's Interim Report. This report will be due 4 years from the date of our most recent on-site visit. (2012.) If the Program's 8 year accreditation award is maintained a Self Study will not be required by the JRCERT until 2016.

**Objective or Educational Outcome 2**

Program faculty will participate in the accreditation process for other radiologic technology programs by serving as site visitors.

**Assessment**

A. Attend site visitor/outcomes assessment workshops as required by the JRCERT (every three years). B. Participate in site visits at other radiologic technology programs as requested by the JRCERT.

**Additional Funding Request: \$2,000.00 (Voc Tech Fees/)**

This is an estimate of expenses for a combined site visitor and outcomes assessment workshop that is only being offered in Chicago. Both Radiologic Technology faculty members are site visitors for the JRCERT and attendance at this workshop is required at least every three years in order for site visitors to maintain their ability to continue as site visitors. This will cover the attendance of both faculty members.

**Evaluation Findings**

A. Site visitor workshop was attended in November 2007. B. Site visit participation as requested by the JRCERT was performed.

**Use of Findings**

All benchmarks met. Site Visitors are required to attend a Site Visitor Workshop every three years in order to maintain their site visitor credentials. The faculty believe that

participation as site visitors is extremely beneficial to the Radiologic Technology Program and request that funding be available to attend a workshop when required again by the JRCERT.

**Goal 6**

Provide students with a variety of laboratory experiences to prepare them for the clinical portion of the program and future employment.

**Relationship to College Goals/Mission****Student Success**

- Provide a student-centered teaching and learning environment.

**Student Success**

- Deliver services needed to help students succeed.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

Maintain currently installed digital equipment.

**Assessment**

A. Meeting preventive maintenance requirements. Preventive maintenance requirements are usually assessed on an annual basis.

**Additional Funding Request: \$15,000.00 (Tech Fees)**

This amount is customary for maintenance of this type of equipment. Our service agreement from time of purchase has expired.

**Evaluation Findings**

A. Preventive maintenance requirements met.

**Use of Findings**

A. The annual maintenance agreement is \$24,000. This amount was received through Voc Tech funds last year and has been requested again.

**Objective or Educational Outcome 2**

Purchase mobile radiographic and fluoroscopic equipment.

**Assessment**

Improvement in employer satisfaction surveys regarding preparation of students for mobile radiography in the operating room.

**Additional Funding Request: \$20,000.00 (Voc Tech Fees)**

This is an estimate based upon the purchase of used equipment (portable x-ray machine and c-arm).

**Evaluation Findings**

A. Equipment has not been purchased at this time.

**Use of Findings**

A. Funds have not been available for purchase of equipment. The Program is investigating other methods of equipment acquisition.

**User:guest**

**Unit**

Radiologic Technology Program



## Gadsden State Community College

## Strategic Plan Evaluation

**Unit:** Safety & Security, Postal, & Transportation Service **Year:** 2007-2008

**Person Responsible:** Sam Ledbetter

**Cabinet Member:** Jim Prucnal **Approved**

**Mission Statement:**

Gadsden State Community College provides a wide range of support services that enable students, faculty, and staff to function in a collegiate environment. The primary mission of this unit is to ensure that functions are carried out in a safe and secure manner to include an efficient postal and transportation operation with a firm commitment to high standards that is in keeping with the College mission statement.

**Long Range Goals:**

- 1 Upgrade security staff in terms of the number of personnel and required training to establish a more professional unit.
- 2 Upgrade the current transportation fleet.
- 3 Upgrade safety and security communication equipment to provide link with EMA, local police, and sheriff.
- 4 Upgrade key control on Wallace Drive and East Broad Campuses.

**Goal 1**

Provide well trained security staff to assure Campus safety.

**Relationship to College Goals/Mission**

College Mission: Provide students of varied backgrounds with support services that will assist them in achieving career and educational goals.

**Objective or Educational Outcome 1**

Increase staff by at least two Security Officer I positions and one 19-hour position in October 2007.

**Assessment**

Were personnel actions taken to place three new employees?

**Additional Funding Request:** \$89,387

Approximately \$89,387 will be needed to staff and equip the new Cherokee County Center and add a second shift officer in Gadsden in FY 2007.

**Evaluation Findings**

Personnel actions have been completed for four new Security Officer I positions in four critical areas. We have employed four additional 19-hour Security employees.

**Use of Findings**

Monitor crime rates and other security risk areas to track effectiveness of new positions.

**Goal 2**

Maintain a well-trained security staff of full-time and part-time employees.

**Relationship to College Goals/Mission**

College Mission: Provide students of varied backgrounds with support services that will assist them in achieving career and educational goals.

**Objective or Educational Outcome 1**

Coordinate CEUs and professional development with local EMA, police and sheriffs departments, and Gadsden State Community College EMS Department with a goal of all employees completing no less than 32 hours a year.

**Assessment**

Reviews all required employees personnel files to insure required hours were completed.

**Additional Funding Request:** \$1,000  
\$1,000 will be needed for Continuing Education.

**Evaluation Findings**

All full-time Security staff employees completed a minimum of 32 hours to include weapons qualification.

**Use of Findings**

Maintain minimum of 32 hours professional development to insure professional growth.

**Goal 3**

Improve in-house postal operations.

**Relationship to College Goals/Mission**

College Mission: Provide students of varied backgrounds with support services that will assist them in achieving career and educational goals.

**Objective or Educational Outcome 1**

All mail from USPS will be delivered before noon each day.

**Assessment**

Survey staff on all campuses to ensure that all mail is delivered timely each day with at least 90% of respondents agreeing with timely mail service.

**Additional Funding Request: \$0**

**Evaluation Findings**

Employee survey was not completed.

**Use of Findings**

Insure that survey item is included annually.

**Objective or Educational Outcome 2**

All hand mail will turn over within 24 hours.

**Assessment**

Survey staff on all campuses to ensure that all mail is delivered timely each day with at least 90% of respondents agreeing with timely mail service.

**Additional Funding Request: \$0**

**Evaluation Findings**

Employee survey was not completed.

**Use of Findings**

Insure that survey item is included annually.

**Goal 4**

Maintain and improve the College transportation fleet.

**Relationship to College Goals/Mission**

College Mission: Provide students of varied backgrounds with support services that will assist them in achieving career and educational goals.

**Objective or Educational Outcome 1**

Upgrade school fleet by adding two 12-passenger vans and one truck or van type vehicle for postal operations.

**Assessment**

Were additional vehicles purchased?

**Additional Funding Request: \$51,500**

\$51,500 for two 12-passenger vans and one truck or van type vehicle for postal operations.

**Evaluation Findings**

One 12-passenger van, one truck, and a new postal vehicle have been added and are in service.

**Use of Findings**

Fleet efficiency and cost of operations have greatly improved because of these additions.

**User:guest**

**Unit**

Safety & Security, Postal, & Transportation Service



## Gadsden State Community College

## Strategic Plan Evaluation

**Unit:** Science Division **Year:** 2007-2008

**Person Responsible:** Shirley Colvin

**Cabinet Member:** Jim Jolly     **Approved**

**Mission Statement:**

Within the context of the purpose, philosophy and mission of Gadsden State Community College, the mission of the Science Division is to provide excellence in education in the natural sciences, including aquatic sciences, for the student population within our service area. This is accomplished by offering a wide variety of freshman and sophomore courses in biology, chemistry, physics, physical science, and fishery science to serve the needs of Gadsden State students seeking associate degrees or certificates and for those students planning to transfer to senior institutions to complete their education. It is our purpose to advance the education of students who major in the sciences or related fields and to provide support for students who are pursuing technical degrees. The Science Division's mission is to reach potential students in the community as well as currently enrolled students and to help them achieve their educational goals.

**Long Range Goals:**

1. Use Tegrity effectively in the instructional process.
2. Develop and include laboratory activities that are accessible online to students.
3. Seek continued extramural funding for aquaculture projects through USDA and other granting agencies.
4. Form a new advisory committee with representative members from state fisheries and aquaculture agencies, aquaculture industry, colleges and universities, the Alabama Cooperative Extension System, and the City of Gadsden to guide the GSCC Aquaculture Program and help address problems related to the sustainability of the program.
5. Renovate Room #203 Browder Hall to be used as an Anatomy and Physiology Lab.
6. Develop a plan for a Science and Health Science Complex.

**Goal 1**

To provide quality science courses to support the requirements of the many degree and certificate programs at the College and to assure that all students enrolling in science courses will achieve at least a basic knowledge of these sciences.

**Relationship to College Goals/Mission**

**Student Success**

- Provide a student-centered teaching and learning environment.

**Student Success**

- Deliver services needed to help students succeed.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

College Mission: By offering a broad spectrum of programs, GSCC provides all its students with opportunities for educational, personal, and professional advancement.

**Objective or Educational Outcome 1**

Students who participate in and complete science courses will demonstrate a basic knowledge of these sciences.

**Assessment**

a.) Review grade records on a regular basis to ensure that appropriate grade levels are being met in each area without any evidence of grade inflation. In general, at least 70% of students who register and regularly attend science classes will complete the courses without dropping and earn a grade of "C" or better. b.) Administer pre-tests composed of questions which will be embedded into regular tests throughout the semester in order to evaluate student's mastery of the material.

**Additional Funding Request: \$36,000-70,000**

Additional funding and increased faculty will allow for more course offerings.

**Evaluation Findings**

a. Grade records were reviewed at the end of each semester to assure at least 70% of students who completed science classes earned a grade of "C" or better. Our goal was surpassed with 86%, 84%, and 89% of students earning a "C" or better in the fall, spring, and summer semesters respectively.

b. While 70% mastery of many objectives was obtained, the Science Division fell short of our 70% goal in other objectives.

**Use of Findings**

a. The Science Division remains committed to providing quality science courses and will continue the assessment and review of grade records.

b. After instructors analyzed the results of the pre-tests and embedded questions on regular tests, they submitted ideas and action plans to improve student performance on objectives that fell below the expected 70%. Instructors are to use these ideas for improvement during the 2008-2009 year.

**Goal 2**

To prepare GSCC science students for transfer and success at senior institutions.

### **Relationship to College Goals/Mission**

#### **Student Success**

- Provide a student-centered teaching and learning environment.

#### **Student Success**

- Deliver services needed to help students succeed.

#### **Workforce Development**

- Serve as a partner in shaping and achieving the region's economic and community development vision.

#### **College Capacity**

- Strengthen and enhance the College's operations and human, financial and physical resources.

#### **Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

College Mission: A wide range of academic courses prepares students to transfer successfully to four-year institutions

### **Objective or Educational Outcome 1**

Science majors who transfer and complete science courses will earn comparable grades in science courses at the university to those they earned at GSCC.

#### **Assessment**

Division Chairman and faculty will review transfer success evaluations issued by the Office of Institutional Research to ensure that at least 75% of science majors who transfer and complete science courses at a university will earn within one letter grade of those earned in science courses at GSCC.

**Additional Funding Request: \$0**

#### **Evaluation Findings**

The Office of Institutional Research only provided transfer data for UAH. There were no science majors who transferred to UAH from GSCC during 2007-2008.

#### **Use of Findings**

The Science Division will continue to review transfer guides from the Office of Institutional Research for assessment of transfer data.

### **Goal 3**

Maintain and improve the aquaculture program to provide quality learning opportunities for students

and supply support for the aquaculture community.

### **Relationship to College Goals/Mission**

#### Student Success

- Provide a student-centered teaching and learning environment.

#### Student Success

- Deliver services needed to help students succeed.

#### Workforce Development

- Serve as a partner in shaping and achieving the region's economic and community development vision.

#### College Capacity

- Strengthen and enhance the College's operations and human, financial and physical resources.

#### Community Awareness

- Build a reputation that documents and promotes the strengths of the College.

College Mission: The College has committed itself to becoming an integral part of the lives of those communities that it serves. Continued cooperation with civic, business, and industrial leaders strengthens the ties between the College and these communities.

### **Objective or Educational Outcome 1**

Increase grant writing, teacher recruitment and relationships with mentoring agencies to improve and provide student learning opportunities in aquatic science.

#### **Assessment**

1.) Write and submit at least four grant proposals (proposals larger than \$10,000). 2.) Recruit at least 10 new teachers into the high school aquaculture program. 3.) Move at least 6 students into internships with mentoring agencies.

#### **Additional Funding Request: \$10,000**

Additional funding is necessary for support and expansion of the aquaculture program.

#### **Evaluation Findings**

a. The GSCC aquaculture program was unable to reach its goal of writing 7 large grant proposals. However, 3 large grant proposals were written and 2 of them funded: one for \$35,000 (2 years) and one for \$3,500.

b. This goal was exceeded by the recruitment and training of eighteen new teachers at the 9th annual GSCC/ACES Workshop.

c. The AEDC moved six students into internships with new mentoring agencies in 2007-2008. Three of the six received an excellent rating, two an acceptable rating and one internship is ongoing.

**Use of Findings**

- a. Writing 4 large grants is an unrealistic goal given the programs other commitments. Two large proposal would be a more realistic goal for this group.
- b. The aquaculture program continues to build upon its strength in K-12 aquaculture education and continues to aggressively pursue partnerships with the Alabama Department of Education through the AMSTI program.
- c. The aquaculture program will continue to establish student internships which benefit our students.

**Goal 4**

The Science Division will incorporate more technology into the instructional process to improve student learning.

**Relationship to College Goals/Mission****Student Success**

- Provide a student-centered teaching and learning environment.

**Student Success**

- Deliver services needed to help students succeed.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

Include Tegrity and Interactive Television as a tool in traditional, web-enhanced and hybrid science courses.

**Assessment**

(a) Incorporate Tegrity as a technology tool in at least 50% of science classes by the end of the 2007-2008 school year. (b) At least 90% of all science faculty will attend at least one training session of Interactive Television.

**Additional Funding Request: \$18,000**

6 Toshiba tablets

**Evaluation Findings**

- a. All science classes are WebCT enhanced and at least 50% of both traditional and hybrid courses use Tegrity as a teaching tool.
- b. Interactive television training sessions have not been made available to the science faculty.

**Use of Findings**

- a. Continued and increased use of Tegrity is planned. Development of a tool to measure frequency of student use is being developed.
- b. The science faculty plan to attend when sessions are available.

**User:**guest

**Unit**

Science Division

## Gadsden State Community College

## Strategic Plan Evaluation

**Unit:** Skills Training **Year:** 2007-2008

**Person Responsible:** Suzanne Zahorscak

**Cabinet Member:** Tim Green     **Approved**

**Mission Statement:**

The Skills Training Division is committed to meeting the specific training and educational needs of citizens who need to upgrade existing skills or to learn a new skill in order to secure employment and economic self-sufficiency. By providing short-term, non-traditional, non-credit training to individuals in the community, Skills Training will serve as a resource for workforce development in our community.

**Long Range Goals:**

1. Enhance student learning opportunities by expanding short-term, non-credit course offerings on the Ayers and East Broad campuses.
2. Enhance student learning experiences by maintaining and upgrading equipment as necessary to meet the evolving business and industry training needs.
3. Advance local workforce development initiatives by providing high-demand training programs in a rapid-response format to prepare individuals for immediate employment.
4. Promote local workforce development initiatives and expand training opportunities to increase the number of Skills Training students served on all campuses.

**Goal 1.**

Provide quality short-term, non-credit training specific to the needs of the community at a reasonable cost.

**Relationship to College Goals/Mission**

## Student Success

- Provide a student-centered teaching and learning environment.

## Student Success

- Deliver services needed to help students succeed.

## Workforce Development

- Serve as a partner in shaping and achieving the region's economic and community development vision.

College Mission: Offering short-term, non-credit training by being receptive to the specific needs of individuals, groups, businesses and industries.

**Objective or Educational Outcome 1.**

Achieve an 85% favorable rating on the Course and Instructor Evaluation.

**Assessment**

Course and Instructor evaluation

**Additional Funding Request:** \$0.00

**Evaluation Findings**

The Course and Instructor Evaluation collected resulted in 100% favorable rating. all questions pertaining to the quality and cost of training were answered with either Strongly Agree or Agree.

**Use of Findings**

This goal was met. The Skills Training Division will continue to provide training at a reasonable cost and will explore other areas of training to add to the division.

**Goal 2.**

Assist Skills Training students in achieving their training goals.

**Relationship to College Goals/Mission**

Student Success

- Provide a student-centered teaching and learning environment.

Student Success

- Deliver services needed to help students succeed.

Workforce Development

- Serve as a partner in shaping and achieving the region's economic and community development vision.

College Mission: By assisting students in reaching their training goals, we are challenging and inspiring students to exceed their own expectations.

**Objective or Educational Outcome 2.**

Achieve an 85% favorable rating from students indicating that they achieved their training goals.

**Assessment**

Course and Instructor evaluation

**Additional Funding Request:** \$0.00

**Evaluation Findings**

The course and Instructor Evaluation collected, resulted in 100% favorable rating. All questions pertaining to the quality, cost and achievement of goals were answered with either Stronly Agree or Agree.

**Use of Findings**

The goal of assisting the students in achieving their training goals was met.

**Goal 3.**

Obtain a 5% increase in the number of students who enroll, complete their program and are employed in their fields of study or a related field as compared to the previous year's data.

**Relationship to College Goals/Mission****Student Success**

- Provide a student-centered teaching and learning environment.

**Student Success**

- Deliver services needed to help students succeed.

**Workforce Development**

- Serve as a partner in shaping and achieving the region's economic and community development vision.

**Objective or Educational Outcome 1.**

75% of Skills Training students will become employed in their fields of study or a related field within 3 months of training completion.

**Assessment**

Review Skills Training student placement records in Skills Training office.

**Additional Funding Request:** \$

**Evaluation Findings**

According to student records 81% of students became employed within 3 months of completing training.

**Use of Findings**

This was not a 5% increase over last year but was around 2% increase. The Skills

Training Division will be more proactive in job search assistance with the students and instructors.

**User:guest**

**Unit**

Skills Training

## Gadsden State Community College

## Strategic Plan Evaluation

Unit: Social Sciences Year: 2007-2008

Person Responsible: George Terrell

Cabinet Member: Jim Jolly    **Approved**

**Mission Statement:**

The Social Science Division includes the areas of History, Political Science, Geography, Psychology, Sociology, Human Services, Early Childhood Education, Philosophy, and courses offered in these areas are to enable students to fulfill the requirements necessary for them to transfer to 4-year institutions, complete terminal programs or certificates or to provide opportunities for personal enrichment. In the case of some certificate/degree programs such as Human Services or Early Childhood Development, immediate entry is possible.

**Long Range Goals:**

- 1     To reduce the percentage of classes taught by part-time instructors by hiring additional full-time faculty in the social science fields.
- 2     To revise all programs to address changes in the workforce and/or senior institutions social science programs.
- 3     To recruit qualified part-time instructors in all areas to assure quality instruction and to fully evaluate these instructors with classroom visits/consultations.
- 4     Utilize the STARS Articulation guides in the advisement process for Social Science.
- 5     To increase the number of courses offered via the Internet.

**Goal 1**

To adequately prepare students for their transfer to senior institutions by offering courses comparable to what would be offered in other two/four year institutions at the freshman levels in the Social Science fields.

**Relationship to College Goals/Mission****Student Success**

- Provide a student-centered teaching and learning environment.

**Student Success**

- Deliver services needed to help students succeed.

**Objective or Educational Outcome 1**

Programs are checked to be sure they provide general education in the Social Science subjects offered at GSCC.

**Assessment**

GSCC course content in the area of Social Science will be compared to courses listed in the State Common Course Offering.

**Additional Funding Request: \$35000**

Purchase technology equipment and software that will assist in instruction of students.

**Evaluation Findings**

After a thorough examination of courses offered in Social Science, it was found that all students have access to general education in the subjects offered.

**Use of Findings**

Additional money needed to update equipment . There will be an effort to continue to meet this objective.

**Objective or Educational Outcome 2**

Each subject area offered will be looked at to see what percentage of students enrolled in that area received a grade of "C" or higher.

**Assessment**

Each semester, grade summaries provided by the Registrar's office will be reviewed by the Social Science division.

**Additional Funding Request: \$****Evaluation Findings**

Grade findings are discussed with faculty members.

**Use of Findings**

Grade distributions are reviewed to verify that students are learning the material presented.

**Objective or Educational Outcome 3**

Data from senior institutions will indicate that students are successful when they transfer and take higher level (i.e. 300/400) courses and that their grades in these courses are the students who have taken all their courses at the senior level institution.

**Assessment**

Each year, information on GSCC students who have transferred is provided by senior institutions and will be reviewed by the Social Science division.

**Additional Funding Request: \$**

**Evaluation Findings**

Evaluations have indicated that students transferring to senior institutions do as well, or better than, students who complete all their courses at the senior institutions.

**Use of Findings**

To verify that proper instruction of Gadsden State students is taking place.

**Objective or Educational Outcome 4**

Faculty equipment to be purchased for purposes of instructing students.

**Assessment**

Examine purchase orders and examine school-wide technology funding list to ensure that at least 4 faculty computer workstations and printers are purchased and to ensure tablets are purchased.

**Additional Funding Request: \$12000**

To purchase faculty computer workstations with printers, including tablets and scanner.

**Evaluation Findings**

Two faculty computer workstations and printers were purchased. Also two faculty notebooks were purchased.

**Use of Findings**

Lack of funding prohibited the purchasing of additional workstations.

**Objective or Educational Outcome 5**

Evaluate current equipment as needed for instructional purposes to be used in classrooms.

**Assessment**

Examine purchase orders and examine school-wide technology funding list to ensure that at least 2 scanners and 4 ceiling mount projectors are purchased for other campus

**Additional Funding Request: \$15000**

To purchase equipment needed for classroom use.

**Evaluation Findings**

No scanners or ceiling mount projectors were purchased for other campus sites.

**Use of Findings**

Lack of funding

**Objective or Educational Outcome 6**

Evaluate current computer software used in offices.

**Assessment**

Examine software to determine if it is still appropriate and adequate for use in offices and purchase additional software and updates as needed.

**Additional Funding Request: \$500**

To purchase updated software for offices.

**Evaluation Findings**

No software or updates were purchased.

**Use of Findings**

Lack of funding.

**Goal 2**

To provide courses that will prepare students for employment in the field of Human Services.

**Relationship to College Goals/Mission****Student Success**

- Provide a student-centered teaching and learning environment.

**Student Success**

- Deliver services needed to help students succeed.

**Objective or Educational Outcome 1**

Check the percentage of students in Human Services classes who earn grades of "C" or higher.

**Assessment**

Each semester, grade summaries provided by the Registrar's office will be reviewed by the Human Services faculty.

**Additional Funding Request: \$****Evaluation Findings**

67% of students earned a grade of C or higher in Human Service courses.

**Use of Findings**

Continue current evaluation procedures with future students.

**Objective or Educational Outcome 2**

Check the percentage of students in Human Services Internships who receive satisfactory evaluations from agency supervisors.

**Assessment**

Human Services faculty will review the reports submitted from agency supervisors.

**Additional Funding Request: \$**

**Evaluation Findings**

100% of Human Services students in internships received satisfactory evaluations from agency supervisors.

**Use of Findings**

Continue evaluation procedures with future students.

**Objective or Educational Outcome 3**

Check the number and percentage of Human Services students who gain employment in the field after graduation.

**Assessment**

Follow-up information on GSCC graduates from the Computer Services Department will be reviewed by the Human Services faculty.

**Additional Funding Request: \$**

**Evaluation Findings**

89% of Human Services students gained employment in the field after graduation.

**Use of Findings**

Continue evaluation procedures with future graduates.

**Objective or Educational Outcome 4**

Check the percentage of students in the Human Services Program who graduate.

**Assessment**

Information on GSCC graduates in Human Services will be provided by the Computer Services Department and will be reviewed by the Human Services faculty.

**Additional Funding Request: \$**

**Evaluation Findings**

9 students graduated in 2007-2008 school year.

**Use of Findings**

Continue evaluation procedures of future students.

**Objective or Educational Outcome 5**

A survey of businesses who employ Human Services graduates will indicate that the graduates are well prepared for the work force.

**Assessment**

Material submitted by employers to the Computer Services Department will be reviewed by the Human Services faculty.

**Additional Funding Request: \$**

**Evaluation Findings**

Lack of staff and funding .

**Use of Findings**

Lack of staff and funding.

**Goal 3**

To provide technical, vocational and career education that prepares students for immediate employment, retrains existing employees, and promotes local and state work force initiatives in EARLY CHILDHOOD DEVELOPMENT.

**Relationship to College Goals/Mission**

**Student Success**

- Provide a student-centered teaching and learning environment.

**Student Success**

- Deliver services needed to help students succeed.

**Workforce Development**

- Serve as a partner in shaping and achieving the region's economic and community development vision.

**Objective or Educational Outcome 1**

Review the percentage of students in the Early Childhood Program who earn grades of "C" or higher.

**Assessment**

Each semester, grade summaries provided by the Registrar's office will be reviewed by the Early Childhood faculty.

**Additional Funding Request: \$**

**Evaluation Findings**

Out of 505 students, 46% made an A, 20% made a B, 9% made a C, 4% made a D, 11.6% made a F and .9% had an incomplete and 7.5% withdrew.

**Use of Findings**

Instructor will pinpoint students in danger of withdrawal or failure and encourage them to succeed.

**Objective or Educational Outcome 2**

Determine the number and percentage of Early Childhood students who are placed in jobs in the field of Early Childhood after graduation.

**Assessment**

Follow-up information on GSCC graduates from the Computer Services Department will be reviewed by the Early Childhood faculty.

**Additional Funding Request: \$****Evaluation Findings**

Based on the 2007 Graduate Survey, 16 of the 24 respondents who were child development graduates (67%) were employed in their field; five respondents were not seeking employment (21%) and three respondents were actively seeking employment (13%).

**Use of Findings**

Continue to encourage students to graduate and seek employment in their field.

**Objective or Educational Outcome 3**

Check the percentage of students in the Early Childhood Program who graduate.

**Assessment**

Information on GSCC graduates in the Early Childhood program will be provided by the Computer Services Department and will be reviewed by the Early Chil

**Additional Funding Request: \$****Evaluation Findings**

Out of the 268 students enrolled Fall 2007 to Summer 2008, there were 15 graduates.

**Use of Findings**

Students need to be encouraged to enroll in childhood classes in order to graduate in a timely manner.

**Objective or Educational Outcome 4**

A survey of businesses who employ Early Childhood graduates will indicate satisfaction with the employees' training.

**Assessment**

Material submitted by employers to the Computer Services Department will be reviewed by the Early Childhood faculty.

**Additional Funding Request: \$****Evaluation Findings**

Out of the 14 businesses surveyed, 9 reported excellent results from graduates and the remaining 4 reported good.

**Use of Findings**

Continue close relations with community businesses and continue to recommend child development majors to various child care institutions.

**Goal 4**

To provide students with basic knowledge of Social Sciences, including information about history and development of society and contributions of various cultures, nations and of human behavior in both individuals and groups.

**Relationship to College Goals/Mission****Student Success**

- Provide a student-centered teaching and learning environment.

**Student Success**

- Deliver services needed to help students succeed.

**Objective or Educational Outcome 1**

Determine the percentage of students who earn a grade of "C" or higher in the Social Science related courses offered at GSCC.

**Assessment**

Each semester, grade summaries provided by the Registrar's office will be reviewed by the Social Science faculty.

**Additional Funding Request: \$****Evaluation Findings**

69% of students made a grade of C or higher.

**Use of Findings**

The Social Science Division will continue to improve on this objective.

**Objective or Educational Outcome 2**

Data from senior institutions will indicate that students are successful at the next level social science courses with grades that are consistent with students native senior institutions.

**Assessment**

Each year, information on GSCC students who have transferred is provided by senior institutions and will be reviewed by the Social Science faculty.

**Additional Funding Request: \$**

**Evaluation Findings**

Evaluation has indicated that students transferring to senior institutions do as well, or better than, students who completed all their course work at the senior inst

**Use of Findings**

The Social Science Division will continue to improve on this objective.

**Goal 5**

To provide additional courses and sections via the Internet for all disciplines within the Division of Social Science.

**Relationship to College Goals/Mission**

**Student Success**

- Provide a student-centered teaching and learning environment.

**Student Success**

- Deliver services needed to help students succeed.

**Objective or Educational Outcome 1**

Each discipline in the Social Science Division will offer classes via the Internet with more than one section as enrollment warrants.

**Assessment**

Each semester, enrollment records will be analyzed to determine students needs of Internet courses.

**Additional Funding Request: \$85000**

Up-to-date computers, software, tablets, equipment, licenses, and training for instructors to deliver courses through the Internet format.

**Evaluation Findings**

History, Political Science, Nutrition, and Psychology all offer more than one section.

**Use of Findings**

The lack of funding prohibited the full implementation of this objective.

**Goal 6**

To provide additional courses and sections in the Hybrid format.

**Relationship to College Goals/Mission**

**Student Success**

- Provide a student-centered teaching and learning environment.

**Student Success**

- Deliver services needed to help students succeed.

**Objective or Educational Outcome 1**

Each discipline in the Social Science Division will offer classes via Hybrid format with more than one section as enrollment warrants.

**Assessment**

Each semester, enrollment records will be analyzed to determine students needs of Hybrid courses.

**Additional Funding Request: \$15000**

Up-to-date computers, software, tablets, equipment, licenses, and training for instructors to deliver courses through Hybrid format.

**Evaluation Findings**

All Social Science departments offer hybrid courses as enrollment warrants.

**Use of Findings**

Efforts will be made to find additional software that can be used in additional Hybrid courses.

**Goal 7**

To provide more courses using Tegrity as part of the delivery system to students.

**Relationship to College Goals/Mission**

**Student Success**

- Provide a student-centered teaching and learning environment.

**Student Success**

- Deliver services needed to help students succeed.

**Objective or Educational Outcome 1**

Each discipline in the Social Science Division will offer classes via Tegrity with more than one section as enrollment warrants.

**Assessment**

Each semester, enrollment records will be analyzed to determine students needs of Tegrity courses.

**Additional Funding Request: \$30000**

Up-to-date computers, software, tablets, equipment, licenses, and training for instructors to deliver courses through Tegrity.

**Evaluation Findings**

Not every department in Social Science is able to utilize Tegrity due to lack of equipment.

**Use of Findings**

As funding is made available, equipment needed to utilize Tegrity in all departments will be purchased.

**Goal 8**

To provide more courses using Interactive Television to provide instruction to sites with low enrollment.

**Relationship to College Goals/Mission**

**Student Success**

- Provide a student-centered teaching and learning environment.

**Student Success**

- Deliver services needed to help students succeed.

**Objective or Educational Outcome 1**

Each discipline in the Social Science Division will offer classes via Interactive Television with more than one section as enrollment warrants.

**Assessment**

Each semester, enrollment records will be analyzed to determine students needs of Interactive Television.

**Additional Funding Request: \$35000**

Up-to-date computers, software, tablets, equipment, licenses, and training for instructors to deliver courses through Interactive Television.

**Evaluation Findings**

The full implementation of this objective has not been completed at this date, due to lack of required equipment, software, hardware, and failure of lines support

**Use of Findings**

Additional funding for needed equipment and secure lines will be requested in the next cycle.

User:guest

**Unit**

Social Sciences

## Gadsden State Community College

## Strategic Plan Evaluation

**Unit:** Strengthening HBCU Title III Program **Year:** 2007-2008

**Person Responsible:** Tarva Vaughn

**Cabinet Member:** Valerie Richardson **Approved**

**Mission Statement:**

The mission of the Historically Black Colleges and Universities (HBCU) Title III Program of GSCC is in accord with the College's mission to meet the needs of diverse communities by offering quality educational and cultural experiences. Title III's mission is to further provide resources and support for successful completion of career and educational goals by enhancing intellectual and technical skills of students and faculty, and by encouraging cultural exchanges within the community.

**Long Range Goals:**

1. Promote outreach initiatives which expand awareness of programs and student services offered on the Valley Street Campus.
2. Strengthen orientation, counseling and advisement services to students.
3. Expand and maintain support of technology resources to facilitate increased faculty and student performance.
4. Implement efforts to renovate/refurbish physical facilities on the Valley Street Campus.

**Goal 1**

Provide initiatives which promote awareness among high school students of opportunities in technical programs offered on the Valley Street Campus.

**Relationship to College Goals/Mission**

## Student Success

- Deliver services needed to help students succeed.

## College Capacity

- Strengthen and enhance the College's operations and human, financial and physical resources.

## Community Awareness

- Build a reputation that documents and promotes the strengths of the College.

## College Mission:

This goal directly relates to the College's goal of meeting the needs of its diverse communities by offering educational experiences that are accessible and affordable. Community Awareness is fostered by contributing to building a reputation that documents and promotes the strength's of the College. This goal will also strengthen and enhance the College's operations.

### **Objective or Educational Outcome 1**

To improve by 15% the awareness of high school students of opportunities in career education, and technical programs offered on the Valley Street Campus.

### **Assessment**

Compared to data from the previous year there will be a 15% improvement of high school student's awareness of educational opportunities on the Valley Street Campus. Surveys will be completed by area high school students attending outreach activities. The results of the survey(s) will be compiled and analyzed.

### **Additional Funding Request: \$**

### **Evaluation Findings**

Due to a lack of prior year data to compare to, the high school students reached during 2007-2008 will serve as the benchmark. The outreach activities of Activity I included a Med Camp which brought middle and high school students on the Valley Street Campus for one week. These students interacted with Valley Street staff and learned about available programs of study. While the design of the camp was specifically to encourage students interested in the medical career field, it helped to bring and increase awareness of the Valley Street Campus and programs offered on the campus. The camp received media coverage from two local newspapers and was featured on an area news broadcast. The students were evaluated at the conclusion of the camp and 90% indicated that they were very satisfied with the camp as well as the Valley Street campus.

Activity I participated in outreach activities coordinated by GSCC's Career Transitions Department. Title III volunteered to work booths at Reality Check events at three high schools in the service area. A total of approximately 550 students participated in these events. Due to the design and nature of the events only sign in sheets were obtained from one of the high schools. Evaluations of the event were collected by the agency/department sponsoring the event.

Activity I personnel also participated in an HBCU college fair for Gadsden Job Corps. 31 Job Corps were provided information regarding the programs of study available on the GSCC Valley Street Campus. Each student who obtained information documented their participation by signing the sign in sheet. This activity was without an Outreach Enrollment Coordinator for a period of 2 1/2 months. Information for this objective will be more specific for the 2008-2009 year.

### **Use of Findings**

Because of past difficulty in securing opportunities to visit with area high school students and because of the success of the Med Camp, Activity I has chosen to create various opportunities for prospective students to visit the campus to participate in "hands on" activities within the programs of study. Also a partnership has been developed with GSCC Career Coaches who are assigned to schools within the GSCC service area. Through this partnership, outreach activities can be planned and executed more efficiently and successfully.

## **Goal 2**

Provide counseling services to students enrolled on the Valley Street Campus.

### **Relationship to College Goals/Mission**

#### **Student Success**

- Deliver services needed to help students succeed.

#### **College Capacity**

- Strengthen and enhance the College's operations and human, financial and physical resources.

#### **Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

#### **College Mission:**

This goal directly relates to the College's mission of offering quality education in both technical and academic fields to all citizens within its service area. The goal also promotes delivering services needed to help students succeed.

### **Objective or Educational Outcome 1**

Increase by 20% the number of students utilizing counseling services on the Valley Street Campus.

#### **Assessment**

Using reports from counseling records, student contact sheets, student sign in sheets and surveys, counseling service data will be compiled and compared to data from the previous year a 20% increase is anticipated.

#### **Additional Funding Request: \$**

### **Evaluation Findings**

The percentage of students using counseling services showed a marked increase from the 2006-2007 academic year. According to records obtained from the Advisement/Retention Counselor activity logs, 244 students have utilized counseling services during the 2007-2008 academic year, thus showing an increase of 76% which

exceeded the goal of 20%. Counseling services were provided to students based on their individual needs according to several assessment tools: Noel-Levitz College Student Inventory (CSI), Early Alert System, and the Retention Management Survey. The Advisement/Retention Counselor has worked very closely with Valley Street instructors to provide assistance to "at risk" students in the form of individual as well as group counseling (Student Success Workshops). 85% of students reported being satisfied with counseling services.

### **Use of Findings**

Activity I continues to strive to provide comprehensive services to meet the needs of our students. While the early alert system has been successful, we have identified a need for even earlier identification of potentially "at risk" students, in order to provide intensive supportive services which will foster student confidence and success. In order to improve the retention rate of Valley Street Campus students, Activity I is currently planning early contact with students who have been accepted into the Practical Nursing program. We will assess their needs and propose a case management approach with instructors to devise individualized success plans for those students identified "very high risk."

### **Goal 3**

Provide educational opportunities that include computer laboratory orientations, basic computer skills, internet search techniques, software application usage and practice certification examinations.

### **Relationship to College Goals/Mission**

#### **Student Success**

- Deliver services needed to help students succeed.

#### **College Capacity**

- Strengthen and enhance the College's operations and human, financial and physical resources.

#### **Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

College Mission: This goal directly relates to the College's mission of offering quality education in both technical and academic fields to all citizens within its service area. The goal also promotes delivering services needed to help students succeed and providing student-centered teaching in a technology enhanced learning environment.

### **Objective or Educational Outcome 1**

Improve by 5% the student proficiency outcomes taught in network literacy and computer application training sessions.

**Assessment**

Students utilizing the computer laboratory will attend a computer laboratory session which will be validated by student sign in sheets.

A 5% increase in student proficiency will occur in training session in which network literacy and computer applications are taught. Comparison data will be obtained using the results of pre and post surveys.

**Additional Funding Request: \$****Evaluation Findings**

A computer lab orientation is required for all students utilizing the lab facilities on the Valley Street Campus. During the 2007-2008 reporting period, 100% of students participated in an orientation. Ten computer laboratory orientations have been conducted for the purpose of enabling students to become more proficient in gaining computer competence. During the orientation, rules for productively utilizing the campus computer lab are addressed along with the Institution's "Policies on Computer Use and Internet." Networked resources, if applicable to participants' course of study, are highlighted and resources such as the "Alabama Virtual Library" are discussed along with the Institution's "Student Online System." Successful log-in procedures to allow access into WebCT, Tegrity sessions, and the student e-mail are also addressed. Subject specific software applications are reviewed and guidance is provided for online study portals required by two of the programs. Pre and post survey material is available for two Internet workshops showing an improvement of 37% for the first and 11% for the second workshop.

**Use of Findings**

The Valley Street Campus lacks adequate computer access. Students are presently sharing one laboratory on campus for all programs. Additionally, this lab is a multiuse lab available to faculty for scheduled class instruction and for conducting certification examinations and reviews. With the recent wireless infrastructure in place, the campus will have the capability to offer anytime/anywhere access. However, most students and faculty do not have access to wireless laptop technologies. As an attempted solution, a wireless laptop initiative grant was proposed and if funded, will be a solution to this deficiency.

**User:guest****Unit**

Strengthening HBCU Title III Program





## Gadsden State Community College

## Strategic Plan Evaluation

**Unit:** Student Activities **Year:** 2007-2008

**Person Responsible:** Judy Hill

**Cabinet Member:** Valerie Richardson **Approved**

**Mission Statement:**

The primary mission of Student Activities is to implement a college-wide system of activities and events enriching lives of students through a broad array of special interests including social, recreational, developmental, and multicultural issues.

**Long Range Goals:**

- 1 Implement campus-wide events to attract and include all populations of the student body.
- 2 Implement campus-wide events to enhance personal, social, and recreational development of students.
- 3 Identify and equip a location at each instructional site for student identity, relaxation, and small group meetings.
- 4 Increase student participation in SGA governance and campus-wide events.
- 5 Develop a sense of collegial cohesiveness and strengthen "Cardinal spirit" among students and faculty/staff at all campuses.
- 6 Expand/improve the system of student identification cards and faculty/staff badges at all instructional sites.
- 7 Provide an information source for students seeking scholarship information to transfer institutions.
- 8 Generate a connection and expectation among students to continue association with GSCC through the Alumni Association.
- 9 Support the Miss Gadsden State Pageant.

**Goal 1**

To offer a broad spectrum of programs and events to provide opportunities for educational, personal, and professional advancement.

**Relationship to College Goals/Mission****Student Success**

- Provide a student-centered teaching and learning environment.

**Student Success**

- Deliver services needed to help students succeed.

**Workforce Development**

- Serve as a partner in shaping and achieving the region's economic and community development vision.

**College Capacity**

- Strengthen and enhance the College's operations and human, financial and physical resources.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

College Mission: "... provides all its students with opportunities for educational, personal, and professional advancement."

**Objective or Educational Outcome 1**

Students will be satisfied with the social, cultural, and co-curricular activities and events offered at the college.

**Assessment**

In the On-line Student Evaluation of Campus and Services Survey, student responses of agreement will be 90% or higher for items related to satisfactory social activities, cultural growth, and out-of-class experiences (Questions 53, 54, and 55).

**Additional Funding Request: \$****Evaluation Findings**

The On-line Student Evaluation of Campus and Services indicates that students were satisfied with the social, cultural, and co-curricular activities and events offered at GSCC. Items 53, 54, and 55, show a satisfaction response rate of 95%, 92%, and 91%, respectively.

**Use of Findings**

The majority of events and activities for students will continue to be implemented.

SGA, which acts as a student programming body, will amend and add to the calendar of events according to popular ideas and trends among students.

**Goal 2**

Students will develop leadership and civic responsibility values and skills.

**Relationship to College Goals/Mission****Student Success**

- Provide a student-centered teaching and learning environment.

**Student Success**

- Deliver services needed to help students succeed.

**Workforce Development**

- Serve as a partner in shaping and achieving the region's economic and community development vision.

**College Capacity**

- Strengthen and enhance the College's operations and human, financial and physical resources.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

College Mission: Continued cooperation with civic, business, and industrial leaders strengthens the ties between the College and these communities.

**Objective or Educational Outcome 1**

Students will exhibit leadership and civic responsibility through college clubs.

**Assessment**

Students involved in college organizations will successfully conduct at least one national civic/charity campaign each semester and at least one local civic/charity each month, September through April.

**Additional Funding Request: \$****Evaluation Findings**

An example of a national civic/charity event for Fall 2007 semester was the Junior Achievement Bowling Classic in which SGA sponsored a team and raised money for Junior Achievement Clubs.

An example of a national civic/charity event for Spring 2008 semester was that some students from the International Club formed an ad hoc committee to raise funds to send to Chinese earthquake relief. Cash and change donations boxes on campus and across the city raised approximately \$1,200 which was donated to the Red Cross and Samaritan's Purse specifically for Chinese earthquake relief efforts.

Examples of charity and/or civic events for each month are as follows:

September - SGA sponsored a Red Cross Blood Drive in Gadsden

October - SGA sponsored Red Cross Blood Drives at McCellan and Ayers  
November- BCM sponsored an Auburn vs. Alabama Food Drive  
December - SGA and Miss GSCC participated in three Christmas Parades  
January - Ambassadors assisted with set up and tear down of Transfer College Day Exhibits  
February - Ambassadors served refreshments at Go Red for Heart  
March - SGA sponsored a Red Cross Blood Drive in Gadsden  
April - SGA sponsored Red Cross Blood Drives for McClellan and Ayers

### **Use of Findings**

Students are promoting civic and charity events throughout the year. The campus culture should be one of awareness and commitment to community service. New and more extensive projects will be sought to continue this worthy effort.

### **Goal 3**

Leadership development opportunities at the college will be expanded to include a workshop/seminar series for interested students.

### **Relationship to College Goals/Mission**

#### **Student Success**

- Provide a student-centered teaching and learning environment.

#### **Student Success**

- Deliver services needed to help students succeed.

#### **Workforce Development**

- Serve as a partner in shaping and achieving the region's economic and community development vision.

College Mission: Education is the means by which individuals can achieve their fullest potential, thereby making their greatest contribution to society. GSCC reaches out to challenge and inspire them to exceed their own expectations.

### **Objective or Educational Outcome 1**

Students will have opportunity to learn leadership qualities and skills from motivation and leadership experts.

#### **Assessment**

Ten or more students will participate in at least seven select leadership workshop/seminars at the college during the 2007-2008 academic year.

#### **Additional Funding Request: \$3000.00**

This would provide college sponsorship of a national satellite speaker series.

#### **Evaluation Findings**

One hundred fifty-five students from GSCC paid national dues to join the National Society of Leadership and Success. Sixty students completed membership requirements in the charter year and were inducted into the organization. Fourteen leadership seminars were conducted, and seven motivational speaker presentations were presented six to nine times each. If the numbers of participants are combined for the leadership seminars and each of the motivational speakers, the goal of 10 participants for the level of the program was successfully attained.

#### **Use of Findings**

The National Society of Leadership and Success had a very successful first year. Improvements for the second year include stressing to students to consider the membership requirements before paying national dues to be certain they are interested in joining the national chapter as opposed to the local chapter. The total number of participants will probably be considerably smaller, but the percentage of completion of membership requirements should be greatly increased.

It is imperative that the Student Activity budget be improved to promote this organization and other similar efforts. The payment of institutional dues (\$2800) and materials (extensive duplication, travel, and induction ceremonies) to sponsor this organization detract significantly from activities for all students.

**User:guest**

**Unit**

Student Activites



## Gadsden State Community College

## Strategic Plan Evaluation

**Unit:** Student Support Services **Year:** 2007-2008

**Person Responsible:** Dale Hill

**Cabinet Member:** Valerie Richardson **Approved**

**Mission Statement:**

The mission of the Student Support Services (SSS) Program is to provide individuals with the opportunity for continued intellectual development of academic, technical, career, and social skills.

**Long Range Goals:**

- 1 Purchase additional computers for computer laboratory.
- 2 Increase computer literacy among Student Support Service participants.
- 3 Increase assistive technology purchases for students with disabilities.

**Goal 1**

To provide supportive services to eligible students to increase their retention, transfer, and graduation rates.

**Relationship to College Goals/Mission****Student Success**

- Deliver services needed to help students succeed.

**Objective or Educational Outcome 1**

To ensure that the students accepted as participants in the SSS project will persist (or will graduate or transfer) according to the following percentage: (fall to fall) 60% from the 1st cohort year to the 2nd cohort year, and 40% from the 2nd cohort year to the 3rd cohort year.

**Assessment**

A computerized database is kept identifying the participants, their cohort or semester of beginning in the program, and status of whether they return the next fall. Grant staff check the enrollment the following fall in order to track how many students persist.

**Additional Funding Request:** \$

**Evaluation Findings**

At least 60 % of the students graduated, transferred or persisted from the first cohort year to the second. At least 40% of the students graduated, transferred or persisted from the second cohort year to the third cohort year. Sixty-one (61) percent graduated or transferred and another 22% persisted so over 83% graduated, transferred, or persisted.

**Use of Findings**

SSS will continue services to assist students with their academic success. Academic advisement, transfer assistance, workshops, seminars, cultural events, disability accommodations, tutorial services, mentor services, and computer lab assistance will continue to be offered.

**Objective or Educational Outcome 2.**

Graduation rates of SSS students--To ensure that at least 40% of each project year's cohort will graduate or transfer in three years.

**Assessment**

A database will be kept identifying the SSS students who graduate or transfer.

**Additional Funding Request: \$****Evaluation Findings**

At least 40% of the students from the 2004-2005 cohort year graduated or transferred. Forty-six (46) out of ninety-three (93) which is 49.5% graduated and another eleven (11) were transfer only. This gave a total of fifty-seven (57) or sixty-one (61) percent.

**Use of Findings**

This objective was successfully completed, SSS will continue with many of the same techniques in order to continue academic success. SSS will continue to host workshops and seminars on study skills, academic program of study, and transfer. Students with an academic need will be encouraged to get a tutor. Transfer advisement and trips will be offered. Representatives from four year institutions will be available throughout the year in the SSS office. Students grades will be monitored. Postcards have been sent out to gather updated statistics on student transfer.

**Goal 2**

To provide services to aid low-income students, first generation students and students with disabilities to be successful at GSCC.

**Relationship to College Goals/Mission****Student Success**

- Deliver services needed to help students succeed.

**Objective or Educational Outcome 1.**

To ensure that at least 75% of the SSS participants achieve at least 2.2 on a 4.0 scale by

providing them with individualized academic and tutorial services.

**Assessment**

Grade point averages of the SSS students will be collected and compared to the standard.

**Additional Funding Request: \$**

**Evaluation Findings**

Over seventy-five percent (75%) of the SSS participants achieved at least a 2.2 grade point average on a 4.0 scale. Eighty-one percent (81%) of the SSS participants achieved at least a 2.2 GPA on a 4.0 scale.

**Use of Findings**

Since this goal was obtained, SSS will continue with services such as academic advising and tutorial services. SSS will continue to get progress reports from the faculty and follow up with the students on their academic progress.

**Objective or Educational Outcome 2.**

To ensure that at least 85% of the SSS participants will pass with a grade of "Satisfactory" in developmental level courses.

**Assessment**

A database will be maintained to track the students in developmental level courses and their grades.

**Additional Funding Request: \$**

**Evaluation Findings**

Only 77% of the students were successful in developmental level classes.

**Use of Findings**

Because of difficulty in achieving this goal additional math and English instructors will be available for the developmental courses. Students will be encouraged to use the computer labs more and to get tutoring earlier in the semester.

**Goal 3**

To provide services to eligible students to enhance their technology skills.

**Relationship to College Goals/Mission****Student Success**

- Deliver services needed to help students succeed.

**Objective or Educational Outcome 1.**

To ensure that at least 85% of SSS participants will indicate on an assessment that they can use email, the Internet, the GSCC on-line student system, STARS computerized transfer guide, and that they possess basic computer literacy.

**Assessment**

SSS participants will indicate they can use email, the Internet, the GSCC on-line student system, STARS transfer guide and basic computer literacy.

**Additional Funding Request:** \$

**Evaluation Findings**

96% of the SSS participants indicated that they can use email, the Internet, the GSCC on-line student system, STARS computerized transfer guide, and possess basic computer literacy.

**Use of Findings**

SSS will continue to conduct computer workshops and seminars. The workshops will include use of the Internet including WebCT, the GSCC on line system, transfer information, and basic computer literacy.

**User:**guest

**Unit**

Student Support Services



## Gadsden State Community College

## Strategic Plan Evaluation

**Unit:** Surgical Technology Program **Year:** 2007-2008

**Person Responsible:** Connie Meloun / Brenda Young

**Cabinet Member:** Jim Jolly     **Approved**

**Mission Statement:**

The Surgical Technologist Program of Gadsden State Community College strives to provide educational services that satisfy both the need in the College service area for surgical technologists at the certification level and the desire of the people who seek short-term career education. The surgical technologist program strives to assist the student in achieving the knowledge, skills, and professionalism to become a vital member of the allied health care team.

**Long Range Goals:**

- 1     Obtain accreditation from the Association of Surgical Technologist and CAAHEP
- 2     Develop relationships with new health care facilities to expand clinical opportunities
- 3     Develop a state-of-the art surgical technology lab
- 4     Update lab and classroom with computerized audio-visual equipment
- 5     Increase enrollment from 20 to 25 students per semester.
- 6     Hire an additional fulltime faculty member.

**Goal 1**

Provide graduates with knowledge and skills to perform surgical-operating room technology procedures safely and cometenly as an entry-level practitioner.

**Relationship to College Goals/Mission**

## Student Success

- Provide a student-centered teaching and learning environment.

## Student Success

- Deliver services needed to help students succeed.

## Workforce Development

- Serve as a partner in shaping and achieving the region's economic and community development vision.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

Students will perform competently and will safely assist in various surgical procedures.

**Assessment**

Employer Survey: At least 90% of the employers of the Surgical Technology Program graduates will indicate "agree" or "strongly agree" that the graduate performs competently and safely as an entry level surgical/operating room technician.

**Additional Funding Request: \$3000.00**

Attend Association of periOperative Room Nurses congress and the Association of Surgical Technologist confrence

**Evaluation Findings**

Telephone and personal interviews with perioperative nurse managers reveal 100% agree the graduates perform competently and safely.

**Use of Findings**

Faculty should continue to attend seminars to gather information regarding new technologies and techniques to disseminate to students.

**Objective or Educational Outcome 2**

Faculty will be provided access to educational methodologies and techniques related to surgical/operating room technology.

**Assessment**

End of Course and End of Program Surveys: 90% of students will indicate "agree" or "strongly agree" that instructor was well prepared for subject matter taught. On Health Science Resource Survey: 100% of faculty will indicate "agree" or "strongly agree" they had an opportunity to participate in a professional development activity that would assist in their teaching assignments.

**Additional Funding Request: \$1000 (Voc Tech)**

Travel, hotel, registration, meal expenses for conference/workshop/seminar

**Evaluation Findings**

On the Student Evaluation of Faculty, 90% indicate the instructor was well prepared for the subject matter.

On Health Science Resource Survey 100% of surgical technology faculty indicate having had the opportunity to participate in professional development activity that would assist in their teaching assignments.

**Use of Findings**

Continue to secure funding for faculty professional development..

**Objective or Educational Outcome 3**

Achieve a high program completion rate.

**Assessment**

The program will achieve a 15% attrition rate by the end of the academic year.

**Additional Funding Request: \$****Evaluation Findings**

For the academic year 2007-2008 a total of 32 students were admitted to the program. Of this number, 10 students have graduated and eight students are still in progress which results in an attrition rate of 44% which of course does not meet our assessment measure.

**Use of Findings**

The program faculty will continue to work with the Department of Post-Secondary regarding a common curriculum as well as applications requirements. Students who have below a 75% average for each surgical technology course is reported on the Health Sciences Division Attrition Report. Information as to how the instructor is assisting the student to be successful is also included on this report. Will look at using Tegrity as a means of students having access to review material presented in class and/or lab.

**Goal 2**

Produce graduates who meet the needs of the community.

**Relationship to College Goals/Mission****Student Success**

- Provide a student-centered teaching and learning environment.

**Student Success**

- Deliver services needed to help students succeed.

**Workforce Development**

- Serve as a partner in shaping and achieving the region's economic and community development

vision.

Community Awareness

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

Graduates will become members of the community workforce in surgical/operating room technology.

**Assessment**

Graduate Survey: 90% of graduates seeking employment will be employed in a surgical/operating room technology position within six months of graduation.

**Additional Funding Request: \$**

**Evaluation Findings**

Of respondents to the Graduate Survey, only 100% of graduates were employed in the surgical/operating room area.

**Use of Findings**

Strongly encourage graduates to respond to "Graduat Survey".  
Encourage students to attend Health Career Job Fair held by the school annually.

Continue dialogue with employers to obtain feedback regarding skills desired for future employees.

**Goal 3**

Continue to work with the department of Postsecondary to standardize the surgical/operating room technology curriculum/program statewide.

**Relationship to College Goals/Mission**

Student Success

- Provide a student-centered teaching and learning environment.

Student Success

- Deliver services needed to help students succeed.

Community Awareness

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

Participate in the Postsecondary curriculum/program standardization process.

**Assessment**

The program instructor will participate in 75% of the meetings related to curriculum and program standardization.

**Additional Funding Request: \$800.00**

Monies for travel for curriculum meetings

**Evaluation Findings**

100% of meeting held attended this academic year.

**Use of Findings**

Postsecondary curriculum/program standardization meetings are ongoing.  
Faculty also looking at "best practices" from surgical/operating room technology programs across the nation.

**User:guest**

**Unit**

Surgical Technology Program



## Gadsden State Community College

## Strategic Plan Evaluation

**Unit:** Technical Programs **Year:** 2007-2008

**Person Responsible:** Tim Green

**Cabinet Member:** President **Approved**

**Mission Statement:**

The Technical Division's mission is to provide a wide range of opportunities for students to acquire the education and skills necessary to fill the ever-increasing need for a highly-qualified workforce in Alabama. Offering short-term, non-credit Skills Training Division programs, Adult Education (GED preparation), short-certificate and full-certificate programs and Associate in Applied Science degrees allows students and employers to choose the program and certification or education level that best meets their needs.

**Long Range Goals:**

- 1 Continue to increase enrollment in credit and non-credit programs.
- 2 Continue to increase course offerings and enrollment in Continuing Education programs.
- 3 Increase the number of businesses and employees served through Alabama Technology Network (ATN)-Gadsden.
- 4 Continue to foster relationships with business and industry to provide them with qualified graduates to meet their needs.
- 5 Continue strengthening partnerships with secondary school systems through articulation and through more unique partnerships such as with the Gadsden City School system in providing high school instructional facilities.

**Goal 1**

Increase awareness of technical career opportunities among middle and high school students in Calhoun and Etowah Counties.

**Relationship to College Goals/Mission****Student Success**

- Deliver services needed to help students succeed.

**Workforce Development**

- Serve as a partner in shaping and achieving the region's economic and community development vision.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

Career Transition Specialists located regularly in Calhoun County high schools will acquaint students with high-growth, high-demand career technical opportunities available.

**Assessment**

Maintain statistics on the number of classroom presentations made and the number of students served through one-on-one meetings.

**Additional Funding Request: \$**

**Evaluation Findings**

Classroom presentations in Calhoun County high schools during the 2007/2008 school year totaled 684. One-on-one student meetings totaled 809.

**Use of Findings**

Career Transition Specialists will continue to develop new presentations for classroom delivery, and a google docs website has been set up so that Specialists can easily share presentations with each other. Additional sources for guest speakers for the classroom will be identified.

The Career Transitions program has been a tremendous success; however, its existence and success is dependent upon and subject to outside funding.

**Objective or Educational Outcome 2**

Career Transition Specialists located regularly in Gadsden City and Etowah County high schools will acquaint students with high-growth, high-demand career technical opportunities available.

**Assessment**

Maintain statistics on the number of classroom presentations made and the number of students served through one-on-one meetings.

**Additional Funding Request: \$260,000**  
Community Based

**Evaluation Findings**

Classroom presentations in Gadsden City and Etowah County high schools during the 2007/2008 school year totaled 723. One-on-one student meetings totaled 618.

**Use of Findings**

Career Transition Specialists will continue to develop new presentations for classroom delivery, and a google docs website has been set up so that Specialists can easily share

presentations with each other. Additional sources for guest speakers for the classroom will be identified.

The Career Transitions program has been a tremendous success; however, its existence and success is dependent upon and subject to outside funding.

## **Goal 2**

Increase the number of individuals served/trained through the Skills Training Division.

### **Relationship to College Goals/Mission**

#### **Student Success**

- Provide a student-centered teaching and learning environment.

#### **Student Success**

- Deliver services needed to help students succeed.

#### **Workforce Development**

- Serve as a partner in shaping and achieving the region's economic and community development vision.

#### **Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

### **Objective or Educational Outcome 1**

Increase awareness among local business and industry of the comprehensive, flexible, inexpensive training options offered through the Skills Training Division.

#### **Assessment**

Maintain statistics on Skills Training Division participants to monitor success through increased enrollment.

#### **Additional Funding Request: \$**

#### **Evaluation Findings**

Enrollment in the Skills Training Division increased by 6%.

#### **Use of Findings**

The Course and Instructor Evaluation collected from all students resulted in 100% favorable rating for all questions pertaining to the quality, cost and achievement of goals by answering either "Strongly Agree" or "Agree." Maintaining and improving student satisfaction with quality, cost and achievement of goals levels will permeate business and industry as these students are hired. The results will also be presented to the advisory committees made up of local business and industry representatives to further increase awareness of the program's value and successful results.

**Objective or Educational Outcome 2**

Foster partnerships with local business and industry to better address industry-specific training needs.

**Assessment**

Maintain statistics on Skills Training Division participants to monitor success through increased enrollment.

**Additional Funding Request: \$****Evaluation Findings**

The Skills Training Division increased local business and industry partnerships by 25%, contributing to the 6% increase in enrollment.

**Use of Findings**

According to student records, 81% of Skills Training students became employed within 3 months of completing training. Maintaining and improving program quality demonstrated through these students' on-the-job performance will further promote the effectiveness of the Skills Training Division programs with local business and industry. Statistics on Skills Training Division student employability will be presented to the advisory committees made up of local business and industry representatives to further increase awareness of the program's value and successful results.

**Goal 3**

Increase the number of individuals served through the Continuing Education Division.

**Relationship to College Goals/Mission****Student Success**

- Provide a student-centered teaching and learning environment.

**Student Success**

- Deliver services needed to help students succeed.

**Workforce Development**

- Serve as a partner in shaping and achieving the region's economic and community development vision.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

Expand and enhance the Continuing Education Division's personal enrichment workshops and classes to address a wider range of community interests.

**Assessment**

Maintain statistics on Continuing Education Division participants to monitor success through increased enrollment.

**Additional Funding Request: \$**

**Evaluation Findings**

Enrichment workshops and classes were actually streamlined to eliminate courses consistently showing little interest while increasing workshops and classes offered for those areas with high interest levels, resulting in an increase in the number of classes taught by 20%.

**Use of Findings**

The determining factor for success should be relevant courses rather than course offerings. The Continuing Education department will continue to evaluate the relevancy of classes and explore new class offerings to better serve the public within this service area.

**Objective or Educational Outcome 2**

Expand and enhance the educational experiences of the Kids' College program at both the Ayers and Gadsden Campuses.

**Assessment**

Maintain statistics on Continuing Education Division Kids' College participants to monitor success through increased enrollment.

**Additional Funding Request: \$**

**Evaluation Findings**

Additional educational field trips along with expanded science and art class offerings served 1,284 participants during the Spring and Summer Kids College programs on the Ayers and Gadsden Campuses. Kid's College enrollment at the Gadsden campus decreased slightly by 3% while a 26% increase in Kids College participants was realized at the Ayers campus.

**Use of Findings**

In addition to the expanded educational field trips and science and art class offerings, a change in the drop-off and pick-up schedule contributed to the increased enrollment at the Ayers Campus. The new schedule will be adhered to for all future Ayers Campus Kid's College programs. The increase in enrollment supports the fact that there is an increased need for childcare in the Calhoun County area.

Contributing factors to the decrease on the Gadsden campus includes the deteriorating condition of the economy, particularly with price of gas. Most families did not go to other childcare programs but actually enlisted the help of family members for childcare. In addition, the Youth College program was not offered due to the inability to find qualified instructors for this age group. Efforts will be made to reinstate this program in the future.

**Goal 4**

Increase the number of individuals served through the Alabama Technology Network-Gadsden (ATN) and Training for Business and Industry (TBI).

**Relationship to College Goals/Mission****Student Success**

- Deliver services needed to help students succeed.

**Workforce Development**

- Serve as a partner in shaping and achieving the region's economic and community development vision.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

Expand and enhance training for local businesses and industries to better serve existing and future industries.

**Assessment**

Maintain statistics on businesses and individuals served through ATN-Gadsden/TBI to monitor success through increased participation.

**Additional Funding Request: \$**

ATN Budget (Outside Source)

**Evaluation Findings**

The number of specialized courses and training as summarized by the Instructional Activity Reports indicates that the number of training courses provided by ATN/GSCC increased by 22%, and the number of individuals served increased by 9.6%. Customized training was offered in the areas of industrial maintenance to include maintenance assessments and welding skills assessment courses as well as quality control employee training.

**Use of Findings**

The data will be evaluated to identify the types of industries that were served to

continue to provide recurring employee training opportunities for established clients as well as assist in seeking new clients.

### **Objective or Educational Outcome 2**

Foster partnerships to better address local industry-specific training needs through the ATN-Gadsden/TBI Divisions.

### **Assessment**

Maintain statistics on businesses and individuals served through ATN-Gadsden/TBI to monitor success through increased participation.

### **Additional Funding Request: \$**

### **Evaluation Findings**

Monthly project reports indicate successful continuation of industry training partnerships between ATN and the AFL-CIO and others. The overall number of specialized courses and training provided by ATN/GSCC increased by 22%, and the number of individuals served increased by 9.6%. In direct response to industry needs, customized training offerings were expanded to include maintenance assessments, welding skills assessment courses, and quality control employee training.

### **Use of Findings**

The data will be evaluated to identify the types of industries that were served to provide new and recurring employee training opportunities that will generate a larger client network and increase awareness of the ATN as a state-wide training resource for industry.

## **Goal 5**

Strengthen partnerships with secondary school systems to enhance high school student learning experiences and encourage increased participation in higher education.

### **Relationship to College Goals/Mission**

#### **Student Success**

- Provide a student-centered teaching and learning environment.

#### **Student Success**

- Deliver services needed to help students succeed.

#### **Workforce Development**

- Serve as a partner in shaping and achieving the region's economic and community development vision.

#### **Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

Secure outside funds to construct a new facility to accommodate both high school and college student Automotive Service Technology instruction and training.

**Assessment**

Successfully securing outside funds and constructing a new Automotive Service Technology facility.

**Additional Funding Request:** \$3.5 million  
Community Based

**Evaluation Findings**

Two state allocations totaling \$1,175,000 (\$950,000 and \$225,000, respectively) have been secured toward construction of a new Automotive Service Technology instruction and training facility. One industry grant proposal in the amount of \$250,000 is pending.

**Use of Findings**

The pursuit of additional state allocations and other outside funding will continue. Construction plans will be re-evaluated to determine if revisions can be made to lower construction costs without compromising original objectives.

**Objective or Educational Outcome 2**

Assist high school counselors in assessing student abilities and interests for career options and encouraging and promoting higher education.

**Assessment**

Maintain statistics on Career Transition Specialists' high school activities and assistance initiatives that include career assessment and choices as well as guidance in transitioning from high school to college or career.

**Additional Funding Request:** \$

**Evaluation Findings**

Total Career Assessments completed during the 2007/2008 school year totaled 337. On-line college applications completed by students totaled 463.

**Use of Findings**

Career Transition Specialists will foster and develop the partnerships with high school faculty and staff so that teachers become comfortable with the Specialists and their role, allowing them access to more students. Career Transition Specialists will look for additional ways to meet one-on-one with the students.

The Career Transitions program has been a tremendous success; however, its existence and success is dependent upon and subject to outside funding.

**User:guest**

**Unit**

Technical Programs



## Gadsden State Community College

## Strategic Plan Evaluation

**Unit:** Therapeutic Massage **Year:** 2007-2008

**Person Responsible:** Connie Meloun / Josh Olander

**Cabinet Member:** Jim Jolly     **Approved**

**Mission Statement:**

The mission of the Therapeutic Massage Program is to provide educational services that satisfy the needs of students enrolled in a short term career education program and that provides the appropriate coursework to meet the requirements for the National Certification Board for Therapeutic Massage and Bodywork as well as the Alabama Board of Massage Therapy. The faculty is dedicated to providing and incorporating the most current knowledge and technology in the preparation of therapeutic massage therapists. Included in the mission is the provision for continuing education, professional development and personal enrichment for massage therapists as well as for other health care professionals.

**Long Range Goals:**

- 1     Obtain program accreditation from Commission on Massage Therapy Accreditation.
- 2     Obtain approval by the National Certification Board for Therapeutic Massage and Bodywork as a provider for continuing education.
- 3     Expand existing facilities to enable the program to offer additional training to an increasing number of therapeutic massage students.
- 4     Offer daytime classes on the Wallace Drive Campus in addition to the evening classes currently offered.
- 5     Inquire as to the benefits of program membership for the following organizations: Associated Bodywork and Massage Professionals and the American Massage Therapy Association.

**Goal 1**

Provide students with knowledge and skills to competently and safely perform therapeutic massage techniques as entry level massage therapists.

**Relationship to College Goals/Mission**

Student Success

- Provide a student-centered teaching and learning environment.

Student Success

- Deliver services needed to help students succeed.

#### Community Awareness

- Build a reputation that documents and promotes the strengths of the College.

### **Objective or Educational Outcome 1**

Graduates will perform competently in various settings by demonstrating appropriate professional behavior and therapeutic massage techniques on clients.

#### **Assessment**

A. Student Clinical Evaluation: 90% of students will successfully complete clinical skills evaluations at a 75% pass rate. B. Graduate and Employer Surveys: 90% of all surveys returned will indicate "agree" or "strongly agree" that the graduate performs competently and professionally. C. Laboratory Skills Evaluation: 90% of students will successfully complete lab skills assessments at a 75% pass rate.

**Additional Funding Request:** \$1,500 (Program Budget/Voc Tech)  
DVD's and videos to assist in the teaching of various massage modalities

#### **Evaluation Findings**

- A. 97% of students successfully completed clinical skills at a 75% pass rate.
- B. No data available
- C. 97% of students successfully completed lab skills validations at a 75% pass rate.

#### **Use of Findings**

Students are doing well in skills labs and in the clinical setting. Students validating in skills must pass each skills validation with a 75% before they can progress to the next skill. Therefore some of the students may not pass the skills validation on the first attempt, but are able to pass after further practice and guidance. Difficult to have more than 9 students in the Ayers lab and 12 students in the Wallace Drive lab due to lack of physical space. Faculty will discuss whether or not to raise the pass rate in labs and clinics.

Graduate and employer evaluations were not consistently mailed at the appropriate times for these to be completed. Health Science Asst Dean will designate the clerical staff who works part-time in the Therapeutic Massage Program to be in charge of doing the survey mailings at the appropriate times each semester, and to gather the data for submission to the Therapeutic Massage faculty.

It will be emphasized to students by faculty how important it is for students to complete surveys after completing the program.

### **Objective or Educational Outcome 2**

Faculty will be provided access to current methodologies and techniques associated with therapeutic massage.

#### **Assessment**

On End of Course and End of Program Surveys: 90% of the students will indicate

"agree" or "strongly agree" that instructors were well prepared for subject matter taught. On Health Science Resource Survey 100% of faculty will indicate "agree" or "strongly agree" they had an opportunity to participate in a professional development activity.

**Additional Funding Request: \$4,200**

Voc tech, program budget, margin of excellence grant for professional development activities.

**Evaluation Findings**

Do not have data for "End of Course" or "End of Program" for this time frame.

Of the two instructors who submitted the Health Science Resource Surveys, neither agreed or strongly agreed they had an opportunity to participate in a professional development activity.

**Use of Findings**

A faculty person teaching a Therapeutic Massage course will be responsible of ensuring that students complete an "End of Course" survey at the completion of each course.

A faculty person at each campus on which Therapeutic Massage is taught will be assigned the task of ensuring that students complete the "End of Program" survey at the end of the program.

Data from the aforementioned surveys will be collected and evaluated.

There were not specific Therapeutic Massage professional development activities funded by the school for this academic year. Instructors were able to attend college-wide professional development activities as well as a division-wide professional development activity related to test item writing.

Faculty will be encouraged to submit proposals to the Professional Development and/or Margin of Excellence group requesting monies for professional development activities specific to massage therapy. There are no out-of-state travel funds for the 2008-2009 academic year in any of the Health Science program budgets.

**Objective or Educational Outcome 3**

Attend Alabama Board of Massage Therapy meetings to be aware of any changes in policies and procedures and to have up-to-date information for students.

**Assessment**

A representative from the GSCC Therapeutic Massage Program will attend at least three of the four Alabama Board of Massage Therapy quarterly meetings.

**Additional Funding Request: \$500 (Program Budget)**

Travel expenses

**Evaluation Findings**

Benchmark not met. Lance Gilliland has attended two quarterly Alabama Board of Massage meetings (50%).

**Use of Findings**

We will continue to support faculty's participation the the Alabama Board of Massage

Therapy so as to stay updated on board decisions as well as to have input.

## **Goal 2**

Provide students with knowledge, skills, and opportunities to engage in problem solving and critical thinking related to massage therapy.

### **Relationship to College Goals/Mission**

#### **Student Success**

- Provide a student-centered teaching and learning environment.

#### **Student Success**

- Deliver services needed to help students succeed.

#### **Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

### **Objective or Educational Outcome 1**

Students will be able to assess needs and perform appropriate therapeutic massage on individual clients.

#### **Assessment**

90% of students will attain a 75% average in all therapeutic massage courses to be successful. 90% of students will successfully complete all massage validations at a 75% pass rate. On Graduate and Employer Surveys: 90% of respondents will indicate "agree" or "strongly agree" related to graduates being prepared to assess client needs and perform appropriate massages.

**Additional Funding Request:** \$3,000 (Program Budget/Voc Tech)  
Massage Tables; Bedside Tables; Spa Related Equipment

#### **Evaluation Findings**

The percentage of students attaining a 75% average for massage therapy courses are as follows:

MSG 100 -- 74%  
MSG 101 -- 97%  
MSG 102 -- 94%  
MSG 111 -- 81%  
MSG 112 -- 86%  
MSG 113 -- 100%  
MSG 114 -- 100%  
MSG 120 -- 95%  
MSG 121 -- 100%  
MSG 130 -- 91%  
MSG 156 -- 79%  
MSG 160 -- 100%

97% of students completed all massage validations at a 75% pass rate.

No data for graduate and employer surveys.  
MSG 130 --

#### **Use of Findings**

The following courses did not meet the benchmark of at least 90% of students passing the course with at least a 75% average: MSG 111 -- Anatomy and Physiology; MSG 112 -- Kinesiology I; MSG 156 -- Career and Professional Development. Massage Therapy faculty will look at these results and determine if benchmark is set too high for these courses; or what faculty can plan and implement to ensure that more students pass the courses without sacrificing the information that students must learn.

#### **Objective or Educational Outcome 2**

Students will be closely observed in lab and clinics for instructional and safety purposes.

#### **Assessment**

Per Assistant Dean's scheduling, there will always be a qualified instructor and lab assistant available for each lab and clinic.

#### **Additional Funding Request: \$3,000**

To pay for lab assistants to assist with all labs and clinic activities.

#### **Evaluation Findings**

All labs and clinics had an instructor and lab assistant available to observe and assist students.

#### **Use of Findings**

We will continue with this benchmark to ensure safety of faculty, staff, students and clients as well as to contribute to the learning process of students.

### **Goal 3**

Maintain Alabama Board of Massage Therapy approval.

#### **Relationship to College Goals/Mission**

##### **Student Success**

- Provide a student-centered teaching and learning environment.

##### **Student Success**

- Deliver services needed to help students succeed.

##### **Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

Abide by the Alabama Board of Massage Therapy's standards in program content.

**Assessment**

Issuance of renewal of annual program license by the Alabama Board of Massage Therapy.

**Additional Funding Request:** \$

**Evaluation Findings**

Therapeutic Massage Program has been issued renewal of annual program license by the Alabama Board of Massage Therapy through May 2009.

**Use of Findings**

The Therapeutic Massage Program will continue to abide by the policies and standards of the Alabama Board of Massage Therapy.

Graduates of the Therapeutic Massage Program have been approved by the State of Tennessee and the State of Georgia to obtain license as massage therapists in those states.

**Objective or Educational Outcome 2**

Meet Alabama Board of Massage Therapy's standards related to qualified therapeutic massage instructors.

**Assessment**

100% of instructors who teach massage labs and clinics will have evidence of Alabama Massage License and License as a Massage Instructor in employee's personnel file.

**Additional Funding Request:** \$

**Evaluation Findings**

100% of instructors who teach massage labs and clinics have evidence of Alabama Massage License and License as a Massage Instructor in employees' personnel files.

**Use of Findings**

Will continue this benchmark to continue approval by the Alabama Board of Massage Therapy.

We have encourage several graduates of therapeutic massage program to not only obtain the Alabama Massage License but to become licensed as a massage therapy instructor in the future.

**Objective or Educational Outcome 3**

Attend Alabama Board of Massage Therapy meetings to be aware of any changes in policies and procedures and to be better informed regarding matters that come before the Board.

**Assessment**

A representative from the GSCC Therapeutic Massage Program will attend at least three of the four Alabama Board of Massage Therapy quarterly meetings.

**Additional Funding Request: \$**

Previously requested under Goal 1; Objective 3

**Evaluation Findings**

Benchmark not met. Lance Gilliland has attended two of the quarterly meetings of the Alabama board of Massage Therapy (50%).

**Use of Findings**

We will continue to support faculty's participation the the Alabama Board of Massage Therapy so as to stay updated on board decisions as well as to have input.

**Goal 4**

Students who successfully complete the Therapeutic Massage Program will be eligible to take either of the National Certification Exams for massage therapists.

**Relationship to College Goals/Mission****Student Success**

- Provide a student-centered teaching and learning environment.

**Student Success**

- Deliver services needed to help students succeed.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

Adhere to the National Certification Board of Therapeutic Massage and Bodywork (NCBTMB) curriculum content standards.

**Assessment**

Issuance of program code by NCBTMB

**Additional Funding Request: \$**

**Evaluation Findings**

Continue to have program codes for the Ayers Campus and Wallace Drive Campus Therapeutic Massage programs issued by the NCBTMB.

**Use of Findings**

Will continue to abide by the requirements of the NCBTMB so students will be eligible to take the national certification examination.

**Objective or Educational Outcome 2**

Maintain pass rate on NCBTMB licensure exams at or above state and national levels.

**Assessment**

90% of graduates who take either of the certification exams will pass on their first attempt.

**Additional Funding Request: \$****Evaluation Findings**

Of the 36 program graduates for the 2007-2008 academic year, 11 (Summer 2008 graduates) have not had time to take the certification exam; of the remaining 25 graduates, 11 have taken the national certification exam with 1 failure which equals a 91% passage rate for those students who have taken the certification exam.

**Use of Findings**

We will continue to encourage students to take the certification exam. We do realize that not all states require passage of the national certification exam to get a license as a massage therapist in those specific states. We will also continue to follow-up on any changes made to the exam and incorporate these changes into our curriculum/teaching/testing.

**Goal 5**

Continue to work with the Department of Post-Secondary to standardize the therapeutic massage curriculum/program state wide.

**Relationship to College Goals/Mission****Student Success**

- Provide a student-centered teaching and learning environment.

**Student Success**

- Deliver services needed to help students succeed.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

Participate in the Postsecondary curriculum/program standardization process.

**Assessment**

A massage instructor will participate in 95% of the meetings related to curriculum and program standardization.

**Additional Funding Request: \$1,500 (Program Budget)**

Monies for travel for curriculum meetings

**Evaluation Findings**

This benchmark has been met. Either one or more massage therapy instructors and/or lab assistants have attended every Postsecondary curriculum/program standardization meeting except for one that was cancelled and then held without our program instructors' knowledge.

**Use of Findings**

Our program will continue to give input into the curriculum/program standardization process as well as communicate any problems/issues/concerns once the implementation process begins.

**Goal 7**

Develop a mechanism for communication among students, instructors, massage professionals regarding current updates, employment opportunities etc.

**Relationship to College Goals/Mission****Student Success**

- Deliver services needed to help students succeed.

**Workforce Development**

- Serve as a partner in shaping and achieving the region's economic and community development vision.

**College Capacity**

- Strengthen and enhance the College's operations and human, financial and physical resources.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

Develop database of previous and currently enrolled students.

**Assessment**

Completion of data base of previous and current students.

**Additional Funding Request:** \$

**Evaluation Findings**

We currently have a database of currently enrolled students, students who have been enrolled in the past two years, and graduates of the program.

**Use of Findings**

We will continue to collect data on students enrolled in the program as well as program graduates. One important use of this data is to mail Graduate Surveys to program graduates as well as to notify graduates of upcoming continuing education offerings from our Therapeutic Massage Program at GSCC.

**Objective or Educational Outcome 2**

Develop a web-based forum for communication for students, members of massage organizations and professionals related to job postings, current massage updates and continuing education.

**Assessment**

Web-based forum is developed and maintained.

**Additional Funding Request:** \$

**Evaluation Findings**

A web-based forum has not yet been developed.

**Use of Findings**

Therapeutic Massage Faculty and Staff are still in the planning phase for this endeavor.

**Goal 8**

Develop a student organization for therapeutic massage students.

**Relationship to College Goals/Mission**

**Student Success**

- Deliver services needed to help students succeed.

**Workforce Development**

- Serve as a partner in shaping and achieving the region's economic and community development vision.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

Students will be able to be involved in community-based activities to inform the general public about massage therapy and opportunities in the field.

**Assessment**

A. Completion and approval of GSCC application for new organization. B. 30% of students will be involved in the organization the first year.

**Additional Funding Request: \$**

**Evaluation Findings**

A Therapeutic Massage Student Association has been organized and implemented on the Wallace Drive Campus in which 100% of students participate.

**Use of Findings**

Will plan and implement a student organization on the Ayers Campus.

The Therapeutic Massage Student Association will be involved in community activities as one of their projects.

**User:guest**

**Unit**

Therapeutic Massage



## Gadsden State Community College

## Strategic Plan Evaluation

**Unit:** Upward Bound Program-Ayers **Year:** 2007-2008

**Person Responsible:** Sharon McGruder

**Cabinet Member:** Valerie Richardson **Approved**

**Mission Statement:**

The purpose of Upward Bound (UB) is to guide and instruct students who are low income, first generation and/or disabled high school students (grades 9-12) to develop the skills necessary to successfully complete secondary education, and to assist them as they enter and complete a program of postsecondary education.

**Long Range Goals:**

1. To track the UB participants who complete the project, enter a postsecondary institution and continue at a postsecondary institution until they successfully complete postsecondary graduation.
2. To increase parental involvement in UB activities and to aid in the success of the program participants.

**Goal 1:**

The Ayers Campus Upward Bound will monitor the progress of all participants to aid in passing all portions of the Alabama High School Graduation Examination.

**Relationship to College Goals/Mission**

College Mission: The relationship is reflected in the Institutional Goal "to establish and maintain partnerships to respond to the needs of special populations within the community, and to use outreach initiatives to seek and encourage those who otherwise might not give serious consideration to postsecondary education."

**Objective or Educational Outcome 1:**

Eighty percent (80%) of all UB participants, who at the time of entrance into the project had an expected high school graduation date during the school year, will have achieved at the proficient level during high school on state assessments in reading/language arts and math.

**Assessment**

The UB director and advisor will monitor each participant's progress. To accomplish this: a. The UB director, UB advisor, and teachers will develop an individual

assessment plan for each participant. b. Participant's scores will be requested twice a year (once during the academic year and once during the summer session). c. Academic counseling and advising are provided according to each participant's grades and needs. d. Tutoring sessions will be provided as needed.

**Additional Funding Request: \$**

**Evaluation Findings**

One hundred (100%) of the UB participants graduated from high school. All four (4) of the seniors passed the state assessment test (Alabama High School Graduation Examination).

**Use of Findings**

This goal was accomplished. This information will be used to encourage the program participants to continue in the UB program. This information will also be helpful in the recruitment of new students for the program.

**Goal 2:**

The Ayers Campus Upward Bound participants will be retained in the program from one year to the next, until graduation from high school.

**Relationship to College Goals/Mission**

College Mission: The relationship is reflected in the Institutional Goal "to establish and maintain partnerships to respond to the needs of special populations within the community, and to use outreach initiatives to seek and encourage those who otherwise might not give serious consideration to postsecondary education."

**Objective or Educational Outcome 2:**

Eighty percent (80%) of 9th, 10th, and 11th grade project participants served during each school year will continue to participate in the Upward Bound Project during the next school year.

**Assessment**

The UB participants will be retained in the program from year to year or until a high school diploma is received. This is accomplished by: a. Documentation through attendance rosters. b. Evaluations submitted by instructors and participants. c. Integration of cultural, social, and recreational activities in the summer component. d. Use of stipends as an incentive.

**Additional Funding Request: \$**

**Evaluation Findings**

Of 50 participants ending the 2007-2008 year, there were 4 seniors. 38 of 46 students participants were retained. Eighty-three (83%) of the UB participants were

retained from the previous year.

### **Use of Findings**

This goal was accomplished. This information will be helpful in the recruitment of new students for the program. We have to be careful in making recruitment choices. Some of the reasons the students did not return were due to family economical situation (students have to work to help the household), student misconduct, others were unable to commit to the program expectations, ect. These reasons may be decreased with more emphasis being placed on program commitment and program completion. This could be stressed in the program contract information signed by each student at the time of the initial application and program orientation.

### **Goal 3:**

The Ayers Campus Upward Bound will stress the need for educational attainment by encouraging high school graduation and postsecondary enrollment.

### **Relationship to College Goals/Mission**

College Mission: The relationship is reflected in the Institutional Goal "to establish and maintain partnerships to respond to the needs of special populations within the community, and to use outreach initiatives to seek and encourage those who otherwise might not give serious consideration to postsecondary education."

### **Objective or Educational Outcome 3:**

Seventy-five percent (75%) of all UB participants, who at the time of entrance into the project had an expected graduation date during the school year, will enroll in a program of postsecondary education by the fall term immediately following the expected graduation date from high school.

### **Assessment**

All UB participants that graduate high school will enroll in a postsecondary institution by the fall term following graduation. The UB advisor will assess this outcome by a follow-up telephone phone call to last known address, a mailed Participant Tracking Form to last known address, and/or a follow-up telephone phone call to a relative to obtain the postsecondary enrollment information.

### **Additional Funding Request: \$**

### **Evaluation Findings**

There were four (4) graduating seniors. One hundred (100%) of the participants completed high school graduation and were eligible for enrollment in a program of postsecondary education. There was also one hundred (100%) participation in the Bridge Program. Three (3) of the four (4) seniors went on to a postsecondary institution, for a seventy-five (75%) success rate.

### **Use of Findings**

This goal was accomplished. This information will be used to encourage the program participants to continue in the UB program. This information will also be helpful in the recruitment of new students for the program.

**Goal 4:**

The Ayers Campus Upward Bound will track the program graduates and monitor their enrollment through the fall term of the second academic year.

**Relationship to College Goals/Mission**

College Mission: College Mission: The relationship is reflected in the Institutional Goal "to establish and maintain partnerships to respond to the needs of special populations within the community, and to use outreach initiatives to seek and encourage those who otherwise might not give serious consideration to postsecondary education."

**Objective or Educational Outcome 4:**

Seventy-five (75%) of all UB participants who enrolled in a program of postsecondary education during the fall term immediately following high school graduation will be enrolled for the fall term of the second academic year.

**Assessment**

The UB staff will track the participants enrolled in postsecondary education to assure that these graduates are enrolled for the fall term of the second academic year. This will be accomplished by: a. A Participant Tracking Form is mailed to each graduate with a return envelope. b. A telephone contact to the graduate or a family member is acceptable as verified documentation.

**Additional Funding Request: \$****Evaluation Findings**

This goal was accomplished. There were eleven (11) graduating seniors in 2006-2007. Nine (9) students are enrolled for the fall semester of the second academic year, for a total of eighty-two (82%) success rate.

**Use of Findings**

This information will be used to encourage the program participants to continue in the UB program and postsecondary education.

User:guest

Unit

Upward Bound Program-Ayers



## Gadsden State Community College

## Strategic Plan Evaluation

**Unit:** Upward Bound Program-Gadsden **Year:** 2007-2008

**Person Responsible:** Pat Rutledge

**Cabinet Member:** Valerie Richardson **Approved**

**Mission Statement:**

The Upward Bound (UB) program serves high school students from low-income families and high school students from families in which neither parent holds a baccalaureate degree. The program provides opportunities for participants to succeed in pre-college performance and ultimately in higher education pursuits.

**Long Range Goals:**

Goal 1 Increase parent participation in Upward Bound activities.

Goal 2 Seek additional supplemental funding.

Goal 3 Identify and enroll additional eligible participants.

**Goal 1**

To identify and select 75 eligible Upward Bound participants that include serving higher risk students, who demonstrate both an academic need for the program, and the potential and desire to commit to the requirements of the program.

**Relationship to College Goals/Mission**

College Mission: This goal supports the following statement in the GSCC mission, "The college exists to serve not only the gifted and talented, but also the economically and socially deprived."

**Objective or Educational Outcome # 1**

Compliance with the eligibility guidelines mandated by the Department of Education by serving 75 eligible participants that include 50 low-income & first generation students, 12 low-income only, and the remaining 13 first generation only.

**Assessment**

The staff documents eligibility and need with application questionnaires, official documents, and records from target schools.

**Additional Funding Request: \$**

The number of young people eligible for programs such as Upward Bound has grown

by 23%, yet due to stagnant funding and across the board cuts, it is expected that Upward Bound, and other TRIO programs will serve fewer students than in previous years.

### **Evaluation Findings**

Seventy-five students were served. Applications were taken from all interested persons in the target area, primarily freshmen and sophomores. Eighty-two (82%) percent of eligible participants were low-income and first generation. Sixteen (16%) percent were First Generation only, and three (3%) percent were low income only.

### **Use of Findings**

## **Goal 2**

To provide a year-round program of intensive academic enrichment in English, math, science, social studies, computer technology, and other core disciplines in order to ensure the success of the participants at the secondary school level, and motivate the confidence necessary to pursue and complete a baccalaureate degree.

### **Relationship to College Goals/Mission**

College Mission: This goal supports the following statement in the GSCC mission, "The college implements outreach initiatives to seek and encourage those who otherwise might not give serious consideration to postsecondary education."

### **Objective or Educational Outcome # 1**

By the end of one complete year of participation, 75% of participants earn 3.0 GPA's while 20% earn 2.50 or higher and the remaining 5% will earn 2.0.

### **Assessment**

Documented report cards and graduation exam results.

### **Additional Funding Request: \$**

### **Evaluation Findings**

Of the eligible participants, thirty-three (33%) percent had GPA's of 3.0 and greater, sixty (60%) maintained GPA's of 2.0 and greater, and nine (9%) student GPA's were below 1.0.

A careful analysis of student grades, standardized test scores, and progress reports submitted by instructors indicated that 75% of the eligible participants demonstrated an overall improvement in one or more standardized test subject (Math, English, Reading, as well as grade reports and UB class assignments.)

### **Use of Findings**

As previously stated, the task of working with "Higher Risk" students continues to be challenging as it relates to the current Initiative Expansion program, based on the eligibility requirements of lower test scores and grades, but we remain confident that GPA's will gradually increase with continued remediation and academic advisement.

**Objective or Educational Outcome # 2**

The program will achieve a 95% high school graduation and college entrance rate.

**Assessment**

Documented report cards and graduation exam results.

**Additional Funding Request: \$**

None required.

**Evaluation Findings**

100% of eligible senior participants graduated; while 70% entered postsecondary, 20% enlisted in the military, and the remaining 5% were undecided.

**Use of Findings**

With a 100% high school graduation rate, we are consistently seeking ways of improving our college enrollment rate as well.

**Goal 3**

To develop skills in human relations, leadership, and other life experiences needed by participants not only to be successful students, but to be good citizens and to be successful in their personal lives as well.

**Relationship to College Goals/Mission**

College Mission: This goal supports the following statement in the GSCC mission, "To provide continuing education and personal enrichment opportunities that support life-long learning and civic, social, and cultural quality of life."

**Objective or Educational Outcome # 1**

At least 75% of the participants will continue to give favorable comments regarding the effectiveness of the program and the impact it has made on their lives.

**Assessment**

The program receives progress reports of students submitted by teachers and guidance counselors. The reports are received through high school and college.

**Additional Funding Request: \$**

None required.

**Evaluation Findings**

Seventy-five percent of the participants continue to complement UB's effectiveness in

the year-end survey; and the impact it has made on their lives. Also, many of the UB graduates who are enrolled in college, return to work as summer resident advisors.

**Use of Findings**

Postsecondary institutions and previous students are not always forthcoming in submitting follow-up information; but we have recently begun tracking students by using the National Clearinghouse which has been useful in determining the overall success of UB participants.

**Goal 4**

To enrich the lives of parents/guardians and siblings of participants by providing opportunities or exposure to and involvement in various Upward Bound activities.

**Relationship to College Goals/Mission**

College Mission: This goal supports the following statement in the GSCC mission, "The college offers all individuals those educationally and culturally enriching experiences that will enable them to realize their full potential."

**Objective or Educational Outcome # 1**

The parents will be enlightened about academic matters.

**Assessment**

Attendance records will show that a minimum of 50% of parents/guardians attend enrichment sessions.

**Additional Funding Request: \$**

None required.

**Evaluation Findings**

Findings indicate a 50% increase in parent/guardian participation.

**Use of Findings**

We presently have 50% parent/guardian participation. With flexible scheduling and alternate meeting times, we remain confident that participation will increase.

User:guest

**Unit**

Upward Bound Program-Gadsden



## Gadsden State Community College

## Strategic Plan Evaluation

**Unit:** Veterans Upward Bound Program **Year:** 2007-2008

**Person Responsible:** Jimmy Johnson

**Cabinet Member:** Valerie Richardson **Approved**

**Mission Statement:**

The Veterans Upward Bound (VUB) program offers encouragement and support to veterans by providing academic, cultural, and personal development opportunities. The Veterans Upward Bound program is designed to foster opportunities for veterans to gain the skills and abilities necessary to succeed in a program of postsecondary education.

**Long Range Goals:**

- 1 Continue to improve and expand the services of the Veterans Upward Bound program to better serve the ten county target area specified in the grant.
- 2 Continue to provide educational opportunities for veterans returning from Operations Iraqi Freedom and Enduring Freedom.
- 3 Track, for four years after graduation, former participants who have successfully completed the program, or until contact with the former participants has been lost, in order to evaluate the attainment of individual goals by former participants.
- 4 Expand services offered to program participants on Gadsden State Community College campuses.

**Goal 1**

To recruit and enroll a minimum of 120 veterans who are economically disadvantaged, and/or first-generation college students.

**Relationship to College Goals/Mission**

## Student Success

- Provide a student-centered teaching and learning environment.

## Student Success

- Deliver services needed to help students succeed.

## Community Awareness

- Build a reputation that documents and promotes the strengths of the College.

College Mission: To provide eligible veterans "of diverse backgrounds and abilities with the

instructional and support services necessary to assist them in achieving educational, personal, and career goals."

### **Objective or Educational Outcome 1**

Federal grant requirements provide for a minimum of 120 eligible participants to be enrolled in the program during the reporting year and at least two-thirds of the eligible participants enrolled must qualify as both low-income and potential first-generation college students.

### **Assessment**

Enter student information into a computerized database, which will total the number of participants in the program and the eligibility status of each participant.

**Additional Funding Request: \$**

### **Evaluation Findings**

Forty-four new participants were enrolled in the program during the 2007-2008 reporting period. A total of one hundred forty-seven participants were enrolled during the 2007-2008 reporting period. The program met the minimum federal requirement of one hundred twenty eligible participants enrolled in the program during the reporting year. Of the total of one hundred forty-seven participants enrolled in the program, ninety-eight participants were qualified as both low-income and potential first-generation college students. As a result, the program met the minimum federal requirements of at least two-thirds of the eligible participants qualified as both low-income and potential first-generation college students. The remaining forty-nine participants were either low-income or potential first-generation college students.

### **Use of Findings**

Increase the number of new participants enrolled in the program each year through increased recruiting efforts in all ten counties of the program's target area. Increase focus on recruiting veterans who are both low-income and potential first-generation college students.

## **Goal 2**

To enhance participants' academic skills and competencies as measured by standardized achievement tests, and to enhance cultural awareness and self-esteem.

### **Relationship to College Goals/Mission**

#### **Student Success**

- Provide a student-centered teaching and learning environment.

#### **Student Success**

- Deliver services needed to help students succeed.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

College Mission: To provide eligible veterans "of diverse backgrounds and abilities with the instructional and support services necessary to assist them in achieving educational, personal, and career goals."

**Objective or Educational Outcome 1**

Administer standardized achievement tests and other placement tests; evaluate the results for determining the level of the participants' potential success in postsecondary education; provide the necessary support to participants to improve their skills and increase their level of potential success in postsecondary education.

**Assessment**

Compare the results of the standardized achievement tests and other placement tests administered upon acceptance in the program with additional assessments administered during the participants' enrollment in the program to measure improvements in participants' skills level. Encourage participants to complete program evaluations. These evaluations will be used to measure the effectiveness of the program; assess its merit in achieving the mission of the program; provide feedback to project staff to initiate any adjustments that may be needed in order that participants receive the full benefit of Veterans Upward Bound services.

**Additional Funding Request: \$****Evaluation Findings**

The results of the standardized achievement pre- and posts-tests were evaluated and reflected an overall increase for program participants. The results reflected an average grade point average increase of 1.03 (on a 4.0 scale) for the 2007-2008 reporting period. A standardized achievement test is administered to each program participant enrolled in the program.

**Use of Findings**

Increase academic services offered to participants to improve results on standardized achievement tests. Provide participants with practice exams to improve confidence in successful completion of standardized achievement tests.

**Goal 3**

To guide participants toward postsecondary enrollment and completion of a program of study that results in the awarding of a degree or certificate from a postsecondary institution.

**Relationship to College Goals/Mission**

**Student Success**

- Provide a student-centered teaching and learning environment.

**Student Success**

- Deliver services needed to help students succeed.

**Community Awareness**

- Build a reputation that documents and promotes the strengths of the College.

College Mission: To provide eligible veterans "of diverse backgrounds and abilities with the instructional and support services necessary to assist them in achieving educational, personal, and career goals."

**Objective or Educational Outcome 1**

Individualized instruction and tutoring services will be provided to all participants enrolled in the program. Participants who are enrolled in VUB continue to receive services based on need with emphasis on directing participants toward enrollment in postsecondary education with the goal of completing a degree or certificate program within a period of time established by the participant and VUB.

**Assessment**

While participating in the VUB program, participants are assisted in applying for postsecondary admission, gaining admission, and/or provided VUB services while attending a postsecondary institution. Participants are enrolling in a program of postsecondary education and maintaining a level of participation in VUB that increases the potential for successful completion of a program of postsecondary education. VUB will continue to ensure that participants are provided with the necessary services to foster educational success.

**Additional Funding Request: \$****Evaluation Findings**

The program met the minimum federal requirement of one hundred twenty (120) eligible participants enrolled during the 2007-2008 reporting period. Of the one hundred forty-seven participants enrolled during the 2007-2008 reporting period, ninety-four were enrolled in a program of postsecondary education during the 2007-2008 reporting period. Sixty-seven participants were enrolled in a program of postsecondary education for the fall semester for 2007. Forty participants were enrolled in a program of postsecondary education for the fall semester 2008. These participants have demonstrated a potential for success in postsecondary education. Fourteen participants completed a program of postsecondary education and received a degree or certificate during the 2007-2008 reporting period.

**Use of Findings**

Increase assistance to participants through program services to promote enrollment in postsecondary education and successful completion of a degree or certificate. Advise

participants on programs of study at colleges and universities and provide participants opportunities to visit colleges and universities while enrolled in the program. Assist participants with the admissions and enrollment process for colleges and universities. Increase services offered through the program's book loan program. Assist participants in developing an individual education plan based on prior educational experience and establish goals for successful completion of a degree or certificate.

**User:guest**

**Unit**

Veterans Upward Bound Program

## Gadsden State Community College

## Strategic Plan Evaluation

**Unit:** Vice-President **Year:** 2007-2008

**Person Responsible:** John Blue

**Cabinet Member:** President **Approved**

**Mission Statement:**

Within the context of the Mission, Purpose, and Philosophy of Gadsden State Community College, the organizational unit of Office of the Vice President serves as a member of the senior management team in leading the College to achieve the Institutional Mission and Goals. The Vice President supervises the College's state and federal legislative efforts working with the President, members of the President's Cabinet and others in helping shape the College's legislative agendas at the state and federal level, interfacing with the Executive and Legislative branch of government, and maintaining strong relations with state and local government officials, media executives and other opinion leaders in the College service area. The Vice President serves as the President's senior advisor and provides the overall leadership and direction on the College's economic, governmental, and community initiatives with other institutions and external agencies as well as provides strategic leadership for Economic Development, Development Office, Governmental Relations, Public Relations, Community and External Affairs, HBCU and Federal Initiatives, the Community Traffic Safety Program and other units of the College as directed by the President.

**Long Range Goals:**

- 1 Ensure the development and funding of the \$22,000,000 Cherokee County Center in Centre, Alabama.
- 2 Pursue federal and state appropriations as related to the mission of GSCC.
- 3 Promote relationships with governmental leaders which will advance the mission of GSCC.
- 4 Participate in external partnerships which will advance the mission of GSCC.
- 5 Provide leadership in the marketing, branding and public relations areas of the college.

**Goal 1**

Provide leadership and direction on the Gadsden State Cherokee project to advance the completion of the \$22,000,000 facilities.

**Relationship to College Goals/Mission**

College Capacity

- Strengthen and enhance the College's operations and human, financial and physical resources.

**Objective or Educational Outcome 1**

Provide leadership and direction as project manager for the Gadsden State Cherokee project to ensure completion of the facilities.

**Assessment**

Provide leadership and direction as project manager for the Gadsden State Cherokee project to ensure facilities are 75% complete by Fall 2008.

**Additional Funding Request:** \$

**Evaluation Findings**

The Gadsden State Cherokee project academic building opened for classes beginning in Fall Semester 2008. The arena building is scheduled for completion by October 31, 2008.

**Use of Findings**

The objective was met. Explore ways to improve timeliness of future physical facility construction.

**Goal 2**

Provide leadership on legislative agenda and submission of federal appropriations request on behalf of GSCC.

**Relationship to College Goals/Mission****College Capacity**

- Strengthen and enhance the College's operations and human, financial and physical resources.

**Objective or Educational Outcome 1**

Identify, submit and pursue federal appropriations requests on behalf of GSCC.

**Assessment**

Identify and submit five federal appropriations requests on behalf of GSCC.

**Additional Funding Request:** \$

**Evaluation Findings**

Five legislative requests were identified and submitted in a timely manner by VPA unit personnel in the format requested by each legislator.

**Use of Findings**

The objective was met. Explore areas of need by the College to include in future submissions.

**Goal 3**

Promote relationships with governmental leaders which will advance the mission of GSCC.

**Relationship to College Goals/Mission**

Community Awareness

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

Meet with and participate in events, forums and meetings with governmental leaders which will promote relationships to advance the mission of GSCC.

**Assessment**

Participate in twenty events, forums and meetings with governmental leaders which will promote relationships to advance the mission of GSCC.

**Additional Funding Request: \$**

**Evaluation Findings**

The Vice President did participate in excess of twenty events, forums and meetings with governmental leaders which did promote relationships to advance the mission of GSCC.

**Use of Findings**

The objective was met. Explore additional avenues to educate governmental leaders on GSCC offerings related to economic and workforce development.

**Goal 4**

Participate in external partnerships which will advance the mission of GSCC.

**Relationship to College Goals/Mission**

Community Awareness

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

Meet with and participate in events, forums and meetings with external community members which will promote external partnerships to advance the mission of GSCC.

**Assessment**

Participate in twenty events, forums and meetings with external community members which will promote relationships to advance the mission of GSCC.

**Additional Funding Request: \$**

**Evaluation Findings**

The VPA and/or unit personnel met with and participated in at least 50 events, forums and meetings with external community members which will promote external partnerships to advance the mission of GSCC.

**Use of Findings**

The objective was met. Explore additional community members and groups which would be interested in external partnerships, concentrating on areas related to economic and workforce development to advance the mission of GSCC.

**Goal 5**

Provide leadership in the marketing, branding and public relations areas of the college.

**Relationship to College Goals/Mission**

Community Awareness

- Build a reputation that documents and promotes the strengths of the College.

**Objective or Educational Outcome 1**

Provide leadership to ensure that news releases are sent to media.

**Assessment**

Provide leadership to ensure that a minimum of 100 news releases are sent to media during 2007-2008.

**Additional Funding Request: \$**

**Evaluation Findings**

The Public Relations area of the College no longer reports to the Vice President. This area was moved to another cabinet member in July 2007 prior to this plan becoming effective.

**Use of Findings**

Not applicable.

**Objective or Educational Outcome 2**

Provide leadership to ensure that advertisements are purchased that provide timely information to the public on events at the College.

**Assessment**

Provide leadership to ensure that a minimum of 100 advertisements are purchased during 2007-2008.

**Additional Funding Request: \$**

**Evaluation Findings**

The Public Relations area of the College no longer reports to the Vice President. This area was moved to another cabinet member in July 2007 prior to this plan becoming effective.

**Use of Findings**

Not applicable.

**Goal 6**

Promote and communicate an attitude of celebration of differences to recognize and advance a diverse workplace.

**Relationship to College Goals/Mission**

College Capacity

- Strengthen and enhance the College's operations and human, financial and physical resources.

**Objective or Educational Outcome 1**

Recognition of differences will promote a more diverse workplace.

**Assessment**

Attend one or more diversity awareness training sessions as offered by Gadsden State Community College.

**Additional Funding Request: \$**

**Evaluation Findings**

One diversity awareness training session was attended by the Vice President.

**Use of Findings**

The objective was met. Explore additional diversity awareness training sessions to attend.

**User:guest**

**Unit**

Vice-President

