

**GADSDEN STATE
COMMUNITY
COLLEGE**



**2009-2010
Strategic Plan for
Institutional Effectiveness**

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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 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 Council (comprised of the Vice-Presidents, College Deans and the Assistants to the President) 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 accreditation agency criteria. Major responsibility for planning and assessment for organizational units rests with Planning and Assessment Committees for Administrative Processes, Community Outreach & Economic Development, Educational Programs, Executive Council, and Student Services. 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.

Institutional Effectiveness Timeline

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.

Date	Event	Rationale
August	Implementation of SLOs for current year	First Day of Class for the current Academic Year
September	Evaluation of prior year SLOs and USPs	Faculty, Department/Division Chairs and Deans collect data from Current SLO Evaluations; Analyze the data; Report the Results; Use the Results to improve programs and services
October	Planning and Evaluation Committee begins review of prior year program learning outcomes.	The four Planning and Evaluation Committees will review, recommend amendments, and approve/disapprove the Current Unit Strategic Plan Evaluations. Documentation of Planning and Evaluation Committee review will be in the form of committee minutes submitted to President and IE.
October	Planning and Evaluation Committee report on prior year learning outcomes.	
December	Publish IE Annual Report for prior year	IE will coordinate the assessment of Institutional Goals and publish findings in IE Annual Report. Documentation will include final USP and SLO Evaluations
January	Concept Mapping Initiative to document link between learning outcomes and curriculum	Department/Division Chairs, working with Deans, will complete Concept Maps on the IE System
January - March	Program Reviews	Program Review Committee will conduct an in-depth review of specific programs as part of the five year review cycle in compliance with State Board policy

March - April	Budget, Program Learning Outcome and Unit Strategic Plan development for next year	All Budget Managers and Program Directors will meet to receive information regarding the development of budgets, Unit Strategic Plans and Program Learning Outcomes for the next academic year.
June - Early August	Administrative Approval of SLOs due on IE system	Faculty approval will be documented through the SLO Challenge System and ensures that 1. Programs contain appropriate courses 2. Courses making up the program reflect current knowledge within a discipline 3. Courses are appropriate for the students enrolled in the program 4. Learning Outcomes are appropriately stated and are measurable 5. Programs are consistent with the mission of the College 6. The College possesses both the organization and resources to ensure the quality of its educational programs

PLANNING MATRIX

Administrative Processes

Business Services

Director, Quality Enhancement Plan

Diversity & Compliance

Financial Services

Fowler Residence Hall

Human Resources

Maintenance and Housekeeping Services-
Gadsden

Maintenance Department-Calhoun County

Management Information System

Public Relations

Safety & Security, Postal, & Transportation
Service

Community Outreach & Economic Development

Community & External Affairs - Calhoun

Community Traffic Safety Program

Economic Development

Educational Programs

Admissions & Records

Adult Education Services

Applied Technologies

Associate Degree Registered Nursing Program

Athletics

ATN/TBI

Business Division

CARCAM

Career Services

Career Transitions

Center for Civic Engagement & Service

Clinical Laboratory Technology

Continuing Education

Correctional Education Program-St. Clair

e Learning

Emergency Medical Services Program

Engineering Technologies

Health & Physical Education & Recreation

Health Sciences

Information Technology

International Programs/Alabama Language
Institute

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

Executive Council

Vice-President Community & External Affairs

Vice President for Institutional Advancement & Student Services

Assistant to the President for Cherokee County Operations and Health Sciences

Associate Dean of Student Services and Institutional Effectiveness

Dean of Financial and Administrative Services

Dean of Instructional Services

Dean of Technical Education and Workforce Development

Therapeutic Massage

Student Services

Arledge Center

Assistant to the President and Professional Development

Ayers Campus

CCAMPIS

Counseling & Recruitment

Educational Talent Search Program-Ayers

Educational Talent Search, Gadsden-Etowah Talent Search

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 Campus

Veterans Upward Bound Program

INSTITUTIONAL EFFECTIVENESS RESPONSIBILITIES

President

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

Executive Council

- Reviews IE Evaluation Report, needs assessments 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 criteria established by accrediting agencies
- Reviews IE evaluation report, planning priorities, and long range goals; reviews and recommends changes in mission statement, institutional goals, and performance measures

Planning and Evaluation Committees

- Administrative Processes, Community Outreach & Economic Development, Educational Programs, Executive Council, and Student Services
- 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 Office

- Gathers evaluation data, prepares Institutional Effectiveness Evaluation Summary, and disseminates to College staff
- Conducts Institutional Research
- 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

Institutional Goal 1

Provide educational opportunities that include basic knowledge of general education core requirements, such as communications, humanities, social sciences, mathematics, natural sciences, and computer skills for certificate and degree programs.ⁱ

Assessment Method 1: Increase the percentage of students who demonstrate proficiency in communications, humanities, social sciences, mathematics, natural sciences, and computer skills as compared to data from the previous academic year using a Written Communication Skills rubric.

Assessment Method 2: Implement an assessment model based on a representative sample of the student population for the 2009-2010 academic year.

The College continues to place emphasis on providing quality instruction in the General Education Core Competencies, and as a result, has determined to improve the assessment method for this goal. In order to collect meaningful data and use the results of the analysis of this data for improvement, the College has established benchmarks during the 2009-2010 academic year.

I. Communications and Humanities

Written Communication:ⁱⁱ A standardized rubric is used to compare entry diagnostic essays with end of course essays relating to structure, content, and mechanics. The rubric comparing early writing samples and final writing samples is used to determine if the communications goal of 90% proficiency has been met.

A rubric comparing early writing samples and final writing samples was used during Fall Semester, 2009 to assess the progress of student learning in written communications. A representative sample (n=180) shows that 94.44% of students in the sample mastered the structure portion of the assessment, 91.66% of the 180 students in the sample mastered the content portion, and 94.44% of the students in the sample mastered mechanics portion. More than 90% of students in English 101 demonstrated competency in written communication skill.

This data is consistent with data from the previous three years. However, the "Content" rubric has had the lowest score on every assessment. The faculty changed from a modal composition approach to a genre approach. This adjustment has resulted in better content since students are writing about things that they both know and care about, as well as writing "kinds" of

essays that are used in the real world. Interestingly, this approach has resulted in higher rubric scores in all areas.

Assessment Rubric: Written Communication Skills

Performance Area	Rating = 4	Rating = 3	Rating = 2	Rating = 1
Structure	Written work has clear and appropriate beginning, development, and conclusion. Paragraphing and transitions are also clear and appropriate.	Written work has adequate beginning, development, and conclusion. Paragraphing and transitions are also adequate.	Written work has weak beginning, development and conclusion. Paragraphing and transitions are also deficient.	Organizational structure and paragraphing have serious and persistent errors.
Content	Written work provides in-depth coverage of the topic, and assertions are clearly supported by evidence.	Written work sufficiently covers the topic, and assertions are supported by evidence.	Written work does not do an adequate job of covering the assigned topic, and assertions are weakly supported by evidence.	Written work does not do an adequate job of covering the assigned topic, and assertions are weakly supported by evidence.
Mechanics	Written work has no major errors in word selection and use, sentence structure, spelling, punctuation, and capitalization.	Written work is relatively free of major errors in word selection and use, sentence structure, spelling, punctuation, and capitalization.	Written work has several major errors in word selection and use, sentence structure, spelling, punctuation, and capitalization.	Written work has serious and persistent errors in word selection and use, sentence structure, spelling, punctuation, and capitalization.

Assessment Results

SLO	# of Students Tested	# of Students who Demonstrated Mastery at Level 3 or 4	% of Students who Demonstrated Mastery at Level 3 or 4
Structure	180	170	94.44%
Content	180	165	91.66%
Mechanics	180	170	94.44%

Humanities – Basic Elements: A standardized rubric is used to demonstrate competency relating to basic elements in literature and the arts and humanities. This rubric documents student performance in basic elements in literature and the arts and humanities.

Assessment Rubric: Humanities Skills – Basic Elements

Performance Area	Rating = 4	Rating = 3	Rating = 2	Rating = 1
Basic Elements in literature and the arts and humanities	Demonstrates thorough knowledge of genre, form, and structure, and can demonstrate knowledge through oral and written discussion.	Demonstrates adequate knowledge of genre, form, and structure, and can demonstrate knowledge through basic oral and/or written discussion.	Demonstrates weak knowledge of genre, form, and structure, and demonstrates knowledge through basic oral and/or written discussion weakly.	Demonstration of knowledge of genre, form, and structure has serious and persistent errors, and has difficulty expressing knowledge through oral and/or written discussion.

Results for Spring Semester 2010 show that 91% of students in the sample demonstrated knowledge of the basic elements (genre, form, and structure) in literature, the arts and humanities. This is the first semester that data is available and these results will be used as a benchmark for future assessments.

Humanities – Major Events: A standardized rubric is used to demonstrate competency relating to major events in literature and the arts and humanities. Results demonstrate competency (rating of 3 or 4) in knowledge of the major literary, arts, and humanities events for 90% percent of students.

Assessment Rubric: Humanities Skills – Major Events/Arts/Humanities

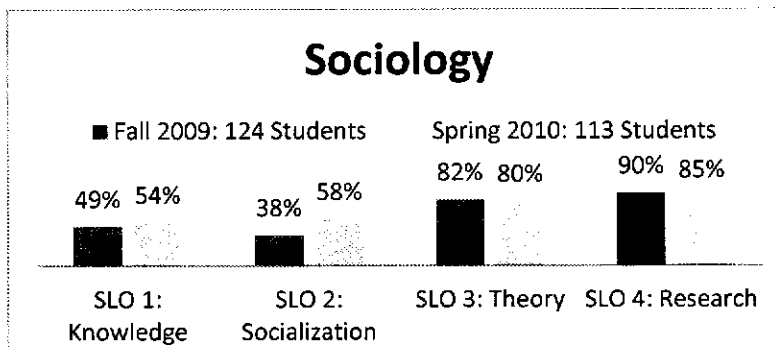
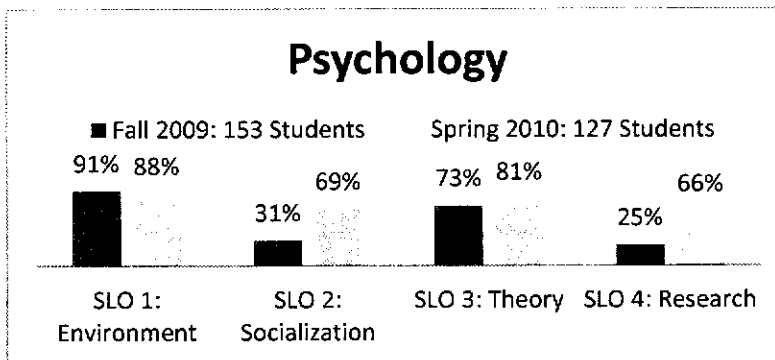
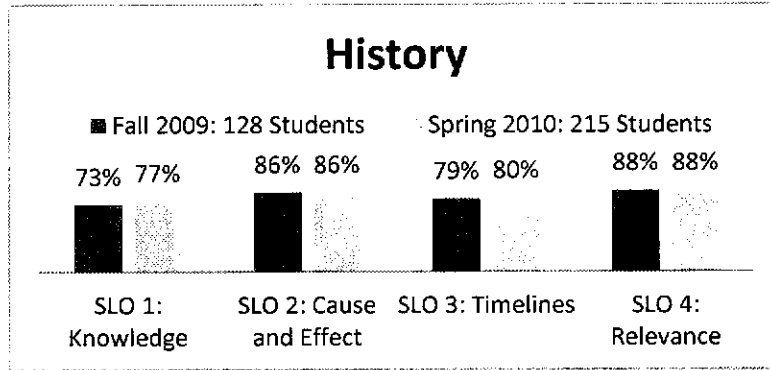
Performance Area	Rating = 4	Rating = 3	Rating = 2	Rating = 1
Knowledge of major events in literature and the arts and humanities	Demonstrates thorough knowledge of major events, and clearly supports assertions by evidence.	Demonstrates adequate knowledge of major events, and supports assertions with basic evidence.	Demonstrates weak knowledge of major events and supports assertions weakly.	Demonstration of knowledge of major events has serious and persistent errors, and has difficulty expressing knowledge.

The results for Spring Semester, 2010 show that 90.6% of students in the sample (N=86) demonstrated knowledge of major literary, arts, and humanities events at a proficiency rating of 3 or 4. Comparison data for prior years is not available. This data will be used as a benchmark this outcome for future analysis.

II. Social Science

The Social Science Division utilizes a multiple choice post-course assessment rubric questionnaire featuring the competencies of the student learning objectives (SLOs). The questionnaire is graded in order to measure which objectives have been mastered per student, per course, and per term. This data allows instructors to incorporate additional relevant and diverse teaching tools (research, videos, group activities, and quizzes) in order to attain or surpass mastery levels of 85%.ⁱⁱⁱ

The Social Science Department mastery of course objectives data for the 2009-2010 year are presented in the following charts:



III. Mathematics

The Math Division measures student learning outcomes by analyzing data collected from embedded questions included in the final examinations of every section of every math course taught at Gadsden State. Once areas of weakness are identified, relevant activities are designed and implemented in all sections of various courses in order to increase student involvement and practice related to those areas. This analysis pertains only to those courses regarded as General Education courses by the math faculty.

MTH 100, Intermediate Algebra, is taken by many students in transfer programs as well as some two-year technical and nursing programs. With over 1000 students surveyed, all of the objectives set for Math 100 (Fall 2009-Summer 2010) were met at the 70% mastery level. This is undoubtedly related to the department's prerequisite/placement score requirements. These students have had some success in math in order to have been admitted to the course and thus are more likely to succeed in the current coursework. The Math Division has incorporated additional worksheets related to objectives that are low. This allows students more opportunities for practice as well as providing more grades for assignments other than tests. Students are also encouraged to use DVD lectures provided by the textbook publisher, which are left on reserve in the library. Most instructors also encourage students to use websites such as www.interactmath.com for additional support and practice. Though all objectives were met—one with a 90.94%—three of them were just above the benchmark of 70% (see below). The Math Division wishes to leave the benchmarks at the 70% mastery level as they are for the moment, since several are barely above the 70% mastery level.^{iv}

Student Learning Outcomes Objectives	% of Students who Mastered the objective
1. Demonstrate the ability to perform operations with rational expressions.	72.73%
6. Demonstrate the ability to graph a linear equality with two variables.	71.15%
7. Demonstrate the ability to perform basic operations with radicals.	90.94%
8. Demonstrate the ability to perform basic operations with complex numbers.	71.73%

MAH 101, Basic (Technical) Mathematics, is taken by students in technical programs with minimal traditional academic requirements. The vast majority of students in the course are Welding and Auto Collision repair majors whose programs **do not require a high school diploma for admission**. The course requires a prerequisite of Math 090 or a 36 on the COMPASS pre-algebra placement exam. The course is taught only once a year in Gadsden and Ayers, during the spring semester. According to the catalog course description, this course does not satisfy the general education components for a degree. It was included in this general education analysis because it is required for some students in technical programs. Seven of ten of the course's objectives were met. Two of the objectives (whole numbers and basic geometry formulas) rated 96.88%. Three of the course's objectives were not met. In response to the data, the instructors made the lectures on the topics available for review online to the students in the class, employed the MyMathLab website to allow students to practice the problems until they get them right, and provided practice tests (which can then be compared online to the instructor's posted explanation sheet), added supplemental worksheets, allowed students to retake tests and compiled "Ways to Get Help" lists.

Student Learning Outcomes Objectives	% of Students who Mastered the objective
1. Demonstrate the ability to calculate problems involving whole numbers.	96.88%
2. Demonstrate the ability to calculate problems involving fractions.	62.5%
4. Demonstrate the ability to write and simplify ratios.	65.63%
9. Demonstrate the ability to convert within the Metric Units.	50%
10. Demonstrate the ability to use formulas to solve basic geometric problems.	96.88%

MTH 116, Mathematical Applications, is taken by students from a broad array of 2-year programs. These include Applied Science programs such as nursing, and Associate in Applied

Science programs such as Child Development. The course requires a prerequisite of MTH 090 if a student doesn't meet the COMPASS minimum requirement of a 36 on the pre-algebra placement exam. The students in a typical MTH 116 class form two overlapping groups, students who claim that math has always been their weak subject and/or students who need the course as a prerequisite to entry into a specific program such as a health sciences program.

Eight of the MTH 116 objectives were met, with one objective (proportions) reaching 90.03%. Students solved problems involving ratios with 64.16% accuracy and solved problems with percents with 68.83% accuracy. It was noted that the embedded questions for both of these items may have been asked differently from the questions in the textbook. Perhaps the form of these two questions should be addressed. In the meantime, instructors will emphasize ratio and percentage problems through either traditional methods such as additional problems or worksheets or online methods such as practice problems and support via www.mymathlab.com or www.interactmath.com. It is noteworthy that the previous intervention of adding an additional worksheet on simple probability brought the measure from below 70% to 88.10%.

Student Learning Outcomes Objectives	% of Students who Mastered the objective
1. Demonstrate the ability to solve problems involving ratios.	64.16%
2. Demonstrate the ability to solve problems involving proportions.	90.03%
3. Demonstrate the ability to solve problems involving percents.	68.83%
5. Demonstrate the ability to convert units within the metric system.	71.50%
6. Demonstrate the ability to calculate the probability of simple events.	88.10%

IV. Natural Science

The Science Division of Gadsden State Community College supports the College's emphasis on providing quality educational instruction for students that includes a basic knowledge of the natural sciences. For the natural sciences, basic knowledge includes an appreciation of the complexities of our bodies and the world around us, a general understanding of overarching design and function, acknowledging the role of technology in the study of science, the understanding of the role of laboratory explorations in the development of scientific knowledge, and the ability to demonstrate personal competence in the laboratory setting. Since we are considering basic knowledge, the following courses have been chosen for assessing the general education goals:

Biology 103 – Principles of Biology I, an introductory course for science and non-science majors that covers physical, chemical, and biological principles common to all organisms with a required laboratory component.

Of the students taking Principals of Biology I during the three terms of the 2009-2010 school year, 97% demonstrated proficiency in the use of a compound light microscope, exceeding the 90% goal. 88% of these students correctly answered laboratory practical questions on the proper handling, care, and functions of the compound light microscope and these skills will be emphasized in the future.

Total microscope correct	1913
Total microscope incorrect	211
Total	2124
%	97

67% of students correctly answered laboratory practical questions concerning cell membranes and their transport systems, falling short of the 80% goal.

Total membrane e/transport correct	1250
Total membrane e/transport incorrect	628
Total	1878
%	66.56

Chemistry 111 – College Chemistry I, a general chemistry course with a required laboratory component primarily for science and engineering majors including topics such as measurement, nomenclature, atomic structure, chemical and physical properties, and chemical reactions.

Of students taking College Chemistry I during the three terms of the 2009-2010 school year 82% were able to satisfactorily demonstrate the ability to use mass-volume relationships in calculations, exceeding the 80% goal.

Of students taking College Chemistry I during the three terms of 2009-2010, 92% of these students were able to determine the densities of a variety of objects experimentally and from experiment-based narratives, exceeding the 80% goal.

Of students taking College Chemistry I during the three terms of 2009-2010, 84% satisfactorily demonstrated the use of molar mass and mole-mass relationships exceeding the 80% goal.

Of students taking College Chemistry I during the three terms of 2009-2010, 99% correctly identified basic lab equipment items, falling slightly short of the 100% goal. 87% of students correctly identified common lab equipment items and associated them correctly with their use when given clinical or research lab-based scenarios, exceeding the 80% goal.

Physical Science 111 – Physical Science I, a non-technical introductory course with a required laboratory component for the general education student. It covers the basic principles of earth and space science.

Of students taking Physical Science I during 2009-2010, 92.3 % satisfactorily demonstrated knowledge of the atmospheric effects of relative humidity, exceeding the 80% goal.

Of students taking Physical Science I during 2009-2010, 92.0% demonstrated the ability to correctly recognize and describe the basic motion of planets in the solar system using astronomy software, exceeding the 80% goal.

Of students taking Physical Science I during 2009-2010, 63.3% were able to identify and describe the features of various minerals and rocks and distinguish between igneous, sedimentary, and metamorphic rocks, falling considerably short of the 80% goal. In a comparison of pre-test and post-test question responses on this material, however, students achieved a 51.2% post-test score improvement over pre-test scores, exceeding the goal of a 40% improvement between pre- and post-test assessments. ^v

V. Computer Skills

The College places great emphasis on ensuring students are provided with opportunities to acquire the skills necessary to compete in terms of technology. For the academic year 2009-2010, 87% (N=6729), of students enrolled in Microcomputer Applications demonstrated proficiency in basic computer technology. The primary goal of students acquiring a broad range of computer skills was met; however, the areas of weakness continue to be in computer technology (76%), the use of spreadsheet software (74%) and the use of database software (78%).

Faculty feel the areas of weakness are due in part to the fact many students use these complex software applications for the first time in this introductory college level computer course. To address this area of deficiency, students are now provided with more resources to train and study these applications. These new learning opportunities allow students to sharpen skills through additional use and repetition and use of online simulation products. ^{vi}

All CIS 146 SLOs for Fall 2009 - Summer 2010				
General Education Core Competencies: Students will demonstrate the use of basic skills in computer technology.	Proficiency Level	Total Tested	Total Mastering Proficiency	Average Task Proficiency
1. Knowledge of basic computer literacy terminology	2	949	721	76%
2. Search for and analyze online information	4	746	668	90%
3. Use e-mail account to contact instructor and other students in class	4	922	904	98%
4. Access course material online	4	926	871	94%
5. Use word processing software to develop a document	4	794	734	92%
General Education Core Competencies: Students will demonstrate the use of basic skills in computer technology.	Proficiency Level	Total Tested	Total Mastering Proficiency	Average Task Proficiency
6. Use spreadsheet software to develop a spreadsheet	2	871	648	74%
7. Use database software to	2	816	636	78%

develop a database				
8. Use presentation graphics software to develop a presentation	4	705	704	100%
		6729	5886	87%
Demonstrates concept with little or no assistance from instructor. 90% or higher	4	Highly Proficient		
Demonstrates concept accurately after instructor identifies areas needing correction. 80% or higher	3	Proficient		
Demonstrates concept with assistance from instructor. 70% or higher	2	Average Proficiency		
Demonstrates concept only after being shown how to perform most of task. Below 70%	1	Limited Proficiency		
Results	87%			

Institutional Goal 2

Prepare transferring students to perform successfully at senior institutions.

Assessment Method 1: Transfer students' GPAs will be higher than native senior institution students at the end of their junior and senior years.

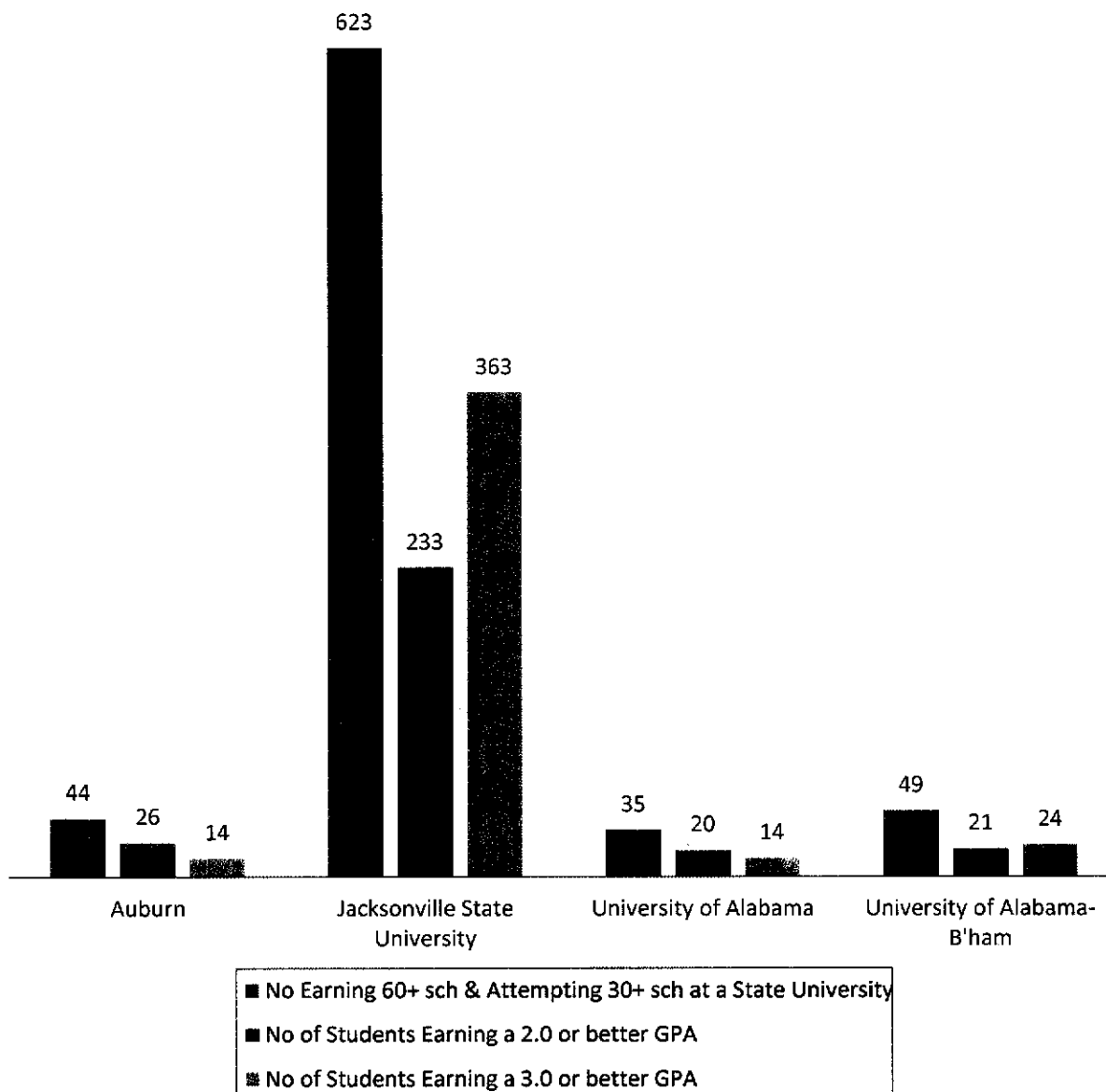
Assessment Method 2: Transfer students will graduate from senior institutions at a rate comparable to that of native students.

Academic data on transfer students was received from Auburn University, Jacksonville State University, The University of Alabama, and The University of Alabama at Birmingham.

Performance data on 751 students reveals that 40.0% of students (300 of 751) who earn at least sixty semester credit hours and attempt at least thirty semester credit hours at a four-year college or university earn at least a 2.0 GPA. Fifty-nine percent (415 of 751) of these students earn at least a 3.0 GPA.

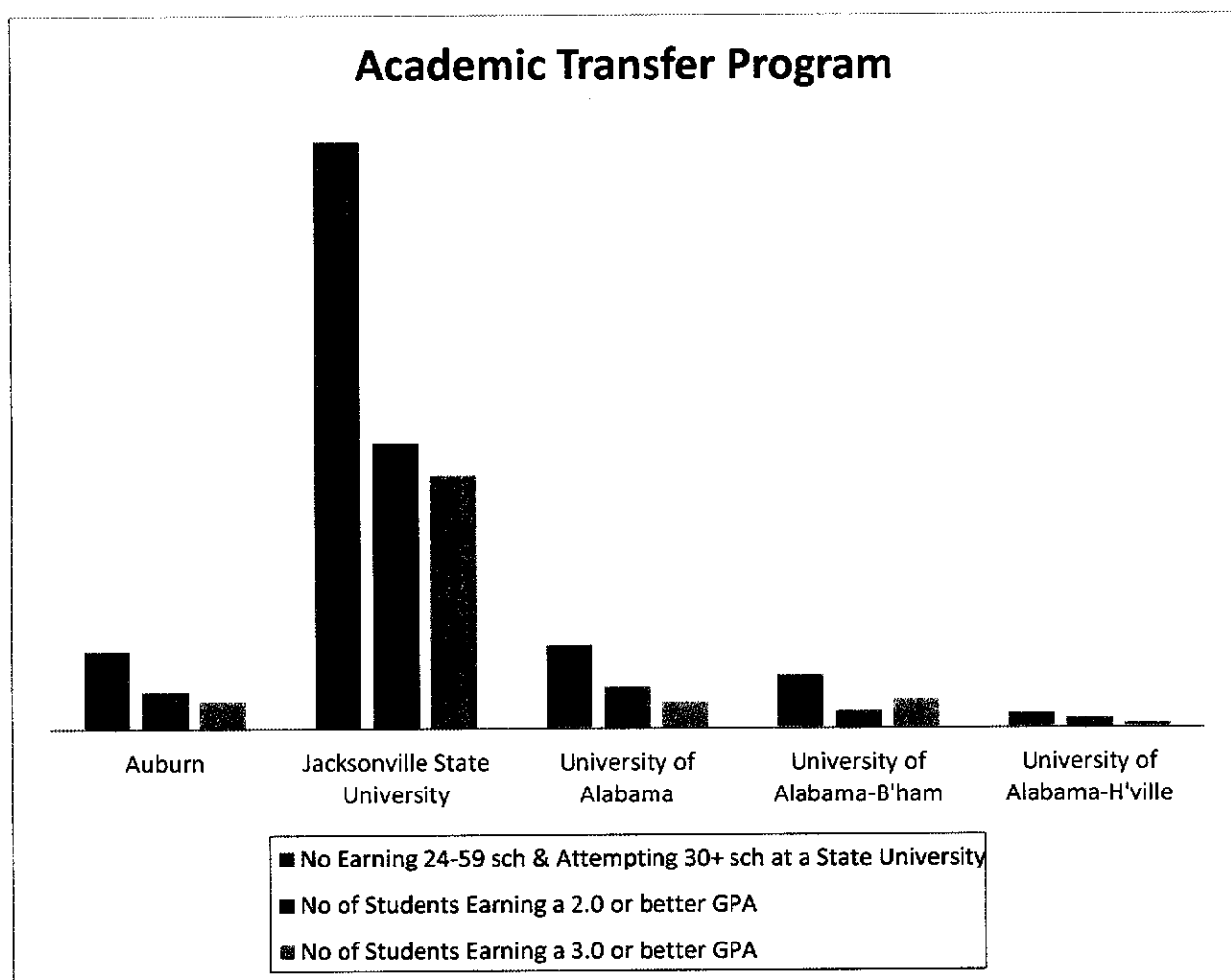
Name of University	# Earning 60+ sch & Attempting 30+ sch at a State University	% of Students Earning a 2.0 or better GPA	% of Students Earning a 3.0 or better GPA
Auburn University	44	90.9%	31.8%
Jacksonville State University	623	95.7%	58.3%
University of Alabama	35	97.1%	40.0%
University of Alabama-B'ham	49	91.8%	49.0%

Academic Transfer Program



Among students who earn between 24 and 59 semester credit hours and attempt at least 30 semester credit hours at a transfer college or university, 48.3% (377 of 781) earned a GPA between 2.0 and 2.9 by the end of their junior year. Forty-two percent (329 of 781) earn a GPA of 3.0 or higher by the end of their junior year.

Name of University	# Earning 24-59 sch & Attempting 30+ sch at a State University	% of Students Earning a 2.0 or better GPA	% of Students Earning a 3.0 or better GPA
Auburn University	74	85.1%	36.5%
Jacksonville State University	564	92.0%	43.3%
University of Alabama	79	83.5%	32.9%
University of Alabama-B'ham	50	90.0%	56.0%
University of Alabama-H'ville	14	93%	29%



Institutional Goal 3

Provide career and technical education that prepares students for employment, retrain existing employees, and promotes local and state workforce development initiatives.

Assessment Method 1: Percentage of full completers employed in an occupation related to their training and education program and/or continuing their education in a related field will be equal to or greater than the State's Postsecondary Career and Technical Education Plan.

Assessment Method 2: Percentage of employers responding to a survey who give an overall favorable rating of employee training received will be equal to or greater than the State's Postsecondary Career and Technical Education Plan.

Results and Analysis¹

Two hundred eighty-seven out of the 566 full completers (or 50.71%) of Career/Technical Programs were employed in an occupation related to their training and education program and/or continuing their education in a related field. This information is no longer gathered on the State's Postsecondary Career and Technical Education Plan. The State's Plan in 2008 stated their targeted level would be 60.5%.

Sixty-two employers responded to the Graduate Employer Survey and all (100%) gave an overall favorable rating of employee training. This information is no longer collected on the State's Postsecondary Career and Technical Education Plan. The State's Plan in 2008 stated their targeted level would be 56.5%.

¹ Data and analysis received from the Office of the Dean of Technical Education, 12/17/10 and compiled from Vocational/Technical Education Reports prepared by the Computer Center.

Institutional Goal 4

Encourage and support the use of current and emerging technologies to improve the delivery of programs.

Assessment Method 1: Increase the percentage of students who enroll in courses which utilize internet and other innovative instructional delivery technologies by 10% compared to data from the previous academic year

Assessment Method 2: Increase the number of courses offered which utilize innovative instructional delivery technologies by 10% compared to data from the previous academic year

Results and Analysis

For academic year 2009-2010, 336 sections of eLearning sections were offered. The total number of semester credit hours produced was 21,974. This represents an increase of 28.09% in the number of course sections offered and an increase of 44.46% in semester credit hour production compared to 2008-2009.

The Quality Enhancement Plan adopted by the College promotes the use of technological resources across the curriculum. In support of the QEP, the eLearning office surveyed faculty during December 2010 with regard to instructional technology. One hundred and four faculty members responded. The most common use of technology in the classroom includes computers (95%) and projectors (88%). The survey results show widespread use of Smartboards (27%) and Lecture Capture (18%) technology. Survey results indicate more limited use of Web 2.0 tools in instructional delivery. Fourteen percent of respondents indicated use of social networking tools such as Facebook and Twitter. Other Web 2.0 tools used in instructional delivery were Google documents (11%) and photo sharing technology (11%). Blackboard was referenced several times in the free response section. The results of this survey will establish a baseline for comparison during the next academic year.

**Gadsden State Community College
Institutional Planning & Research
Instructor Survey
February 2011**

104 Respondents

1. What type of instructional technologies do you make use of in your classroom?

a. Computer	99	95%
b. Projector	92	88%
c. Smartboard	28	27%
d. Sympodium	6	5%
e. Lecture Capture	19	18%
f. Classroom Clickers	4	4%
g. Other	20	19%

- MS Office online simulator: SAM Blackboard
- Audio & video pre-recorded readings and performances
- ELMO overhead projector. Lecture notes posted on Black Board after each class meeting
- Overhead projector with transparencies, TV/VCR, Tegrity
- Tegrity
- Online companion sites for textbooks, originality checker, Powerpoint
- Clickers starting this summer
- Microphone
- Data collection instruments
- What is sympodium? Classroom clickers?
- Palm Pilots
- Would love to use projector and video projector if I had one.
- Sometimes, video and tegrity
- Interwrite School Pad
- Blackboard
- TEGRITY, websites with pertinent content for the subject (ex. www.skillstat.com)
- TI Graphing calculator projection panel
- Tandberg & Tegrity
- Tegrity is lecture capture I believe

2. Do you incorporate/utilize any of the following in your course?

a. Problem Based Learning	60	58%
b. Active Learning	72	69%
c. Collaborative Learning	58	56%
d. Another type of Teaching/Learning methodology	5	5%

- What is active learning?
- Lots of lab activities
- Inquiry, Socratic method; seminar; open forum
- Case studies
- Passive Learning

3. Do you incorporate Web 2.0 tools into your course? Mark all that apply.

a. Blogs	9	9%
b. Wikis	3	3%
c. Social networking sites like Facebook or Twitter	15	14%
d. Google docs	11	11%
e. Social bookmarking such as Delicious or Digg	1	1%
f. Podcasting	4	4%
g. RSS feeds	1	1%
h. Photo sharing	12	12%
i. Other	11	11%

- Discussions
- Realtime Coach which is internet-based program that communicates with the software utilized in the classroom.
- Blackboard
- YouTube videos through blackboard
- Web based tutorials interactive exercises and tutorials.
- Not necessary to incorporate social networking into academics
- Want YouTube
- BlackBoard: Discussion Board, Announcements, document sharing and more
- I use Blackboard and I communicate through email also.
- BlackBoard used extensively
- None

4. Are you utilizing any type of authentic assessment (evaluation process that involves multiple forms of performance measurement reflecting the student's learning, achievement, motivation, and attitudes) in your class?

a. Rubrics	48	46%
b. E-portfolios	3	3%
c. Authentic task	12	12%
d. Self-assessment	33	32%
e. Oral interviews	19	18%
f. Writing samples	35	34%
g. Projects/exhibitions	55	53%
h. Other	8	8%

- Oral presentations
- Software diagnostic pre-tests and post-tests
- Clinical Concept Maps and Assessments

- Lab Assessments
- None
- What does authentic task mean?
- Regular portfolio
- I give the students bonus sheets and they have to show their work to get credit. If they work the problems correctly they can earn extra points.

Institutional Goal 5

Provide continuing education and personal enrichment opportunities

Assessment Method: Increase the number of continuing education and personal enrichment classes that support life-long learning and the civic, social, and cultural quality of life by 5% compared to data from the previous academic year

Results and Analysis: Continuing Education²

The 2009 – 2010 Continuing Education class schedules reflect that 260 continuing education classes, both professional and personal enrichment classes were offered. The classes were designed to support life-long learning and the civic, social, and cultural quality of life in this community. According to registration forms and semester summaries, these opportunities provided training and education for 2,223 individuals (compared to 2,105 the previous year). These totals include classes held at Ayers Campus, Gadsden State Cherokee, Gadsden Campus, and McClellan Center.

During the course of the 2009-2010 academic year, 129 community education classes were attended by 1,868 participants. In addition to these, 22 professional development courses/workshops served 311 students with a 99% satisfaction rating on surveys. There were also two free classes which served 44 citizens. The Summer Kids College included four two-week sessions and one week-long session; a total of 1,213 children (compared to 963 the previous year) participated in the 40 total classes offered on the Ayers Campus and the Gadsden Campus. The 21st Century Community Learning Camp grant was awarded to Gadsden State for the fourth year and served 25 rising high school juniors and seniors.

Comparing the academic year of 2009-2010 against that of 2008-2009, there was an 8% increase in the number of continuing education class participants. All surveys completed and returned showed an overall 92% satisfactory rating: course benefits received the highest ratings while facilities received the lowest rating.

Results and Analysis: Adult Education³

Student enrollment and key performance measures in Adult Education programs.

² Received from the office of the Director of Continuing Education, 12/8/2010.

³ CAPP 10 Report, Department of Postsecondary Education

Enrollment and Key Performance Measures	2008-2009	2009-2010
Adult Education Enrollment	1776	1873
No. Entering Employment	20	20
No. Retaining Employment	7	1
No. Entering Postsecondary Educ./Training	15	32
No. Obtaining HS Diploma or GED	230	283

Enrollment in Adult Education program increased 5.5% from 2008-2009 to 2009-2010. There was also a significant increase (23.0%) in the number of students who earned a high school diploma or General Education Diploma (GED) and the number of participants who entered postsecondary education or training programs (113.3%).

Institutional Goal 6

Provide business and industry training that meets employer needs

Assessment Method 1: Increase the number of participants by 10% as compared to data from the previous academic year

Assessment Method 2: 90% of survey respondents will indicate an overall favorable rating of the training programs provided

Results and Analysis: Skills Training⁴

Skills Training reports a decrease in the number of students served for 2009-2010 due largely to the reduction of WIA Individual Training Account funds. 124 students enrolled in Skills classes with 10 of those still in training. Eighty-three percent of the 124 students completed their program compared to 76% for the 2008-2009 year. Seventy-one percent of these students were employed at an average wage of \$18.09 compared to the previous year data of 72% employed at an average wage of \$17.71.

2009-2010 Skill Training Data

Students Served	124
Students Still in Training	10
% Completed Training	83%
% Employed	71%
Average Wage	\$18.09

⁴ Data and Analysis received from Skills Training Office, 12/7/2010

Results and Analysis: Work Force Development⁵

Enrollment trends (non-credit, workforce development) from 2007-current year, percent of change from three year average				
2007-2008	2008-2009	2009-2010	Enrollment Average	
No. Enrolled Fall	No. Enrolled Fall	No. Enrolled Fall	Fall Enrollment 3 Year Average	Fall 2009 % of Change (+ or -)
2007	2008	2009		
3028	2333	1088	2333	-59%
Trends in number of workforce development requests, number of clients served, and number of participants in workforce training provided by college				
Data Elements	2007	2008	2009	
Number of Individuals Served/Trained	3026	2333	1,088	
Number of Organizations Served	225	185	112	
Number of Satisfied Participants	225	185	112	

⁵ Data derived from CAPP 10 Report, Department of Postsecondary Education

Institutional Goal 7

Provide students of varied backgrounds and abilities with the educational support services that will assist them in achieving educational and career goals.

Assessment Measure: 90% of survey respondents will indicate an overall favorable rating with educational support services received.

Results and Analysis

Student responses to the on-line Student Evaluation of Campus and Services Survey administered Spring 2010 indicated that 71 of the 76 student responses (93.4%) agreed or strongly agreed that the federal TRIO Student Support Services program is beneficial to students.

Institutional Goal 8

Establish, maintain, and promote partnerships to respond to the needs of the community

Assessment Method: 90% of partner survey respondents will indicate an overall favorable rating

Results and Analysis:

The total number of partnership affiliations increased from 103 in 2008-2009 to 113 for 2009-2010. This is an increase of over 9%. The College partnerships with community entities that were created or maintained continue 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. Partnerships herein are representative of organizations in which administrators and staff who report to the Vice President are involved. These partnerships provide mutual benefits to the College and the organizations. While some of these formal contracts are quantifiable and measurable by supporting statistical data, others are informal relationships that are measured by community benefit. Comments provided by and through the organizations are uniformly positive.

Institutional Goal 9

Improve community awareness of the College

Assessment Method: Improve community awareness by 5% as compared to previous year data with continued implementation of a Strategic Marketing Initiative.

Results and Analysis:

The Employee Evaluation of College and Services survey reflects strong support of the Strategic Marketing Initiative. Respondents agreed or strongly agreed (83.4%; N=111) that the advertising program was effective in enhancing awareness of services and programs. There was also strong support for the College's efforts to promote diversity across populations and programs (84.8% agreed or strongly agreed, N=111). Of the respondents (N=114), 86.3% agreed or strongly agreed that promotional materials reflect the diversity of the College's population. These findings are consistent with data from the previous year. In an effort to improve awareness and knowledge of the College's presence and mission in the service area, the College amended its institutional goals to include a community awareness goal and the benchmark was established in 2009-2010. The Public Relations Department will continue to assess this goal over the next five years through the Freshman Student Survey and News Info Monthly Report.

The Public Relations Department purchases advertisements based on the results of the Freshman Student Survey given each year. Respondents to the 2010-2011 survey (N=195) ranked the Internet as their first media preference followed by television and radio. The Department plans to purchase advertising based on the results of these findings.

There were a total of 1,198 media releases, feature stories, and ads about the College in 2009-2010 compared to 1,168 in 2008-2009. This information was obtained from the News Information Monthly Report that is compiled and maintained by the Public Relations Department. This increase, though minimal, is a positive step in the right direction. Breaking news stories and activities throughout the year are unpredictable and will inevitably skew expected outcomes.

Part II: Evaluation of Program Learning Outcomes

Use the link below to View all 09-10 Student Learning Outcome Evaluations

<http://athena.gadsdenstate.edu/slo0910/LoginPage.aspx>

Part III: Evaluation of Organizational Unit Strategic Plans

Use the link below to view all 09-10 Unit Strategic Plan Evaluations

<http://athena.gadsdenstate.edu/ie20092010/LoginPage.aspx>

End Notes

- ⁱ An *ad hoc* Faculty Advisory Committee was appointed to coordinate the Evaluation of General Education Outcomes for this Report. Committee members were: Rita Collier, Chris Cunningham, Christina Isom, Donna LePrell, Julian Thornton, Angela Waits, Danny Wilborn, Brandy Pearson, and Tommy Hartline.
- ⁱⁱ Communication, Humanities and Fine Arts evaluations were developed from IE student learning outcomes system evaluations for Fall 2009 and Spring 2010. Evaluations were coordinated by Ms. Angela Waits.
- ⁱⁱⁱ Social Science evaluations were developed by Ms. Donna LePrell, social science faculty member.
- ^{iv} Mathematics evaluation was developed by Dr. Danny Wilborn, Mathematics faculty member.
- ^v Natural Science evaluation was developed by Ms. Rita Collier, Science Division faculty member.
- ^{vi} Computer Skills evaluation was developed by Ms. Brandy Pearson.

Gadsden State Community College

Strategic Plan

Unit: Admissions & Records Year: 2009-2010

Person Responsible: Jennie Dobson

Cabinet Member: Valerie Richardson **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 enrollment management.

Long Range Goals:

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

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

Implement electronic catalog management program to facilitate delivery of information to users and to minimize financial expenditures necessary for production of paper copies.

Assessment

Purchase and install electronic catalog management software.

Additional Funding Request: \$6000

Expected cost of catalog management upgrades, hosting and support for one year.

Evaluation Findings

The Academic Catalog Management System (ACMS) has been implemented and is fully functional for the current academic year.

Use of Findings

After one year of use of the ACMS, plans are being implemented to streamline the update/edit process for new editions of the catalog.

Objective or Educational Outcome 2

Develop and implement a plan for electronic transfer of records.

Assessment

Successful transfer and receipt of academic records between Gadsden State and other colleges and universities.

Additional Funding Request: \$5000

Purchase of software and support services.

Evaluation Findings

Full implementation of this objective has been delayed as a result of the delay in the bid process for new Student Information software.

Use of Findings

Discussions are underway with two vendors to proceed with development of electronic records transfer using existing software.

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

Due to more pressing demands on time to update the server to be PCI (credit card) compliant, this objective was delayed.

Use of Findings

Objective will be re-evaluated at later date.

Objective or Educational Outcome 2

Students will express satisfaction with service received through the Admissions Office.

Assessment

Students will express 90% satisfaction rate on Student Satisfaction Survey items related to the Admissions Process.

Additional Funding Request: \$0

Evaluation Findings

According to the on-line Student Evaluation of Campus and Services for Spring 2010, 95% of the respondents (229) strongly agreed or agreed that they were satisfied with the admissions process.

Use of Findings

While the goal of 90% was met, the ultimate goal of the Admissions Office is 100% satisfaction. The staff will meet in October, 2010, to discuss the improvement of the Admissions Office.

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

No recommendations were returned from audits.

Use of Findings

We will continue to remain current with actions of the SBE Admissions & Records policies.

User:guest

Unit

Admissions & Records

Gadsden State Community College

Strategic Plan

Unit: Adult Education Services **Year:** 2009-2010

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 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.
- 2 Establish a Center for Adult Education (CAE) in the Heflin Community Arts Center with a minimum operation of 18 hours per week of instruction to include morning and evening classes teaching Adult Basic Education and GED preparation.
- 3 Establish literacy services on the Anniston and Gadsden campuses

Goal 1

Provide quality professional development opportunities for all Adult Education employees.

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

Provide opportunity for all Adult Education Services employees to attend annual Workforce Development Conference with 75% participation of full-time employees and a minimum of 35% 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: \$10000
(Adult Education Grant)

Evaluation Findings

This objective was not met due to the fact that the Department of Postsecondary Education no longer requires Adult Education programs to attend and would not provide funding.

Use of Findings

Due to excessive cost without funding, this objective will no longer be applicable to our program.

Objective or Educational Outcome 2

Provide opportunity for all Adult Education Services employees to attend the annual ALAPCAE Summer Conference with 100% participation of full-time employees and a minimum of 75% participation of part-time employees.

Assessment

Budget for and promote attendance at the annual ALAPCAE Summer Conference. The attendance will be a matter of record.

Additional Funding Request: \$20000
(Adult Education Grant)

Evaluation Findings

This objective was met with funding made available from the Department of Postsecondary Education. We attained 100% participation of full-time employees and 81% participation of part-time employees.

Use of Findings

We will continue to promote this conference to the Adult Education staff.

Objective or Educational Outcome 3

Provide opportunity for all Adult Education Services employees to attend the annual ACA Conference with a minimum of 75% participation of full-time employees and a minimum of 30% participation of part-time employees.

Assessment

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

Additional Funding Request: \$10000
(Adult Education Grant)

Evaluation Findings

This objective was not met due to the fact that the Department of Postsecondary Education no longer requires Adult Education programs (except the director of the program) to attend and did not provide funding.

Use of Findings

Due to excessive cost without funding, this objective will no longer be applicable to our program.

Goal 2

Expand the availability of classes to serve the demand for Adult Education services due to the economic situation.

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

Adult Education Services will establish two full-time JOBS/Employment Preparation Services classes, one through the Calhoun County Department of Human Resources and one through the Etowah County Department of Human Resources. A funding request will be submitted to the Department of Postsecondary Education.

Assessment

The success of this objective will be determined by the establishment of two full-time JOBS classes.

Additional Funding Request: \$87500

(DHR/DPE Grant)

Evaluation Findings

This objective was only partially met. We were funded for two part-time classes through the Department of Human Resources. This program served over 110 students in two counties. Our enrollment increased as a result of the additional class site in Anniston (Calhoun County).

Use of Findings

We will continue to seek State funding for two full-time classes, one in Calhoun County and one in Etowah County.

Objective or Educational Outcome 2

Adult Education Services will provide educational services to a minimum of two businesses, industries, or agencies in our service area.

Assessment

This objective will be validated by substantiated documents reflecting the services(s) provided.

Additional Funding Request: \$

Evaluation Findings

This objective was partially met in that, due to economic reasons, we served only one business/industry/agency, Fellowship House in Anniston.

Use of Findings

We will include more faith-based locations for additional growth.

Goal 3

15% of the total enrollment in Adult Education Services will obtain their GED during the reporting period FY09-10.

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

70% of students served during the reporting year FY09-10 will complete one or more academic levels.

Assessment

Accomplishment of this objective will be measured through data entered into the Alabama Adult Education System for Accountability and Performance (AAESAP).

Additional Funding Request: \$

Evaluation Findings

This objective was met with 70% of our 1,873 students completing one or more academic levels. This is documented through data collected in our data reporting system to the Department of Post-Secondary Education.

Use of Findings

We will continue to monitor enrollment and students' progress and encourage students to achieve thier next academic level.

User:guest

Unit

Adult Education Services

Gadsden State Community College

Strategic Plan

Unit: Applied Technologies **Year:** 2009-2010

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 a diverse group of 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 devoted to establishing entry level job specific skills, as well as updating workforce skills through advancing technology, and retraining for displaced workers.

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 1

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

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

Evaluate individual certification progress to coordinate remaining efforts required to obtain program certification.

Additional Funding Request: \$75000.00

Combination of Perkins funds and College funds.

Evaluation Findings

The Ayers Auto Collision program is in the final phases of completing the self-study. Completion of the self-study is required before an Evaluation Team Leader can be assigned to conduct the on-site visit. From the Diesel Technology self-study there is question as to whether the facility size and lay-out meets NATEF requirements. Detailed information and blueprints are being gathered and will be sent to NATEF for the determination.

The Ayers and East Broad Welding and the Valley Street Carpentry programs have obtained NCCER instructor and program certification through CEFA. In these programs we will now focus on student certification.

The East Broad Auto Collision program has obtained NATEF certification. The East Broad Auto Service program will be ready to schedule the on-site visit as soon as the new facility is complete. The projected completion date is May 4, 2011.

Use of Findings

Evaluation of this objective reveals various situations which are obstacles to attaining certification. The respective programs will focus on addressing these specific issues in order to complete the certification process.

Goal 2

To expand the capabilities of the Automotive Service Technology Program by construction of a new 6,000 square foot facility. Funds have been secured for this project from special state appropriations.

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

1. Construction of the new building will be in accordance with requirements to achieve industry certification.
2. Construction of the building will address critical workforce demands for skilled Automotive Technicians.

Assessment

Pending final approval, the building design, selection of architect and the bidding process should be completed by November 2009. Actual construction should be complete by December 2010.

Additional Funding Request: \$00

No additional funding is required for this objective.

Evaluation Findings

The Official approval both locally and at the State level delayed the construction process. The contractor was given the go-ahead at the pre-construction conference held September 14th. The projected completion is May 4, 2011.

Use of Findings

Although our role in the physical construction of the building is limited, we will focus on the completion of the self-study to ensure that we are ready to schedule the onsite visit as soon as the building construction is complete.

Goal 3

Establish new Alabama Regional Center for Welding Automation (ARCWA), expanding the Welding Technology Program by offering Automated Orbital Welding 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.

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

1. Complete renovations to the existing facility to accommodate advance welding instruction by March 1, 2010.
2. To provide opportunity for 50-100 master welders to attain Advanced Automated Orbital Welding instruction to meet specific industry workforce development needs in the first year.

Assessment

Year-end assessment will reveal the number of completers.

Additional Funding Request: \$500000.00

Received from Governor's Office for Workforce Development.

Evaluation Findings

Due to construction delays outside of our control, the renovation is currently being completed. This has allowed only nine to complete the (ARCWA) training program. This program has been transferred to the Skills Training division.

Use of Findings

This project and program has been transferred to the Skills Training Division and will no longer appear on the Applied Technologies plan.

Student Success

- Provide a student-centered teaching and learning environment.

Student Success

- Deliver services needed to help students succeed.

Objective or Educational Outcome 1

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

Assessment

Once the structural frame machine has been purchased and is fully operational, students' success in structural repair activities will be measured on individual course EEO reports.

Additional Funding Request: \$30000

Combination of Perkins funds and College funds.

Evaluation Findings

The frame machine has been purchased and installed according to plan in the Ayers Auto Collision department.

Use of Findings

Students enrolled in the Ayers Auto Collision program receive enhanced learning opportunities with the addition of this frame machine. The level of aptitude students obtain will be measured through program and course evaluations.

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.

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: \$00

Evaluation Findings

All articulation agreements statewide and locally are reviewed and up-to-date.

Use of Findings

Articulation agreement updates were distributed to the respective program instructors for immediate implementation. Instructors will ensure that students who are eligible for articulated credit are aware of this opportunity and will assist them in completing the process to receive course credit.

Goal 6

Secure a 30% increase in the materials and supplies line of the Welding Technology budget. The addition of the Pipe Welding program on the East Broad Campus has resulted in an increase in enrollment and a corresponding increased consumption of materials and supplies. This has resulted in a shortfall in line 641 of the Welding Technology budget.

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

To continue to provide high quality training experiences to all students in the Welding Technology program.

Assessment

Requested: Materials and Supplies line 641 of the Welding Technology budget increased from \$38,000.00 to \$49,400.00 in the 2009-2010 budget.

Additional Funding Request: \$11400.00

The addition of the Pipe Welding program added additional materials and supplies to the existing budget.

Evaluation Findings

The Materials and Supply line 641 of the Welding Technology budget has been increased from \$38,000.00 to \$55,540.00 in the 2009-2010 budget. (After the plan was submitted, the Welding Technology budget was cut back to \$45,240.00.)

Use of Findings

As students enroll in Welding program courses periodic analyses will be conducted to determine whether funds are adequate or if a shortfall is projected. The established trends will then assist in budget planning for the future.

User:guest

Unit

Applied Technologies

Gadsden State Community College

Strategic Plan

Unit: Arledge Center **Year:** 2009-2010

Person Responsible: Pam Clough

Cabinet Member: Valerie Richardson **Approved**

Mission Statement:

The mission of the Arledge Center is to offer essential services designed to ensure that non-traditional students have 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 a diverse population of adult students who do not qualify for financial aid.
frustrations.
- 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 processes.

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.

College Mission: Offering quality educational experiences that are accessible and affordable and that empower students to become lifelong learners.

Objective or Educational Outcome 1.

To increase by 3% the enrollment rates of adult students served by the Arledge Center.

Assessment

Using reports generated by the computer center, we will compare enrollment rates of adult students from one year to the next.

Additional Funding Request: \$

No additional funding required.

Evaluation Findings

During the 2009 - 2010 academic year, there were 3,813 students enrolled over the age of twenty-five, which is 38% of the total student population of 10,020. This was an 8% over the 2008 - 2009 academic year of 3,489.

Use of Findings

Recruitment activities are working and the importance of recruitment will continue to be emphasized.

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.

College Mission: Offer quality education experiences that are accessible and affordable and that empower students to become lifelong learners.

Objective or Educational Outcome 1.

To increase by 3% the number of Arledge Center clients served.

Assessment

A comparison of the records kept by the academic tutor and the coordinator will show a 3% increase from one year to the next.

Additional Funding Request: \$

No additional funding required.

Evaluation Findings

The records show that 420 students were served through the Arledge Center during the academic year 2009 - 2010 which is an increase of 11.7 % over the number of 376 for 2008 - 2009.

Use of Findings

Adult students are continuing to use the Arledge Center.

Goal 3.

To continue offering both individualized and comprehensive services (e.g. child care, 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.

College Mission: Offering quality educational experiences that are accessible and affordable and that empower students to become lifelong learners.

Objective or Educational Outcome 1

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: \$

No additional funding required

Evaluation Findings

Survey results are 90% favorable.

Use of Findings

The Arledge Center will continue to evaluate its services and use the results or comments from these evaluations to change or improve its services.

Goal 4.

To conduct retention activities, including distribution of lifeskills packets and materials, speaking at ORI 101 classes, and reorganizing the AWARE support 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.

College Mission: Offering quality educational and cultural experiences that are accessible and affordable and that empower students to become lifelong learners.

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 at least two retention activities planned for the Fall and Spring semester.

Additional Funding Request: \$

No additional funding required

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.

Use of Findings

It has become increasingly evident that most busy adults do not have time to attend separate retention activities. They would rather pick up materials that they can read at their convenience. We are increasing the materials we distribute to include the student lounge, Inzer breezeway and the lobby of Allen Hall.

Objective or Educational Outcome 2

Support groups will be available on all campuses.

Assessment

Outlook Calendar will reveal at least 1 AWARE meeting on each campus.

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

After evaluating the response on the Wallace Drive Campus, it was decided to distribute materials rather than planning meetings which were not being attended.

Use of Findings

As stated above it has been decided to distribute materials rather than have meetings

which were not being attended.

User:guest

Unit

Arledge Center

Gadsden State Community College

Strategic Plan

Unit: Assistant to the President and Professional Development **Year:** 2009-2010

Person Responsible: Jennie Dobson

Cabinet Member: President (not reviewed)

Mission Statement:

To provide professional development activities for the College faculty and staff that will support their professional and personal goals. To provide free or affordable services to the area communities that promote economic growth and enhance personal development.

Long Range Goals:

- 1 To continually update and grow the Gadsden State Speakers' Bureau for local professional development.
- 2 To share the concept of Gadsden State's Leadership Development Institute (LDI) with other community college leaders through training workshops.

Goal 1

To improve professional development activities for the diverse Gadsden State Faculty and Staff by expanding our scope of interests by receiving input from all employees.

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

An email survey questionnaire will be sent to all employees in June 2009.

Assessment

Utilize the results of the June 2009 survey for use in next year's planning.

Additional Funding Request: \$0

Evaluation Findings

The Professional Development Committee formulated the plan for 10-11 activities using the results of our email survey.

Use of Findings

Ten (10) activities were chosen from the survey to be implemented in the new year.

Goal 2

To offer at least one nationally-known professional development speaker at an event on campus and one event featuring a minority speaker on campus during the 09-10 year. These events would be based on survey results.

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

All employees will attend an event on campus that is advantageous to their professional development plans.

Assessment

Record all events and roster of attendees.

Additional Funding Request: \$3000.00

Evaluation Findings

A nationally-known speaker was contracted for the all-employee meeting in August, 2010.

Use of Findings

Many good comments were received about the speaker which encourages this type of

presentation in the future.

Goal 3

To continually improve and continue the on-going in-house education of our employees through the Leadership Development Institute (LDI) 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

Incorporate new changes of the Alabama Community College System and/or Gadsden State into the LDI program.

Assessment

This would be accomplished by discussing program agendas with each Executive Staff member while planning their respective programs.

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

Updating the meeting agendas is encouraged with each Executive Staff member to incorporate any new policies or laws.

Use of Findings

The LDI session evaluations are always very positive about the amount and quality of information presented and learned.

Goal 4

To assist the President with various administrative functions in a timely manner as requested.

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

To provide the requested material or information to the President as needed in order to support Gadsden State and the President in his duties and obligations.

Assessment

Review all assignments to check for accuracy and timeliness.

Additional Funding Request: \$0

Evaluation Findings

Any requested information from the President is presented in an accurate and timely manner. Received positive feedback from the President.

Use of Findings

Continue to stay abreast of new Board Policies and Gadsden State procedures.

User:guest

Unit

Assistant to the President and Professional Development

Gadsden State Community College

Strategic Plan

Unit: Assistant to the President for Quality Assurance **Year:** 2009-2010

Person Responsible: Lisa Thacker

Cabinet Member: President (not reviewed)

Mission Statement:

Within the context of the Mission, Goals, Objectives and Priorities of Gadsden State Community College, 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. The Assistant to the President for Quality Assurance (APQA) promotes compliance, accountability and excellence, with special emphases in the areas of diversity, institutional research and effectiveness, public relations, human resources, college athletics, internal auditing and external contracts.

Long Range Goals:

- 1 Develop a system to assess risk to aid in the implementation of a comprehensive internal auditing plan.
- 2 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 policies, regulations, and the State that

govern the Department of Postsecondary Education within Alabama.

Assessment

1. The Employee Handbook will be revised annually to reflect the current policies of the State Department of Postsecondary Education.
2. Audits performed by the Department of Postsecondary Education's Internal Audit Division will include no substantial findings.
3. The annual audit by the State of Alabama Examiners of Public Accounts will include no substantial findings.
4. Southern Association of Colleges and Schools (SACS) evaluations will include no substantial findings.

Additional Funding Request: \$

Evaluation Findings

1. The Employee Handbook was updated and made available to all employees online 8/16/10
2. No substantial findings reported by Internal Audit division
3. Examiners reported no substantial findings
4. Second Monitoring Report was accepted by SACS-COC in July 2010. No further action required with respect to regional accreditation.

Use of Findings

Based on information from the SACS Summer Institution 2010, the College will continue implementation of the QEP in advance of the Fifth Year Monitoring Report due September 2013.

Goal 2

The APQA will ensure that all departments under her supervision are successful in their missions.

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

Ensure that the Diversity and Compliance Department provides workshops, professional development seminars, surveys and evaluations to ensure all the College's 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**

86-88% of respondents indicated awareness of the procedures relating sexual harassment and discrimination.

Use of Findings

Based on the comments from the survey, a new online training, Preventing Workplace Harassment, was implemented to provide more in depth information on Title VII, Title IX, and the ADA, and increase awareness of College policies and compliance with State Board of Education Policies, and federal and State laws.

Objective or Educational Outcome 2

Ensure that the Department of Planning, Research and Effectiveness will disseminate surveys/evaluations according to the timelines established in the Institutional Effectiveness Calendar and in accordance with the needs of the College departments.

Assessment

1. At least 90% of the respondents to the Employee Evaluation of College Services will "Agree" or "Strongly Agree" that the Department of Planning, Research and Effectiveness disseminates surveys/evaluations according to the timelines established in the Institutional Effectiveness Calendar.
2. At least 90% of the respondents to the Employee Evaluation of College Services will "Agree" or "Strongly Agree" that the Department of Planning, Research and Effectiveness meets the planning, research and assessment needs.

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

1. Ninety-eight percent of respondents indicated "Agree" or "Strongly Agree" or

expressed "No Opinion" with respect to dissemination of surveys/evaluations.
2. Ninety-seven percent of respondents indicated that they "Strongly Agree," "Agree," or expressed "No Opinion" in regard to the usefulness of surveys and evaluations.

Use of Findings

Review of survey results does not show a strong degree of item discrimination in aggregated responses. The Office of Institutional Planning and Research will seek information regarding nationally normed surveys of students and college services pending Presidential approval.

Objective or Educational Outcome 3

Ensure that student-athletics will be involved in programs offered by the College to allow them to realize their full potential while at Gadsden State and to provide opportunities to be considered for athletic scholarships at four-year colleges upon completing eligibility at Gadsden State.

Assessment

1. 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" on the annual Athletic Program Survey.

2. At least 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" on the annual Athletic Program Survey.

Additional Funding Request: \$

Evaluation Findings**Use of Findings****Objective or Educational Outcome 4**

Ensure that the Human Resources Department follows State Board of Education, Department of Postsecondary Education, College policies and procedures, and federal employment laws.

Assessment

The 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, Legal and Human Resources Division, last

audited Gadsden State employment processes on March 19, 2004. Audits have not been performed for subsequent years.

The Examiners of Public Accounts had no findings or comments from the 2008-2009 audit of employment records and procedures. This audit was performed during 2009-2010.

There have been no court decisions or findings against the College resulting from EEOC complaints.

Use of Findings

According to LaTonya Dupree, Director of Human Resources at the Department of Postsecondary Education, the audits will resume in the near future; however, we are not able to address evaluation findings and use of findings from the Uniform Guidelines audit report for the 2009-2010 cycle. This assessment measure has been removed from the 2010-2011 Human Resources unit plan.

The Office of Human Resources will continue to stay abreast of applicable policies, procedures, and laws, to ensure compliance as indicated.

Objective or Educational Outcome 5

Ensure that the Department of Public Relations provides guidance for the improvement of publications, substantial and regular media coverage of college news and events, as well as supporting the College's recruitment and retention efforts.

Assessment

1. At least 90% of the respondents to the Employee Evaluation of College Services will "Agree" or "Strongly Agree" that the Department of Public Relations provides guidance for the improvement of publications, advertisements and recruitment materials.
2. At least 90% of the respondents to the Employee Evaluation of College Services will "Agree" or "Strongly Agree" that the Department of Public Relations supports quality and sufficient media coverage of the College's news and events.

Additional Funding Request: \$

Evaluation Findings

According to the Employee Evaluation of College Services, 83.4% of respondents agreed or strongly agreed that the Department of Public Relations provides guidance for the improvement of publications, advertisements and recruitment materials as well as supports quality and sufficient media coverage of the College's news and events.

Use of Findings

The results reveal an ongoing need to communicate the message and branding strategy currently being implemented by the College. A greater effort will be made to provide guidance and support to all departments of the College by offering recommendations through e-mails or workshops.

Goal 3

The APQA will provide administrative assistance to the President's Office.

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 administrative assistance to the President's Office by reviewing external contracts as assigned by the President.

Assessment

The APQA will review external contracts as assigned by the President and make comments for their improvement. Documentation of this process will be maintained in the Office of Quality Assurance.

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

Due to the confidential nature of this assignment, documentation is maintained in the office of the President.

Use of Findings

The position of the APQA has been eliminated upon the retirement of Lisa Thacker.

Goal 4

The APQA will provide advice and guidance on rules, policies, regulations, and laws related to Title IX and harassment, as well as investigating student and employee harassment complaints.

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.

Objective or Educational Outcome 1

To process Student and Employee Title IX harassment claims in accordance with local, state, and federal laws.

Assessment

Were all Student and Employee Title IX harassment claims processed.

Additional Funding Request: \$

Evaluation Findings

All Title IX complaints investigated by the Title IX Coordinator or the designee were resolved with no court decision or findings against the College. Findings of Title IX investigations are confidential and not available for additional evaluation outside of the office of the President or the Title IX Coordinator.

Use of Findings

The findings indicated that no changes are needed with the Title IX complaint and investigation process.

Objective or Educational Outcome 2

The College will operate in accordance with Title IX.

Assessment

Title IX complaints will result in no court decisions or findings against the College

Additional Funding Request: \$

Evaluation Findings

All Title IX complaints investigated by the Title IX Coordinator or the designee were resolved with no court decision or findings against the College.

Use of Findings

The findings indicated that no changes are needed with the Title IX Complaint and investigation process.

Goal 5

The APQA will chair the Internal Audit Committee in order to endure use of proper administrative procedures by all areas of the College.

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

The Internal Audit Committee will perform at least one audit in each of the College's administrative areas per year.

Assessment

The Office of Quality Assurance will maintain documentation verifying at least one (1) internal audit and report per administrative area per year.

Additional Funding Request: \$

Evaluation Findings

The Internal Audit Committee completed audits eleven programs and grants. The completed audit reports were tendered to the President on September 27, 2010 and authorization was received to distribute the results. The complete report is on file in the President's Office.

Use of Findings

Review of the audit reports and procedures reveal no changes are necessary for the 2010-2011 academic year.

User:guest

Unit

Assistant to the President for Quality Assurance

Gadsden State Community College

Strategic Plan

Unit: Associate Degree Registered Nursing Program **Year:** 2009-2010

Person Responsible: Connie Meloun / Susan Tucker

Cabinet Member: Martha Lavender (not reviewed)

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. This State Board of Nursing approved and National League for Nursing –accredited program has dedicated faculty who 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 as well as attrition rates.
- 4 Develop a structured mentoring program for new faculty.
- 5 Recruit qualified nursing faculty to replace retiring faculty.
- 6 Evaluate the course offerings that utilized teleconferencing.
- 7 Continue modifications of Alabama College System Curriculum Program Outcomes.
- 8 Evaluate the implementation of the simulation experiences within the curriculum utilizing the Sim-Man System.

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 on their first attempt.

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. 100% of students will pass the Exit HESI exam with a score of at least 850 in 3 attempts.

Additional Funding Request: \$4000.00

Voc Tech; Margin of Excellence

1. New faculty, especially, need to attend workshops that address Test Construction regarding the RN Test Plan and Student Success on NCLEX.
2. Faculty need to attend workshops on "Meeting Students Learning Needs" with varied learning styles & ways to improve attrition.

Evaluation Findings

1. 89.2% of graduates (74/83) passed the NCLEX-RN examination on the first attempt during the 10/01/09-9/30/10 testing period.
2. The rate of 89.2% for RN graduates exceeded the state average of 85.5% and the national average of 87.6%.
3. 61/83 or 73.5% of graduates met the benchmark of 850 in three attempts of the comprehensive Hesi exam.

Use of Findings

These results indicate that graduates are generally prepared upon graduation from the nursing education program and exceed comparable groups. Fifteen of the twenty-two students (74/83) that did not meet the benchmark set for the comprehensive HESI exam were successful in passing NCLEX-RN on their first attempt. Eight of the nine students who were not successful in their first NCLEX-RN attempt were in the group of students who did not meet the benchmark. All of these students were required to attend a "live" review. The overall success validates the use of case studies, individualized remediation, and alternative teaching methods that have been implemented. Continued refinement of course objectives and teaching methods will be the focus of faculty development as well as test construction and use of enhanced simulation. The additional of advanced simulation labs and an online learning and testing system will offer a more comprehensive educational experience. Remediation will be implemented from the first core nursing course for the next class.

Objective or Educational Outcome 2

Student's will perform competently in classroom, college labs and in the clinical settings as evidenced by:

- a. communicating effectively in the health care setting.
- b. administering medications safely.
- c. assessing and planning care for patients of various age groups and medical diagnosis/conditions.
- d. the safe implementation of patient care.
- e. performing nursing skills.

Assessment

2a. #1. At least 80% of the students will make at least 75% on their communication exams in NUR 102.

2a. #2. In each nursing course except NUR 104, 80% of students will correctly answer questions related to therapeutic communication on each unit and final exams.

2a. #3. 90% of students will complete at least one process recording in each clinical course with this requirement with a grade of 75% satisfactorily or above.

2a. #4 90% of students will demonstrate satisfactory communication techniques appropriate to the nurse-client-family relationship in the Clinical Evaluation Tool.

2a. #5. On the "End of Program Student Satisfaction Survey" 90% of students will indicate "agree" or above on Part I ... Having obtained knowledge, skills, and experience for the care of patients in all age groups, the graduate is competent to: Communicate satisfactorily with patients, families, and health team members."

2b. #1. 95% of students will achieve a grade of 75% or above in NUR 104 Pharmacology.

2b. #2. 100% of students will achieve a score of 90% or above (in 3 attempts) on a pharmacology exam (dosage calculations) at the beginning of the semester they take NUR 105 and NUR 202.

2b. #3. In each clinical nursing course, 95% of students will demonstrate competency when administering medication on the clinical evaluation tool.

2b. #4. In each nursing course except NUR 104, 90% of students will correctly answer dosage calculation questions on unit exams, final exams and HESI Exit Exam.

2b. #5. On the first attempt 90% of students will be evaluated as "satisfactory" in medication administration lab validations. (NUR 104)

2c. #1. 90% of students will achieve a minimum of 75% on exams/exam questions related to assessment and planning care for patients in each related nursing course.

2c. #2. 95% of students will achieve a "satisfactory" (at least 75%) on the Clinical Evaluation Tool on the "Assessing and Planning Care" section.

2c. #3. 90% of students will achieve a minimum of 75% on the assessing and planning portions of each nursing care plan/concept map.

2d. #1. 90% of students will achieve a minimum of 75% on exams/exam questions related to the implementation of care for patients in each related nursing course.

2d. #2. 95% of students will achieve a "satisfactory" (at least 75%) on the Clinical Evaluation Tool on the "Implementation" section for the Provider of Care Role.

2d. #3. 90% of students will achieve a minimum of 75% on the implementation portion of each nursing care plan/concept map.

2e. #1. 90% of students will be evaluated as "satisfactory" on the performance of each nursing skills lab validation.

2e. #2. 95% of students will be evaluated as "satisfactory" (at least 75%) on the Clinical Evaluation Tool on the sections Critical Behaviors and Competent Nursing Skills.

2e. #3. 90% of students will score at least 80% on test items pertaining to nursing skills in all nursing courses.

2a-e. #1. On the Six Months Post Graduation Survey of graduates- 80% or higher will respond that clinical competence was achieved.

Additional Funding Request: \$4000.00

Voc Tech; Margin of Excellence

In order to fulfill the College Objectives/Assessments #5 -- to provide continuing education and personal enrichment opportunities as it relates to cultural issues - the faculty need additional books/computer programs/workshops devoted to diversity and cultural relationships in the health care system.

Evaluation Findings

2a#1. The communications module exams in NUR 102 were analyzed. 84.3% of students (70/83) correctly answered exam questions assessing effective communication. In addition, the end of program comprehensive assessment exam was analyzed. In this exam, student scored an average of 768 in the core communications category. This is below the acceptable and recommended levels from the American Association of Colleges of Nursing (AACN) for the essentials of education for professional nursing practice.

2a#2. In the category of therapeutic communications, students averaged a score of 745, which is below the acceptable and recommended level for NLNAC accreditation.

2a#3. 100% of students satisfactorily (above 75%) completed one or more process recordings in NUR 102.

2a#4. 98.37% of students in spring semester and 100% of students in summer semester were evaluated as satisfactory in the category, "demonstrates therapeutic communication with the nurse/client relationship" on the clinical evaluation tool.

2a#5. On the "End of Program Student Satisfaction Survey", 98.57% of students indicated that "agreed" or "strongly agreed" in the category "the program enabled me to communicate satisfactorily with patients/family/staff."

2b#1. Of the 27 students who completed Pharmacology in fall semester, 100% were successful in scoring above 75%. In summer semester, 48 students (100%) that completed NUR 104, achieved grade of 75% or greater.

2b#2. 100% of students achieved a score of 90% or above in three attempts or less at the beginning of NUR 105 and NUR 202.

2b#3. On the clinical evaluation form, 87.66% of students in spring semester and 89.46% in summer semester were evaluated as satisfactory in the category "demonstrates the five rights of medication administration by preparing and administering medications correctly." 10.82% were evaluated as "not observed" in spring semester and 8.0% in summer semester.

2b#4. In all clinical nursing courses, greater than 90% of students correctly answered dosage calculation questions on unit tests and final exams. In addition, students averaged a score of 913(V-1) and 899(V-2) on medication administration on the comprehensive

assessment exam, which exceeds both accepted and recommended levels for ADN and BSN graduates. Students scored a mean of 804 (V-1) and 979(V-2) on the math category on the comprehensive HESI which is demonstrates improvement to the accepted and recommended level on the second version.

2b#5. 86% of students were evaluated as satisfactory on their first lab validation attempt on medication administrations in NUR 104.

2c#1. Greater than 90% of students achieved a satisfactory (above 75%) on exam questions related to assessment and planning care for patients in related nursing courses. In addition, the comprehensive assessment exam was analyzed in the categories of assessment and planning. Students averaged a score of 879 in assessment (nursing process category) and 928 in the core assessment category which is above the accepted and recommended levels. In planning, students averaged a score of 810 (nursing process category), which is slightly below accepted and recommended levels.

2c#2. On the clinical evaluation tool, 95.43% of students in spring semester were evaluated as satisfactory (above 75%) in the assessment portion: "collects data related to the client's level" and the planning portion: "begins to formulate interventions" in spring semester courses (NUR 102, NUR 106, NUR 201, NUR 203).

2c#3. 100% of students achieved a satisfactory (above 75%) on the assessment and planning portions of concept maps in NUR 102. Additional attempts were necessary for some students (32.9 repeated).

2d#1. Greater than 90% of students achieved a satisfactory (above 75%) score on exam questions related to implementation of care for patients in related nursing courses. In addition, the comprehensive assessment exam (HESI) was analyzed in the implementation category of the nursing process. Students averaged a score of 810 which is below the acceptable and recommended level of 850.

2d#2. On the clinical evaluation tool, 98.45% and 100% of students were evaluated in the clinical setting as satisfactory (above 75%) in the implementation of patient care category of "adapts nursing care to patient" in spring and summer semesters, respectively.

2d#3. 100% of students achieved a satisfactory (above 75%) on the implementation portion of assigned concept maps. Additional attempts were necessary for some students.

2e#1. 100% of students were evaluated as satisfactory on the performance of each nursing skill validation in order to progress in the program. Additional attempts were necessary for some students.

2e#2. On the clinical evaluation tool, 97.83% of students were evaluated as satisfactory in the category "safe performance of selected nursing skills".

2e#3. Greater than 90% of students scored 80% or higher on test items pertaining to nursing skills in all clinical nursing courses. In addition, the comprehensive assessment exam (HESI) was analyzed in the core category of technical skills. Students averaged a score of 890 which is above the accepted and recommended levels.

2a-e#1. On the Six Month Post Graduate Survey, 94.11% graduates (N=34) responded that they were "prepared," "well-prepared," or "very well-prepared" in clinical competency when performing skills.

Use of Findings

These results indicate a positive progression in knowledge and skills throughout the nursing education program. Students receive education and training at all phases of the program that provide accepted and recommended levels of competency with comparable groups of students. In HESI categories that were below the expected benchmark, remediation will be incorporated into select courses. Instructional modules will be analyzed based on testing results. Additional training and development of faculty is needed to provide the technological expertise necessary to practice at a high level in the changing healthcare environment. Opportunities for in-house and educational training will be investigated. Instructional materials are outdated or worn and need continuous and progressive evaluation. New supplies, manikins, beds, and simulation equipment are being obtained as funding allows. The ADRN Program received 15 bed donations from area hospitals to replace older out-of-date stock. The library of visual teaching materials and hands-on models are in constant need of repair and updating to facilitate student learning. Additional video equipment is

needed for each classroom and topic. Educational opportunities for faculty are needed to ensure best practice methodology in nursing education.

Objective or Educational Outcome 3

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

Assessment

1. 85% of all students will satisfactorily complete each skills validation in their first attempt.
2. End of course and end of program evaluations: 90% of students will strongly agree or agree they had access to equipment, supplies and computer software needed to learn in order to provide competent patient care.
3. Six-Month Post-Graduation Survey: At least 80% of GSCC graduates will express a minimum of a "prepared" level of satisfaction regarding clinical competencies.
4. 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.
5. 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: \$40000.00

Tech Fees

To answer/address the Institutional Objective, #4, we must provide "emerging technologies to improve the delivery of all programs by 10% from the previous year." The manner in which this can be done is to purchase highly technical equipment such as the "Sim Man" system, computer software with interactive capabilities, medication carts which more closely resemble the clinical setting, virtual IV systems and intravenous pumps.

Evaluation Findings

1. 98.3 % of students were evaluated as satisfactory on their first lab validation attempt on 23 skills in NUR 102.
2. On the End of Course Evaluation, 97.81% of students indicated "agree" or "strongly agree" in the category "supplies and equipment necessary for program available". On the End of Program evaluation, 94.29% indicated "agree" or "strongly agree" in the category "resources for this program (audiovisuals, computer programs, laboratory supplies, clinical facilities) met my learning needs".
3. On the 6 Month RN Post Graduation Survey, 94.11% of graduates indicated they were "prepared", "well prepared", or "very well prepared" under the category "demonstrates competency when performing skills."
4. On the 6 Month Employer Post Graduation Survey, 91.89% of employers indicated that graduates were "prepared", "well prepared", or "very well prepared" under the category "prepared clinical competency when performing skills."
5. On the 12 Month Employer Post Graduation Survey, 100% of employers indicated that graduates were "prepared", "well prepared", or "very well prepared" under the category "demonstrates clinical competence and independence in providing care to a group of patients."

Use of Findings

These results indicate the nursing education program provides a strong preparation in the areas of clinical skills and competent practice. In the changing healthcare environment, technology advances often outpace resources. In order to provide current training in this area, simulation and computerized equipment is necessary to continue state-of-the-art education. The addition of a new 4400 square foot state-of-the-art nursing laboratory to Helderman Hall will increase available space and resources for student training.

Objective or Educational Outcome 4

Graduates will become a member of the community workforce.

Assessment

Six-Month Post Graduation Survey

1. 95 percent of respondents who seek employment will be employed in nursing within six months post-graduation in their own geographic area.
2. 95 percent of respondents who are employed will have full-time employment if desired.
3. 80 percent of respondents will have salaries consistent with the geographic area and type of employing agency for which they work.
4. 80 percent of respondents will report advancement in their positions consistent with their education and experience.

Additional Funding Request: \$

No additional funding required.

Evaluation Findings

1. On the Six Month Post Graduation Survey, 82.35% of graduates reported that they were currently employed in nursing at a reasonable distance from home.
2. On the Six Month Post Graduation Survey, 29.41% of graduates reported that they experienced difficulty in obtaining full-time employment in nursing. 58.82% indicated "no" on the survey on the question, "experienced difficulty in obtaining full time if desired". There was a 11.76% N/A response.
3. On the Six Month Post Graduation Survey, 85.29% of graduates reported that they made "salaries consistent with area salaries."
4. No data was available on the Six Month Graduation Survey to report advancement in positions consistent with nursing education and experience. Most graduates are completing orientation periods for employees.

Use of Findings

These findings reflect the trends in the state and national markets for nursing employment. Many area hospitals have implemented hiring "freezes" in an attempt to respond to the economy. Also, those hospitals who have continued to hire nursing staff have hired new graduates into positions without benefits or less than full-time. As the economic problems persist in healthcare, positions in nursing will be affected.

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

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: \$

No additional finding requested.

Evaluation Findings

1. 89.2% of graduates (74/83) of the RN program passed NCLEX-RN on the first attempt.

Use of Findings

Specialty and comprehensive testing has been incorporated into the nursing course sequence to obtain reliable and valid data measurement and provide comparison with state and national norms. Student comprehension will be analyzed and individualized remediation will be provided in all courses as student progression in the program continues. Curriculum and instructional effectiveness can be examined through this standardized testing initiative.

Objective or Educational Outcome 2

Follow set standards by NLNAC for continued program accreditation.

Assessment

1. Maintain NLNAC accreditation.
2. Meet all monthly NLNAC SEP agenda during the calendar year.

Additional Funding Request: \$
No additional funding requested.

Evaluation Findings

1. The nursing education program maintains NLNAC accreditation through Fall 2013.
2. The monthly NLNAC Systematic Evaluation Plan (SEP) was maintained throughout the calendar year. Evidence is provided in GNFO faculty meeting minutes and agendas. Ongoing evaluation of the SEP will ensure currency and consistency of program results.

Use of Findings

Continuous attention and maintenance of necessary documentation and adherence to recommended and acceptable protocol for the nursing education program will be performed. Monitoring of standards and benchmarks for success are inherent in program structure. The use of computerized data documentation and analysis is needed to streamline information requests and provide timely feedback. Faculty will be active in the process of program evaluation. Information management technology and software are needed to comply with accreditation protocols. Data analysis and compilation is required to define patterns, trends, and outcomes. Faculty members will assume assigned roles to ensure NLNAC standard compliance.

Objective or Educational Outcome 3

Maintain qualified (Master's degree or higher and experience) number of 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, NCLEX success etc) every three years.

Additional Funding Request: \$4000.00

Voc Tech

Each new faculty member must attend at least one workshop on test construction, strategies for successful NCLEX success or teaching strategies within the first year.

Evaluation Findings

1. All full-time and part-time faculty have a master's degree or above. No new faculty members were hired full-time this year. Three full-time faculty have earned doctorate degrees. Two faculty are currently in a doctoral program in nursing.
2. All full-time faculty have a minimum of three years clinical practice.

3. Faculty attend conferences as funds are available. Educational offerings and professional development for nursing faculty are provided on site and available to all faculties at no charge. A professional development day is held in the spring yearly to provide educational offerings to the nursing community. All faculty attend workshops and seminars pertaining to nursing education and their clinical area of expertise. Continuing education hours and clinical certification are maintained by all faculty as required by the State Board of Nursing.

Use of Findings

The importance of professional development continues to be addressed. Advancement in nursing education will be encouraged for faculty as well as increased professional development. Inservice and professional programs will be investigated to provide new knowledge and conserve travel expenditures. Grants and educational monies continue to be pursued to fund faculty participation in educational opportunities. Faculty attended multiple state and local educational and/or professional offerings. Two faculty attended the NLN self-study forum in Atlanta. Three faculty attended an evidence-based practice workshop in Nashville. Two of these faculty are new faculty. One new faculty member attended a master teacher course. All faculty received continuing education credits during the year.

Objective or Educational Outcome 4

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

Assessment

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

Additional Funding Request: \$

No additional funding requested.

Evaluation Findings

1. Students admitted to the Associate Degree Nursing Program must graduate within the state specified time frame of 48 months. All 83 graduates in the year 2010 completed the program within 48 months.

Use of Findings

Alternate and part-time progression tracks are offered to provide students with choices for best success. Students are individually counseled and advised in accordance with

nursing progression policies and student needs. Progress is continuously monitored and assistance is offered to ensure optimal learning opportunities for students. Individualized remediation and academic counseling is offered for each student. Students are tracked and counseled at intervals as performance dictates.

Goal 3

Promote computer competency and information literacy.

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

Students will utilize WebCT and email in each nursing course

Assessment

- 100% of nursing students will utilize WebCT in obtaining information related to each nursing course such as syllabi, handouts, powerpoint presentations, Tegrity sessions and any other course specific materials.
- 90% of nursing students will utilize email to submit to their instructor(s) at least one assignment in each course.

Additional Funding Request: \$45000.00

\$30,000 Computers - Tech Fees

\$15,000 furniture - Voc Tech

To update the computer lab at Helderman Hall

Evaluation Findings

- 100% of students utilized BlackBoard (replaced WebCT) to access course information and presentations. All nursing courses utilize this format for syllabi, assignments, powerpoint presentations, and course communication. Online testing for core courses is being used for select courses and all HESI testing. All faculty use Tegrity in course instruction.
- All courses utilize BlackBoard for course communication. NUR 109 and NUR 200 are hybrid classes and use the assignment drop-box for all coursework. All courses use email for student correspondence and 70% of instructors require the use of computer submitted assignments for their courses. NUR 104 and NUR 103 were offered as hybrid courses this academic year and will be evaluated for continuation.

Use of Findings

These results indicate a progression in computerized and distance learning capabilities of instructors. It is recognized that more courses need to be developed for online learning and that all faculty need training in use of the new blackboard system for assignment submission, testing, and instruction. The addition of two new hybrid nursing courses are being evaluated for approval. Greater course development and use of online systems continue to be a priority.

User:guest

Unit

Associate Degree Registered Nursing Program

Gadsden State Community College

Strategic Plan

Unit: Athletics **Year:** 2009-2010

Person Responsible: Michael Cancilla

Cabinet Member: Jim Jolly **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. (Renovation/upgrades have been suspended due to the Chancellor's 7/27/07 memo)
- 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 mission of Gadsden State Community College is to meet the needs of its diverse communities by offering quality educational and cultural experiences that are accessible and affordable and that empower students to become lifelong learners. The mission of the Gadsden State 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 Gadsden State and to provide opportunities to be considered for athletic scholarships at four-year colleges upon completing eligibility at Gadsden State.

Assessment

1. 100% of student-athletes will participate in the Athletic Orientation.
2. Set a precedence of the number of Gadsden State student-athletes offered scholarships at four year universities annually.
3. 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" on the annual Athletic Program Survey.
4. 85% 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" on the annual Athletic Program Survey.

Additional Funding Request: \$0

Evaluation Findings

1. 98% of the expected student-athletes attended the orientation based on a required sign-in sheet. Those not in attendance met with the athletic director.
2. 13 out of a possible 35 (37%) received four year scholarship offers to continue their playing career. Being the initial year, following years will be measured against this and improvement gained.
3. 87% agreed/strongly agreed with this statement.
4. 75% agreed/strongly agreed with this statement.

Use of Findings

The primary factor for not receiving a scholarship amongst those who were eligible to continue on was that they no longer wanted to participate in intercollegiate athletics at the four year level. Athletics will continue to work for 100% of all athletes who want to

continue playing at a four year institution. Overall, athletes responded that Gadsden State helped to install pride in accomplishments both in athletics and academics. Athletics will continue to strive for 100% response.

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: The mission of Gadsden State Community College is to meet the needs of its diverse communities by offering quality educational and cultural experiences that are accessible and affordable and that empower students to become lifelong learners. 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 of all.

Objective or Educational Outcome 1

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

Assessment

The number of minority student-athletes and female student-athletes will be proportionate to that of the College's diverse student population.

Additional Funding Request: \$0

Evaluation Findings

57% (64 out of 113) of the athletes are female compared to the 61% female students of the general population.

20% (23 out of 113) of the athletes are minorities compared to the 28% minority students of the general population.

Use of Findings

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

Objective or Educational Outcome 2

Strengthen and enhance the human resources of the Intercollegiate Athletics department by providing professional development opportunities, including diversity, for the coaching staff.

Assessment

Document that department personnel have attended at least one professional development activity related to diversity.

Additional Funding Request: \$0

Evaluation Findings

The coaches attended the athlete orientation that has a diversity component.

Use of Findings

Coaches will be notified of all additional campus offerings regarding diversity and will be encouraged to attend.

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: The mission of Gadsden State Community College is to meet the needs of its diverse communities by offering quality educational and cultural experiences that are accessible and affordable and that empower students to become lifelong learners. The mission of the Gadsden State 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 to 100% 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: \$0**Evaluation Findings**

Progress reports reached an overall 94% rate of return. The student-athlete combined graduation/transfer rate of 40% is higher than the 20% of the general student population. Analysis of the results show a positive action in identifying potential academic problems with the athletes.

Use of Findings

The progress report dates were scheduled for 3 times a semester, allowing the coach to better monitor the athlete. Coaches will be encouraged to continue tracking their athletes after the respective season has concluded. This will allow for a continued improvement in the graduation/transfer rate.

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 Gadsden State.

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 mission of Gadsden State Community College is to meet the needs of its diverse communities by offering quality educational and cultural experiences that are accessible and affordable and that empower students to become lifelong learners.

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

1. Set a precedence of the number of students using the weight room facilities during supervised hours of operation.
2. 90% of the respondents on the annual On-line Student Evaluation of Campus and Services survey will "agree" or "strongly agree" that intercollegiate athletics provided appropriate student activity opportunities for students to attend .

Additional Funding Request: \$0**Evaluation Findings**

1. The weight room averaged 31 people/day fall semester and 38 people/day spring semester compared to the 2008-09 usage of 26 per day in the fall and 31 per day in the spring.

2. 93% of the respondents agreed/strongly agreed that intercollegiate athletics provided appropriate opportunities for students to attend.

Use of Findings

The proper notification (e-mail, flyers, face to face contact) regarding the weightroom and athletic events throughout the year will be done as well as continuing the proper maintenance and addition of weight room equipment.

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: The mission of Gadsden State Community College is to meet the needs of its diverse communities by offering quality educational and cultural experiences that are accessible and affordable and that empower students to become lifelong learners. 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

1. List of projects completed to upgrade athletic facilities and/or equipment and amount of dollars spent on those projects.
2. 90% of the student-athletes "Agree" or "Strongly Agree" that the facilities and

equipment at Gadsden State were adequate for the sport.

3. 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: \$0

Evaluation Findings

1. No renovations were completed due to the Chancellor's mandate.
2. 83% agreed/strongly agreed with this statement.
3. 79% agreed/strongly agreed with this statement.

Use of Findings

The facilities are showing their age. Considerable renovations are needed on all of the athletic facilities, to include new tennis courts and air conditioning for the gym in Beck Field House. Renovation/upgrades have been suspended as of 7/27/07 due to the Chancellor's moratorium of athletic facilities. This does create a competitive disadvantage for the coaches when recruiting against other two-year colleges who are not following the mandate. Planned general maintenance is scheduled to ensure that the facilities are maintained as well as possible until issues outside of the Athletic Department's control are resolved.

User:guest

Unit
Athletics

Gadsden State Community College

Strategic Plan

Unit: ATN/TBI Year: 2009-2010

Person Responsible: Blaine Galliher / 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 the State of Alabama and its diverse communities by offering innovative educational opportunities and 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 statewide partnerships and grant support for existing as well as new products and services and provide for professional development for staff.
- Goal 4 Expand implementation of state wide training partnership training between ATN/AFL-CIO and manufacturers in order to improve the quality of their work, reduce costs, and increase workplace flexibility. Provide specific needs training that will allow both the unions and the manufacturers to maintain their current customer base, retain existing jobs and customers, and keep pace with changing technologies and a globalizing economy.

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.

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: Serve as a partner in shaping and achieving the regions' economic and community development vision. Participate in state and industry networks and organizations.

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: \$

Evaluation Findings

We surveyed each client through the ATN Impact Survey online program. We averaged a 93% effectiveness on employer surveys.

Use of Findings

ATN/TEBI used the survey information to ensure that we were delivering the customized training and services detailed in the customer contract. The survey was also used to measure the quality of services delivered and the cost savings identified.

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: \$

Evaluation Findings

ATN/TEBI achieved a 4.76 rating for the previous rolling four-quarter period.

Use of Findings

Impact surveys are evaluated quarterly by the Manufacturing Extension Partnership of the U.S. Department of Commerce, the Alabama Technology Network, and the Alabama Department of Post Secondary Education to monitor effectiveness throughout the year.

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: Our courses allow students to master specific skills for job enhancement, thus allowing us to serve civic, business and industrial organizations in the community, and develop students' understanding of the skills needed in 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, a college instructional activity report and the Postsecondary Workforce Development Activity Report is completed on current training projects. ATN quarterly project reports track partnerships with companies and organizations.

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

ATN/TEBI submitted reports documenting training completed, training still in session and the evaluations of training received. All reports are forwarded to ATN and Gadsden State each semester.

Use of Findings

Reports used to measure the effectiveness and our industry and sales strategies and to develop/implement new strategies that will help us adapt to the economic situation currently facing industry and education.

Objective or Educational Outcome 2

Upgrade the Health, Safety and Environmental training materials to meet evolving client needs and industry market demands.

Assessment

Successful acquisition of the Health, Safety and Environmental training materials

Additional Funding Request: \$5,600

These funds are included in the ATN/TBI budget.

Evaluation Findings

Purchased \$9,255 of Health, Safety, and Environmental training materials. Upgraded Media Library to reflect 2010 changes in curriculum, and the updated Health and Safety equipment, such as Scott Air Packs, turn-out gear for fire rescue, protective equipment, etc., was purchased to maintain OSHA safety requirements.

Use of Findings

Upgraded Health and Safety training materials were successfully procured and will be reviewed on an annual basis to ensure materials remain current.

Goal 3

Expand training for business and industry programs for existing employees to better serve the current and future workforces.

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.

College Mission: Our courses allow students to master specific skills for job enhancement and develop an understanding of the skills needed in the current job market.

Objective or Educational Outcome 1

Increase courses and number of students involved in training conducted by 5%.

Assessment

Evaluate training information provided by the college Instructional Activity Report and ATN quarterly reports on an annual basis.

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

The number of students declined by 23%. This is a significant margin due to the declining economy. It appears that the business climate still remains in a state of uncertainty, but there is optimism among economic forecasts that the manufacturing climate has bottomed and will begin to trend upward sometime this year.

Use of Findings

We will use this information to implement new marketing strategies to reflect the current economy and search out new training curricula in order to attract a new client base.

Objective or Educational Outcome 2

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

Assessment

Evaluate training information provided by the college Instructional Activity Report and ATN quarterly reports on an annual basis.

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

The number of individual companies declined by 28%. Again this is a result of a declining economy in the manufacturing sector. It appears that this recession has bottomed out and is expected to have a slight growth next year. All training information is currently being evaluated by ATN, TEBI and the Governor's Office of Workforce Development on an annual basis and locally on a semester basis.

Use of Findings

This information will be used to focus on the strengths and weaknesses of training sessions offered by ATN/TEBI. It will be used to implement new forecasting models which reflect the current economy challenges, and how to address those adjustments. This information will also be used to ensure that all training provided has measurable quality, customer satisfaction goals, and complies with the policies and objectives of the Department of Post Secondary.

User:guest

Unit
ATN/TBI

Gadsden State Community College

Strategic Plan

Unit: Ayers Campus **Year:** 2009-2010

Person Responsible: Michele Conger

Cabinet Member: Valerie Richardson **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 the Ayers Campus.
4. Provide a technologically advanced campus.

Goal 1.

To recruit and serve students in our services 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.

Increase student enrollment by 5% on the Ayers Campus.

Assessment

The PERS enrollment reports will be compared for each semester of the year and compared to last year's official enrollment as determined by PERS in order to measure

enrollment gains or losses.

Additional Funding Request: \$

No additional funding is needed

Evaluation Findings

Official enrollment data for the Ayers Campus has the Spring 2009 enrollment at 1,366 and the Spring 2010 enrollment at 1,802. This represents an increase of 31.9%.

Use of Findings

While the objective was accomplished, the Ayers Campus Director and staff continue to seek ways to provide students and additional students with excellent customer service.

Objective or Educational Outcome 2.

Increase use of campus facilities by business and industry.

Assessment

The room utilization chart maintained by the Academic Liaison at Ayers, as well as the calendar for the library, will be used to track the number of businesses and industries utilizing the facilities.

Additional Funding Request: \$

No additional funding is needed.

Evaluation Findings

Training has been provided on campus for the Wittichen Supply Company, the Hobson City Community and Economic Development Corporation and for the law enforcement partners of the East Alabama Traffic Safety Office. The State of Alabama offers the community Hunter Safety and Boater Safety courses. Faulkner University continues to utilize the Ayers Campus as an off-campus site for their courses.

Use of Findings

The Ayers Campus will continue to provide courses or facilities as requested by business and industry.

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.

Increase participation in events with the Calhoun County Chamber of Commerce and other community organizations such as the Calhoun County 8th Grade Career

Awareness Expo, Youth Leadership Calhoun County, and Leadership Calhoun County.

Assessment

The number of participants from GSCC participating in Leadership Calhoun County, Gadsden State LDI, and Youth Leadership will be tracked using the agendas, graduate lists, and group photos of different events.

Additional Funding Request: \$

No additional funding is required. Funding for promotional items, newspaper articles, and lunch is provided through the campus director's budget.

Evaluation Findings

The Ayers Campus co-sponsors and hosts` events with the Calhoun County Chamber of Commerce; 8th Grade Career Awareness Expo, Youth Leadership Calhoun County's Technology Day, Education Committee Meetings. We have also hosted meetings for the following: Hobson City Community and Economic Development Corporation, Substance Abuse Prevention Advisement Coalition (SAPAC), Weed and Seed Community Grant Committee, the Red Cross, the United Way, the AARP Safe Seniors Driving Class, and "Too Good for Drugs" training for the Agency for Substance Abuse Prevention (ASAP).

Use of Findings

The Ayers Campus will continue to increase public awareness of its availability to assist the community with events.

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 so that 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."

Assessment

Examine the annual results of the Student Evaluation of Campus and Services to ensure that 94% or more stated that they "Agree" or "Strongly Agree" to the statement "Overall, I am satisfied with the quality of the equipment for learning." Comments should also be read for qualitative information.

Additional Funding Request: \$1000

Funds for memory, monitors, and computer parts to keep the labs up and running.

Evaluation Findings

The responses of Ayers students on the Spring Semester 2010 Student Evaluation of Campus and Services indicate that 98% of the students responded that they "Strongly Agree" or "Agree" to Question 7: "Overall, I am satisfied with the quality of the equipment for learning."

Use of Findings

The Ayers Campus Director and the faculty/staff of the Ayers Campus will continue to look for areas in need of equipment updating or an increase in technology. They will then make recommendations for purchase or plans to purchase the needed equipment.

Objective or Educational Outcome 2.

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

Assessment

Examine the results of the annual Employee Evaluation of Campus and Services to ensure that 90% or more of the respondents stated that they "Agree" or "Strongly Agree" to the statement "Technology equipment meets my workplace needs."

Additional Funding Request: \$

No additional funding is required.

Evaluation Findings

The responses from the Fall Semester 2009 (issued in November 2009) Employee Evaluation of College and Services indicated that 92% of the employees responded that they "Strongly Agree" or "Agree" to Question 4: "Technology equipment meets my workplace needs."

Use of Findings

The Ayers Campus Director and the faculty/staff of the Ayers Campus will continue to look for areas in need of technology equipment or updating of technology equipment. They will then make recommendations for purchase or plans to purchase of the needed technology.

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 to encourage 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."

Assessment

Examine the results of the annual survey to ensure that 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." Review the comments to see if the furniture or appearance of the campus is mentioned in the comments.

Additional Funding Request: \$3500

Funding will purchase outdoor furniture.

Evaluation Findings

The responses of Ayers students on the Spring Semester 2010 Student Evaluation of Campus and Services indicate that 95% of the students responded that they "Strongly Agree" or "Agree" to Question 5: "Overall, I am satisfied with the maintenance at the college."

Use of Findings

The Ayers Campus Director and the maintenance staff at the Ayers Campus will continue to look for areas in need of improvement on the college grounds or in the college buildings.

Objective or Educational Outcome 2.

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

Assessment

Examine the results of the survey to ensure that 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: \$

No additional funding is required.

Evaluation Findings

The responses of Ayers students on the Spring Semester 2010 Student Evaluation of Campus and Services indicate that 100% of the students responded that they "Strongly Agree" or "Agree" to Question 2: "Campus buildings are clean."

Use of Findings

The Ayers Campus Director and the maintenance staff at the Ayers Campus will continue to diligently monitor for cleanliness of the college grounds and the college buildings.

Objective or Educational Outcome 3.

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

Assessment

Examine the survey results to ensure that 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." Read the comments for any mention of safety.

Additional Funding Request: \$

No additional funding is required.

Evaluation Findings

The responses of Ayers students on the Spring Semester 2010 Student Evaluation of Campus and Services indicate that 97% of the students responded that they "Strongly Agree" or "Agree" to Question 1: "Overall, I feel safe and secure on campus."

Use of Findings

The Ayers Campus Director and the security staff at the Ayers Campus will continue to diligently monitor the college grounds and the college buildings, looking for ways to keep the staff and students as safe as possible.

User:guest

Unit

Ayers Campus

Gadsden State Community College

Strategic Plan

Unit: Business Division Year: 2009-2010

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 1

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: \$0

No additional funding is required for this objective.

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 2

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: \$0

No additional funding is required for this objective.

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

Review of the program outlines for 4-year institutions such as UA, UAB, and JSU found Gadsden State's program outlines are consistent with the 4-year colleges. No changes were made in the transfer guides.

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: \$0

No additional funding is needed for this objective.

Evaluation Findings

Transfer reports received from JSU, UA, and UAH show that 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.

Use of Findings

Reports show that GSCC transfer students do as well and better in most cases than native students at the 4-year institutions. The business division will continue to adequately prepare students to 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: \$0

No additional funding needed for this objective

Evaluation Findings

Thirty-seven OAD intern/co-op students were evaluated by their supervisors for the 2009-2010 academic year. The supervisors rated the students' quality of work. Thirty-three out of thirty-six (92%) were rated as excellent or very good.

In the 2007-2008 academic year, supervisors for five Marketing/Management intern/co-op students rated the students' quality of work. One hundred percent were rated as excellent.

In the 2009-2010 academic year, thirteen Paralegal interns were rated by their supervisors. Thirteen of the thirteen (100%) were rated as having excellent or good paralegal skills. Several supervisors wrote good comments about the students' abilities. Four of the interns were offered jobs.

Use of Findings

The evaluations were good. The division will continue to prepare students for the workplace.

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: \$0

No additional funding needed for this objective.

Evaluation Findings

According to the 2009-2010 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 (25%)

Bus. Admin (29%)

Criminal Justice (43%)

Marketing Mgmt (33%)

OAD (20%)

Paralegal (25%)

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 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: \$0

No additional funding needed for this objective.

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 Gadsden State according to the 2009-2010 Graduate Follow-Up Survey:

Accounting Tech (100%)

Bus. Administration (94%)

Criminal Justice (100%)
Marketing/Management (100%)
Medical Transcription (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 (98%)
Criminal Justice (100%)
Mkt/Mgt (100%)
OAD (88%)
Paralegal (100%)

Use of Findings

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

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: \$0

No additional funding needed.

Evaluation Findings

The objective was met. 100% of the employers who responded rated the training of GSCC graduates as excellent or good.

Use of Findings

The business division will stay in contact with employers to assure that our students are receiving the training they need to be prepared for employment.

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: \$1850

Accredited program annual dues.

Evaluation Findings

The ACBSP accreditation standards have been reviewed and data was collected for the Quality Assurance Report that will be submitted in October 2010.

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: \$900

Program annual fee to ABA.

Evaluation Findings

The Paralegal interim report was submitted to American Bar Association in August 2009. After review the ABA approved the report on May 5, 2010.

Use of Findings

The ABA requirements will continued 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 OAD lab at the Ayers campus to provide students with adequate equipment and software.

Assessment

Facilities survey completed by students.

Additional Funding Request: \$25000

Replace computers in OAD lab based on need and "greening" cycle.

Evaluation Findings

Computers were purchased for the both OAD labs at the Ayers Campus. In addition, a Hitachi Starboard was purchased and installed in the OAD classroom at the Ayers Campus.

Use of Findings

The new computers will allow students use updated software and more efficient computers. The Starboard will allow the instructors to integrate more technology in the classroom experience.

Objective or Educational Outcome 2

Purchase latest version of Quickbooks and OPEC software.

Assessment

Evaluation of instructors.

Additional Funding Request: \$1500

Purchase updated version of software programs.

Evaluation Findings

Both the Quickbooks and OPEC software were purchased and installed in the Business Division computer labs.

Use of Findings

The updates in software allow the students to use current technology so they will be

prepared for the workplace.

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: \$2700

Professional development opportunities for faculty.

Evaluation Findings

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

Fay Birchfield:

Course 360; Cengage Learning, Gadsden State Business Division, May 3, 2010

Ed Clark:

Blackboard Learning System Training; Gadsden State ELearning, Oct. 9 and Oct. 30, 2009

MOSTraining; Gadsden State Ayers Campus, Nov. 23, 2009

Maintenance Free Landscape - Yeah, Right; Gadsden State, Nov. 24, 2009

Emergency Training Workshop, Gadsden State, Jan. 4, 2009

Filing 101- Outlook Filing; Gadsden State, Jan. 4, 2009

Oxford Round Table, Oxford University, England, March 2010

Glenda Copeland

Employee Violence Threat Procedure|| (a LDI team project)

If I Can Do This—You Can Do This|| (a QEP Tech presentation)

Microsoft Outlook Update

Tegrity Hands-On Workshop

Microsoft Training|| Word—Outlook—Excel MOSTraining Social Networking: Twitter, Facebook, My Space

Blackboard v.9 Training

Filing 101 – Outlook Filing|| (paper and electronic)

What Do I Do (emergency scenarios) The Anatomy of Leadership, September 28, 2009

Michael Burt from Maximum Success Gadsden State, Bevill Center

Coosa Valley Coders Meeting Quarterly October 2009-May 2010
PHIT Office 2010 Webinar October 8, 2009
8th Annual Diversity Conference, Jefferson State Com. College - Bham, AL October 15, 2009
2010 Coding and Medicare Update; Northeast AL Physicision, Inc., December 16, 2009
Preventing Sexual Harassment, Gadsden State, March 11, 2010
Explore Tech Day 2010, March 30, 2010
Online Learning to the Next Degree, Cengage Learning, May 3, 2010
Wimba Presentation, Mr. Relue, Gadsden State, June 16, 2010
Discussing Coding Surgical Procedures; Online Workshop, Cengage, July 18, 2010

John Faucett

Employee Violence Threat Procedure, LDI Team Project, Gadsden State, Aug. 17, 2009
If I Can Do This - You Can Do This, QEP Tech Pres., Dr. Chip Tucker, GSCC, Aug. 17, 2009
Evaluating Unit Strategic Plans, Gadsden State, August 17, 2009
Social Networking: Twitter, Facebook, My Space, Gadsden State, Nov. 23, 2009
Blackboard V.9 Training; Gadsden State, Nov. 23, 2009
Maintenance Free Landscape - Yeah Right; Gadsden State, Nov. 24, 2009
Techniques for Improving Online Instructors - Best Practices, Gadsden State, Jan. 4, 2010
Filig 101 - Outlook Filing; Gadsden State, Jan. 4, 2010
CNow for Accounting Training Session, Cengage Learning, Gadsden State, Aug. 28, 2009
Course 360 Presentation; Cengage Learning, Gadsden State, May 3, 2010
Preventing Sexual Harassment; Oct. 29, 2009

Jamie Payton

Employee Violence Threat Procedure; LDI Team Project, Gadsden State, Aug. 17, 2009
If I Can Do This- You Can Do This; QEP Tech Presentation, Gadsden State, Aug. 17, 2009
Tegrity Hands-On Workshop; ELearning, Gadsden State, Aug. 17, 2009
Teachers of Accounting at Two-Year Colleges National Convention, Boston, Mass., May 2009
Educator Conference, Alabama Society of CPA's and AAAE, Birmingham, AL June 4, 2009
Cengage Training, Gadsden State, Nov. 23, 2009
Course 360 Training, Gadsden State, May 3, 2010

Brandy Pearson

Paralegal Advisory Board Meeting, Allen Hall, Dec. 4, 2009, 12:00-1:30.
Professional Development & Faculty Meeting, Wallace Hall. Jan. 4, 2010, 8:30-11:00.
Program Learning Outcomes, Ford Center. Jan. 24, 2010, 2:00-4:00.
American Association for Paralegal Educators Regional Seminar, March 18-20, 2010.
Wimba Presentation, Browder, June 16, 2010, 1-3.
Motivation Changing Behaviors, July 20, 2010, 8:00-4:00.

Larrhea Sims

Employee Violence Threat Procedure (LDI team project) Gadsden State, Aug. 17, 2009
Microsoft Training Word - Outlook - Excel; MOSTraing, Gadsden State, Nov. 23, 2009
Heart of a Champion; Jeremiah Castille, Gadsden State, Feb. 23, 2010
Motivation Changing Behaviors; Gadsden State, July 20, 2010

Phil Waits

If I Can Do This - You Can Do This, QEP Tech Pres., Dr. Chip Tucker, GSCC, Aug. 17, 2009
Microsoft Outlook Update; Gadsden State, Aug. 17, 2009
Maintenance Free Landscape - Yeah; Gadsden State, Nov. 24, 2009
Program Learning Outcomes Workshop, Gadsden State, Jan. 4, 2010

Jame Yohe

Employee Violence Threat Procedure; LDI team project, Gadsden State, Aug. 17, 2009
If I Can Do This - You Can Do This, QEP Tech Pres., Dr. Chip Tucker, GSCC, Aug. 17, 2009
Maintenance Free Landscape - Yeah; Gadsden State, Nov. 24, 2009
Program Learning Outcomes Workshop, Gadsden State, Jan. 4, 2010
Tegrity Hands-On Workshop; ELearning, Gadsden State, Aug. 17, 2009
Evaluating Unit Strategic Plans, Gadsden State, August 17, 2009
Social Networking: Twitter, Facebook, My Space, Gadsden State, Nov. 23, 2009
Techniques for Improving Online Instructors - Best Practices, Gadsden State, Jan. 4, 2010
What Do I Do (emergency scenarios) The Anatomy of Leadership, September 28, 2009
Article TPR, Entrepreneurial Component, and Corporate Governance, Mises Inst., Auburn, 2009
Joy In Our Town; WJTP-TV 60, Two Interviews, June 2010
Austrian Scholar's Conference; Auburn, AL, March 2010

Use of Findings

Instructors participated in a wide variety of professional development activities that increased their knowledge and benefit the students. Instructors will continue to participate in professional development activities.

Objective or Educational Outcome 2

Upgrade instructors' desks to provide them with adequate furniture.

Assessment

Evaluation of faculty.

Additional Funding Request: \$500

Purchase at least one desk a year for faculty.

Evaluation Findings

A desk and student chairs were purchased for one accounting instructor office.

Use of Findings

New desk and student chairs provide an professional environment for students who seek help and advisement in the instructor's office.

Goal 7

Continue to offer 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

Offer a variety of courses in online and/or hybrid format.

Assessment

Review course schedule each semester and monitor trends in enrollment patterns.

Additional Funding Request: \$0

Funds are budgeted in full-time and part-time instructor salaries.

Evaluation Findings

Additional online and hybrid sections were added for various classes including Principles of Accounting I, Legal and Social Environment, Macroeconomics, Microeconomics, Business Statistics, and several OAD classes.

Use of Findings

The additional sections of online and hybrid classes gave students more scheduling options and helped meet demand created by increased enrollment.

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

Continue to send faculty members to Tegrity training.

Assessment

Evaluation of instructors' professional development plan.

Additional Funding Request: \$0

No additional funding needed for this objective.

Evaluation Findings

Several instructors attended Tegrity training during the academic year.

Use of Findings

The 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 one classes offered in Fall 2009.

Assessment

Evaluation of faculty.

Additional Funding Request: \$0

No additional funding needed for this objective.

Evaluation Findings

One of the accounting instructors added Tegrity session to her classes (both online and traditional format classes).

Use of Findings

One instructor is consistently using Tegrity in classes and two more have attempted to use it. Our division will continue to add Tegrity sessions to various classes.

Goal 9

Incorporate more technology into the instructional process.

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

- Deliver services needed to help students succeed.

Objective or Educational Outcome 1

Incorporate the use of SmartBoards and StarBoards into some classes.

Assessment

Evaluation of Faculty.

Additional Funding Request: \$0

No additional funding needed for this objective.

Evaluation Findings

A Hitachi Starboard White Board was installed in the one of the OAD labs at the Ayers Campus. A projector and screen was purchased and installed in Allen 212 and a projector was purchased for Allen 215.

Use of Findings

Adding the White Board and projectors will allow more technology to be integrated in various classes in the Business Division.

Goal 10

Faculty will be involved in community events to promote the College and specifically the Business Division.

Relationship to College Goals/Mission

Community Awareness

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

Objective or Educational Outcome 1

Instructors will participate in such activities as: college fairs, volunteer for Junior Achievement in the local high schools, and speak at community events.

Assessment

Evaluation of faculty.

Additional Funding Request: \$200

Printing and copying charges.

Evaluation Findings

Several instructors participated in events throughout the communities served by Gadsden State. Dr. James Yohe was interviewed about economics by a local TV station. Ed Clark spoke at the Rotary Club. Several instructors participated in high school college fairs. The Paralegal brochure and the Business Division brochure was updated.

Use of Findings

Participating in community events helps achieve Gadsden State's mission to serve the community.

User:guest

Unit

Business Division

Gadsden State Community College

Strategic Plan

Unit: Business Services **Year:** 2009-2010

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 Improve profitability of auxiliary services.
- 2 Maintain a clean audit report regarding inventory.
- 3 Develop and maintain a Facilities Building Disaster Book.

Goal 1

Create a complete Disaster book for each campus director for use in the event of terrorism, fire, or emergency evacuation.

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

Complete the East Broad Street campus Disaster book.

Assessment

Document completion of the East Broad Street campus Disaster book.

Additional Funding Request: \$0

Evaluation Findings

The disaster book was completed, but due to upgrades and/or changes to buildings on

the East Broad campus, the book is currently under revision.

Use of Findings

Revisions will be made and the final copies will be delivered.

Goal 2

Provide quality auxiliary services to a diverse population of students, faculty, and staff, along with cost control

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 work with vending contractor to ensure customer satisfaction.

Assessment

At least 90% of employee and student responses will highly agree/agree that vending selection and location are good.

Additional Funding Request: \$0

Evaluation Findings

According to the survey for Spring 2010, 88% of respondents were satisfied.

Use of Findings

A copy of the survey was sent to the vending contractor and discussions were held concerning possible changes. The vending contractor is going to make some changes in product offerings in hopes of improving the satisfaction rate.

Objective or Educational Outcome 2

Increase revenue in comparison to previous year by 3%.

Assessment

Compare total revenue at end of fiscal year with that of previous year.

Additional Funding Request: \$0

Evaluation Findings

There was an increase in revenue of 5.6%.

Use of Findings

Continue to work with vending contractor to increase and change offerings to increase revenues.

Goal 3

Manage duplication contract to better facilitate ease of use for students, faculty, and staff and control costs.

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

Decrease duplication cost by 2% by rebidding/revamping duplication contract.

Assessment

Compare duplication expenses to previous year.

Additional Funding Request: \$0

Evaluation Findings

Duplication expenditures were over expectations.

Use of Findings

The duplication contract ended in March, 2010 and the contract was not rebid. Copiers were bought with the remaining duplication budget. That expense increased expenditures. Although this was an increase for Fiscal Year 2009/10, the actual copy charges have decreased. Therefore, with the purchase of the new machines, the cost for 2010/11 will be considerably lower than any previous year.

User:guest

Unit

Business Services

Gadsden State Community College

Strategic Plan

Unit: CARCAM **Year:** 2009-2010

Person Responsible: Beverly Hilderbrand

Cabinet Member: Tim Green **Approved**

Mission Statement:

Address current and future workforce needs in the state's maturing automotive manufacturing industry by providing responsive and effective educational programs and services through the Alabama Regional Center for Automotive Manufacturing, with particular emphasis on recruiting and retention of under-represented populations. The Consortium for Alabama Regional Center for Automotive Manufacturing (CARCAM) consists of five institutions: Gadsden State Community College, Central Alabama Community College, Jefferson State Community College, Trenholm State Technical College and Wallace State-Hanceville Community College.

Long Range Goals:

- 1 Provide a wide range of industry driven professional development opportunities for instructors at secondary and postsecondary levels that enhance their skills and knowledge of automotive manufacturing and STEM (Science, Technology, Engineering and Mathematics) fields.
- 2 Provide growth for the consortium by allowing additional colleges in Alabama and surrounding states to join CARCAM in order to expand the grants impact.

Goal 1

Recruit, retain and prepare students for careers in automotive manufacturing.

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.

Objective or Educational Outcome 1

A minimum of 100 pre-college students, with 60% being female and/or minority, per

year will participate in STEM (Science, Technology, Math and Engineering) Camps

Assessment

Student participants will be surveyed at the completion of each camp. CARCAM internal evaluator will collect and report compiled STEM camp data to CARCAM Center for recordkeeping and NSF reporting in order to assess effectiveness.

Additional Funding Request: \$00.00

Evaluation Findings

A total of 223 students enrolled in 10 one-week STEM Camps and 1 one-week Robotics Camp, which far exceeds the minimum objective of 100 pre-college students attending camps. 158 females and/or minorities participated, which represents 71%, exceeding the objective by 11%.

Use of Findings

CARCAM will continue to host STEM Camps in order to meet the objective of creating student interest in Science, Technology, Math and Engineering as a precursor to entering technical manufacturing careers. In addition, surveys will be analyzed annually to determine the most efficient data collection methods.

Objective or Educational Outcome 2

Participation objective will be a 10% annual increase in individuals enrolled in automotive manufacturing technology related credit courses.

Assessment

Annual survey of college partner institutions is conducted by Internal Evaluator with data compiled and reported to CARCAM Center office. PI assesses information, maintains data files and completes NSF required reporting in order to comply with grant goals and objectives.

Additional Funding Request: \$00.00

Evaluation Findings

The objective was not met as combined partner college enrollments during 2009 enrollment was 3,733 which is 98% of the total enrollments from 2008.

Use of Findings

Due to the downturn in the economy and its negative effect during 2009 on the automotive industry, enrollments decreased slightly. As the economic recession begins to diminish, the growth of the programs will be used as a marketing tool for colleges to recruit and retain students to complete certificates or degrees to meet the regional need for automotive technicians. As required by NSF, the CARCAM Center will continue to gather data from partner colleges for reporting.

Goal 2

Provide professional development for instructors at secondary and postsecondary levels that enhance their skills and knowledge of automotive manufacturing and STEM fields.

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 1

90% of faculty in AUT and related areas from CARCAM member colleges will have professional development plans based on identified needs.

Assessment

Internal evaluator will annually collect and report data; PI will maintain files for CARCAM Center and provide NSF required reporting.

Additional Funding Request: \$00.00

Evaluation Findings

Collected data from CARCAM institutions indicate 87% of faculty in AUT and related areas have professional development plans based on identified needs.

Use of Findings

As the 90% objective was not met, faculty professional development will be stressed to all faculty members in AUT and related technical areas as a necessity to maintain skills updates as technology changes. Please note that this objective involves faculty from nine different community and technical colleges across the state.

Goal 3

Support instructional programs that serve students and incumbent workers in automotivemanufacturing fields.

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.

Objective or Educational Outcome 1

Establish and implement appropriate curricula that is industry approved for automotive manufacturing degree programs.

Assessment

Conduct annual survey of industry partners to gain information on workforce skills needed for AUT programs.

Additional Funding Request: \$00.00

Evaluation Findings

The objective was met as curriculum changes/additions were based on 2009 survey responses of automotive industry employers which indicated their top priorities for technical and non-technical skills that are required for the current employee/associate.

Use of Findings

These survey results will be used to plan future course designs as well as identify industry needs that will be addressed in the new objectives and goals for the CARCAM renewal grant. This will ensure that the grant focus is industry led. Also, annual surveys will be conducted and/or consultation with the industry advisory committee will provide input for changes in curricula related to the needs of the automotive industry.

Objective or Educational Outcome 2

Conduct annual faculty development activities for secondary and postsecondary faculty to enhance technological skills advancement.

Assessment

Survey participants after the completion of each event and report data to the Center for viability assessment, recordkeeping and required NSF reporting.

Additional Funding Request: \$00.00

Evaluation Findings

CARCAM achieved this objective by sponsoring eight (8) professional development events during 2009 in which 205 faculty and incumbent workers attended.

Use of Findings

Although this objective was achieved; faculty members will continue to be surveyed annually to ensure their professional needs are being met. Professional development workshop attendees will be surveyed post completion of the event as required for NSF reporting to insure faculty are being provided the training they need to meet changes in industry technology.

Goal 4

Promote a seamless transition for secondary education students to enter postsecondary programs offering automotive manufacturing technology options.

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

100% of AUT related degree programs will have a secondary/postsecondary course articulation agreement.

Assessment

Internal evaluator will survey partner colleges annually to collect and report data; PI will maintain records in Center office and provide required NSF reporting.

Additional Funding Request: \$00.00

Evaluation Findings

This objective is met through the state-wide articulation agreement between secondary and postsecondary education. Data indicates that 99 CARCAM students received college credit through articulation agreements for 2009. CARCAM continues to pursue specific articulation agreements such as the Gadsden State and Jacksonville University agreement that was established in 2009 providing for students completing the AUT A.S. degree to potentially transfer as juniors to JSU into select majors of the Technology Degree Program.

Use of Findings

Since the state-wide articulation agreement in place ensures seamless transition for high school students to post-secondary education, a new objective will be developed.

Objective or Educational Outcome 2

There will be an expected 10% annual increase in Early College Enrollment Plan

(ECEP) & student dual enrollment in AUT related programs.

Assessment

Internal evaluator will annually survey partner colleges to collect and report data; PI will maintain records in Center office and provide required NSF reporting.

Additional Funding Request: \$00.00

Evaluation Findings

Due to incomplete data reporting from partner colleges, the current total enrollment in ECEP and dual enrollment in AUT related programs cannot be determined. A total of two colleges reported data indicating nine students enrolled in ECEP.

Use of Findings

To ensure complete and accurate reporting, the PI will request that the internal evaluator research this data and compile the enrollment information from each partner college as is required for NSF reporting and measuring this objective.

User:guest

Unit
CARCAM

Gadsden State Community College

Strategic Plan

Unit: Career Services **Year:** 2009-2010

Person Responsible: Cheryl Cephus-Vickers

Cabinet Member: Valerie Richardson **Approved**

Mission Statement:

Support the mission of the institution's technical and academic programs as well as the institution's technology initiative by designing, implementing and managing services, programs and systems that meet the career development and employment needs of students, and meet the staffing needs for employers.

Long Range Goals:

- 1 Continue to enhance career development programs, activities and services in an effort to better prepare students to meet the workforce needs and challenges of the 21st century.
- 2 Continue improving and expanding the Career Services " Resource" area which houses the Career Library and Student Technology unit for developmental career assessment.
- 3 Improve marketing efforts and secondary school counselor relationships so as to enhance and increase student participation in program services and activities as they relate to the Early College Enrollment Program.
- 4 Continue to improve marketing efforts throughout each of the six Gadsden State Community College 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 employment" 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: Offer career programming, assesment and employment opportunities that are of no cost to students.

Objective or Educational Outcome 1

Assist faculty with student career preparation and employment in an effort to foster a deeper sense of importance in the classroom experience.

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: \$

No additional funding required.

Evaluation Findings

78% of the students surveyed indicated they were satisfied with Career Services events offered through programs, seminars, job search sessions and special activities. (1,325 evaluations received out of 1,700 evaluations distributed)

Use of Findings

Survey findings will be utilized to continue enhancing and improving Career Services programming for our students.

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: \$

No additional funding required.

Evaluation Findings

86% of faculty surveyed indicated they were satisfied with services offered through the Career Services Office. (18 Faculty Satisfaction Surveys were returned out of the 21 distributed)

Use of Findings

Continue to form collaborative partnerships with faculty in an effort to enhance Career Services for our students.

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 an overall satisfactory rating from at least 70% of student attendees randomly surveyed and at least an 80% satisfaction rate from employer participants.

Additional Funding Request: \$

No additional funding required.

Evaluation Findings

88% of the students attending Employment Opportunity Fairs (Career Fairs) indicated that their expectations were met. 96% of the Employers indicated they were satisfied with the Career Fair results and that their expectations were met.

Use of Findings

Findings will be used to enhance Employment Opportunity Fairs for both students and employers.

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: Cooperative Education is a quality educational program that is accessible, affordable and empowering for students.

Objective or Educational Outcome 1

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: \$

No additional funding required.

Evaluation Findings

Out of 248 students enrolled in Cooperative Education, 238 or 96% received financial compensation.

Use of Findings

Continue recruiting financial stable companies to serve as Cooperative Education sites.

Objective or Educational Outcome 2

Allow students to identify employers for career development and potential long-term employment through participation in the Cooperative Education work experience.

Assessment

Obtain a 90% response to the survey from Cooperative Education employers regarding student work performance satisfaction.

Additional Funding Request: \$

No additional funding required.

Evaluation Findings

Out of 13 Cooperative Education employers, 12 responded to the survey. 92% of the 12 employers responding indicated that they were satisfied with the work performance of Gadsden State cooperative education students.

Use of Findings

Continue partnering with faculty preparing students to transition into the workforce with the skills and tools needed to be successful.

Goal 3

Enhance and expand student opportunities for Career Services (i.e. Employment, Cooperative Education and Early College Enrollment Program) on the Ayers, McClellan, Valley Street and Cherokee 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: Career programs and services offered on all Gadsden State campuses are accessible and affordable to students and to the community.

Objective or Educational Outcome 1

Enhance marketing efforts and staff visibility on the Valley Street and Cherokee campuses, so students will experience ongoing benefits of career counseling, development, and employment services.

Assessment

Achieve a satisfactory response rate of at least 50% from "Career Satisfaction" Survey administered to students and instructors connecting with and participating in career programming and services on the Valley Street and Cherokee campuses.

Additional Funding Request: \$

None requested at this time.

Evaluation Findings

One hundred twenty-two (122) responses were distributed for the Valley Street and Cherokee campuses. Out of the 122 evaluations distributed, 121 or 99% of the students stated they were satisfied with programs and events offered through the Career Services Office.

Use of Findings

Continue increasing Career Services marketing efforts, programming and events on both the Valley Street and Cherokee campuses.

Objective or Educational Outcome 2

Continue part-time position which serves the Ayers and McClellan campuses, so students will experience the ongoing and continuous benefits of on-site career counseling, development, and employment services.

Assessment

Achieve a satisfactory response rate of at least 50% from "Career Satisfaction" Survey administered to students and instructors connecting with and participating in career services on the Ayers and McClellan campuses.

Additional Funding Request: \$11,400

Funding will continue covering wages for a 19 hour, part-time career counselor (\$12.00 per hour x 19 hours x 50 weeks). The \$11,400.00 does not include \$872.00 (FICA) and \$1426.00 (Retirement). With the inclusion of benefits, the total wage to continue the 19 hour career counselor's position would be \$13,698.00.

Evaluation Findings

148 evaluations were received from the Ayers and McClellan campuses. Out of the 148 evaluations received 139 or 94% responded that they were satisfied with services offered through Career Services.

Use of Findings

Continue increasing Career Services marketing efforts, programming and events on both the Ayers and McClellan campuses with the assistance of the part-time employee designated to serve this area.

Goal 4

Continue offering workshops, seminars and career software developmental tools for students on each campus which focus on topics such as career identification, job search techniques, interview skills, resume preparation, job keeping skills, etc.

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.

College Mission: Career workshops, seminars and programs are designed to meet the needs of the diverse community by offering accessible and affordable activities which empower students.

Objective or Educational Outcome 1

Based upon responses elicited from evaluations, students will begin to better understand, the relationship between self-knowledge, interests and skills, job search techniques, interviewing skills and resume preparation, as they relate to career development.

Assessment

Achieve a 75% satisfaction rating from surveyed students participating in career-related seminars and workshops as well as the utilization of developmental software tools.

Additional Funding Request: \$

No additional funding required.

Evaluation Findings

Out of 1006 evaluations received, 978 or 97% indicated they were satisfied with the workshops and seminars offered through Career Services.

Use of Findings

Continue to improve current seminars and workshops, while developing and implementing new student career sessions.

Objective or Educational Outcome 2

Students will begin to establish short- and long-range career exploration, job search and interview skills following participation in the first year Orientation course, as well as participation in "optional" career related workshops/seminars and other career activities.

Assessment

Achieve a 75% satisfaction rating from "Career Satisfaction" Survey of students participating in the first year Orientation course, career-related seminars, workshops, developmental software tools as well as other career related activities.

Additional Funding Request: \$

No additional funding required.

Evaluation Findings

Out of 215 evaluations received, 213 or 99% indicated they were satisfied with the orientation course presentations offered by Career Services staff.

Use of Findings

Continue working with the Coordinator of Orientation Programs to enhance presentations.

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: Introduce students and members of the community to career programs that are accessible and affordable.

Objective or Educational Outcome 1

Increase visibility of the Career Services Office and program offerings throughout each

Gadsden State Campus.

Assessment

Distribute Career Newsletter throughout each campus in "unconventional" areas such as the cafeteria, bookstore, library, financial aid office, and randomly selected restrooms on each campus. Post yard/marketing signs, use career mannequins in appropriate areas, send emails and post flyers announcing programs and activities, as well as utilize other "creative" forms to market the office.

Additional Funding Request: \$

No additional funding required.

Evaluation Findings

The Career Newsletter has been distributed throughout each campus in conventional and unconventional areas, as well as on the Career Services webpage and through employee e-mail.

Use of Findings

Continue distribution of the Career Newsletter.

Objective or Educational Outcome 2

Connect students to the Career Services Office by second semester through participation in the Student Orientation (ORI/ORT) course, Get On Board Day, MASH Day, G-Day, workshops/seminars, classroom presentations, etc.

Assessment

Achieve 75% connection and satisfaction rate from surveyed students participating in career-related activities.

Additional Funding Request: \$

No additional funding required.

Evaluation Findings

97% of the students connected to the Career Services Office by their second semester through ORI/ORT course, Get on Board Day, MASH Day, G-Day, workshops/seminars, classroom presentations, etc., indicated they were satisfied with services offered.

Use of Findings

Continue improving and implementing ways in which to connect students to the office early in their academic tenure.

User:guest

Unit

Career Services

Gadsden State Community College

Strategic Plan

Unit: Career Transitions **Year:** 2009-2010

Person Responsible: Marian Haynie

Cabinet Member: Tim Green **Approved**

Mission Statement:

The primary mission of Career Transitions is to assist high school and middle 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 and middle 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 school and middle school students, but also to the community.

Goal 1

Serve the students in GSCC's service area by placing a GSCC Career Coach in each public secondary 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 Coaches in order to provide services to all public secondary schools in the GSCC service area.

Assessment

Evaluate the number of Career Coaches that have been hired in the GSCC service area.

Additional Funding Request: \$50,000

Salary and benefits for one Career Coach , ideally to serve the Cleburne County area.

Evaluation Findings

An additional Career Coach has been hired for 10-11 year to work in secondary schools in our area along with the Ayers and Gadsden GED programs. This allows the Career Coach program to expand into Cleburne County, which is also in the Gadsden State service area.

Use of Findings

We will use this additional Career Coach to increase the number of students that are provided career and job market information at not only the secondary level, but also with GED students.

Goal 2

Assist students with developing college and career goals by providing them 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 2%.

Assessment

Access and compare data from monthly performance reports completed by Career Coaches to determine if objective is met.

Additional Funding Request: \$

No additional funding is required.

Evaluation Findings

Two new Career Coaches were hired to serve the five high schools in St. Clair County and the seven middle schools in Calhoun County School system for the 09-10 school year. With the addition of these coaches and new schools, our number of classroom presentation increased by 36 % over the previous year. In the existing schools (from previous year) the number of classroom presentations increased by 25%.

Use of Findings

One reason for the tremendous amount of increase in classroom presentations is due to having a Career Coach for middle schools. The emphasis in middle schools is not as much on individual guidance, but more classroom presentations on careers, study skills and academic preparation. Also, more and more teachers in the existing schools are understanding the role of a Career Coach and are allowing them to make presentation with their students.

Objective or Educational Outcome 2

Promote awareness of academic opportunities and student services available to include tech prep, articulation, dual and accelerated enrollment.

Assessment

Access and compare data from monthly performance reports completed by Career Coaches to determine if objective is met.

Additional Funding Request: \$

No additional funding is required.

Evaluation Findings

Many campus visits for potential Gadsden State students were facilitated by the Career Coaches. Also, academic advisors and program directors were invited to visit the secondary classrooms and make presentations about their program areas. These were also facilitated by the Career Coaches.

Use of Findings

Because of these visits made on campus and by students and visits made to secondary schools by program directors, more students are aware of the opportunities and student services available at Gadsden State.

Objective or Educational Outcome 3

Increase by 3% the number of individual student advisement meetings with Career Coaches.

Assessment

Access and compare data from monthly performance reports completed by Career Coaches to determine if objective is met.

Additional Funding Request: \$

No additional funding is required.

Evaluation Findings

Last year our number of individual student advisement meeting with Career Coaches were increased by 40% over the previous year. This year the number of individual meetings decreased by 20%. This number will vary from year to year based on the number of seniors in the graduating classes of each of the high schools were serve. Another reason for decrease could be due to the fact that there was a large increase in classroom presentations, assuming that many questions/concerns that students had were addressed in the classroom presentation.

Use of Findings

One on one students meetings are vitally important and effective. We will continue to take every opportunity to meet individually with as many students as possible in the secondary schools to offer assistance with college and career planning and advisement.

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

Access and compare data from monthly performance reports completed by Career Coaches to determine if objective is met.

Additional Funding Request: \$

No additional funding is required.

Evaluation Findings

Many events were held on and off campus to foster student awareness of workforce opportunities in technical programs. Three different Explore Tech Day events were held in 09-10 school year with over 250 students attending; only 2 were held previous year. Two Explore Tech Days were held on the East Broad Campus and one on the Ayers Campus. Also STEM Camp was held on the East Broad campus again this year which hosted approximately 35 students for the week. Additionally, many industry tours taken by high school students have been arranged for by Career Coaches.

Use of Findings

Providing opportunities for high school students to observe first hand the technical programs offered by Gadsden State as well as the technical job opportunities available in our area are crucial. We will continue to facilitate opportunities for students to learn more about technical programs and the technical job market.

Objective or Educational Outcome 2

Increase the number of on-site high school student admission applications completed online with a Career Coaches annually by 3%.

Assessment

Access and compare data from monthly performance reports completed by Career Coaches to determine if objective is met.

Additional Funding Request: S

No additional funding is required.

Evaluation Findings

The number of students that applied to Gadsden State with the assistance of a Career Coach at their high school campus was increased by 13%. This number will vary from year to year depending on the number of graduating seniors.

Use of Findings

Although the objective was exceeded by 400%, we will continue to encourage and assist students to submit online applications to Gadsden State.

Goal 4

Promote career awareness programs and career activities for the students on site at the high schools.

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

Plan and implement Career Fairs or Career Days at each school where a Career Coach serves.

Assessment

Host at least one big event on each school campus where Career Coaches are serving

Additional Funding Request: \$0

Evaluation Findings

Over 100 Career Day events were facilitated by the Career Coaches on different campuses. While not all schools hosted an event on their campus, an event was available for all schools. Some of the events were system wide, and the students were transported to a central location for the Career Day Event.

Use of Findings

Career Coaches will encourage all schools to sponsor on-campus career fairs or career days, as feasible, to benefit their students.

Objective or Educational Outcome 2

Enlist business and industry representatives from the community to volunteer for career fairs and career days at the schools.

Assessment

Keep records and data pertaining to the number of business and industry representatives that volunteer in the schools for career events.

Additional Funding Request: \$0

Evaluation Findings

Over 400 volunteers were enlisted to help in the schools for career education and promotion.

Use of Findings

A database is being kept for a list of volunteers which is continually updated. Additional volunteers are enlisted through chamber and workforce meetings.

User:guest

Unit

Career Transitions

Gadsden State Community College

Strategic Plan

Unit: CCAMPIS **Year:** 2009-2010

Person Responsible: Pam Clough

Cabinet Member: Valerie Richardson **Approved**

Mission Statement:

The overall mission of Gadsden State's Child Care Access Means Parents in School (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 Gadsden State's goal to provide support services that will assist students in achieving career and educational goals.

Long Range Goals:

1. Enlarge the child development center.
2. Create an outdoor play area.

Goal 1.

To recruit, enroll, and retain 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.

College Mission: Offer quality educational experiences that are accessible and affordable and that empower students to become lifelong learners.

Objective or Educational Outcome 1.

Retain student-parents by recruiting at least 30 CCAMPIS participants per year.

Assessment

Relevant documentation will reveal at least two recruiting campaigns a year. A review of CCAMPIS records and applications will show at least 30 CCAMPIS participants per year.

Additional Funding Request: \$

Evaluation Findings

Two recruiting activities were done - one at Get on Board Day in Fall of 2009 and one in Spring of 2010 with a bulletin board in Inzer Student Center. We also post flyers and informational sheets in the Financial Aid office and visit ORI 101. There were 45 individual student-parents served (for a total of 71 children) with the majority using CCAMPIS two of the three semesters.

Use of Findings

There continues to be a growing need for childcare on campus. We are forced to turn away parents requesting help on a regular basis.

Objective or Educational Outcome 2.

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 student information system) will show that at least 70% of the student-parents are working toward achieving their goals. The students' GPAs are checked to make sure they are in good academic standing and their course history is reviewed to ensure students are earning hours toward their degree each term.

Additional Funding Request: \$

Evaluation Findings

According to our records 11% of the participants graduated during the 2009 - 2010 academic year while 82% are still pursuing their academic goals. Only 7% did not re-enroll during this time, which is lower than last year.

Use of Findings

Retention efforts are working and should be continued.

Goal 2.

Enhance the educational experiences of student-parents by providing childcare 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.

College Mission: Offer quality educational experiences that are accessible and affordable and that empower students to become lifelong learners.

Objective or Educational Outcome 1.

To provide on-campus child care services for at least 30 hours a week for children ages two and a half years and older to at least 30 participants.

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 45 individual students served during the 2009 - 2010 with 17 of these students utilizing the facilities at least two of the three semesters. Childcare is available to qualified student-parents 34 hours a week from 7:30am-4:00pm Monday-Thursday.

Use of Findings

The goal for number of participants was met and exceeded. We will continue to offer childcare at these hours. We will also research other grants, which if received will allow us to increase operation hours to include evenings thus allowing night students the same opportunities as the day students.

Goal 3.

Assist in finding available child care for student-parents who do not qualify for CCAMPIS.

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: Offer quality educational and cultural experience that are accessible and affordable and that empower students to become life long learners.

Objective or Educational Outcome 1.

To provide unqualified child care inquirers with referrals to outside sources which include Gadsden State'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.

Assessment

A review of the childcare inquiries chart will reveal that 90% of unqualified CCAMPIS applicants who came into the office were given an agency referral list.

Additional Funding Request: \$

Evaluation Findings

100% of unqualified CCAMPIS inquirers were referred to the Family Success Center. In addition to this, several were referred to local child care programs - specifically Head Start and two local childcare centers which will take infants. We no longer refer to Children Services at their request (their waiting time is two years).

Use of Findings

There are students-parents who need childcare that we cannot provide due to lack of space and funds. It is our constant tasks 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.

College Mission: Offer quality educational and cultural experiences that are accessible and affordable and the empower students to become life-long learners.

Objective or Educational Outcome 1.

Enhance the educational experience for student parents through tutoring in the basic subjects, academic counseling, materials to help with study skills, note taking, test-taking, etc. In addition, life skills packets will be distributed which cover areas such as budgeting and time management.

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.

Additional Funding Request: \$

Evaluation Findings

95% of CCAMPIS student-parents who requested tutoring and/or counseling received the services requested. The Arledge Center and CCAMPIS programs combined spent approximately \$4,000.00 on textbooks, study skills pamphlets and materials for life skill packets. 75% of parents did a service learning activity.

Use of Findings

The services being offered through the CCAMPIS grant are being utilized.

Objective or Educational Outcome 2.

Enhance community awareness through participation in service learning activities.

Assessment

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

A review of student files shows that 76% of CCAMPIS participants participated in a service learning activity.

Use of Findings

Service learning activities are increasing which indicates a need on our part to look for more organizations which could benefit from using student volunteers.

Goal 5.

Encourage enrollment of a diverse student population of minority children in the CCAMPIS child care 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.

College Mission: Offer quality educational experiences that are accessible and affordable and that empower students to become lifelong learners.

Objective or Educational Outcome 1.

Community agencies, counselors, churches, financial aid, and local child care entities will be contacted and informed about the CCAMPIS program to attract a diverse student-parent population for CCAMPIS.

Assessment

An examination of Class rosters will reveal ethnic enrollment statistics.

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

CCAMPIS children are 71% white (50) and 17% black (12) which is a ratio comparable to the school's population of 73% white and 23 % black with the other 4% being comprised of hispanics and all other races combined.

Use of Findings

Although we have recruited among the Hispanic population many do not qualify for CCAMPIS because they are not Pell Grant recipients.

User:guest

Unit

CCAMPIS

Gadsden State Community College

Strategic Plan

Unit: Center for Civic Engagement & Service **Year:** 2009-2010

Person Responsible: Judy Hill

Cabinet Member: Jim Jolly **Approved**

Mission Statement:

The Center for Civic Engagement and Service promotes citizenship to a diverse population through community service, volunteerism, and Service Learning. It underscores Gadsden State's commitment to community through democratic ideals of citizenship and through service opportunities for students, staff, and the community. Activities and events that focus on civic awareness and responsibility are sponsored by the Center as well as the administration of the Service Learning component of the college which enriches academic opportunities with practical, "hands on" work experience through service to community.

Long Range Goals:

- 1 To continue to encourage active citizenship of all Gadsden State constituents through education, volunteerism, and community service.
- 2 To continue to examine and practice democratic principles through education, special events, and on-going leadership.
- 3 To increase engagement of the college and community in service activities by communicating opportunities for service and personal contribution to non-profit and not-for-profit agencies committed to helping people in the Gadsden State service area and the world.
- 4 To expand the Service Learning component of Gadsden State through which students have opportunities to explore academic objectives while serving community and helping others.
- 5 To increase the educational and enjoyable opportunities for Gadsden State constituents to learn more about citizenship and service through celebration of national holidays such as Constitution Week, National Make a Difference Day, Veterans Day, Earth Day, Independence Day, etc.

Goal 1

To sponsor or assist in the sponsorship of one major activity each semester that focuses on diversity, democracy, and/or service as related to good citizenship.

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: Meet the needs of the college's diverse communities

Objective or Educational Outcome 1

Participants will grow in awareness and knowledge of citizenship.

Assessment

At least three participants will be requested to provide comments about something that they learned about citizenship through participation in the activity. The comments will be retained with a record of the event.

Additional Funding Request: \$0

No additional funding necessary.

Evaluation Findings

Three students were interviewed regarding their participation in Constitution Week events, September 13 -19, 2009. The comments have been recorded in narrative fashion for the Constitution Week event folder archived in Student Activities. The objective was achieved.

Use of Findings

Constitution Week events will continue at the designated time with renewed commitment for creative and informative activities.

Goal 2

To sponsor at least one major activity each academic year that focuses on diversity, democracy, and/or service as related to citizenship for each of the Ayers, McClellan, and Cherokee 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: Meet the needs of the college's diverse communities

Objective or Educational Outcome 1

Have at least five participants in Civic Engagement sponsored or co-sponsored events at each of Ayers, McClellan, and Cherokee Campuses that promoted diversity, democracy, and/or service related to good citizenship.

Assessment

The coordinator or designee will count and record the number of participants at each event.

Additional Funding Request: \$0

No additional funding necessary.

Evaluation Findings

Many events at Ayers, McClellan, and Cherokee promoted diversity, democracy, and/or service. Among these were blood drives, constitution week events, voter registration, alcohol awareness, charity projects at Christmas, and black history month. Participation at each of these events exceeded five participants. The objective was achieved.

Use of Findings

These events will be continued, and additional ones will be pursued.

Goal 3

To expand the Service Learning component to include instructors at Gadsden State - Cherokee.

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: Meet the needs of the college's diverse populations

Objective or Educational Outcome 1

Have students benefit from Service Learning from courses that originate at Gadsden State - Cherokee.

Assessment

Have at least one instructor offer Service Learning as a course objective, and have at least one student select and participate the Service Learning option. Records will be maintained according to procedures in place for Service Learning.

Additional Funding Request: \$0

No additional funding necessary.

Evaluation Findings

One faculty member at Cherokee offered Service Learning as an option, and students participated in the program. The objective was achieved.

Use of Findings

Faculty members at Cherokee will be encouraged to incorporate Service Learning in their courses. New community partners will be sought to make the student experiences as relevant to course objectives as possible.

User:guest

Unit

Center for Civic Engagement & Service

Gadsden State Community College

Strategic Plan

Unit: Clinical Laboratory Technology **Year:** 2009-2010

Person Responsible: Connie Meloun / Sunita Graves

Cabinet Member: Martha Lavender (not reviewed)

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 automated equipment to more adequately simulate clinical and on-the-job experiences.
- 2 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.
- 3 Purchase laptop computers for use by clinical instructors and students during their clinical phase.
- 4 Develop and implement a phlebotomy graduate survey that specifically evaluates the Phlebotomy Training Program.

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.

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 and safely in various laboratory settings

Assessment

A. Employer Survey: An average score of 4.5 on a 5.0 scale will be achieved on Questions #1 of this survey.

B. Clinical Technical Component Grade: An average score of 85% for each technical area of the laboratory.

C. Graduate Survey: An average score of 4.5 on a 5.0 scale will be achieved on Section I, Questions # 1 & 2.

Additional Funding Request: \$11,000

Funding would be sought through Voc/Tech or Margin of Excellence awards for the purchase of two clinical microscopes (\$10,000) and a microscope connected to a video cam (\$1000) that projects the image from a slide to a computer screen for use in the hematology and microbiology laboratories. The projected price would NOT include the computer and screen.

Evaluation Findings

A. Employer Survey responders evaluated the 4 graduates and the average for question #1 of the survey was 4.75 on a 5.0 scale.

B. Clinical Technical Component Grade: The average for each laboratory discipline was as follows: Hematology: 96%, Chemistry: 94%, Blood Bank: 94%, Microbiology: 100%, VP: 97%,

C. Graduate Survey: All 4 graduates responded to the survey. The average for question 1 of the survey-"Competently perform a full range of clinical procedures as an entry level CLT" was 4.75 on a 5.0 scale. The response to question 2 of the survey-"maintain a safe environment" was 5.0 on a 5.0 scale.

Use of Findings

Will continue to use this assessment with the next clinical class which will be in Spring of 2011 as "competency" and "safety" are two very important elements for students/graduates in the clinical laboratory setting.

Objective or Educational Outcome 2

Faculty will be provided access to current methodologies and techniques associated with clinical laboratory technology.

Assessment

Faculty will attend continuing education workshops/seminars related to clinical laboratory science.

Additional Funding Request: \$2,500

Funding will be requested through Voc/Tech or Margin of Excellence awards (\$2,500). Attendance at workshops/seminars will involve travel in-state or out-of-state. Faculty would like to attend the annual ASSCLS (Alabama State Society for Clinical Laboratory Science) state meeting and the annual national Clinical Laboratory Educator's Conference (CLEC). Purchase of an annual license (\$500 for upto 25 users) to use Media Lab, Inc. would allow the GSCC clinical faculty to earn CEUs at GSCC.

Evaluation Findings

CLT faculty has been unable to attend formal continuing education training. CLT faculty maintains continuing education by using internet sources updating information to use in planning lectures and classroom laboratory procedures.

Research projects are verified by CLT instructors to insure that the student is obtaining accurate information from the internet.

CLT faculty personally contact clinical instructors to keep up with changes and updates on routine laboratory procedures so that these same procedures can be taught in the classroom/laboratory setting.

CLT faculty reads current monthly national publications like MLO (Medical Laboratory Observer) and Advance that document and analyze current trends, concerns and advances in the laboratory field. MediaLab, an on-line continuing education course is used by faculty as a continuing education tool.

Use of Findings

CLT faculty has been unable to attend any formal continuing education workshops or seminars because of the teaching schedule. CLT faculty spend much time in preparation for labs and even some afternoons and Fridays are busy with teaching the CLT phlebotomy training courses and the HPS 117 phlebotomy (Nursing Assistant programs).

It is necessary to find consistent part-time faculty to help teach in the phlebotomy programs since the number of CLT students have increased during the past 2 years. It is important to have part-time help to assist with lab preparation especially in the Fall semester when new students are accepted and they need one-on-one help with using the microscope in the microbiology and hematology labs.

Objective or Educational Outcome 3

Achieve a higher program completion rate.

Assessment

A. Attrition Rate: An average of 85% completion rate will be achieved excluding non-academic reasons.

Additional Funding Request: \$500

CLT faculty will request funding from Margin of Excellence Grant for hosting a one day workshop for high school Advanced Biology /Chemistry teachers to disseminate information about the GSCC CLT program with the goal of increasing the quantity and quality of prospective applicants.

Evaluation Findings

A. There was a total of 29 students in the program. 10 students dropped or failed out of the program. Nine of the students dropped for personal problems. The other student was one who was accepted the second time into the program. She was accepted the first time in Spring 2008 and dropped out of the program because of absenteeism. She had very poor attendance again in Fall 2009 and she did not respond to the instructor's communication about withdrawing from the program and received a "F" for that reason. The overall attrition rate is 34% (10/29), but attrition due to failure was 3.4% (1/29).

Use of Findings

The attrition rate is high and the CLT faculty work closely with students doing poorly in their courses by working with them on an individual basis and finding different methods of studying.

Objective or Educational Outcome 4

Provide students with properly functioning microscopes.

Assessment

Each microscope will be assessed by instructors minimally on an annual basis to determine if functions properly.

Additional Funding Request: \$5,000

Funds to purchase at least one microscope per year requested from Voc Tech/Margin of Excellence Grant.

Evaluation Findings

CLT 121 (hematology) students are still having to use microscopes in the two different laboratories because of a lack of sufficient number of working microscopes. While hematology students are using room 105, laboratory instruction (Blood bank) is often in progress. CLT 141 (Microbiology) students in room 105 need to use the scopes in CLT 121 lab (room 106), but cannot do this because CLT 151 (chemistry) lab or lecture is in session and room 106 is much smaller than the other classroom/lab (room 105).

Use of Findings

Find a separate classroom for the CLT program so that room 106 can be used strictly as a laboratory. Will also check on the feasibility of utilizing a classroom in Helderman Hall. All microscopes could be placed in room 106 and could be shared by both hematology and microbiology students. This would allow each student to have a microscope. It is imperative for new microscopes to be purchased as many current microscopes are not in good working condition.

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.

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 demonstrate professional development in the clinical setting.

Assessment

- A. Employer Survey: An average of 4.25 on a 5.0 scale will be achieved on Question # of this survey.
- B. Clinical Personal and Professional Component Grade: An average of 85% will be achieved on the work habits and personal component grade for each area of the laboratory.

Additional Funding Request: \$

Evaluation Findings

- A. Completed employer surveys were received for the 4 CLT graduates. Employers ranked all 4 graduates as a "5" on a 5 scale, on question # 5 of the employer survey that states "Maintain professional conduct as determined by the "ASCP Code of Ethics".
- B. The Clinical Personal and Professional Component Grade averages were as follows for each laboratory discipline: Hematology: 97%, Chemistry: 97%, Blood Bank: 93%, Microbiology: 99%, and VP: 99%.

Use of Findings

This goal will continued to be monitored in the future.

Objective or Educational Outcome 2

Students will realize the importance of professional development and updated job skills in their future careers as clinical laboratory technicians.

Assessment

- 1. Students will attend a workshop that addresses Job Application, Resume preparation, Interviewing Skills and the appropriate attire for an interview during the Pre-clinical Orientation.
- 2. Students will earn an average of 85% on the resume assignment in the clinical seminar course.

Additional Funding Request: \$11,000

Funding would be received from Voc/Tech or Margin of Excellence awards for the purchase of five (5) computers with workstations and a server. This is half of the size of the intended computer lab. This lab would be shared with the Radiologic Technology Program which would request funding for an additional five (5) computers and workstations.

Evaluation Findings

- 1. Three of the four CLT graduates did attend a "Resume writing and Job Interview Skills " workshop.
- 2. All 4 CLT graduates prepared a resume. CLT faculty critiqued one student's resume, but a grade was not assigned. The other three students' resume were not reviewed.

Use of Findings

1. CLT faculty will make sure that all CLT pre-clinical student will attend the Resume and Job Interview workshop.
2. CLT faculty will make sure to review all submitted resumes of future clinical students and will grade the resume assignment.

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.

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 the field of clinical laboratory science.

Assessment

1. Academic Area Report: 85% of the graduates taking the certification will pass the exam on the first attempt.
2. Graduate Survey: 85% of the graduates seeking employment will be employed in the field of clinical laboratory science within six (6) months after graduation.

Additional Funding Request: \$11,500

Funding would be received from Voc/Tech or Margin of Excellence awards for the purchase of five (5) computers with workstations and a server. This is half of the size of the intended computer lab. This lab would be shared with the Radiologic Technology Program which would request funding for an additional five (5) computers and workstations. This purchase was also described in Goal 2. Additional purchase of an annual license from Media Lab, Inc. (\$500 annually) that allows 25 individuals to earn CEUs and/or prepare for the certification exam. This purchase was also described in Goal 1.

Evaluation Findings

1. 100% of the CLT graduates passed the national certification exam on the first attempt.
2. All graduates were employed within 3 weeks of graduating from the program. Two graduates started on the job prior to graduation from the program.

Use of Findings

1. Continue to subscribe to the on-line "MediaLab Inc. net" program as it is very

helpful in preparing students for their certification exam.

2. The GSCC CLT program continues to be the major supplier of CLT employees in Gadsden and the surrounding areas.

Goal 4

Maintain programmatic accreditation with NAACLS.

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 as required by the NAACLS.

Assessment

Submit annual accreditation fee and annual report by the deadline.

Additional Funding Request: \$

Evaluation Findings

Annual accreditation fees are paid by the designated deadline. The required annual reports have been submitted in a timely manner.

Use of Findings

Continue to fulfill any accreditation requirements.

Objective or Educational Outcome 2

Be cognizant of any changes in the accreditation requirements.

Assessment

Attend NAACLS site visitor workshops every three (3) years. No funding is required this year. The next required workshop will be in 2011.

Additional Funding Request: \$

Evaluation Findings

The GSCC CLT program is accredited through October 31, 2015. However the next self

study document must be submitted no later than September 2014.

Use of Findings

It is imperative that the CLT faculty attend the NAACLS accreditation workshop no later than 2013, so they can learn of any new requirements or changes in the re-accreditation process.

User:guest

Unit

Clinical Laboratory Technology

Gadsden State Community College

Strategic Plan

Unit: Community & External Affairs **Year:** 2009-2010

Person Responsible: Jack Page

Cabinet Member: President (not reviewed)

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 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 the support necessary to develop plans and strategies to educate and enlighten local businesses, industries, civic organizations and governmental entities about Gadsden State.

Long Range Goals:

- 1 Pursue and promote external partnerships which will advance the mission of Gadsden State Community College.
- 2 Enlighten local businesses and industries about workforce development opportunities available through Gadsden State Community College.

Goal 1

Actively pursue opportunities to promote relationships with external businesses and industries in which will advance the mission of Gadsden State Community College.

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

The expected Unit Objective is to meet with twelve (12) local businesses and/or industries to develop relationships that will serve to advance the mission of the College.

Assessment

Review the number of meetings with local businesses/industries held during the year.

Additional Funding Request: \$0

Evaluation Findings

Was able to meet with 9 local businesses and/or industries.

Use of Findings

Will continue to develop network of contacts in the local business and industry areas.

Goal 2

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**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

The expected Unit Objective is to enter into and participate in partnerships with six (6) organizations that will enhance the image of the College.

Assessment

Review the number of partnerships made during the year.

Additional Funding Request: \$0

Evaluation Findings

Interest in partnering with the institution has been shown by 3 organizations. Formal partnerships are still pending.

Use of Findings

Will continue to seek additional partnershipa and create formal partnerships with the interested organizations.

Goal 3

Meet with local civic organizations and governmental entities to educate them on the mission of the College.

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

The expected Unit Objective is to meet with at least twelve (12) civic organizations and/or governmental entities during the year.

Assessment

Review the list of meetings attended during the year.

Additional Funding Request: \$0

Evaluation Findings

Met with 6 civic organization and/or governmental entities. Helped secure funding for the new Center for Automotive Excellence building.

Use of Findings

Was able to establish a base to assist in garnering support for the institution's workforce development efforts.

Goal 4

Assist the Alumni Association Board of Directors in meeting their long-range and standing goals.

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 expected Unit Objective is to increase the Alumni Association membership by at least 5% as compared to last year's membership.

Assessment

Review the membership enrollment numbers.

Additional Funding Request: \$0

Evaluation Findings

With change of duties, did not attend Alumni Association board meetings.

Use of Findings

Will continue to support the efforts of Alumni Association.

Goal 5

Promote and communicate an attitude of celebration of differences to recognize and advance a diverse workplace.

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 expected Unit Objective is to attend at least one diversity awareness training session during the year.

Assessment

Did I attend a diversity training session during the year?

Additional Funding Request: \$300.00

Evaluation Findings

Attended local diversity training session.

Use of Findings

Put into to practice what was learned during diversity training.

User:guest

Unit

Community & External Affairs

Gadsden State Community College

Strategic Plan

Unit: Community & External Affairs - Calhoun **Year:** 2009-2010

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 shall serve as the principle unit to support the promotion, establishment and maintenance of external partnerships to assist in meeting the needs of special populations within the community. The Community Affairs Liaison will also provide the President and Vice President the support necessary to develop plans and strategies in leading the College to achieve the Institutional Mission and Goals.

Long Range Goals:**Goal 1**

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 College in the achievement of their standing and long range goals.
3. Promote and communicate an attitude of celebration of differences to recognize and advance a diverse workplace.

Goal 1

Aggressively pursue opportunities to engage Gadsden State Community College in partnerships outside the traditional role of a community college with governmental, industrial, educational, and community leaders which will enhance the image of GSCC locally, regionally and nationally.

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

Pursue partnerships with organizations that will enhance the image of GSCC.

Participate in meetings with community, education, industrial and governmental leaders.

Assessment

Participate in partnerships with at least (5) organizations that will enhance the image of GSCC. Network with governmental leaders and elected officials.

Additional Funding Request: \$

No additional funding is requested other than current budget amount.

Evaluation Findings

The Community & External Affairs Liaison did attend meetings and successfully networked with several organizations such as the Calhoun County Commission, Cleburne County Commission, Calhoun County Chamber of Commerce, East Alabama Regional Planning Commission, McClellan Develop Authority, along with many city councils in the area. The Liaison also networked with other organizations such as the Hobson City Community & Economic Development Corporation, Red Cross, Family Service Center and (SAPAC) Substance Abuse & Prevention Advisory Coalition.

The Liaison also networked, and participated in meetings with elected officials at the federal, state, and local levels.

Use of Findings

Once again the objective was met. The Community & External Affairs Liaison plans to continue efforts to build existing partnerships, while cultivating new partnerships to insure that these organization are aware of the mission of Gadsden State.

Goal 2

Assist the Alumni Association of Gadsden State Community College in the achievement of their standing and along range goals.

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 2

Assist with increasing Gadsden State Community College Alumni Association

membership numbers with an emphasis put on minority members.

Assessment

Whether the Gadsden State Community College Alumni Association membership increased by 10% as compared to 2008-2009.

Additional Funding Request: \$

No additional funding is requested other than current budget amount.

Evaluation Findings

The community & External Affairs Liaison participated in alumni membership drives events held at the Ayers and Wallace Drive campuses.

Use of Findings

The goal was met and the Liaison plans to explore new and innovative avenues to attract new alumni involvement at Gadsden State.

Goal 3

Promote and communicate an attitude of celebration of differences to recognized and advance a diverse workplace.

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 3

By recognizing the worth and dignity of all individuals, GSCC truly will serves its students and their communities.

Assessment

Attend one or more diversity awareness training sessions or workshops as offered by Gadsden State Community College.

Attend at least one Nationally sponsored diversity workshop for updates on the latest trends in campus diversity.

Additional Funding Request: \$

No additional funding is requested other than current budget amount.

Evaluation Findings

The Community & External Affairs Liaison attended all Gadsden State events pertaining to diversity. The Liaison also developed and submitted power-point presentations pertaining to diversity to the college's Director of Diversity for professional development activities for faculty and staff. The Liaison also attended the diversity workshop sponsored by the Alabama Community College System.

Use of Findings

The goal was met and the Community & External Affairs Liaison/Diversity Liaison plans to explore additional avenues and opportunities to promote an attitude of celebration of differences at Gadsden.

User:guest

Unit

Community & External Affairs - Calhoun

Gadsden State Community College

Strategic Plan

Unit: Community Traffic Safety Program **Year:** 2009-2010

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 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 CTSP for the region.
- B. Reduce the numbers of traffic-related crashes, injuries and fatalities within the region.

Goal 1.

Obtain federal and/or state grant funding for continued coordination of and in support of the 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.

Secure approval of four (4) federal and/or state CTSP grants.

Assessment

GSCC will apply for CTSP federal and/or state grants as directed by ADECA/LETS Division. The CTSP will measure this goal through whether ADECA approves each grant for which the CTSP applies.

Additional Funding Request: \$

Evaluation Findings

The CTSP applied for five (5) grants and received approval of all five (5) federal CTSP grants; therefore, exceeding this goal.

Use of Findings

The ADECA Law Enforcement Traffic Safety Division advised the CTSP which grants for which to apply, and even how much funding to request under each grant. A Program Monitor Meeting by ADECA/LETS personnel resulted in no deficiencies noted and complements on the CTSP office's record keeping.

Objective or Educational Outcome b.

Provide formal reporting about CTSP grant projects to ADECA.

Assessment

CTSP staff will prepare and submit to ADECA, quarterly reports, mobilization/blitz reports, and annual reports, as applicable, for all approved grants.

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

The CTSP office prepared and submitted to ADECA quarterly reports on all applicable grants throughout the fiscal year. The next quarterly report is due to ADECA, October 15, 2010. Regional mobilization/blitz reports were prepared and submitted to ADECA for the Month of December 2009, for the Memorial Day Blitz and for the Labor Day Blitz, as required by ADECA. The Annual Report for this fiscal year is due to ADECA by November 29, 2010. The data and information for such report are currently being compiled, under each CTSP grant.

Use of Findings

The data and information compiled and analyzed for this fiscal year, as well as updated data from the State's CARE traffic crash data system, will be assessed to determine whether there have been any decreases in traffic crashes, injuries and fatalities; compared to the previous year.

Goal 2.

Coordinate traffic safety education for the region.

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

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

Objective or Educational Outcome a.

Coordinate at least seven (7) educational events, presentations and/or campaigns about traffic safety.

Assessment

CTSP staff will coordinate education on various traffic safety issues. Common topics will include, but are not limited to, educational information communicated to the public by law enforcement officers during traffic safety mobilizations/blitzes or other traffic enforcement initiatives, press/media releases or events, and traffic safety educational programs conducted throughout the region.

Additional Funding Request: \$

Evaluation Findings

The CTSP exceeded this goal during the fiscal year. The CTSP conducted two (2) Safe And Legal Traffic Stops/Safe And Legal Road Blocks (SALTS/SARB) classes for law enforcement personnel. There was a region-wide CTSP Advisory Committee Meeting, of all law enforcement representatives of the departments participating in the CTSP. There were 21 press releases & 2 press conferences promoting the Memorial Day Mobilization/Blitz, for "Click It or Ticket". There were 52 press releases and 3 press conferences promoting the Labor Day Mobilization/Blitz, for "Drunk Driving: Over the Limit, Under Arrest", and for "Hands Across the Border", an East Alabama and West Georgia traffic enforcement partnership. There were also at least 14 Child Passenger Safety Events to assess and conduct proper installation of child safety seats.

Use of Findings

Media organizations attending the press conferences resulted in "earned media" or FREE advertisement of the various traffic safety mobilizations/blitzes. Law enforcement personnel who attended the SALTS/SARB classes will be able to better conduct complete, safe and legal check-points and traffic stops. More children are riding in vehicles more safely because of their now properly installed safety seats.

Goal 3.

Coordinate traffic safety enforcement throughout the region.

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

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

Objective or Educational Outcome a.

Coordinate two (2) traffic safety/traffic enforcement mobilizations/blitzes, as designated by ADECA.

Assessment

ADECA will identify which national mobilizations/blitzes the CTSP will coordinate and when. The CTSP will in turn coordinate such. Outcomes of each blitz are reviewed through blitz reports submitted from LE departments, which are then consolidated into regional reports for ADECA.

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

The CTSP coordinated and conducted 2 nation-wide, state-wide & official traffic safety mobilizations/blitzes. The first blitz was the Memorial Day Mobilization/Blitz, for "Click It or Ticket". The second was the Labor Day Mobilization/Blitz, for "Drunk Driving: Over the Limit, Under Arrest".

Use of Findings

These mobilizations/blitzes result in a greater number of law enforcement vehicles and personnel patrolling the roadways of the region, being more visible, enforcing more traffic laws; therefore, making our roadways more safe throughout the region, and ultimately, decreasing traffic crashes, injuries and fatalities - saving lives.

Objective or Educational Outcome b.

Coordinate traffic enforcement throughout most of the fiscal year.

Assessment

GSCC will apply for at least one (1) CTSP grant for traffic enforcement purposes, as directed by ADECA/LETS Division. The CTSP will measure this goal through whether ADECA approves this grant. Upon approval, the CTSP will provide grant funding to law enforcement departments throughout the region.

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

GSCC's CTSP actually applied for and received approval of two (2) federal grants, which were worked by law enforcement departments throughout the fiscal year, resulting in more "sustained enforcement". The approval of two (2) grants exceeded this goal.

Use of Findings

Through conducting sustained enforcement, law enforcement departments and the CTSP helped to make the roadways safer throughout the fiscal year.

Goal 4.

Continue interaction and coordination w/ 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.

Maintain routine communications with and to coordinate meeting(s) of a CTSP

Advisory Committee comprised of LE departments, which participate in the CTSP throughout the region.

Assessment

The CTSP staff will conduct and coordinate meeting(s) of the CTSP Advisory Committee as necessary. Meetings may consist of formal committee meetings, or may be conducted with individual departments or groups of departments, as necessitated. Routine communication with members throughout the fiscal year is an important part of maintaining the committee. Communications will be conducted primarily through formal and informal meetings, electronic mail, postal mail, telephonic and facsimile means. This close communication will consistently improve efficiency of CTSP operation throughout the region.

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

The CTSP maintained routine communications with law enforcement department representatives who coordinate CTSP grants for each respective department. Communications were through various means, such as electronic mail, postal mail, telephonic means and facsimile transmissions. The CTSP also coordinated and conducted a formal meeting of the CTSP Advisory Committee, which is comprised of law enforcement departments, which participate in the CTSP throughout the region.

Use of Findings

Close and routine communications with law enforcement departments participating in the CTSP grants, are key and of primary importance in maintaining smooth and compliant operations within state and federal grant requirements.

User:guest

Unit

Community Traffic Safety Program

Gadsden State Community College

Strategic Plan

Unit: Continuing Education **Year:** 2009-2010

Person Responsible: Pam Clough

Cabinet Member: Tim Green (not reviewed)

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.
- 4 Purchase another Driver's Education vehicle.
- 5 Post Clerk I position for 40 hours.

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.

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: Offer quality educational experiences that are accessible and affordable and that empower students to become lifelong learners.

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: \$**Evaluation Findings**

An examination of evaluation forms from participants in professional development classes and seminars reveal that 99% felt they has benefitted from the attending the class.

Use of Findings

Although the participant evaluation of services indicated that 99% felt that they had benefitted from attending the class, comments or complaints concerning the condition of the facility (Brown Hall) should be addressed by the College.

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.

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: Offer quality educational and cultural experiences that are accessible and affordable and that empower students to become lifelong learners.

Objective or Educational Outcome 1

Provide more personal enrichment community activities, services, and low-cost/free workshops.

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: \$**Evaluation Findings**

There was a decrease of 22% in the number of classes offered from 335 to 260. The number of classes that actually made only decreased by 9%. Even with both decreases, the number of students enrolled increased by 8% from 2,053 to 2,223.

Use of Findings

After reviewing the results that 22% less classes were offered but there was an increase of 8% in enrollment in classes, it has been determined that better planning of classes offered resulted in higher attendance.

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.

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: Offer quality educational experiences that are accessible and affordable and that empower students to become lifelong learners.

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: \$**Evaluation Findings**

All evaluations completed by parents were positive. Comments on the evaluations indicated that parents are extremely pleased with the services offered through Kids College. Also, the number of children served was up from 963 last year to 1,213 for Summer, 2010, which represents a 26% increase in enrollment.

Use of Findings

Due to the increased enrollment, the Continuing Education unit will assess and determine the maximum capacity for Kid's College for the East Broad and Ayers campuses and plan accordingly.

Goal 4

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.

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: Offer quality educational experiences that are accessible and affordable and that empower students to become lifelong learners.

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**

The objective was exceeded as there were 16 new community education classes offered during 2009 - 2010. The number of professional education classes increased by 37% from 16 to 22 and served 311 students who were able to earn required continuing education units.

Use of Findings

The expansion of Continuing Education at the Cherokee County campus provides numerous opportunities to expand within the community and offer professional development classes. A review of new courses offered in the 2009 - 2010 year will be used as a baseline for the 2010 - 2011 year.

Goal 5

Improve services for Continuing Education students, with special attention given to the three campuses not located in Gadsden.

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: Offer quality educational and cultural experiences that are accessible and affordable and that empower students to become lifelong learners.

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**

A comparison of the schedules from all three campuses revealed an overall classes increase of 18.5%. The Ayers campus class offerings increased by 21%, the Cherokee County campus class offerings increased by 18%, but the McClellan campus class offerings remained the same.

Use of Findings

Realizing positive gains on the Ayers and Cherokee County campuses, more emphasis will be placed on determining successful continuing education classes at the McClellan campus to better serve the community's needs.

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 mailout database has increased from 650 to 800, which represents an increase of 23%. The increase is mainly attributed to the Cherokee County area. There was a total of 6 personal appearances made: 2 at WEIS radio, 2 at Get on Board days, 1 at the Cherokee County College/Job Fair and 1 on TV 42.

Use of Findings

Continuing Education increased its mail-out database, but we received numerous phone calls requesting online registration and how to view the schedule online. Focus will be placed on making online access easier for potential Continuing Education students.

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

Two grants were applied for, which represents an increase of 50%. Although the childcare grant was not funded, the 21st Century grant was awarded for the maximum amount of \$17,500.

Use of Findings

The Continuing Education staff will continue to search, and apply for, grants that are applicable to non-credit classes and the enhancement of community services.

User:guest

Unit

Continuing Education

Gadsden State Community College

Strategic Plan

Unit: Correctional Education Program-St. Clair **Year:** 2009-2010

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 #4 Create additional courses of study at the St. Clair Campus to meet the demand for highly qualified workers as *Industry and Labor demands*.

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.

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: This goal meets the mission statement of Gadsden State by beginning the students quest of being a lifelong learner of education.

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**

During the 2009/2010 academic year, 144 students were enrolled in the technical programs at the St. Clair instructional site. 53 students received either a short-term or a full-term certificate, which represents a 37% graduation rate.

Use of Findings

The list of non-completers will be reviewed and analyzed to determine causes of non-completion and determine if the causes are beyond the College's control (such as institutional transfers and disciplinary actions) as well as which ones are significant in contributing to the low completion rate.

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: \$0

No additional funding will be required.

Evaluation Findings

During the 2009/2010 academic year, 144 students were enrolled at the St. Clair instructional site in the four program areas. 125 students, or 87% percent, successfully completed their lab projects.

Use of Findings

After analysis, the determination was made that those students who did not successfully complete their lab projects did not do so based on factors outside the College's control (such as missing class for various legal reasons). As the goal was exceeded and as the causes for non-completion are outside the College's control, consideration for raising the benchmark for this goal will be addressed.

Objective or Educational Outcome 3

Receive input from Industry and local businesses to determine which job skills are needed for their employees and implement those into the curriculum of the classes taught at the St. Clair Campus.

Assessment

Each Year the individual classes offered at the St. Clair Campus will be reviewed by the members of the Craft Committee to see if any additional job skills are needed to be implemented into the curriculum offered at the campus. 75% of the students responding to the Instructors evaluation form will notate in a positive form that the job skills are important.

Additional Funding Request: \$0**Evaluation Findings**

During the 2009/2010 academic year, the programs at the St. Clair instructional site received input from the respective program advisory committees. In addition, new curriculum to accommodate NCCER (National Center for Construction Education and Research) certification has been implemented for the benefit of the students. 85% of the students who responded to the Instructors Evaluation responded in a positive manner that the job skills are important.

Use of Findings

In evaluating this goal, it was determined that using the students' opinions as rated on the Instructors Evaluation is a weak measurement for this goal. Alternate considerations for future measurement will be determined which will involve local business and industry.

Goal 2

To promote computer competency and information literacy.

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: This goal meets the mission Statement of Gadsden State by offering quality educational and cultural experiences.

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**

During the 2009/2010 academic year, 31 students enrolled in DPT 100 at the St. Clair instructional site with 21 of those students achieving a grade of "B" (80%) or better for the class. The remaining students passed with a grade of "C" or better.

Use of Findings

Upon further evaluation, it has been determined that this goal is unclear and can be better measured. The goal will be rewritten in order to better pinpoint and measure student success in DPT 100.

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: \$1200.00

Additional funding will be required on an yearly basis to purchase software that is compatible with the computer technology of the ST. Clair campus.

Evaluation Findings

23 computers, 2 printers and 1 scanner were procured and loaded with Microsoft Office and Windows XP at a cost of \$27,000 to update the computer lab.

Use of Findings

Since extra funds were used to completely update the computer lab with hardware and software, the lab is considered up-to-date and will be used for three years before it is scheduled for updating/replacement in 2013.

Goal 3

Enhance student learning in mathematical and communication 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: This goal meets the Mission Statement of Gadsden State by offering quality educational experiences to the student.

Objective or Educational Outcome 1

To develop and improve the math and communication skills of the students.

Assessment

Student performance will be at least 75% passing rate in math and communications skills of all enrolled students. Each year this percentage of passing will be evaluated to see if the goal is being reached and possible to increase to a higher rate of performance.

Additional Funding Request: \$

No additional funding will be required.

Evaluation Findings

During the 2009/2010 academic year, 62 students enrolled in math and speech classes at the St. Clair instructional site. Of the 62 students, 77% earned a grade of "C" or higher.

Use of Findings

Although the objective was met, we will work with the 23% of students who received an incomplete for their class for reasons outside the College's control.

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: \$

No additional funding will be required.

Evaluation Findings

Of the students who responded to the instructors survey, 85% responded that they believe that the computer software and materials used in instruction will allow them to succeed in the workplace. The computer lab was completely replaced so that students are working on up-to-date hardware and software.

Use of Findings

Since extra funds were used to completely update the computer lab with hardware and software, the lab is considered up-to-date and will be used for three years before it is scheduled for updating/replacement in 2013.

Unit

Correctional Education Program-St. Clair

Gadsden State Community College

Strategic Plan

Unit: Counseling & Recruitment **Year:** 2009-2010

Person Responsible: Cheryl Cephus-Vickers

Cabinet Member: Valerie Richardson **Approved**

Mission Statement:

The primary mission of Counseling and Recruitment is to assist in the recruitment, enrollment and retention of a diverse population of students by providing support services that will aid in the achievement of both personal and educational goals.

Long Range Goals:

- 1 Establish additional space for office and storage areas.
- 2 Update and establish computer stations in the counseling and advising centers located on all campuses, centers, and sites with career software, interest inventories, and educational information.
- 3 Update and revise the recruitment plan in coordination with new college wide marketing and recruitment initiatives utilizing best practices in the field.

Goal 1

To facilitate the success of students, who have a diversity of need, ethnic, and socioeconomic status, in the Gadsden State service area by providing counseling and advisement services. The services include (but are not limited to) admissions counseling, career counseling, college transfer advisement, retention counseling, re-entry counseling for drop outs/stop outs, schedule planning assistance, placement testing/advisement, and scholarship advisement.

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

The percentage of Gadsden State students who seek and use counseling and advisement services will be evaluated along with previous year results to determine baseline data

for future reference.

Assessment

Using the college's student information system, counselors and advisors in the division will track the use of the counseling and advisement services by students. Using these statistics and the statistics for the total enrollment of the college, the percentage of students who used counseling and advisement services in 2009-2010 will be determined. Using current and previous results, a baseline will be determined concerning student usage of services.

Additional Funding Request: \$0**Evaluation Findings**

Objective 1 was not implemented for the 2009-2010 academic year. The tracking system was completed immediately prior to the Fall 2009-2010 semester. Training for and implementation of the tracking system was not conducted because of an anticipated change in campus information systems. Other methods of recording contacts were utilized for the 2009-2010 academic year. Records indicate that Counseling and Advising staff had approximately 19,060 points of contact with prospective and current students from September 2009 through August 2010.

Use of Findings

There were no findings for the 2009-2010 year because the training and implementation did not take place. However, the possibility of training and implementation of the tracking system during the 2010-2011 academic year looks positive.

Objective or Educational Outcome 2

At least seventy percent of Gadsden State students will indicate an awareness of counseling and advisement services available to them.

Assessment

At least seventy percent of students will indicate awareness of counseling and advisement services available as shown by item number 37, "Students are familiar with services offered through the Counseling and Testing Office," on the Gadsden State Student Evaluation of Campus and Services which is administered college-wide each spring term.

Additional Funding Request: \$250.00

Additional monies will be used for promotional costs associated with additional publicity concerning the services offered.

Evaluation Findings

Eighty-eight percent (88%) of Gadsden State students indicated an awareness of counseling and advising services as shown by item number 37 on the Gadsden State Student Evaluation of Campus and Services.

Use of Findings

Continue working to implement programs and services which will increase student awareness of the Counseling and Advising Office.

Objective or Educational Outcome 3

The number and percentage of students who seek assistance by responding that they are in academic danger will be evaluated.

Assessment

Using student email, a mid-term survey will be provided to all students for the purpose of identifying students who are in danger of failing or withdrawing from class(es). Responses to the survey items will be collected and analyzed. The number who self-report that they are in academic danger will be collected for comparison in following years and will be identified to counselors/advisors for further contact/referral to support services.

Additional Funding Request: \$0

Evaluation Findings

Eighty-five percent (85%) of the students completing the mid-term survey indicated they were not experiencing academic difficulty, while 15% of the students completing the survey indicated that they were experiencing academic concerns. Of the 15% indicating their academic concerns, notification was sent informing them of support services available at Gadsden State and in the Counseling and Advising Office to assist in improving their academic status.

Use of Findings

Continue increasing awareness and establishing systems by which students are directly routed to specific offices for academic assistance and support when course concerns have been identified.

Goal 2

To provide exceptional assistance with college admissions, college program information and financial aid information to the diverse high schools in the Gadsden State service area.

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

Sixty-five percent of high school counselors in the Gadsden State service area who

respond to a satisfaction survey will rate the college admission and information provided by Gadsden State counselors in a favorable manner.

Assessment

A satisfaction survey will be mailed to each high school counselor in the service area. The survey will include items pertaining to the satisfaction level of services provided by the Gadsden State Counseling area.

Additional Funding Request: \$80.00

Additional funding will be used for purchasing materials and supplies for printing.

Evaluation Findings

Sixty-three (63) surveys were e-mailed to high school counselors. Out of the 63 surveys e-mailed, 12 were returned due to incorrect email addresses. Therefore a total of 51 surveys were actually received by high school counselors. 28 Counselors out of 51 returned surveys. 100% of the counselors returning the survey indicated they were satisfied with classroom presentations, recruiting services and programs, recruiting events, etc., sponsored by the Gadsden State Counseling and Advising Office.

Use of Findings

Continue improving and enhancing partnerships with high school counselors in an effort to successfully and seamlessly connect with high school students.

Objective or Educational Outcome 2

By participating in classroom presentations and high school visits by Gadsden State counselors, prospective students in high schools will have an understanding of the enrollment process of the college.

Assessment

A short survey will be given to students by Gadsden State counselors at the end of high school visits. The survey items will include questions that assess the level of understanding of the enrollment process as self-reported by the prospective students.

Additional Funding Request: \$250.00

Additional funding required for duplication/printing of survey forms.

Evaluation Findings

One hundred sixty-five (165) students completed surveys at the end of high school classroom recruiting visits. 100% of the respondents indicated they were satisfied and benefited from information received by the admissions counselor.

Use of Findings

Continue to provide high school students with valuable information pertaining to the Gadsden State Community College admissions process.

Goal 3

To provide a Freshman Focus program prior to enrollment that assists new students in experiencing a successful entry into Gadsden State Community College.

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

- Deliver services needed to help students succeed.

Objective or Educational Outcome 1

Thirty percent of first time freshmen will participate in a Freshman Focus session.

Assessment

Using the total number of first time freshmen and the number of students who attend a session of Freshman Focus, the percentage of first time freshmen participating will be calculated.

Additional Funding Request: \$6800.00

Funding will be used for promotional materials, program materials, advertising, giveaways, and provide lunch for participants.

Evaluation Findings

There were 1,466 first time freshman enrolled at Gadsden State in the Fall of 2009. 712 or 49% of the first time freshman participated in the 2009 Freshman Focus. Lunch was not provided for participants.

Use of Findings

Continue to market Freshmen Focus to potential first time freshmen in an effort to encourage participation.

Goal 4

To provide a testing environment, atmosphere, and staff that contributes to a positive testing experience.

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

- Deliver services needed to help students succeed.

Objective or Educational Outcome 1

Eighty-five percent of students will respond to question #6 on the demographic section of the COMPASS test in a favorable manner. Question #6 reads, "Did you find the testing environment and staff satisfactory for your testing experience?"

Assessment

The number of favorable responses to question #6 (see "Expected Educational Outcome or Unit Objective" above) on the COMPASS demographic section will be compared annually.

Additional Funding Request: \$0

Evaluation Findings

94% of students responded favorably to question #6 on the demographic section of the COMPASS test.

Use of Findings

Continue investigating ways to enhance the testing environment for our students.

User:guest

Unit

Counseling & Recruitment

Gadsden State Community College

Strategic Plan

Unit: Dean of Instructional Services **Year:** 2009-2010

Person Responsible: Jim Jolly

Cabinet Member: President (not reviewed)

Mission Statement:

The mission of the Office of Instructional Services is to provide leadership for Academic Transfer courses, Health Sciences programs, and select Certificate programs, and, in conjunction with the Office of Technical Education, provide leadership for the Office of the Registrar and Admissions and the Job Corps program. It is further the mission of the Office of Instructional Services to ensure that the quality of these areas is constantly improving, that equipment and materials are adequate, and that instructors are qualified to perform in The Alabama Community College environment.

Long Range Goals:

- 1 To implement the methods of instruction and evaluation associated with the Learning College concept.
- 2 To continually improve learning and teaching.
- 3 To improve registration and student record keeping services.

Goal 1

Implement the QEP in the scheduled departments.

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

Ensure that each instructor implements the goals of the QEP in each section of each course as scheduled.

Assessment

Instructors in 90% of the sections scheduled to implement the QEP will meet the goals of implementation as expressed in the QEP.

Additional Funding Request: \$0

Evaluation Findings

Faculty have implemented at least one of the goals in section. However, the goal was not met.

Use of Findings

Further discussion of the use of the goals and how many of the goals are useful in every course is underway. Discussion among faculty and division chairs indicated that forcing every instructor to meet the goals in each section taught is impractical and could result in useless work by students and instructors. An example is in ENG 101, English Composition I: All graded assignments are essays that students write in class. Sufficient computer labs are not available for all students during class time, so it is impractical to ask students to submit assignments electronically. Students would have to write the essays in class and then, at other times, key them in to be submitted. Then the faculty would have to examine both versions of the essay to ascertain that the electronic version is the same as the one written in class.

Objective or Educational Outcome 2

Edit the College catalog to include the QEP project.

Assessment

The catalog will reflect the QEP project in its next edition, scheduled to be published May 2009.

Additional Funding Request: \$0

Evaluation Findings

This has been done, although it is not linked so it can be easily found with a search. This is to be rectified ASAP.

Use of Findings

The college community now has easy access to an explanation of the QEP.

Objective or Educational Outcome 3

Establish an interactive online catalog.

Assessment

An interactive catalog will be published online by June 1, 2009.

Additional Funding Request: \$34,000.

\$34,000 first year, \$6,000 per year afterward.

Evaluation Findings

This has been accomplished.

Use of Findings

The Catalog is now available online and is updated regularly as needed. The college community has complete access to the Catalog.

Objective or Educational Outcome 4

Implement a new faculty evaluation process.

Assessment

The office of the DOIS will direct the faculty ad hoc committee preparing the new faculty evaluation process to include assessment of QEP compliance. The ad hoc committee will have the document ready for presentation to the faculty by Fall term 2009.

Additional Funding Request: \$0**Evaluation Findings**

This was accomplished.

Use of Findings

The new evaluation instrument is in place and was used for faculty evaluations in the Spring/Summer Terms 2010. The instrument will be evaluated by users and recommendations for changes will be forwarded to the instructional officers for review.

Goal 2

The DOIS will ensure that all departments under the Dean's supervision are successful in their missions.

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

Ensure that the areas under the DOIS meet all SACS and SBOE requirements.

Assessment

Educational Programs Planning & Evaluation Committee minutes will document compliance with all SBOE policies and compliance with SACS core requirements and comprehensive standards.

Additional Funding Request: \$0

Evaluation Findings

All programs made a serious effort to meet SACS policies and to comply with core requirements.

Use of Findings

The areas under the DOIS follow SACS policies. An evaluation of the Gen Ed requirements is scheduled for Fall 2010, at which time they will be reviewed, updated, changed, etc.

Objective or Educational Outcome 2

Widen the number of institutions from which instructors have received both undergraduate and graduate degrees.

Assessment

An examination of the transcripts of all newly hired faculty 2009-10.

Additional Funding Request: \$0

Evaluation Findings

Only three full-time faculty were employed in this area in 2010. One has a degree from UAB, one has two graduate degrees from Jacksonville State University, and one has a degree from Auburn University. A tenured faculty member earned an additional M.A. degree from Middle Tennessee State University.

Use of Findings

Ongoing attempts will be made to solicit applications from potential employees with degrees from a broad range of institutions. A recommendation will be made to the president that positions be advertised in the online Chronicle and other places, including

academic list-serves.

User:guest

Unit

Dean of Instructional Services

Gadsden State Community College

Strategic Plan

Unit: Diversity & Compliance **Year:** 2009-2010

Person Responsible: Michele Bradford

Cabinet Member: Valerie Richardson **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 Alabama State Board of Education, the Department of Postsecondary Education, the College, and Federal and State laws.
2. To foster an environment of inclusion, knowledge and understanding in which faculty, staff, and students learn to value diversity and to respect the individual differences that make up the College community.
3. To serve as a model for community agencies and civic organizations in promoting respect and appreciation for diversity awareness.

Goal 1.

To provide advice and guidance to College employees for compliance with policies of the Alabama State Board of Education, the Department of Postsecondary Education, the College, and Federal and State 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 knowledge and awareness of policies of the Alabama State board of Education, the Department of Postsecondary Education, the college, and Federal and State laws.

Assessment

The Office of Diversity and Compliance will conduct professional development sessions on preventing employment discrimination, including sexual harassment, specifically geared toward employees with supervisory responsibilities.

Additional Funding Request: \$7,600.00

The cost for employee access to online trainings in sexual harassment and preventing employment discrimination.

Evaluation Findings

Each academic year, all employees receive a copy of the College's Sexual Harassment and Discrimination Policy and the Alabama State Board of Education Policy on Harassment. All employees are required to complete the online training for Preventing Sexual Harassment every two years and employees with supervisory responsibilities are also required to complete the online training for Preventing Employment Discrimination.

The College has been successful in raising the awareness levels of employees which is demonstrated by the number of inquiries from employees regarding the policies and training.

Use of Findings

New employees will continue to receive the policies with their employment packages and will also be required to complete the online sexual harassment training before employment packages are completed for payroll purposes. Employees with supervisory duties will continue to be required to complete the online preventing employment discrimination training yearly.

Objective or Educational Outcome 2

To implement an action plan to potential areas of compliance vulnerability.

Assessment

Conduct annual employee surveys to identify potential areas of compliance vulnerability. Survey data will be used to address and develop sessions and workshops for indicated areas of vulnerability.

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

Identified areas of vulnerability included the faculty and staff's knowledge of the process for handling student complaints, transgender issues, employee discipline, and the difference in Title IX and Title VII.

Use of Findings

More frequent distribution of information in these areas will be scheduled and made available through email, webpage postings, and training sessions.

Goal 2.

To provide training programs and other learning opportunities to enable faculty 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

Seventy-Five (75%) of program participants will indicate that the professional development programs met their needs.

Additional Funding Request: \$2,500.00

Funds are needed to cover guest speakers' fees.

Evaluation Findings

Information on diversity was provided to faculty and staff during the months of January and February 2010. The annual employee diversity survey was administered in September, 2009 with 97% of employees indicating that the College provided experiences that enhanced awareness in diversity and racial/ethnic differences.

Use of Findings

Continued evaluation is necessary to ensure that training opportunities are relevant and effective.

Objective or Educational Outcome 2

Increase minority enrollment in those programs and activities traditionally underrepresented.

Assessment

IPEDs data from 2008-2009 will provide baseline data in order to establish target percentages for each underrepresented program. 2009-2010 IPEDs data will be used to measure whether the target percentages have been attained.

Additional Funding Request: \$

Evaluation Findings

A survey was not administered to monitor the progress of minority enrollment in traditionally underrepresented programs and activities.

Use of Findings

There were no evaluation findings.

Goal 3.

To strengthen the college's relationship with diverse groups within its communities, including community agencies.

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

College representatives will meet regularly (monthly to quarterly, depending on group) with various groups that represent minority citizens to identify and address the concerns.

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

The Director meets with various organizations that represent minority citizens such as the NAACP, the Chamber, Council on Aging, and the Central Carver Foundation. The Diversity Liaison serves on the Hobson City Strategic Planning Committee and the Joint Education Committee for the Calhoun County Chamber of Commerce and meets with these organizations quarterly.

Use of Findings

Any concerns identified that relates to services offered by the College are communicated to the appropriate department. Issues related to diversity and compliance are resolved by the Office of Diversity and Compliance.

Objective or Educational Outcome 2

Increase the College's number of partnerships with diverse community agencies.

Assessment

The number of diversity partnerships will increase when compared to data from the previous year.

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

The number of diversity partnerships increased with the Director working with the Central Carver Foundation and Beville State Community College to implement their diversity plans.

Use of Findings

The experience gained by working with Central Carver Foundation and Beville State Community College will be used to assist and establish other partnerships.

User:guest

Unit

Diversity & Compliance

Gadsden State Community College

Strategic Plan

Unit: Economic Development **Year:** 2009-2010

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 Executive Staff to determine, prepare and advance the College's legislative agenda. The College's organizational unit of Economic Development shall serve as the principle unit to support the promotion, establishment and maintenance 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 Gadsden State.
- 2 Participate in external partnerships which will advance the mission of Gadsden State.

Goal 1

Support the Vice President in working with the President and Executive Staff 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.

Community Awareness

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

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 legislative agenda was prepared and approved by the Vice President, Executive Staff and President. The legislative agenda contained five legislative requests for submission.

Use of Findings

The objective was met. The legislative agenda was used to prepare the legislative requests. This legislative agenda will be utilized to assist in preparation of the legislative agenda for the upcoming year. The legislative agenda document is on file in the Vice President's office.

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 requests were prepared and submitted as directed by the Vice President. Documentation of the requests is on file in the office of the Coordinator of Economic Development.

Use of Findings

The objective was met. The legislative agenda was prepared and utilized to prepare and submit the legislative requests. The VPA Office staff will continue to research and explore options for the legislative agenda and funds that may be available. Documentation of requests is available in the office of the Coordinator of Economic Development.

Goal 2

Implement and monitor federal congressionally-directed appropriations as received.

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

Implement and monitor congressionally-directed grants upon approval.

Assessment

Certify that congressionally-directed grants are appropriately expended within the constraints of the grant.

Additional Funding Request: \$

Evaluation Findings

All grants under the control of the Office of the Vice President have been implemented and are being monitored to confirm appropriate administration of the grant. Oversight of the grants is also accomplished through the Financial Services Fund 2 Accountant.

Use of Findings

The objective was met. All grants under the control of the Office of the Vice President have been implemented and are being monitored to confirm appropriate administration of the grant.

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.

Community Awareness

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

Objective or Educational Outcome 1

Participate in community based events that promote external partnerships.

Assessment

Participate in six community based discussions, forums, taskforces and/or events.

Additional Funding Request: \$

Evaluation Findings

The VPA Office staff has participated in excess of six (6) community based discussions, forums, taskforces and/or events. Examples of community based events include but are not limited to: Leadership Calhoun County, Calhoun County Chamber of Commerce Economic Forum, Calhoun County Annual Meeting, Cherokee County Chamber of Commerce Annual Meeting, Community Traffic Safety Program Advisory Board, Regional Trauma Advisory Council, East Alabama EMS Board of Directors, and EMS-C Advisory Board.

Use of Findings

The objective was met. The VPA Office staff continually explores areas to contribute to the community and communities of interest as related to the advancement of the College's mission.

Goal 4

Promote and foster an attitude of celebration of differences to recognize and advance a diverse workplace that promotes respect for diversity.

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

Promote a workplace environment that values diversity and respects individual differences to enrich the community.

Assessment

Attend diversity awareness training sessions as offered by Gadsden State.

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

There was not a college-wide diversity awareness training session offered during the year. The Office of the Vice President does promote a workplace environment that values diversity and respects individual differences to enrich the community.

Use of Findings

The goal was met even though there was not a scheduled diversity training session offered at Gadsden State to attend. The Office of the Vice President promotes a diverse workplace on a daily basis and will attend future diversity training sessions as offered.

User:guest

Unit

Economic Development

Gadsden State Community College

Strategic Plan

Unit: Educational Talent Search Program-Ayers **Year:** 2009-2010

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:

- 1 Provide Professional Development opportunity for staff.
- 2 Write and submit a successful renewal grant proposal.

Goal 1

Identify and deliver services to diverse disadvantaged middle and high school 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 diverse 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. Computer software is used to track diversity of applications accepted.

Additional Funding Request: \$0

Evaluation Findings

Ayers Campus Talent Search Program served 610 participants in 09/10. Of these, 120 were new participants.

Use of Findings

Information to be included on the Annual Performance Report to be submitted to the U. S. Department of Education in November 2010.

Objective or Educational Outcome 2

Eighty percent (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: \$0

Evaluation Findings

There were 523 non-senior participants served in 09/10, of these only 6 (1.15%) were not promoted to the next grade. Objective met; 98.85% promotion rate.

Use of Findings

Information will be included on the Annual Performance Report to be submitted to the U.S. Department of Education in November 2010.

Objective or Educational Outcome 3

Ninety percent (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: \$0

Evaluation Findings

ETS had 87 seniors in 09/10. All graduated. 100% program graduation rate.

Use of Findings

Information will be included on the Annual Performance Report to be submitted to the U. S. Department of Education in November 2010.

Goal 2

Remove barriers to increase postsecondary enrollment and success rate of disadvantaged students.

Relationship to College Goals/Mission

Student Success

- Deliver services needed to help students succeed.

Objective or Educational Outcome 1

Eighty-five (85%) of "college-ready" project participants will apply for financial aid during each budget period.

Assessment

Contact information is maintained in the program office in hard copy as well as in Blumen software.

Additional Funding Request: \$0

Evaluation Findings

83 (95%) of 87 graduates applied for financial aid in 09/10. Objective met with 95% of graduates applying for financial aid.

Use of Findings

Information will be included on the Annual Performance Report going to the U. S. Department of Education in November 2010.

Objective or Educational Outcome 2

Eighty-five percent (85%) of "college-ready" participants will apply to a postsecondary school during each budget year.

Assessment

Contact information is maintained in the program office in hard copy form as well as in Blumen software.

Additional Funding Request: \$0

Evaluation Findings

95% or 85 "college-ready" participants applied for a postsecondary school in 09/10. Objective met.

Use of Findings

Information will be included on the Annual Performance Report going to the U.S. Department of Education in November 2010.

Objective or Educational Outcome 3

Seventy-five percent (75%) of "college-ready" participants will enroll in a program of postsecondary school education by or during the next fall term.

Assessment

Participants are tracked through the admissions and records offices of their prospective colleges as well as through the National Student Data Clearinghouse.

Additional Funding Request: \$0**Evaluation Findings**

Tracking of "college-ready" participants is underway. However, all colleges have not reported their fall enrollment information to the National Student Clearinghouse service that ETS uses for tracking. As of today we can confirm that 19 (22%) have enrolled based on early enrollment in Gadsden State. Tracking will be completed in November 2010 prior to the submission of the Annual Performance Report.

Use of Findings

Information will be included on the Annual Performance Report which will be submitted to the U. S. Department of Education in November.

User:guest**Unit**

Educational Talent Search Program-Ayers

Gadsden State Community College

Strategic Plan

Unit: Educational Talent Search, Gadsden-Etowah Talent S **Year:** 2009-2010

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. It 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 re-enter 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 Provide materials, seminars and events which promote better understanding and appreciation of diversity.

Goal 1

Identify and deliver services to disadvantaged middle and high school 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

At least 600 eligible students with potential for postsecondary education will be identified, two-thirds of these will be both low income and first-generation postsecondary.

Assessment

Applications will be accepted each year and evaluated as to eligibility and need. The two-thirds requirement will be met through the addition of the new applicants.

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

Talent Search staff identified 600 eligible students with potential for postsecondary education, of which two-thirds or 400 were low income and first-generation postsecondary. These students were identified through applications and referrals and were tracked through Blumen software in regard to their eligibility.

Use of Findings

Talent Search staff met the goal of two-thirds low income and first-generation participants. Although the goal was met, Talent Search will use these findings to achieve greater margins of excellence.

Objective or Educational Outcome 2

Ensure that 80% of non-senior participants served during the project year 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 counselors.

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

Data is still being collected to verify this outcome.

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.

Objective or Educational Outcome 3

Ensure that at least 75% of participating high school seniors will graduate from secondary school or receive a certificate of high school equivalency during each budget year.

Assessment

All participants are tracked and evaluated to determine progress and graduation status.

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 76 of 80 seniors or 95 percent graduated. This percentage is higher than the 75 percent mandated by the objective set forth by the U.S. Department of Education.

Use of Findings

Talent Search staff will track past seniors and their parents through telephone calls, emails and mail-outs.

Goal 2

Remove barriers to increase postsecondary enrollment and success rate of disadvantaged students.

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

- Deliver services needed to help students succeed.

Objective or Educational Outcome 1

Seventy-five (75%) of "college ready" project participants will apply for financial aid during each budget period.

Assessment

Personal contacts are made with each participant. Contact information is maintained in the program office on Blumen software.

Additional Funding Request: \$

Evaluation Findings

All Talent Search seniors and their parents received a newsletter that a financial aid workshop would be held March 2, 2010. The staff also posted flyers, made announcements at target schools and made personal contacts. Data is still being collected to determine how many filed for financial aid.

Use of Findings

Talent Search staff will disperse financial aid information as it is currently done and continue to aid students in every way possible to ensure that they file for financial aid.

Objective or Educational Outcome 2

At least 75% of "college ready" participants will apply to a postsecondary school during each budget year.

Assessment

Contact information is maintained in the program office in hard form as well as in Blumen software.

Additional Funding Request: \$

Evaluation Findings

Data is still being collected in order to determine this percentage.

Use of Findings

The Talent Search staff will continue to pursue additional avenues to assist "college ready" seniors in applying to a postsecondary school.

Objective or Educational Outcome 3

At least 75% of "college ready" participants will enroll in a program of postsecondary school education by or during the next fall term.

Assessment

Participants are tracked through the admissions and records offices of their prospective colleges.

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

Data is still being collected in order to verify this outcome.

Use of Findings

Talent Search staff will track past seniors through telephone calls, emails and seek additional verification of enrollment from colleges and the National Clearing House.

User:guest

Unit

Educational Talent Search, Gadsden-Etowah Talent S

Gadsden State Community College

Strategic Plan

Unit: eLearning Year: 2009-2010

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 eLearning Program supplements this capability by expanding learning opportunities, making instruction accessible, and utilizing technology to reach students who may otherwise be unserved. The eLearning Program at Gadsden State 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 Student/Faculty Help Desk for assistance with technical problems after regular business hours.
2. Identify market opportunities for eLearning courses and programs compatible with academic strengths.
3. Expand the technical division hybrid and internet course offerings
4. Expand the number of certificate and degree programs offered online.
5. Work with Continuing Education personnel to include **online** non-credit offerings.
6. Establish an online instructor certification program.
7. Expand the number of health science course offerings delivered via the internet.

Goal 1

Provide quality eLearning 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: Meeting the needs of its diverse communities by offering quality educational and cultural experiences

Objective or Educational Outcome 1.1

Provide eLearning courses that are of equal or better quality as traditional on-campus courses.

Action Steps:

- *Develop or enhance courses using appropriate technologies and pedagogies
- *Ensure appropriate course design for eLearning
- *Facilitate assessment of student learning outcomes in eLearning courses

Assessment

75% of students completing the Student eLearning Survey will express an "Agree" or "Strongly Agree" level of satisfaction with Gadsden State eLearning classes.

95% of eLearning courses reviewed will earn an overall "meets" on the eLearning Course Review Rubric.

Additional Funding Request: \$0**Evaluation Findings**

eLearning courses at Gadsden State Community College are of the same quality as their on-campus counterparts based on student opinion as evidenced by the results of the Fall '09, Spring 10, and Summer '10 eLearning Surveys. Over 90% of the students surveyed specified eLearning courses are well organized, contain clear and understandable course objectives, and provide readings, links and other activities that strengthen the course. 90% of the students surveyed indicated the "instructor shows interest in student learning." Additionally, 88% of the students surveyed said "the instructor provides adequate feedback to the student."

A portion of the evaluation findings are a work in progress. Awaiting data from Jacksonville State

Of the eLearning courses reviewed 100 % earned an overall "meets" on the eLearning Course Review Rubric. Unfortunately, the Rubric has not been widely accepted and utilized by the various departments. At present, only one department is making use of the rubric.

Use of Findings

Awaiting data from Jacksonville State.

The new eLearning Course Review Rubric has not been widely accepted. The Associate Dean for eLearning will ask the eLearning Committee along with Division Chairs to

review the rubric for input on making the rubric more user-friendly. Also, ideas will be requested for ways to increase usage of the rubric.

Goal 2

Provide services to assist faculty and departments in meeting their eLearning 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: Offering quality educational and cultural experiences

Objective or Educational Outcome 2.1

Provide faculty training the College adopted Course Management System, Tegrity, and other eL technologies.

Action Steps:

- *Orient faculty to eLearning pedagogies
- *Provide specific CMS/Tegrity training and support to faculty
- *Provide adequate support services to faculty to assist in the development and delivery of eLearning courses and programs

Assessment

85% of faculty completing the eLearning Training Survey will express a "Strongly Satisfied" level of a approval.

Additional Funding Request: \$17,000.00

Gadsden State eLearning will be updating to the newest release of Blackboard. The additional funding is required to purchase a test server. The test server is needed for the testing of updates *before* they are incorporated into the production server. This gives faculty and eLearning staff a chance to preview upcoming changes and updates.

A small portion of this funding increase is required to purchase training materials for the Blackboard administrator and technician.

\$2000.00 of the above request is to replace one of the tablet computers used in training faculty in the CMS and Audio/Video capture systems.

Evaluation Findings

During the Fall of 2009, Faculty and Staff were given the opportunity to receive training on the newest release of Blackboard LMS, BB Learn 9.0. Various training opportunities were provided on all campuses. Of the 140 faculty and staff that participated in these training opportunities, 95% indicated they were "very satisfied" with the appropriateness of the training, the training personnel and the overall training experience.

Additionally, "on-demand" training modules were developed for faculty, staff, and students. These have been well received.

In the Spring of 2010, student Ambassadors were trained in the use of Blackboard 9.0. These student leaders were then stationed in the Advising Centers on the Gadsden Campus and the Ayers Campus to work with students who may be experiencing problems with Blackboard. This service is being continued in the Fall of 2010.

Use of Findings

Explore additional methods of providing support to faculty by meeting with Division Chairs, faculty members, and the eLearning Committee.

Continue working with Student Services to provide student training for Ambassadors and Freshman Focus Leaders.

Objective or Educational Outcome 2.2

Develop new eLearning course and program offerings consistent with college and institutional priorities.

Action Steps:

- *Provide adequate support services to faculty to assist in the development and delivery of new eLearning course offerings
- *Work with the appropriate division chairs to develop a timeline for the development of new course/program offerings

Assessment

eLearning course offerings will increase by 5%.

Additional Funding Request: \$0**Evaluation Findings**

eLearning course offerings have increased over the past year. During the 2008-2009 school year, there were 235 eLearning sections offered. Over the 2009-2010 school year, there were 314 eLearning sections offered. This represents a 33.6% increase in eLearning sections.

Use of Findings

While the increase in eLearning offerings is significant, many of the course offerings

are additional sections of courses already offered in the distance format. The eLearning Office will continue to explore opportunities to work with faculty to offer courses/program that are not presently available in the distance format.

Goal 3

Implement on-going assessment and refinement of eLearning courses.

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: To continue offering quality educational and cultural experiences.

Objective or Educational Outcome 3.1

Refine and utilize common course evaluation instrument for eLearning courses.

Action Steps:

- *Implement common course evaluation instrument for eLearning courses
- *Provide faculty with up-to-date resource materials related to eLearning pedagogy and eLearning students

Assessment

Student performance ratings in eLearning course sections will compare to student performance in traditional on-campus course sections.

Additional Funding Request: \$1000.00

Provide access to "The Online Classroom" and "Distance Education Report" through annual subscriptions.

Evaluation Findings

Success rates for students in eLearning sections have been compared to success rates for students in traditional class sections. The findings are below.

	Fall 2008	Fall 2009
eL students earning A, B, C	60.1%	59.3%
Traditional students earning A, B, C	71.5%	69.9%

Withdrawal Rate for eL students	20.3%	18.4%
Withdrawal rate for traditional students	14.6%	15.3%

Use of Findings

The Success rates and the retention rates (number of withdrawals) for eL students have improved modestly from Fall 2008 to Fall 2009. However, faculty will continue to be encouraged to utilize the resources that are available to them. "The Online Classroom" and "The Distance Education Report" are housed in the eLearning Office. Faculty may check these out as needed. Also, specific articles are emailed to eL Faculty from the eLearning Office. Faculty will also be provided with more information concerning factors that lead to low retention rates and ways to combat these.

Goal 4

Provide technology infrastructure and services to assist faculty and students in meeting their eLearning needs

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: Offering quality educational and cultural experiences that are accessible and affordable

Objective or Educational Outcome 4.1

Assure quality and currency of eLearning practices and technologies

Action Steps:

- *Regularly evaluate new and existing technologies for possible application to eLearning
- *Conduct periodic major reviews of course management software and audio/video capture software
- *Survey faculty for effectiveness of delivery technologies
- *Work with IT Division to ensure adequate technology infrastructure to support eLearning
- *Manage software and licenses related to eLearning
- *Provide faculty with information related to Principles of Good Practice in eLearning

Assessment

Compliance with Principles of Good Practice

Additional Funding Request: \$141,300.00 Technology Budget

Annual licensing of the Course Management System software and Audio/Video Capturing software is required. Costs for these services increase yearly, therefore it is difficult to predict an exact expenditure.

Evaluation Findings

The upgrade to BB Learn 9.0 took place in the Spring of 2010. Faculty were trained for this move during the Fall of 2009. The evaluation of the training showed that 95% of those trained were highly satisfied with the training experience.

During the Spring and Summer of 2010, the eLearning Office began reviewing Lecture Capture software. A representative from Wimba was invited to campus on two occasions. Division Chairs, Faculty, and Staff were invited. Sand box demos were set up for 10 faculty members. Input was solicited from all. Only one faculty member replied with feedback.

Information regarding the Principles of Good Practice is relayed to faculty each semester along with being incorporated into the eLearning Course Review Rubric.

Use of Findings

The eLearning Office will continue to make every effort to include Faculty in decision making processes. Also, The Associate Dean for eLearning will ask the eLearning Committee along with Division Chairs to examine the Course Review rubric for suggestions on making the rubric more user-friendly. Also, ideas will be requested for ways to increase usage of the rubric so that there will be compliance with the Principles of Good Practice.

Objective or Educational Outcome 4.2

Make available via the World Wide Web, accurate, up-to-date information concerning eLearning at Gadsden State Community College

Assessment

Number of visits to eLearning site

75% of comments received from the "Comments Area" of the eLearning site will be favorable

Additional Funding Request: \$0

Evaluation Findings

With the update to the Gadsden State Homepage, the eLearning page received an update also. Along with that update, the eL Office and the eLearning Committee examined additional parts of the eLearning page for needed revising. It was determined the Faculty Handbook was in need of refurbishing. The Associate Dean of eLearning gathered suggestions from various areas and made changes. The Faculty Handbook was

set up in a "test" environment for the eLearning Committee to review. After posting the new Faculty Handbook on the eL site, all responses have been highly favorable.

The eLearning site continues to be an important outreach for Gadsden State. Over this instructional year there have been 64,000 first time visitors and over 40,000 returning visitors! Obviously the site is accessible and user friendly.

Use of Findings

As materials and procedures evolve, the eLearning site will be updated. The Office of eLearning will continue to monitor the number of visits to the page. This information give the eLearning staff an overview as to which pages are most popular, from where visitors are coming, and how long they are staying.

Goal 5

Identify marketing opportunities for the eLearning program

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: Meeting the needs of its diverse communities

Objective or Educational Outcome 5.1

Increase the number of students enrolled in eLearning courses.

Action Steps:

- *Work with the school's Marketing firm to develop a successful marketing plan for Gadsden State eLearning.
- *Work with the Admissions Officer/Registrar to include eLearning in the Institutional Enrollment Management Plan
- *Provide online and print information about preadmission/admissions, tuition and fees, textbooks and supplies, technical and proctoring requirements, and student support services for eLearners

Assessment

Enrollments in eLearning course will increase by 5%.
Retention Rates in eLearning courses will increase by 5%.

Additional Funding Request: \$1300.00

Venture Marketing has produced a marketing plan for eLearning consisting of:

- * placing web ads on several of the newspaper's sites within our service area. Costs range from \$50.00 to \$250.00 per month.
- * using the same web ad from above on MySpace and Facebook. Costs vary but could be as much as \$250.00 per month
- * Re-editing the existing GSCC video footage to use on YouTube. Cost \$800.00

Evaluation Findings

Comparing headcounts in eLearning sections from Fall 2008 to Fall 2009 indicate there has been a significant increase in enrollment in eLearning sections. (See below)

	Fall 2008	Fall 2009
Headcount eL sections	1693	2464

This represents a 45% increase in enrollment in eLearning sections. Of course some of this could be attributed to the economy. But, this could also be due to information provided on the eLearning page and to enrollment management strategies during the registration process. The Marketing plan provided was not carried out due to budget constraints.

Retention rates have improved when comparing withdrawals in Fall 2008 with Fall 2009.

	Fall 2008	Fall 2009
Withdrawal rate in eL sections	20.3%	18.4%

Also, the withdrawal rate is becoming more comparable with the withdrawal rate in traditional classes. In Fall 2009 that rate was 15.3%.

Use of Findings

The eLearning Office will continue to work with Division Chairs and Faculty to offer additional courses and programs through the distance format to attract new enrollments. Also, the eLearning Office will continue to work with the Division Chairs and the Instructional Dean to monitor enrollments during the registration process.

As mentioned earlier, the eLearning Office will work with faculty to continue to improve Retention Rates in eL sections.

Objective or Educational Outcome 5.2

Expand and enhance student services provided to eLearning students

Action Steps:

- *Provide eLearning students with hands-on training and information, technical assistance, and question/answer service
- *Assure adequate library services for eLearning students by working with library

personnel

*Identify and train academic advisors for eLearning students

Assessment

Number and/or variety of support services established or improved

75% of students completing the End of Semester Survey will express an "Agree" or "Strongly Agree" level of satisfaction with support services

Additional Funding Request: \$1700.00

Licensing for READI Assessment - Readiness for Education at a Distance Indicator

Evaluation Findings

Gadsden State students have a full range of student services available to them via the eLearning website and the Gadsden State website. Students also have technical services available to them via phone, email, or face to face visits to the eLearning Lab.

Additionally there are video tutorials available to students on the LMS login page. More than 75% of the students completing the Evaluation of Campus and Services expressed satisfaction with the level of services provided.

Use of Findings

The Office of eLearning is exploring various types of software and services that will enable Gadsden State to improve their Student Services for distance students. One of these is Wimba Pronto which will allow an instructor to share access to his/her desktop. This will allow for improved tutoring as well as technical assistance.

User:guest

Unit

eLearning

Gadsden State Community College

Strategic Plan

Unit: Emergency Medical Services Program **Year:** 2009-2010

Person Responsible: Connie Meloun / Patrick Brown

Cabinet Member: Martha Lavender (not reviewed)

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 to meet the needs of its diverse communities by offering quality educational experiences 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:

- 1 Assist the college's grant writers in pursuing grant funding for program enhancements.
- 2 Participate in the Postsecondary EMS curriculum standardization process.
- 3 Implement the Postsecondary EMS curriculum standardization process.
- 4 Evaluate desk-top computer terminals and automation of Emergency Medical Services classroom.
- 5 Hire full-time clinical/lab coordinator.
- 6 Seek funding to compensate Program Medical Director.
- 7 Equip labs with supplies and equipment to meet the learning needs of students.
- 8 Continue offering EMS courses through distance learning methods.
- 9 Continue offering a Tegrity component to all EMS courses, while researching ways to enhance student learning through computer software and internet-based programs.

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

Certificate of accreditation from accrediting bodies. Approval of annual report by CoAEMSP.

Additional Funding Request: \$

No additional funding required

Evaluation Findings

Annual report was accepted and approved. Accreditation is current.

Use of Findings

Will continue to submit annual report each December. Accreditation self study will begin in Spring 2011.

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: \$

No additional funding required

Evaluation Findings

Minutes on file for 7-13-2010 meeting.

Use of Findings

Advisory committee will continue to meet annually to discuss programs progress.

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, experienced 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: \$

No additional funding requested

Evaluation Findings

14 out of 14 or 100% of students evaluated agreed or strongly agreed that the instructor was knowledgeable in the material he/she taught

Use of Findings

The EMS dept. will continue to monitor this evaluation tool. If benchmark is met continually, additional benchmarks will be added.

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: \$
No additional funding required.

Evaluation Findings

6 of 14 employer surveys have been returned to date. Of these, 6 out of 6 agree or strongly agree that the student is prepared to function competently. 14 out of 14 graduate surveys indicate the same.

Use of Findings

Employers will be encouraged to complete the surveys and turn them in in a timely fashion. Employers will be notified by phone prior to alert them prior to the arrival of EMS will send a letter with the next surveys in December.

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.

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

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: \$4,900

In the past, lab supplies were purchased through grant funding which no longer exists. A stock of lab supplies (bandages, practice meds etc.) were purchased approximately five years ago and have sustained the department. However, those supplies have been consumed and replenishing stock is necessary to adequately teach lab simulations in the EMT Basic and Paramedic program on the East Broad and McClellan campuses. We are currently using outdated, donated supplies.

Evaluation Findings

The additional funding needed to purchase the supplies did not make it into the budget.

Use of Findings

We will continue to request additional funding to purchase soft good supplies.

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

Enlist the services of East Alabama EMS to recruit and maintain a highly experienced contractor base for National Registry practical skills testing.

Assessment

At least 15 National Registry trained contractors to perform testing.

Additional Funding Request: \$3000.

Each contractor will be paid as well as rent for facilities to test.

Evaluation Findings

Funding was provided and National Registry contractors performed the testing in May 2010 for the 14 graduates of the Paramedic program

Use of Findings

Will continue to request funding and provide test.

Goal 5

Promote computer competency and information literacy.

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

Students will utilize WebCT and email in each EMS course.

Assessment

90% of EMS students will utilize WebCT in obtaining information related to each nursing course such as syllabi, handouts, powerpoint presentations, Tegrity sessions and any other course specific materials.

90% of EMS students will utilize email to submit to their instructor(s) at least one assignment in each theory course.

90% of EMS students will utilize the available computer software FISDAP for their clinical tracking for each clinical course.

Additional Funding Request: \$

No additional funding required.

Evaluation Findings

14 out of 14 students or 100% in the paramedic graduating class, as well as 24 out of 24 students or 100% of the paramedic 1 class utilized WebCT, email, and FISDAP

Use of Findings

Will continue to monitor students use of email, and FISDAP and Blackboard which has replaced WebCT

User:guest

Unit

Emergency Medical Services Program

Gadsden State Community College

Strategic Plan

Unit: Engineering Technologies **Year:** 2009-2010

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

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.

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. The Engineering Technologies Division currently has articulation agreements with 13 local secondary schools and a state-wide agreement with all Secondary Technical Centers.

Use of Findings

All articulation agreements for Engineering Technologies are now done at the state level. No further review will be necessary.

Goal 2

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

This objective is a carry-over from the 2008-2009 plan and will be completed on a three year cycle. Replace 2 engine lathes, and 2 milling machines with modern equipment.

Assessment

New equipment will be in place and be utilized by students by the beginning of Fall semester 2009.

Additional Funding Request: \$80000

Purchase of new equipment to replace 40-year-old lathes and mills.

Evaluation Findings

Due to budget constraints a one year old lathe from the East Broad Campus was removed to be sent to the Ayers Campus. This lathe is the same model purchased in 2008 for the Ayers Machine Tool Technology program.

Use of Findings

This goal will be continued in the 2010-2011 strategic plan.

Goal 3

Relocate the Civil Engineering Technology, Automotive Manufacturing Technology and Electronics Engineering Technology Programs to the Gadsden ATN Center from the Building Constructions Trades and Ralls Hall buildings.

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

This move will allow for better utilization of existing space, equipment and software

shared by the partner programs Civil Engineering Technology and Mechanical Design Technology and provide additional lab and classroom space for the Electronics Engineering Technology Program. Rall's Hall will then be available for academic classes to support the entire technical division.

Assessment

Move will be completed by Fall 2010

Additional Funding Request: \$500000

Office, laboratory and classroom renovation.

Evaluation Findings

Civil Engineering Technology and Mechanical Design Technology are now located side by side in the ATN Center. An architect and contractor have been selected and work has begun to renovate the ATN Center. Work should be complete and the remaining programs moved in 2011.

Use of Findings

The remainder of this goal will be carried over in the 2010-2011 strategic plan.

Goal 4

To pursue industry certification and recertification of all programs in Engineering Technologies.

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

All programs in Engineering Technologies will begin the process of Industry Certification during the 2008-2009 year and will complete the process by fall 2010.

Assessment

Certification progress will be reported to the division chair. This information will be provided by the certification agencies.

Additional Funding Request: \$50000

This funding will be used for self studies and inspection and review of programs by the proper certification agencies.

Evaluation Findings

All Engineering Technologies Programs have obtained national certification with the following exceptions. Airconditioning and Refrigeration have completed the certification process and are awaiting final notification. The Machine Tool Technology instructor at the Ayers Campus has complete his personal certification and the program is awaiting the required on-site visit to complete the process.

Use of Findings

The certification process has identified many of the strengths of the Engineering Technologies Division. The weaknesses that were identified have been addressed and the division is more prepared than ever to train students for employment.

Goal 5

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

Two safety issues were reported to the division chairs. Both involved the Machine Tool Technology Programs. At both campuses cutoff band saws developed hydraulic oil leaks. Both were repaired and are being used under strict supervision.

Use of Findings

Both of these saws have been approved for replacement in the 2010-2011 budget year.

User:guest

Unit

Engineering Technologies

Gadsden State Community College

Strategic Plan

Unit: Financial Aid **Year:** 2009-2010

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 a diverse population of students and their families.

Long Range Goals:

1. Maintain clear financial aid audits.

Goal 1

Maintain clear policies and procedures to ensure accurate, timely awarding of financial aid.

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.

Objective or Educational Outcome 1

Stay abreast of changes impacting financial aid through participation in professional development activities and through review of financial aid regulations and literature.

Assessment

1. Information gained at professional development activities, with each staff member attending at least one event annually; 2. Update the Financial Aid Policy and Procedures Handbook as needed; 3. Number/amount of overpayments due to staff errors; and 4. Enhanced office communications.

Additional Funding Request: \$2500
Additional travel and duplication expenses.

Evaluation Findings

Each member of the Financial Aid team gained insight through at least one professional development activity. In addition, office training was held twice to address changes in federal regulations and ways in which the office could enhance operations. The College also hosted federal update workshops, open to area secondary school counselors and college personnel. These workshops, which were led by a trainer with the US Department of Education, focused on the recent changes in federal financial aid.

The training and professional development activities assisted with the updates to the policies and procedures, as well as enhancing communications.

The number/amount of overpayments were minimal in comparison to the volume of aid disbursed. And, more importantly, no audit findings were noted.

Use of Findings

Based on the assessments, professional development activities will continue to be provided for all members of the Financial Aid team and bi-annual staff meetings to address changes in policies and procedures will be held.

Goal 2

Expand services to assist the increasing volume of 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.

College Capacity

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

Objective or Educational Outcome 2

1. Provide additional financial aid assistance to students at Gadsden State Cherokee and enhance services at the Ayers campus; 2. Continue to enhance the procedures for processing complete withdrawals to ensure Return of Title IV (R2T4) calculations are completed in a timely manner.

Assessment

1. Number of students served at Gadsden State Cherokee and additional students served

at the Ayers campus; 2. Completion of financial aid awards within two weeks of receiving all required documents; 3. Maintain clear financial aid audits.

Additional Funding Request: \$50,000

Hire one additional clerk to assist students at Gadsden State Cherokee and the Ayers campus; hire a part-time clerk to assist with the processing of financial aid documents, including student records and R2T4 forms.

Evaluation Findings

Due to proration, hiring additional personnel was not feasible. However, the current staff has assisted a substantial increase of students needing financial aid. According to an article released by the National Association of Student Financial Aid Administrators (NASFAA), the national average of students receiving Pell Grants in 2009-2010 was 45%. At Gadsden State, the average was over 50% for the 2009-2010 award year. For Fall 2010, the percentage of students receiving Pell Grants is estimated to exceed 60%. Based on the number of students receiving Pell and the amount disbursed at Gadsden State in 2009-2010, the average amount disbursed was \$3,743. This amount is slightly higher than the national average of \$3,566. During the past year alone, the amount of Pell disbursed at Gadsden State has almost tripled. This data illustrates the growth not only in enrollment but also the number of students attending who receive Pell Grant assistance. Additional data, as to the other forms of aid administered through the Financial Aid Office, will reflect additional increases on the demands of the Financial Aid Office.

Use of Findings

With the continued surge in students served and aid disbursed, changes are needed in order to enhance operations to best meet the needs of the College. Additional personnel is the key. In addition, other solutions as to how to best address the increasing workload are being identified and implemented.

Goal 3

Enhance communications with the College community in regard to financial aid.

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 3

1. Continue to offer financial aid workshops; 2. Continue to work cooperatively with the instructional divisions, especially in regard to attendance verifications; 3. Utilize the student email portal to publicize financial aid opportunities; 4. Enhance/expand financial aid website.

Assessment

1. Number of workshops offered yearly and anecdotal feedback received; 2. Decrease in ARs resulting from inaccurate roll verifications; 3. Increase in students receiving financial aid; 4. Number of hits on the financial aid website.

Additional Funding Request: \$950

Since funding for a part-time employee was included in prior year budgets, no additional funding was requested. (This employee could assist with the confirmation of roll verifications and required follow up when initial roll verifications conflict with the 60% roll verifications.) The additional funding requested covers travel to workshops and duplication expenses.

Evaluation Findings

Two workshops were held to inform the campus community of the changes in federal aid, particularly relating to Two Pells in an Award Year. A trainer with the US Department of Education led these interactive workshops. Survey results indicated an overwhelming positive response from participants.

Although there continues to be ARs resulting from inaccurate roll verifications, there was a decrease over 2008-2009 recoveries.

As noted previously, financial aid has increased dramatically. Given the current economic state, this trend is expected to continue.

Use of Findings

Communication as to the importance of accurate attendance verification will continue to be a priority. The acquisition of an administrative software system will greatly assist with online attendance verifications.

As noted previously, additional personnel is a must.

User:guest

Unit

Financial Aid

Gadsden State Community College

Strategic Plan

Unit: Financial and Administrative Services **Year:** 2009-2010

Person Responsible: Jim Prucnal

Cabinet Member: President (not reviewed)

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? Projects for 2009-2010 are:

- a. completion of the 2nd floor of Helderman Hall.
- b. completion of the multipurpose building at Valley Street.
- c. other projects to be determined using 2007 bond funds.

Additional Funding Request: \$

Evaluation Findings

- a. Project completed on time and within budget.
- b. Project not completed on time and not within budget as of scheduled completion date of 9-13-10.
- c. The one-stop center project location study has not been scheduled. The Automotive Building on East Broad has received a notice to proceed date of 9-7-10 with a scheduled completion date of 5-4-11.

Use of Findings

- a. Project accomplished with an excellent contractor.
- b. Projects greater than \$300,000 should have pre-qualified contractors before the bid is let. This would avoid having to contract with the low bidder who may not be capable of performing the contract.
- c. The one-stop project study should be performed. The Automotive Building should be constructed as planned.

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 the Chancellor's guidelines.

Assessment

Review fund balance on 09-30-2010 to determine if the balance meets the Chancellor's guidelines.

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

Fund balance on 9-30-10 is 3.90 months of expenditures. This exceeds the guideline of 2 months.

Use of Findings

The excess amount will be used to cover possible additional budget cuts for 2010-11. Continue to monitor the financial matters of the college so that 2010-11 budget deficiencies can be absorbed and still meet the 2 month year end requirement.

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 audit performed by the Examiners on the 2008-2009 records.

Additional Funding Request: S

Evaluation Findings

The 2008-09 audit revealed no audit findings and an unqualified opinion.

Use of Findings

Continue to manage the financial matters of the college to achieve the same results in the new fiscal year.

User:guest

Unit

Financial and Administrative Services

Gadsden State Community College

Strategic Plan

Unit: Financial Services **Year:** 2009-2010

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. Consolidate and redesign the Financial Services and Business Office web sites.
2. Provide training for all Financial Service employees to include the Leadership Development Institute and the College Business Management Institute.
3. Research and implement new personnel budgeting system.
4. Develop online financial service training for newly appointed budget managers.
5. Develop online financial service training for new employees.

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 1

The expected Unit Objective is to obtain a 90% or higher rating from the student survey that they "Highly Agree/Agree" that:

1. The procedures for payment of tuition and fees are easy to follow.
2. The services and information provided by the Business Office are satisfactory.
3. The services provided by the Student Refund Office are satisfactory.

Assessment

Review the student survey to determine percentage responding "Highly Agree/Agree."

Additional Funding Request: \$0

Evaluation Findings

Students responding to the Student Evaluation of Campus and Services indicated the following: Ninety-three percent (93%) agree or highly agree that the procedures for payment and fees are easy to follow. Ninety-five percent (95%) agree or highly agree the services and information provided by the Business Office are satisfactory. Ninety-three percent (93%) agree or highly agree student refund services provided by the Business Office are satisfactory. The department exceeded the targeted goal.

Use of Findings

This objective will continue to be monitored to ensure quality financial services to students.

Objective or Educational Outcome 2

The expected Unit Objective is to obtain a 90% or higher rating from the employee survey that they "Highly Agree/Agree" that:

1. The Payroll Office provides adequate office hours and information regarding employee pay.
2. The Business Office provides adequate office hours and information regarding charges and receipts.
3. The Purchasing Office processes purchase orders and bid requests in a timely manner.
4. The Accounts Payable Office processes checks and requests for information in a timely manner.
5. The Financial Services Office processes information and budget revisions request in a timely manner.
6. The Financial Services web sites provides up-to-date and informative information.

Assessment

Review the employee survey to determine percentage responding "Highly Agree/Agree."

Additional Funding Request: \$0

Evaluation Findings

Employees responding to the Employee Satisfaction Survey indicated the following: Ninety-eight percent (98%) agree or highly agree the Payroll Office provides adequate office hours and information regarding employee pay. Ninety eight percent (98%) agree or highly agree the Business Office provided adequate office hours. Ninety-nine percent (99%) agree or highly agree the Business Office provided adequate information regarding charges and receipts. Ninety eight percent (98%) agree or highly agree the Purchasing Office processes purchase orders and in a timely manner. Ninety-seven percent (97%) agree or highly agree the Purchasing Office processes bid requests in a timely manner. Ninety-nine percent (99%) agree or highly agree the Accounts Payable Office processes checks in a timely manner. Ninety-eight percent (98%) agree or highly agree the Accounts Payable Office processes request for information in a timely manner. Ninety-seven percent (97%) agree or highly agree the Financial Services Office processes information in a timely manner. Ninety-eight percent (98%) agree or highly agree Financial Services process budget revision requests in a timely manner. The department exceeded the targeted goal.

Use of Findings

This objective will continue to be monitored to ensure quality financial services to employees.

Objective or Educational Outcome 3

Hold training session for budget managers and administrative assistants.

Assessment

Document the training was provided.

Additional Funding Request: \$0

Evaluation Findings

Budget Managers Meeting was held March 31, 2010. A total of 94 budget managers, administrative assistants, and property managers attended. Topics included budgeting, purchasing, accounts payable, employee travel, student travel, petty cash, and year-end procedures.

Use of Findings

Meetings will continue to be held at least annually.

Objective or Educational Outcome 4

Review policies, procedures, and processes for ways to incorporate electronic and web based capabilities.

Assessment

Number of policies, procedures, and processes reviewed.
Number of electronic capabilities added.
Number of web based capabilities added.

Additional Funding Request: \$0

Evaluation Findings

No policies, procedures, or processes reviewed due to time constraints resulting from staff shortage due to position not being replaced and additional duties resulting from ARRA reporting requirements.

Use of Findings

Policies, procedures, or processes will be reviewed next fiscal year.

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 1

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 for potential problem areas.

Objective or Educational Outcome 2

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 related to Financial Services.

Use of Findings

Review audits of other institutions for potential problem areas.

Objective or Educational Outcome 3

Image and store all prior year financial services documentation on server.

Assessment

Check the imaging system to determine if:

- Accounts payable checks
- Student refund checks
- Purchase orders and back up documentation
- Bids and request for proposal documentation
- Grant accounting paperwork
- General accounting entries and paperwork
- Business Office daily records
- Accounts receivable paperwork
- Payroll files

have been scanned by January of the following fiscal year.

Additional Funding Request: \$0

Evaluation Findings

2008-09 Files were scanned by January 2010.

Use of Findings

Employees will continue scanning on a regular basis to ensure timely storage of

documents.

Goal 3

Provide Financial Services employees with equipment and training necessary to assist a diverse population of 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 1

Evaluate and replace as necessary computer hardware and software.

Assessment

Review equipment purchase report to determine if computers and software were replaced.

Additional Funding Request: \$0

Evaluation Findings

Replaced outdated computers located in the Wallace Drive, Ayers, and East Broad Business Offices.

Use of Findings

Continually monitor equipment to ensure Financial Service employees have the equipment to efficiently serve students and employees.

Objective or Educational Outcome 2

Provide at least one professional development opportunity, including diversity, 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. Provide technology related professional development to keep up with changing technologies.

Assessment

Review Professional Development worksheet to ensure all employees have received at least one professional development opportunity.

Additional Funding Request: \$0

Evaluation Findings

All employees received a minimum of one professional development opportunity.

Use of Findings

Continue to provide professional development opportunities.

Objective or Educational Outcome 3

Ensure that every employee is cross-trained.

Assessment

Evaluate cross training matrix regularly to ensure all employees are adequately trained.

Additional Funding Request: \$0

Evaluation Findings

Cross training matrix reviewed.

Use of Findings

Changes to assigned back up duties made for employee transferring into the department.

User:guest

Unit

Financial Services

Gadsden State Community College

Strategic Plan

Unit: Fowler Residence Hall **Year:** 2009-2010

Person Responsible: Jack Page

Cabinet Member: Jim Prucnal **Approved**

Mission Statement:

The mission of Gadsden State Community College Fowler Residence Hall is to meet the needs of its diverse student population by providing a safe, comfortable environment for all residents while meeting their educational, social, recreational, and intellectual needs.

Long Range Goals:

- 1 To seek funds to build a new residence hall.
- 2 Renovate one floor each year.
- 3 To create more common-area opportunities for positive student interaction.

Goal 1

To achieve a 90% or higher rating from the Fowler Hall residents that they "Highly Agree/Agree" that they have an overall satisfaction of Fowler Hall and its programs.

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

The expected Unit Objective is to have 70% or higher of the residents who live in Fowler Hall return their annual survey.

Assessment

Were 70% (or 72) surveys returned?

Additional Funding Request: \$0

Evaluation Findings

More than 70% of residents completed and returned the annual survey.

Use of Findings

Will use results of annual survey to review and modify when necessary the policies and procedures for Fowler Hall.

Objective or Educational Outcome 2

The expected Unit Objective is to attain a 90% or higher rating from the residents' surveys that they have an overall satisfaction of Fowler Hall and its programs.

Assessment

Did the survey reveal that 90% of the residents have an overall satisfaction?

Additional Funding Request: \$0

Evaluation Findings

Fowler Hall received more than a 90% or higher approval rating from those residents completing the annual survey.

Use of Findings

Analyze the results of the annual survey in order to maintain the satisfactory level of the survey.

Goal 2

To maintain an occupancy rate greater than 90%.

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

To maintain a 90% occupancy average (or 99 residents) living at Fowler Hall during the Fall and Spring Semesters.

Assessment

Review the list of paid residents at Fowler Hall.

Additional Funding Request: \$0

Evaluation Findings

Occupancy rate average was above 90% for the Fall 2009 and Spring 2010 Semesters.

Use of Findings

Continue to encourage prospective residents to apply early and pay deposit to ensure place on waiting list.

Objective or Educational Outcome 2

To provide an atmosphere to learn and express different cultural experiences.

Assessment

Review activities provided that explored the different cultures represented at the Residence Hall.

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

With the cooperation of Downtown Gadsden Inc., and Meadowbrook Baptist Church, the residents of Fowler Hall are exposed to varied aspects of local culture. Working with the International Club which holds the annual International Fair at Gadsden State Community College exposes the U.S. students to the varied cultures of the International students living in Fowler Hall. Transportation has been provided to residents of Fowler Hall to Gadsden's First Friday event each month which also offers exposure to local culture.

Use of Findings

Activities will continue to be evaluated to determine the effectiveness of the activities related to the exposure of the residents to the varied cultures available.

Goal 3

To improve the professionalism of residence hall staff.

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

To obtain a 90% or higher rating from the residents' surveys that they "Highly Agree/Agree" that the Residence Hall Staff are professional and helpful.

Assessment

Review the survey to determine the rate of success.

Additional Funding Request: \$0

Evaluation Findings

Over 95% of the residents who completed and returned the surveys stated they "Highly Agree/Agree" the Residence Hall Staff is professional and helpful.

Use of Findings

The Residence Hall Staff will continue to exercise professionalism and helpfulness at the highest level.

Goal 4

To replace 2 (two) lobby computers that are for student use, both educational and recreational.

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

The expected Unit Objective is to use Technology Funds to acquire two (2) new computers for the lobby area so that the residents have the tools to assist them in succeeding at Gadsden State.

Assessment

Confirm that two new computers were purchased.

Additional Funding Request: \$3000.00

Buy two new computers.

Evaluation Findings

Budget cutbacks prohibited the purchase of new computers for the lobby.

Use of Findings

The purchase of new computers for the lobby of Fowler Hall will continue to be an objective.

User:guest

Unit

Fowler Residence Hall

Gadsden State Community College

Strategic Plan

Unit: Gadsden State Cherokee **Year:** 2009-2010

Person Responsible: Martha Lavender

Cabinet Member: President (not reviewed)

Mission Statement:

The mission of Gadsden State Cherokee (GSC) is to meet the widely diverse and changing needs of the community and surrounding area by providing quality education, continuing education, and workforce development training that fosters personal and professional development of students. In addition, GSC is committed to providing leadership in the creation of innovative community and economic development programs that foster the advancement of local businesses, industries, and governmental initiatives.

Long Range Goals:

- 1 Expand the academic and technical programs offered at Gadsden State Cherokee to increase enrollment while meeting the current and future needs of the students in the community and surrounding area.
- 2 Provide student-centered instruction in a state-of-the-art technology-enhanced learning environment.
- 3 Establish and refine strategic partnerships and alliances with the Cherokee County Chamber of Commerce, governmental, business, industrial, educational and community leaders to build support for Gadsden State Cherokee's academic and community development initiatives as well as facility usage of the Cherokee Center and Arena.
- 4 Create a positive and dynamic work environment for faculty and staff that promotes personal and professional development and fosters open communication, diverse thinking, and innovation.
- 5 Secure funding to expand the physical plant of the Gadsden State Cherokee campus to include technical buildings to complement additional programs as well as a fine arts building.
- 6 Expand staffing levels to offer comprehensive student services for existing and potential students (front office clerk, financial aid, evening office clerk, full-time computer technician, and full-time library coverage.)
- 7 Serve as a guiding partner in creating and implementing Cherokee's economic and community development program.

- 8 Purchase and install a state-of-the-art surveillance system to ensure safety and security of faculty, staff, students, and lessees on the Gadsden State Cherokee campus.
- 9 Fully integrate Gadsden State Cherokee into existing Gadsden State Community College initiatives (e.g, Annual Honors Day, Explore Tech, Freshman Focus, G-Day, etc.).

Goal 1

Recruit high school and non-traditional students to Gadsden State Cherokee.

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: ...By offering educational and cultural experiences that enable students to become life-long learners.

Objective or Educational Outcome 1

Design a variety of programs and initiatives involving high school sophomores/juniors/seniors to promote academic programs/courses and familiarize potential students with procedures related to admissions, placement testing, course registration, financial aid, advisement, and other services.

Assessment

2 programs/activities in each high school in Cherokee County.

- Participate in Career Coach activities (Fall and Spring)

2 visits to high school counselors (one per term) to discuss GSC programs/opportunities.

4 programs/activities at GSC Campus

- College and Job Fair (Spring)
- High School Tours of GSC Campus (Fall)
- Fall-In Activity for Students & Parents (Fall)

Dynamic, informative website with direct link from Gadsden State home page.

Additional Funding Request: \$2500.00

For a community-wide "fall-in" activity, additional funds are requested for food, t-shirts, and print materials for participants.

Evaluation Findings

The Coordinator of Academic and Student Support Services has made visits to each high school in both fall and spring terms. These visits included visits to classroom and meetings with high school counselors to discuss issues related to admissions, registration, transcripts, and class/program offerings. Numerous questions on financial aid, STARS, application deadlines, and scholarships were raised by the students.

Gadsden State Cherokee staff have provided support and assistance to the activities of the Career Coach by participating in RU4Real, COW Day, and Mock Interviews in the area high schools. Staff participated in more than 10 activities throughout the year providing numerous opportunities to share information about Gadsden State programs/course offerings.

Gadsden State was represented at the 3rd Annual Youth Leadership Forum sponsored by the Centre Lions Club. This activity is an outreach to selected high school juniors and seniors from the five area schools who have demonstrated outstanding leadership and potential to succeed. A total of 81 students were in attendance; many expressed great interest in Gadsden State programs/classes.

College and Job Fair (March 9, 2010) was conducted in partnership with other community agencies and was a targeted outreach to the traditional and non-traditional student. More than 700 people were in attendance with 53 exhibits representing Gadsden State programs/services, Career Talk Professionals, and area employers. Participant evaluation indicated a high level of satisfaction. More than 50% of the student evaluations identified one or more of the exhibit booths as the best feature of the event with massage therapy being the most frequently cited "BEST" exhibit. Survey results revealed that: (1) 35% of respondents were satisfied and had no suggestions for improvement, (2) 28% asked for a greater number and diversity of exhibits, (3) 26% stated that more time was needed to interact with the exhibitors (or that too many people were present at the same time), and (4) 4% were not satisfied with the refreshments. Event quick facts are noted in the table below:

582 attendees	468 high school 45 college 69 public
73 employers/recruiters	62 Gadsden State faculty/staff
53 exhibits	22 employers 16 GSCC divisions/depts 15 Career Talk
Total Attendance = 717	

On May 17, a follow-up meeting with high school counselors was held to discuss the feasibility of merging the College and Job Fair with the Fall College Fair sponsored by the Alabama Association of Collegiate Registrars and Admissions Officers. A final decision is pending.

Coordinated by the Counseling and Advisement staff, the first Freshman FOCUS was held on the Cherokee Campus on July 14, 2010. Forty-four students/parents registered at the door for this event. Speakers addressed student rights and responsibilities, College services, and tips on adapting to College. Anecdotal comments were very positive (formal evaluations collected by counseling staff).

Thirty parents and students from Cherokee County participated in Financial Aid Night hosted by the

Cherokee County Career Coach. The Director of Financial Aid presented an informative session on Financial Aid followed by a time for individual assistance in completing the FAFSA. More than 20 students completed FAFSA applications at the event.

Another initiative designed to fully integrate the community and college was a joint grant writing activity with the Cherokee County Board of Education. The grant application focused on strategies to increase graduation rates in the five area high schools. In addition to critiquing the grant application, a plan was developed which outlined Gadsden State's contribution to the overall program. A Memorandum of Agreement was drafted, reviewed by the legal division, and approved/signed by the President. The application is currently under review by the Department of Education.

Following discussions with the principle of the Cherokee County Career Technology Center, a facility usage agreement was proposed to allow the Culinary Arts students access to the kitchen on the Cherokee Campus for student cooking. Reviewed by the legal division and the President, the agreement was forwarded to the principle for review. A decision is pending.

The Gadsden State Cherokee website was maintained throughout the year; however, the direct access to the website has not changed. From student reports, overall usefulness of the campus-specific page is limited and thus, not accessed frequently. Interestingly, 83% of the students reported being satisfied with the website on the annual student satisfaction survey.

To address the effectiveness of these strategies, enrollment data from fall 2009 and fall 2008 were reviewed and analyzed. A total of 368 students were enrolled in one or more classes at Gadsden State Cherokee in fall 2009. This represented a 44% increase when compared to fall 2008. Forty-two courses/course sections met minimum enrollment requirements in fall 2009 compared to 32 courses in the previous year. More significantly, a total of 7 classes were added to the schedule during the registration process to meet student demand. In fall 2008, 9 classes were cancelled due to insufficient enrollment. A comparison was also conducted for spring enrollment data. A total of 331 students were enrolled in one or more classes at Cherokee in spring 2010. This represented a 23.5% increase when compared to the previous year. Twenty five different courses and 41 course sections were offered; only one course section was cancelled due to insufficient enrollment (ENG 252). Full-time enrollment increased from 20% in spring 2009 to 61% in spring 2010.

Use of Findings

The increasing enrollment in programs/courses at Gadsden State Cherokee indicates that the strategies employed to increase visibility and outreach to traditional and non-traditional students have been successful. Numerous recommendations for the upcoming year have been proposed: (1) Continue bi-annual visit to the high schools to meet with students and counselors; (2) Continue participation in the Career Coach activities to provide an opportunity to interact with students and faculty; (3) Seek opportunities to partner with other community/civic organization to increase visibility of Gadsden State at local events; and (4) Update and improve the campus-specific website to be more appealing (and informative) to potential and enrolled students.

Objective or Educational Outcome 2

Build an aggressive outreach program targeting civic groups, community gatherings, and local business leaders to inform community/public leaders and citizens about Gadsden State and the specific programs at Gadsden State Cherokee.

Assessment

10 programs/activities/presentations (designed to inform as well as recruit high school and non-traditional students) reaching at least 200 individuals in the community.

Expanded media presence e.g., links from local newspaper websites to Gadsden State Cherokee, monthly column about programs/activities.

Additional Funding Request: \$0**Evaluation Findings**

Ten (10) presentations have been delivered to local schools, organizations and/or civic groups to inform the community leaders, local business owners, and the general public about the activities and accomplishments of Gadsden State Cherokee (see table below):

Presentation Title	Date	Audience	# attending
<i>Economic Development Update</i>	September 15, 2009	Gaylesville Town Council	5
<i>Workforce Development</i>	November 5, 2009	Cherokee County Career & Technology Center	150 students
<i>Leadership and Education</i>	December 1, 2009	Youth Leadership Cherokee	28
<i>Update on Gadsden State Cherokee, Continuing Education, & Adult Education</i>	January 11, 2010	Delta Kappa Gamma (Beta Rho Chapter)	10
<i>Community Leadership Tips and Strategies</i>	January 15, 2010	Leadership Cherokee	9
<i>Update on the CCIDA</i>	February 18, 2010	Cherokee County Commission	15
<i>Economic Development Activities in Cherokee County</i>	May 18, 2010	Leadership Cherokee (Graduation)	9
<i>Project Development Process</i>	June 14, 2010	Centre Rotary Club	35
<i>Gadsden State and Economic Development: A Community Education Partnership</i>	June 15, 2010	Women in Economic Development Retreat	20
<i>Economic Development Update</i>	August 2, 2010	Leesburg Town Council	9

Participated in the Cherokee County Health and Rehabilitation Employee Health Fair on October 30, 2009 to promote Gadsden State programs and distribute information on the Cherokee Campus spring 2010 class schedule. Attendees expressed interest in the LPN program, continuing education, and Adult Education classes. Approximately 250 were in attendance.

Internal recruitment and information sharing was accomplished by providing an update of the program and course offerings at Cherokee to members of the Leadership Development Institute (LDI) class on October 9, 2009. A brief presentation was followed by a scavenger hunt to familiarize the participants with the campus facilities. Verbal feedback was very positive. Fourteen (14) faculty/staff were in attendance.

To recruit the Adult Education students to College courses, the Coordinator of Academic and Student Support Services planned Campus Tours (Wallace Drive, Valley Street, and East Broad) in fall and spring semesters. Motivational/informational programs were presented to both morning and evening students one week prior to the scheduled tour date. Tours were conducted on October 27, 2009 (9 students) and February 23, 2010 (8 students). A wide variety of technical and academic programs were included on the tour agenda. Participants were enthusiastic and some were very eager to enroll in classes once they obtain the GED certificate.

Gadsden State hosted the April 15, 2010 Chamber Breakfast. Approximately 50 business owners/community leaders were in attendance. Dr. Darryl Harrison was the speaker; his comments featured recent news and events at the College.

In collaboration with the Department of Continuing Education, Gadsden State Cherokee has

reached out to the community and non-traditional student through the continuing education programs. Fifty-six (56) topics were offered and 23 classes had sufficient enrollment to make: 25 courses made in fall 2009, 11 in spring 2010, and 4 in summer 2010. A total of 187 people attended these courses.

Partnering with other community agencies, faculty/staff at the Cherokee Campus hosted two community education events in fall 2009. On September 22nd, a two-hour presentation on "Attention Deficit Disorder/Attention Deficit hyperactivity Disorder: Keys to Success at Home and School" was delivered to approximately 120 parents, teachers, students, and school administrators. On November 17th, well known author Prudence Hilburn presented on "Holidays Made Easy: Tips for Novice and Experienced Cooks" to a crowd of 187 community members. Both events were free to the public, provided high visibility for the Cherokee Campus and provided an opportunity to highlight the facilities and academic offerings.

All of the strategies described were employed to inform community leaders and members of the public about Gadsden State. These individuals were asked to share the information in the community and to serve as ambassadors for the campus.

Use of Findings

The use of multiple strategies to reach the public and potential students was considered successful when qualitatively reviewed. Recommendations for future initiatives include: (1) Continue to inform the internal and external constituency about the Cherokee Campus and program/class offerings; (2) Secure additional scholarship monies for traditional and non-traditional students; (3) Continue to use multiple media venues to inform the public; (4) Pursue additional programs for the Cherokee Campus (e.g., RN Education, welding, electrical); and (5) Expand continuing education offerings and community education events.

Objective or Educational Outcome 3

Facilitate the expansion of the community scholarship program available to students attending Gadsden State Cherokee.

Assessment

Secure 2 additional scholarship commitments.

Assist with securing table sponsors for the Chamber's Annual Girl's Night Out Scholarship Event (Spring).

In collaboration with the Chamber of Commerce, conduct an Scholarship Ceremony to recognize scholarship recipients attending Gadsden State Cherokee.

Additional Funding Request: \$250.00

Funds requested for print materials and refreshments for the Scholarship Ceremony.

Evaluation Findings

Two new scholarships were secured for nursing students - the Dessie Swan Stephens Scholarship (\$2500 tuition only scholarship) and the Clemis L. Bailey Nursing Scholarship (\$100,000 endowed scholarship). The Dessie Swan Stephens Scholarship was announced in summer 2010. Only one application was received; this application did not meet the requirements specified by the donor. It was agreed to re-announce the scholarship in early fall semester with the award in spring 2011. In addition, a retired businessman contacted the College to express his desire to endow a scholarship

for nursing. Working with the donor and his attorney, scholarship guidelines were drafted, approved, and signed in June 2010. The signing ceremony was attended by approximately 25-30 people including the local media. It is anticipated that the scholarship will be awarded in 2014 (depending on accrued interest).

Gadsden State faculty and staff sponsored six tables at the Chamber of Commerce Girl's Night Out Scholarship Event held in January 2010. In addition, faculty and staff volunteered to work on various committees in preparation for the event. The Chamber awarded 10 scholarships through the funds raised from this event.

Due to the delay in awarding the Dessie Swan Stephens Scholarship, a Scholarship/Awards Ceremony was not planned for this year.

Use of Findings

There is strong community support for the Cherokee Campus and the nursing program. Media coverage of the Clemis L. Bailey Scholarship was broad-based and provided good visibility for Gadsden State. Recommend continued pursuit of scholarship funds to support students attending Gadsden State Cherokee.

Goal 2

Create a robust Economic Development Program in collaboration with the state/local business leaders, the Chamber of Commerce, and the Alabama Economic Development Authority.

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: To meet the needs of diverse communities...

Objective or Educational Outcome 1

Serve as a collaborating partner in shaping and achieving the county's economic and community development vision/plan.

Assessment

Staff the Cherokee County Industrial Development Authority.

Facilitate the development and implementation of a strategic plan and business strategy for the Industrial Development Authority.

Conduct the Youth Leadership Cherokee program in collaboration with the Chamber of Commerce and the County Extension Office.

Additional Funding Request: \$0**Evaluation Findings**

During this reporting period, the Cherokee County Industrial Development Authority was established as an 11-member appointed board with 12 courtesy members. The IDA has held monthly meetings to discuss strategic direction for economic development in the county. The Economic Development Director's activities aligned with this objective include: 1) appointed to the Centre-Piedmont-Cherokee County Regional Airport Authority (meets monthly and the Director of ED serves as Secretary/Treasurer to the seven member council); 2) elected to serve on the Board of Directors of the Aviation Council of Alabama which meets monthly and is chartered to promote general aviation in the State of Alabama; 3) appointed to serve as a representative to the East Alabama Regional Planning Development Council which meets monthly with numerous representatives from a seven county region; 4) serves on the Board of Directors for the Cherokee County Chamber of Commerce (meets monthly); 5) serves as a charter member of the River Highland Community Development Corporation (a five member board which meets monthly); 6) member of the Centre Rotary Club (meets weekly and currently serves as the President-Elect); 7) implemented a quarterly Mayor's Forum; 8) implemented a semi-annual Utilities Council; and 8) serves as the program director for Youth Leadership Cherokee (meets seven times a year).

The 2009-2010 Youth Leadership Cherokee Program accepted 28 students from the five high schools comprising the Cherokee County System. Students were very satisfied with the program which culminated in a banquet held in May 4, 2010.

Use of Findings

Objective met through the implementation of numerous strategies in which the Director of ED is involved in appointed/elected leadership positions in the county and state. Recommend the continuation of existing strategies and consider new opportunities in the future.

Objective or Educational Outcome 2

Serve as an information resource for all organizations interested in economic development and industrial growth in Cherokee County.

Assessment

Provide services as requested/needed.

Additional Funding Request: \$0**Evaluation Findings**

Through the GSC Office of Economic Development, the Director has visited 50% of all existing industries, conducted numerous building/facility tours, presented at local programs, established marketing materials (e.g., website and Leesburg industrial site power point program), and is currently publishing a county-wide Retail and Commercial Development Guide.

Following the submission of a project proposal for a new industry, the Director of ED was notified that Cherokee County was selected as one of three Alabama sites invited to provide an oral presentation to a foreign-owned business planning to locate in the southeast. The presentation focused on the assets available in Leesburg. While Cherokee County was eliminated from the competition, this presented a significant opportunity to develop additional media resources for the county and was used as an educational tool for the elected/volunteer leaders in the community.

Another notable accomplishment was the development and launching of the Cherokee County Industrial Development Authority website (www.cherokeecountyida.org) which has received a "Standard of Excellence" award from the Web Marketing Association's WebAwards. The Director of ED has added features to evaluate the website through Google Analytics.

Use of Findings

Public access to economic data has increased markedly with this year's accomplishments. Through the website, media/power point program, print publications, and other activities, the objective has been successfully met. Recommend continuing the current activities and explore ways to evaluate the success of each initiative.

Objective or Educational Outcome 3

Support efforts to ensure an adequate workforce (quality and quantity) to meet the area business needs.

Assessment

Implement at least three workforce training initiatives based on identified employer needs.

Increase community awareness of the importance of high school and postsecondary education to ensure a competitive and highly desirable workforce.

Additional Funding Request: \$0

Evaluation Findings

Numerous presentations/training initiatives have been completed during this reporting period. Through the Economic Development program, presentations were delivered to high school students at the Cherokee County Career Tech Center about the importance of workforce development (n=150 students). Other activities include the development of an existing industry program to identify the workforce needs in the county.

The facilities have been used for seven additional training programs throughout the year: 1) Tools for Successful Grant Writing (September 2) for area businesses and non-profit executives (n=50); 2) Attention Deficit Hyperactivity Disorder (September 22) for area teachers, school administrators, and parents (n=150); 3) Town Clerk Meeting - District IV (December 16, n=45); 4) Realtors Association Training (February 16, n=10); 5) Cherokee County Board of Education Title I (April 9, n=20); 6) Emergency Management Association Training (April 27, n=75); and 7) Workforce Development Training (April 27, n=40).

Use of Findings

A total of 540 participants have been trained through various activities at Gadsden State Cherokee. Recommend, additional training initiatives, based on industry needs, be pursued in the upcoming year along with assistance for grant applications for community, workforce, and/or economic development initiatives.

Objective or Educational Outcome 4

Assist in writing grant applications for community, workforce, and/or economic development initiatives.

Assessment

2 completed grant applications.

Additional Funding Request: \$0

Evaluation Findings

Numerous grant applications were reviewed and evaluated for relevancy to existing or potential programs in Cherokee County. Funding was secured for the next year Youth Leadership Cherokee Program. In addition, the SOC Readiness Grant sponsored by the Tennessee Valley Authority was funded in the amount of \$4,514.50 to publish a retail guide for Cherokee County. From a previously funded grant (2008 - \$357,000) the PEMCO access road was completed.

Use of Findings

This grant writing service is need-based and thus this objective is satisfactorily met. Requests for assistance from local industry were provided and funding was secured for a significant industry resource (retail guide). Recommend continued emphasis on grants to fund innovative programs and services for industry and workforce development in the county.

Goal 3

Create a student-centered environment by pursuing adequate staffing to extend front office hours in the evening, financial aid assistance to students, and print capabilities in the computer 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.

Community Awareness

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

Objective or Educational Outcome 1

Collaborate with Financial Aid Department to arrange for part-time coverage of Gadsden State Cherokee to provide convenient, accessible, and accurate information on financial aid programs according to Federal Regulations.

Assessment

Qualified financial aid staff on site at least 4 hours per week to address student questions/needs.

Additional Funding Request: \$0

No additional funds are requested. I am requesting a 4-hour per week change in duty station for an existing staff member.

Evaluation Findings

Due to limited resources, this objective was not accomplished. Students were referred to the Gadsden campus for financial aid services. Numerous complaints indicate an ongoing need for qualified staffing to assist students. That said, the financial aid staff were very responsive to Cherokee students and staff in answering questions and resolving student issues.

Use of Findings

Student request indicate a need for financial aid personnel presence on the Cherokee Campus. Additional resources, or a shared FTE with a dual assignment to Cherokee and another College location, will continue to be requested.

Objective or Educational Outcome 2

Using existing hourly fund allocation (Budget Code 506), seek approval of a part-time clerk to provide services to students until 6 p.m. (Monday through Thursday).

Assessment

Increased student satisfaction with student services/assistance in front office.

Additional Funding Request: \$0

Request approval to use allocated funds.

Evaluation Findings

Position funded but not approved for hire. One student worker was used during the academic year to assist with admission/registration/business office functions. The May 2010 campus-specific student satisfaction survey reflects an acceptable level of student satisfaction (75% or >) with the existing services: admissions (83%), Office Hours (86%), Office Staff (75%), and Financial Aid (75%).

The staffing issue in the front office is compounded by the reorganization that occurred mid-summer. The existing staff FTE that handles the multiple tasks in the front office is classified as an administrative assistant position. Time to fulfill the duties associated with the position is needed to address the multiple demands of the Cherokee Campus and the additional responsibilities in Health Sciences.

Use of Findings

Staff, while limited, have continuously met student needs at an acceptable level. The staff reported greater levels of confusion, longer student wait times, and more dissatisfaction during periods of high volume (e.g., registration, add/drop, and special events). Two student workers were requested and approved in the latter part of the year which provides some relief. To ensure effective operations at this campus, a long-term solution to the short staffing (currently one FTE) in the front office will continue to be pursued.

Objective or Educational Outcome 3

Purchase and install a coin-operated printer/copier to serve both computer labs (208 and 211) to meet student demand for printing capabilities.

Assessment

Copier/printer installed.

Increased student satisfaction.

Additional Funding Request: \$6000.00

Funds requested for coin-operated printer/copier. It is assumed that funds generated from the machine use will be sufficient for toner and paper supplies.

Evaluation Findings

Based on student request, funding was requested and approved for an additional printer at the Cherokee Campus. However, the College revamped the printing contracts in fall 2009 and installed new coin-operated printers at each campus. This printer was placed in the library, under the control and guidance of the librarian. After a trial period, it was determined that the acquisition of an additional printer would be delayed. This was based on two factors: 1) student satisfaction with printing services was at an acceptable level (79%); and 2) the library funded a part-time position to allow the Cherokee library to be open for student use on Friday mornings (4 hours).

Use of Findings

Objective met through installation of a new printer and expanded library usage hours. Recommend continued monitoring of student needs/demands as enrollment increases at Cherokee.

Goal 4

Lend support for student services at Gadsden State Cherokee by providing extra-curricular activities.

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

Establish a chapter of Phi Theta Kappa Honor Society at the Gadsden State Cherokee campus.

Assessment

Secure a faculty advisor from Gadsden State Cherokee faculty.

Conduct a minimum of one leadership/service activity.

Conduct one induction ceremony for Gadsden State Cherokee students.

Additional Funding Request: \$500.00

Funds requested to purchase Phi Theta Kappa framed seal and materials for induction.

Evaluation Findings

Interest in Phi Theta Kappa (PTK) was encouraged early in fall semester. A faculty advisor, Mr. Chris Grogan, was named and extracurricular activities were identified. An organizational meeting was scheduled for March 11, 2010 but failed due to lack of attendance. No local induction ceremony was planned due to lack of interest.

Other Club Activities:

The National Society of Leadership and Success held seven meetings throughout the year with low attendance (0-5 students per session). The Student Nurses Association (SNA) was chartered and responsible for a local food drive for the needy. In addition, several fundraisers were held to support the Pinning Ceremony and to provide assistance to students with financial needs in nursing. The Science, Math, and Engineering (SME) Club was quite active and reported the following accomplishments: 1) participation in the College and Job Fair (sponsored a booth); 2) served as volunteers for open labs during final exams; 3) provided snacks and peer tutoring for tests; 4) conducted a field trip to the Cadaver Lab in Gadsden; 5) ordered SME t-shirts for members; 6) held an end-of-year luncheon and planning session for the coming year. The Student Government Association (SGA) at Cherokee sponsored the activities for Constitution Week, the Halloween Party, a holiday brunch, and the spring Mardi Gras party.

Use of Findings

Timing of meetings, student schedules, and family/work obligations all contributed to fragmentation of the student organizational activities. Some students were very active and provided significant leadership to their organization's activities. Recommend continued encouragement and promotion of student activities to enhance the college experience.

Objective or Educational Outcome 2

Establish one social club on the Gadsden State Cherokee campus.

Assessment

Secure a faculty/staff advisor to sponsor the club.

Seek 10 charter member students.

Conduct a minimum of 8 meetings a year.

Additional Funding Request: \$600.00

Funds requested for refreshments for students participating in the club meetings.

Evaluation Findings

An advisor and a community leader were secured to lead the development of a chapter of the Baptist Campus Ministry on the Cherokee Campus. Meetings began in January and were held weekly (consistent with the academic schedule). Weekly attendance averaged between 25-45 students. Meals were sponsored by the local churches. Student response was excellent.

Use of Findings

With sponsorship and support by the local churches, no food costs were incurred. Student attendance and continuing support was very positive for this activity and it is recommended that we pursue continuation of the organization through the upcoming year.

Goal 5

Ensure continuing professional development and professional involvement of Gadsden State Cherokee staff in fulfillment of academic and economic development responsibilities.

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

Staff will maintain and expand knowledge of professional trends in postsecondary education and economic development.

Assessment

Each staff will attend at least one national conference and/or state meeting based on the approved individualized professional development plan.

Additional Funding Request: \$0

Level funding requested.

Evaluation Findings

This objective was accomplished through the focused effort to identify and fund selected state/local meetings for the Cherokee staff. Gadsden State Cherokee had representation at the 2009 Alabama Community College System Human Resources Management Association (HRMA) Diversity Conference held on October 15-16, 2009, the Alabama Community College Association 2009 Annual Conference held November 23-24, 2009, the EDAA/ADO Informational Summit held on September 14, 2009, the Gadsden State Leadership Development Institute (2009-2010), the Aviation Council of Alabama Winter Workshop held February 9-10, 2010, the Economic Development Association of Alabama Summer Conference held July 11-14, 2010, the North Alabama Industrial Development Association Annual Conference held on August 24-25, 2010, and the 2009-2010 Leadership Cherokee Program.

Use of Findings

All Cherokee staff were able to meet or exceed the activities identified in their professional development plan for the reporting period. These activities coupled with the offerings at the College provide evidence of continuing development in the area of postsecondary education and economic development. Recommend participation in the 2010 Diversity Conference, the Fall ACCA Conference, and various economic development conferences to ensure continuing relevancy of our programs and services.

Objective or Educational Outcome 2

Conduct in-service and/or professional development workshops consistent with identified needs.

Assessment

3 in-service/professional development workshops will be conducted for faculty/staff.

In collaboration with Continuing Education, conduct at least one nursing seminar for the nursing faculty and public.

Additional Funding Request: \$0**Evaluation Findings**

The monthly faculty/staff luncheons were used as an informal mechanism to share information and discuss issues relevant to the Cherokee Campus. Topics included diversity, economic development, student registration, library resources, grantwriting, and student issues. Anecdotal comments by participants confirmed that this was the best way to augment the professional development activities provided by Gadsden State and their individual departments.

A summer continuing education conference was planned for August 27, 2009 for area nurses. The sessions included lab/diagnostic interpretation, transplant therapy, legal/ethical issues in nursing, pandemic response, EKG interpretation, relaxation/stress management, and retirement planning. Due to very low registration, the conference was cancelled.

Use of Findings

Based on the number of development activities required by the various departments, faculty time was extremely limited. With the low staffing levels at Cherokee, it was determined that planning and conducting programs for less than five people was not an efficient use of resources. Faculty and staff were satisfied with the informal discussion sessions and they will continue in 2010-2011.

User:guest**Unit**

Gadsden State Cherokee

Gadsden State Community College

Strategic Plan

Unit: GED Testing Center Year: 2009-2010

Person Responsible: Johnny Baker

Cabinet Member: Valerie Richardson **Approved**

Mission Statement:

The mission of Gadsden State Community College GED Testing Center is to provide an opportunity for the diverse population of 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 To replace all non-fireproof storage cabinets that hold the GED Official Report of Scores.
- 2 Increase the number of GED Tests that are given each year.
- 3 Increase the awareness/advertising of the GED Testing Program within seven counties surrounding the Gadsden and Anniston areas.

Goal 1

To provide for the safe keeping and storage of the GED Tests Official Score Reports.

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

To purchase four (4) - 4 drawer, fireproof filing cabinets for storage of the GED Official Score Reports for the Main GED Testing Center in Gadsden.

Assessment

Purchase and place in service four (4) fireproof storage cabinets.

Additional Funding Request: \$6000

This \$6,000 will purchase four (4) of the fireproof cabinets. These fireproof cabinets will replace four of the eight (8) cabinets that are not fire proofed and needs replacing. The storage and safe keeping of the GED Test Official Report of Scores is paramount. These records date back to the early 1950's and some are irreplaceable. The last four (4) cabinets will be replaced in the 2010-2011 budget year.

Evaluation Findings

GED Testing ordered eight (8) new safes in 2010. All eight (8) safes were received September 2010. All eight (8) are installed and in place.

Use of Findings

These eight (8) fireproof safes now safeguard the GED Testing results from 1950's until present. This objective for the Gadsden GED Testing Center has been completed for this Strategic Plan as well as the 2010-2011 Strategic Plan.

Objective or Educational Outcome 2

To purchase two (2) - 4 drawer, fireproof filing cabinets for storage of the GED Official Score Reports for the GED Testing Center at the Ayers Campus.

Assessment

Purchase and place in service two (2) fireproof storage cabinets.

Additional Funding Request: \$3000

This \$3,000 will purchase two (2) of the fireproof cabinets. These fireproof cabinets will replace two of the four (4) cabinets that are not fireproofed and needs replacing. The storage and safe keeping of the GED Test Official Report of Scores is paramount. These records date back to the early 1950's and some are irreplaceable. The last two (2) cabinets will be replaced in the 2010-2011 budget year.

Evaluation Findings

Due to financial restraints, these two fireproof cabinets were not ordered. This objective will remain an objective for the GED Testing Center at the Ayers Campus.

Use of Findings

It is imperative that we continue to update and maintain adequate storage cabinets for the GED Testing results. These individual files are irreplaceable and must be protected at all cost. This will continue to be on the 2010-2011 Strategic Plan.

Goal 2

Increase Awareness of the Gadsden State Community College's GED Testing Center.

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 a fully integrated webpage that will provide information about the GED Testing Center and all information concerning taking the GED Test.

Assessment

The objective will be validated when the fully-integrated webpage has been developed and is available and functional worldwide.

Additional Funding Request: \$0**Evaluation Findings**

The objective of developing a fully integrated website has not been completed. During this period, the College introduced a new website. This caused a delay in creating the website. This project is approximately 75% complete in compiling all of the information that will be used to be integrated into the Gadsden State website for the GED Testing Center.

Use of Findings

The information for the website has been obtained and/or created. The next step will be to organize the information and determine how the website will be structured. The expected time of completion will be no later than January 2011.

Goal 3

Build capacity for consistent GED Testing Services within the State of Alabama guidelines.

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

Increase the knowledge and awareness of all policies and procedures of the GED Testing Service, Washington, DC and the Department of Postsecondary Education (DPE), Montgomery, Alabama. This will be accomplished by all examiners and proctors attending at least two (2) local and/or regional training sessions.

Assessment

This objective can be assessed by each examiner and each proctor attending at least two (2) local or regional training sessions throughout the twelve month period.

Additional Funding Request: \$500

This \$500 would be used for all examiners and proctors to travel to DPE, Montgomery, Alabama to attend regional GED Testing training sessions. It would also be used for travel for examiners and/or proctors to travel between the campuses of Gadsden State Community College for local GED Training sessions.

Evaluation Findings

This objective was completed satisfactorily. Each examiner and proctor received at least two local training sessions as evidenced by their Annual Evaluation Report which included their completed training. Two examiners attended state-wide training in Birmingham in late 2009. The Chief Examiner also attended state-wide training in Montgomery in August 2010. Numerous GED Testing training sessions were completed on an as-needed-basis with each individual examiner or proctor.

Use of Findings

The GED Testing Center Staff continue to receive GED Testing training at least twice annually. This training is necessary to remain proficient and qualified as individual GED Examiners and well as a GED Testing Center. Constant emphasis must be placed on individual training in the GED Testing system.

User:guest

Unit

GED Testing Center

Gadsden State Community College

Strategic Plan

Unit: Health & Physical Education, & Recreation **Year:** 2009-2010

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 by 10%.
- 2 Continue to upgrade HPR facilities to enhance pride, provide a more effective teaching-learning environment, and ensure safety.
- 3 Continue to 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 fosters 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: The mission of Gadsden State Community College is to meet the needs of its diverse communities by offering quality educational and cultural experiences that are accessible and affordable and that empower students to become lifelong learners.

Objective or Educational Outcome 1

To prepare students enrolled in personal/community health, first aid, and physical education classes to perform successfully the skills taught in activity classes.

Assessment

1. Analysis of instructors rosters in HED and PED courses will indicate that 80% or greater will receive a grade of "C" or better.
2. Analysis of student responses to instructor evaluations for HED and PED will indicate that 80% or greater of respondents "agree" or "strongly agree" in all areas related to instructor performance.

Additional Funding Request: \$0

Evaluation Findings

1. 88% of the students received a grade of C or better.
2. 96% of the students agree/strongly agree in all areas related to instructor performance.

Use of Findings

The department will strive to have 100% with instructor performance.

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 Gadsden State.

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: The mission of Gadsden State Community College is to meet the needs of its diverse communities by offering quality educational and cultural experiences that are accessible and affordable and that empower students to become lifelong learners.

Objective or Educational Outcome 1

To increase the participation of students and staff in opportunities 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 will increase by 10% as evidenced by weight room sign-in sheets and health history forms completed.
3. The number of students and staff participating in "free swim" will increase by 10% as evidenced by records maintained by lifeguard(s) and submitted to the HPR Director.

Additional Funding Request: \$0

Evaluation Findings

1. Fall semester had 14 enrolled, spring had 17 enrolled.
2. The weight room averaged 31 people/day fall semester and 38 people/day spring semester compared to the 2008-09 usage of 26/day in the fall and 31/day in the spring. This was 83% increase.
3. No records kept...pool closed 3/1/09.

Use of Findings

1. The total numbers declined from previous year. May be in part that a fee is now required since class is now offered through Continuing Ed.
2. The notification (e-mail, flyers, face to face contact) regarding the weight room and the proper maintenance and addition of new equipment lead to a positive image for the room.

Objective or Educational Outcome 2

To create an environment of excellence by maintaining and upgrading exercise and fitness equipment to better serve the needs of the students, staff, and community utilizing the facilities.

Assessment

1. Routine/general annual maintenance performed on all equipment.
2. Purchase (as needed) additional equipment to enhance current equipment.

Additional Funding Request: \$0

Evaluation Findings

Have a service contract that address annual and emergency needs for the equipment. The daily upkeep and appearance of the equipment is enhanced by work study attendant

throughout the hours of operation. No additional equipment was purchased.

Use of Findings

Having daily attention and supervision leads to an atmosphere of caring for the room which is noticed by the users and they too take better care of the equipment.

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 mission of Gadsden State Community College is to meet the needs of its diverse communities by offering quality educational and cultural experiences that are accessible and affordable and that empower students to become lifelong learners.

Objective or Educational Outcome 1

To assist in the rehabilitation of people who have existing heart disease and/or those who have risk factors for heart disease.

Assessment

1. Maintain current level of 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. Utilizing the Heart Focus Survey 80% or greater of those enrolled in Heart Focus Program will indicate "agree" or "strongly agree" that the program has benefited them.

Additional Funding Request: \$0

Evaluation Findings

1. Brochures are sent to those in the program as well as referrals from Heart Focus participants.
2. There were 7 participants for the year, a decrease of 2 from the previous year.
3. 7 out of 7 participants 100% agree/strongly agree that the program benefitted them.

Use of Findings

1. Local physicians will continue to receive the brochure as well as general referral to

the program.

2. Will continue to move forward with increase awareness of the program through local physicians.

3. Continue to offer a quality program to address the needs of the participants and strive to obtain the 100% satisfaction.

User:guest

Unit

Health & Physical Education, & Recreation

Gadsden State Community College

Strategic Plan

Unit: Health Sciences **Year:** 2009-2010

Person Responsible: Connie Meloun

Cabinet Member: Martha Lavender (not reviewed)

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 Continue to 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.
- 7 Upgrade computer labs in Helderman and Jarvis.
- 8 Acquire new furnishings for computer lab in Helderman.
- 9 Explore the feasibility of offering additional programs in the Health Science Division such as RN First Assist, Pharmacy Technician, Ultrasound Technology, and Paramedic to RN.
- 10 Explore possibility of acquiring a grants writer and a recruiter for the Health Sciences Division.
- 11 Acquire flat screen computer monitors for all faculty and staff in the Health Science Division.

- 12 Acquire monies to provide an increase in opportunities for faculty to attend workshops related to testing, teaching strategies, incorporating technologically advanced simulation devices for instruction/student learning and content-specific areas as related to teaching assignments.
- 13 Establish a "reference library" in Helderman Hall for reference books, DVDs and videos for instructors' use.
- 14 Submit proposal to cabinet and president for a "Health Science" catalog.
- 15 Initiate more aggressive recruiting strategies and procure funding for promotional items related to the Health Science Division.
- 16 Explore possibilities of offering other Health Science Programs at the GSCC Cherokee site.

Goal 1

Faculty will utilize various technologies such as Tegrity, WebCT and video teleconferencing 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.

Community Awareness

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

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 Science Resource Survey, 30/30 responded to either "Strongly Agree" or "Agree" regarding receiving annual training for Blackboard (replaced WebCT). 29/30 responded to either "Strongly Agree" or "Agree" regarding receiving annual training for Tegrity. 70% responded to either "Strongly Agree" or "Agree" related to annual training on video teleconferencing. Interesting "End of Course" Surveys were available for the nursing education program and indicated the following: A. 56.52% students indicated "strongly agree" and 38.95% indicated "agree" (total of 95.47%) that instructors were proficient in the use of Tegrity; B. 56.52% students indicated "strongly agree" and 37.56% indicated "agree" (total of 94.08%) that instructors were proficient in the use of Blackboard (that replaced WebCT); C. 38.47% students indicated "strongly agree" and 24.11% (total of 62.58%) indicated "agree" that instructors were proficient in the use of video teleconferencing. Interestingly 35.05% indicated "non-applicable" on the survey.

The college graduate surveys from Fall 2009 through Summer 2010 for health science programs (N=678) were examined and in relation to the item: "The instructor made appropriate use of technology in presenting information." 72.6% indicated "strongly agree," and 24.4% indicated "agree" (total of 97%).

Use of Findings

Instructors are much more proficient with the use of technology such as Tegrity and Blackboard now than in the past. Training has assisted with this, but the faculty's increase usage and experience has definitely been a positive factor.

Video teleconferencing has not been utilized as expected. More positive experiences with video teleconferencing is needed.

All programs in the health science division should be completing "end of course" surveys as well as "end of program" surveys. Assistant Dean will follow up on this with each program director and faculty.

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" Surveys 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 for nursing courses from 08/15/2009 through 08/13/2010 were available. In response to the item "Course lectures and/or lab skills were available on Tegrity," 57.35% indicated "Strongly Agree," and 38.40% indicated "Agree" (total of 95.75%).

Use of Findings

Instructors have increased the utilization of Tegrity in nursing. Instructors in other health science programs also utilize Tegrity, but the data for "End of Course" surveys is not available.

Assistant Dean will follow up with health science programs to assist in developing/implementing "End of Course" surveys to gather data related to each program.

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 has not been utilized this academic period for presentation of theory.

Use of Findings

Faculty are not receptive to video teleconferencing. Professional development activities related to the use of video teleconferencing will be investigated.

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: \$15,000 Tech Fees Funds

To pay for maintenance agreements for video teleconferencing equipment.

Evaluation Findings

Tech Fee funds were appropriated to pay for maintenance agreements for video teleconferencing equipment for all campuses for 2009-2010.

Use of Findings

Confer with IT department as to their interest in requesting tech fee funds for Tandberg maintenance.

Goal 2

Ensure that students in the health science division are provided with the knowledge and physical and technology-based 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.

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

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 Postsecondary Education and accreditation/approval entities.

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

All Health Science employees meet the education degree and experience qualifications per Postsecondary and accreditation/approval entities. Benchmark met.

Use of Findings

Continue to meet requirements of postsecondary and accreditation/approval entities regarding employee qualifications.

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: \$4,000 from Voc Tech Funds

Will request monies from Voc Tech funds as with proration there is limited monies for any professional development especially out-of-state workshops/conferences.

Evaluation Findings

The Health Science Resource Survey asks "with regards to the program budget, does the division's resources provide for adequate continuing professional development of full-time faculty?" 14.3% responded to "Strong Agree," 21.4% responded to "Agree," and 21.4% responded as being neutral for a total of 57.1% for a total of 92.8%.

Use of Findings

Program budgets are limited in paying for faculty professional development/continuing education activities especially out-of-state. Monies have been requested to pay for program accreditation related conferences.

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: \$**Evaluation Findings**

Faculty responding to the Health Science Resource Survey N=32) on items related to

supplies and equipment indicated the following: 84.4% "Strongly Agree," "Agree," or "Neutral" as to the amount and variety of equipment available in lab settings; 87.5% "Strongly Agree," "Agree," or "Neutral" as the amount of supplies available in the lab settings; 93.8% "Strongly Agree," "Agree," or "Neutral" as to the variety of supplies available in the lab settings. Benchmark of 80% was met for these items.

"End of Course" data from NUR 203 and NUR 204 was available and indicated a total of 97.81% of students indicated "strongly agree" or "agree" related to the item: "supplies and equipment necessary for the course were available."

"End of Program" survey for the ADN program for Spring Semester 2009 indicated that a total of 94.29% of student indicated "strongly agree" or "agree" related to "the resources for this program (audiovisual, computer programs, laboratory supplies, clinical facilities) met my learning needs."

Use of Findings

Will continue to involve faculty in identifying what is needed in terms of equipment and supplies needed to prepare students.

Assistant Dean will follow up with all health science programs to develop and implement "End of Course" and "End of Program" surveys as well as to explain the importance of data collection from these surveys for course and program improvement.

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 for the programs in the Health Science Division are as follows: ADN -- 89%; CLT -- 100%; EMS-Basic -- 71%; EMS-medic -- 81%; LPN -- 100%; Nsg Asst -- 95%; Rad -- 96%; Ther. Massage -- 50% therefore 4 of the programs achieved the benchmark of at least a 90% passage rate on their respective licensure/certification exams. Two programs had passage rates of at least 80% and two programs had passage rates below 80%.

Use of Findings

The benchmark of 90% for passage rates for all programs may be unrealistic. A benchmark of at least 80% might be more in line with what is feasible. The EMS-medical passage rate has greatly improved from past years and the ADN program had a good passage rate taking into consideration the NCLEX-RN exam was more difficult this year. Assistant Dean will work with the faculty in EMS-basic and therapeutic massage in an effort to develop a strategic plan to improve the passage rates on certification/licensure exams.

Goal 3

Students will be successful in completing their program of study 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**

Not all instructors in all programs submit monthly attrition reports. Instructors in nursing, PST, Rad Tech, Nsg. Asst, and CLT do submit monthly attrition reports.

Attrition Rates for the programs are as follows:

ADN 13% ; CLT 34%; EMS-Basic 26%; EMS-Medic 44%; LPN 46.5%; Massage unavailable; Nsg Asst 31%; PST 8%; RAD 28%;SUR - 39%

Use of Findings

Will work with program directors and faculty to develop and implement a more effective remediation plan to assist in retaining students. Any student who failed or withdrew for any reason was counted in the attrition numbers. Many programs report that students withdraw for personal reasons and because they decide the healthcare program they are enrolled in is not what they desire. Will speak with other healthcare divisions in other schools as to measures they have found to assist with retention of students.

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**

Have addressed in Goal 1; Objective 2

Use of Findings

Will omit this objective in the 2010-2011 USP

Objective or Educational Outcome 3

Instructors will incorporate active learning strategies (including advanced simulation experiences) in their teaching to promote critical thinking and learning success.

Assessment

A. Instructors will submit on the "End of Course Report" at the end of each semester the active learning strategies (including the use of advanced simulation experiences) incorporated in their courses.

B. Instructors will compare current (2009-2010) test scores (after utilizing active learning strategies) with previous test scores to determine percentage of students exhibiting an increase in scores achieved on tests.

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

This information is not available in a consistent manner.

Use of Findings

Will meet with faculty to get their input as to their thoughts/ideas regarding learning strategies in relation to student retention. Some programs need more assistance than others to "buy in" to making changes in their teaching methods.

Objective or Educational Outcome 4

Faculty will assess student learning styles and incorporate assessment findings in their teaching/learning strategies.

Assessment

At the end of each semester faculty will document on "End of Course Report" what learning styles inventory was utilized in each course, the students' results, and how the instructors incorporated this information into their teaching/learning strategies.

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

End of Course Reports are not completed consistently in all courses/programs.
Learning styles inventories was not assessed.

Use of Findings

Faculty development activities regarding learning styles could increase interest among faculty. Hopefully such will encourage faculty to incorporate knowledge of learning styles into their teaching methods.

End of course reports for each course/program need to be developed and implemented.

User:guest

Unit

Health Sciences

Gadsden State Community College

Strategic Plan

Unit: Human Resources **Year:** 2009-2010

Person Responsible: Kim Cobb

Cabinet Member: President (not reviewed)

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; and ensuring compliance with applicable laws, policies, and procedures.

Long Range Goals:

- 1 Increase the diversity of applicants by exploring non-traditional areas of employee recruitment.
- 2 Create and implement a records destruction plan.
- 3 Utilize the document imaging system for inactive records storage and retrieval.

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 Community 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: \$0.00

No additional funding requested.

Evaluation Findings

The Department of Postsecondary Education, Legal and Human Resources Division, last audited Gadsden State employment processes on March 19, 2004. Audits have not been performed for subsequent years.

The Examiners of Public Accounts had no findings or comments from the 2008-2009 audit of employment records and procedures. This audit was performed during 2009-2010.

There have been no court decisions or findings against the College resulting from EEOC complaints.

Use of Findings

According to LaTonya Dupree, Director of Human Resources at the Department of Postsecondary Education, the audits will resume in the near future; however, I will not be able to address evaluation findings and use of findings from the Uniform Guidelines audit report for the 2009-2010 cycle. This assessment measure has been removed from the 2010-2011 unit plan.

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 response to the Selection Committee Survey will "Strongly Agree" or "Agree" to statements on satisfaction with HR guidance and support.

Additional Funding Request: \$0.00

No additional funding requested.

Evaluation Findings

Results of Selection Committee Survey indicate that 100% 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: \$0.00

No additional funding requested.

Evaluation Findings

All required reports were prepared and 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 email inbox 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 Community College System Uniform Guidelines audit will contain no major deficiencies.

Additional Funding Request: \$0.00

No additional funding requested.

Evaluation Findings

The Department of Postsecondary Education, Legal and Human Resources Division, last audited Gadsden State employment processes on March 19, 2004. Audits have not been performed for subsequent years.

The Examiners of Public Accounts had no findings or comments from the 2008-2009 audit of employment records and procedures. This audit was performed during 2009-2010.

There have been no court decisions or findings against the College resulting from EEOC complaints.

Use of Findings

According to LaTonya Dupree, Director of Human Resources at the Department of Postsecondary Education, the audits will resume in the near future; however, I will not be able to address evaluation findings and use of findings from the Uniform Guidelines audit report for the 2009-2010 cycle. This assessment measure has been removed from the 2010-2011 unit plan.

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: \$0.00

No additional funding requested.

Evaluation Findings

Results of Gadsden State Community College's Employee Evaluation of College and Services survey indicate that 99.12% 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

Effective distribution and processing of employee contracts 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 provide support to contract preparers, inform of any changes in processes, and work toward more efficiently and effectively producing and processing employment contracts.

User:guest

Unit

Human Resources

Gadsden State Community College

Strategic Plan

Unit: Information Technology **Year:** 2009-2010

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 opportunities to meet the needs of its diverse communities by offering quality, accessible and affordable instruction. The division provides academic advising to students following curriculum guides that prepare them to transfer to university programs in Computer Science Scientific and Computer Information Systems. It also prepares students to seek immediate employment by completing an Associate in Applied Science 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 professional development opportunities to faculty to enhance technical and educational methods knowledge.
- 2 Provide computer labs for students who utilize onsite instruction and those who do not have computer resources at their homes for study and research purposes.
- 3 Accommodate all students seeking computer skills and offer choices from alternative and distance forms of classes.
- 4 Provide a more technologically modern environment that will engage students and faculty in an instructional process that advances learning.

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.

Workforce Development

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

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: \$6620

Maintain software and equipment maintenance contracts for CISCO, the Microsoft Academic Alliance, and LEGO Mindstorm Education curriculum.

Evaluation Findings

All new curriculum or course number changes implemented by the department of post secondary education curriculum revisions were in place for the 2009-2010 year.

Classes taught in Fall 2009

201 - 2 sections (uses LEGO Robot curriculum)

203 - 1 section (using XHTML)

207 - 1 section (using Microsoft Expressions Web)

208 - 1 section (using multimedia)

All CISCO series was offered under new course numbers (270/271/272/273 was 161/162/163/164)

Classes taught in Spring 2010

201 - 1 section (uses LEGO Robot curriculum)

199 - 1 section (was 273)

207 - 1 section (using Microsoft Expressions Web)

280 - 1 section (Network Security)

276/274A - 1 section (Server Admin)

All CISCO series was offered under new course numbers (270/271/272/273 was 161/162/163/164)

Classes taught in Summer 2010

201 - 2 sections (uses LEGO Robot curriculum)

207 - 1 section (using Microsoft Expressions Web)

208 - 1 section (using multimedia)

Use of Findings

6 additional LEGO robot kits were purchased in order to offer simultaneous section of CIS 201 at both the Ayers and Gadsden campuses to meet student demand for the class at a cost of \$1,720.

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

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 (SLO) form for each course. The statistics from the SLOs measure the percentage of students who have mastered the objective with a score 70% or higher. Those objectives not meeting this, or those which the instructor feels should be addressed, are noted with analysis and action taken on the SLO form and will be used to determine if the objectives of the courses are being fulfilled.

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: \$

No additional funding request required.

Evaluation Findings

Overall 100% of students demonstrated they were "87% Proficient" in demonstrating the use of basic skills in computer technology.

Use of Findings

Although the majority demonstrated these skills, new technology in methods of training continues to be researched.

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.

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.

Objective or Educational Outcome A

By replacing at least two computer labs per year and supplementing existing computers the IT Division will be better equipped to provide students the latest software and technology.

Assessment

Equipment placed into service.

Additional Funding Request: \$67000

Estimate of replacing one computer lab on two campuses, plus allowance for peripheral replacement, based on expenditures from Technology Funds Request List from prior budget year.

Evaluation Findings

4 computers were purchased to upgrade faculty computer systems at a cost of \$4,268. Projector and installation parts CISCO labs that moved from the Bevill Center to Allen Hall 202 and 205 at a cost of \$4,259.

A screen was purchased to go with installation of projector for Allen 208 at a cost of \$277. Router/switch equipment purchased to upgrade CISCO courses at a cost of \$3,133. 62 computers were purchased to upgrade student computer labs Allen 205 and McClellan 2163 at a cost of \$43,643.

Use of Findings

Computers are in better condition to run all current software required for the Computer Science programs. Equipment will continually be replaced in a cycle that puts new systems in place,

Objective or Educational Outcome B

Replace folding tables in all labs with computer tables to correct safety and wiring problems.

Assessment

Equipment placed into service.

Additional Funding Request: \$4000

Approximately 12 tables remain to be replaced in Allen 205.

Evaluation Findings

13 tables at a cost of \$2,988 and 25 chairs at a cost of \$3,375 were purchased for Allen 206.

Use of Findings

This will make Allen 206 into an available classroom. A projector and screen was requested on the next technology request list.

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.

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 A

Ensure that students who were employed as a result of education were adequately prepared.

Assessment

Determine whether an acceptable level of students are achieving graduation or alternate completion status (employment prior to graduation) and whether they feel they accomplished their goal of attending Gadsden State and enrolling in Information Technology courses. Evaluation of Graduate Reports (by degree and major whenever possible), to determine graduates and/or alternate completers and Perkins Reporting information that reflects employment prior to graduation if that is available.

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

Graduate Follow Up (2009-2010) surveys answered by students show;

60% of respondents stated their primary objective was to prepare for a new job/career.

13% of respondents stated their primary objective was to improve skills for a current job/career.

7% of respondents stated their primary objective was to prepare to transfer to earn a 4-year degree.

13% of respondents stated their primary objective was for self enrichment.

93% of respondents stated they reached their primary objective (7% omits).

86% were satisfied with the quality of instruction for courses in their major with reporting of

53% Excellent and 33% Good.

27% of respondents stated they were employed as a result of occupational training received.

Salary information showed 14% were employed at \$5.25 to 10.00 per hour. 14% were in the \$10 – 20 per hour while 7% were above \$20.00 per hour salary category. There was 67% omits on reporting of salary. This appears to be an increase in the starting/ current salaries for students coming out of the program into entry level positions.

Use of Findings

Fewer students in the computer science program are attending under the TRA or WIA programs, 14% of respondents stated they were in one of these programs, but 71% stated they were not. This group was primarily interested in education as it related to employment or improvement in employment, rather than courses that prepared them for transfer to a 4-year institution.

Courses and programs will continue to be offered that help students gain marketable skills.

Objective or Educational Outcome B

Ensure 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

Determine whether an acceptable level of students are achieving graduation or alternate completion status (employment prior to graduation) and whether they feel they accomplished their goal of attending Gadsden State and enrolling in Information Technology courses. Evaluation of Graduate Reports (by degree and major whenever possible), to determine graduates and/or alternate completers and Perkins Reporting information that reflects employment prior to graduation if that is available.

Additional Funding Request: \$

Evaluation Findings

Placement Summary information showed:

29% were employed in a field related to their training, with 58% of this group employed. Of the remainder 14% were not actively seeking work and 29% seeking work but still unemployed.

Use of Findings

This shows an improvement over prior years where students were unemployed or not actively seeking work, but still shows the effect of the economy has not improved enough to place all students in employment. Courses and programs will continue to be offered that help students gain marketable skills.

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.

Workforce Development

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

Objective or Educational Outcome A

Provide faculty with opportunities for continued professional development directly related to their instructional areas of technology.

Assessment

Seminars and professional development attended as well as in-house training completed.

Additional Funding Request: \$5000

Funds for workshops, conferences and travel associated with curriculum enhancement.

Evaluation Findings

Faculty attended several demonstrations and training workshops conducted by the staff of Course Technology on the setup and use of SAM2007, training and testing simulation software, (SAM Skills Assessment Manager) for CIS146 classes as well as faculty-conducted peer training sessions.

Faculty also attended other in-house professional development such as the following:

Tegrity Hands-On Workshop
Blackboard v.9 Training
Techniques for Improving Online Instruction
Course 360 Course Technology Vendor
Wimba Introduction
Social Networking, Twitter, Facebook, My Space

Use of Findings

This is an effort to add technology-enhanced, simulation-based learning. Students may encounter this form of technology in the form of corporate training as well as employment qualification verification in the workforce.

Student acceptance of SAM has not been 100% as this is an unfamiliar form for some students. There are problems with the network speed and server functions, on the part of the server of the software provider. This form of technology is improving but can still create problems for faculty and students at the present time.

Faculty will continue to work with this technology and research options as they become available.

A Boe-Bot was purchased at a cost of \$244, for use with a special topics course and for faculty to use for self-study on the use of this type of robot as a future alternative for the robots currently used.

No funds were used for travel this year, but faculty are encouraged to look for other professional development option as funds are available.

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

Contacts made by faculty with other institutions.

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

Donna Wood and Tony Cobb also teach for Faulkner University and provide information regarding the foundation requirements for transfer to Faulkner's bachelors' degree programs.

Sheila Lancaster spoke with several schools regarding course content and requirements for students under advisement about taking foundation programming when planning to transfer to senior universities. Some of the contacts and course information follow:

UAB Engineering advisor, Dr. Zoe Dwyer
C++ Programming requirements for engineering programs
- Mechanical (No uses MATLAB), Electrical (Yes), Civil (Yes).

UA engineering faculty Dr. Jeff Jackson provided information on content of UA's ECE 285 course. This course uses C as the programming language.

UAH Dr. Sherry Messimer, Associate Dean of Student Advisement
Electrical Engineering requirements for CPE 112 – the teaching language is C++ and does show a prerequisite of CS102 at UAH. CS 102 would be the equivalent of CIS 201 at Gadsden State.

No funds were expended this year as contacts were made by phone or Internet.

Use of Findings

Existing courses in CIS 146 (Microcomputer Applications), CIS 201 (Python) and CIS 251 (C++) are still in demand for transfer equivalency. The other foundation courses provide varying acceptability to different schools and for different programs, but are important to provide students with the background needed for both employment and transfer acceptance.

Goal 5

The Information Technology Division will continue to develop delivery of online and hybrid CIS courses 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

Continue to improve online versions of CIS 146 Microcomputer Applications course to meet demand.

Assessment

Enrollment figures and numbers of sections of online versions of courses.

Additional Funding Request: \$

Evaluation Findings

Increases from 2008 to 2009 show:

Fall 146 DL sections increased by 2, other classes increased by 4.

Spring 146 DL sections increased by 3, hybrid increased by 3, other classes increased by 1.

Summer 146 DL sections increased by 2, hybrid increased by 1 and others remained the same.

Use of Findings

The trend has been to replace traditional versions of classes with distance learning and hybrid versions, to meet the student demands, based on enrollment of prior terms. Course offerings will continue to appeal to this trend will continue.

User:guest

Unit

Information Technology

Gadsden State Community College

Strategic Plan

Unit: Institutional Advancement & Student Services **Year:** 2009-2010

Person Responsible: Valerie Richardson

Cabinet Member: President (not reviewed)

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. Provide greater opportunity for faculty and staff participation in the grant process.
3. Strengthen the networking and coordination of the grant program between campuses.
4. Increase the awareness of the federal programs, such as TRIO, available through Gadsden State and the Historically Black College/University (HBCU) designated Valley Street Campus.

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.

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**

Two new faculty members were involved in the grant project submitted this year to the National Science Foundation under the Transforming Undergraduate Education in Science, Technology, Engineering and Mathematics (STEM) Project (TUES Project). The new faculty members officially included were Dr. Brian Geislinger and Philip Snider.

Use of Findings

While we are still waiting on funding notification from this particular grant application, the Institutional Advancement staff continues to seek partnerships with faculty members to apply for new funding opportunities.

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**

One of the new grant opportunities applied for this year involved a new staff partnership. Carl Byers, Director of the Valley Street Campus, was chosen to serve as Project Director of the Re-tool Your School grant from the Home Depot Foundation.

Use of Findings

While this grant application was not funded, the Institutional Advancement staff will continue to seek opportunities to work with staff in creative opportunities to seek funds to improve the college and its service to its students.

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

A clear audit of all federal and state grant programs was received.

Use of Findings

While a clear audit was received, the division remains ever vigilant for things that would cause concern and participates in professional development to ensure regulatory legislation is followed.

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 re-funding.

Additional Funding Request: \$

Evaluation Findings

Four grants were submitted for re-funding this year: Student Support Services (SSS), two Health Resources and Services Administration (HRSA) Scholarships for Disadvantaged Students (SDS) programs for nursing scholarships, and the National Science Foundation Advanced Technology Education (ATE) Center (CARCAM) grant. All four were re-funded.

Use of Findings

Outside experts were used to review and offer suggestions on the grant narratives for the CARCAM grant and the SSS grant. Outside experts have also reviewed the Talent Search grants up for renewal in the 2010-2011 year.

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 e-mail or confirmation receipts of grants submitted or the grants listing will document application.

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

Institutional Advancement applied for four grants the college has never applied for and two grants the college has never received. The four grants never applied for include: the Home Depot Re-Tool Your School grant to improve Historically Black Colleges and Universities; the American Recovery and Re-investment Act (ARRA) Equipment for Training Health Professionals - Nursing Workforce Diversity grant to buy equipment for nursing; the ARRA Scholarships for Disadvantaged Students - Nursing for nursing scholarships; and, the National Science Foundation (NSF) Transforming Undergraduate Education in STEM (TUES) grant. The college also applied again for the MetLife Foundation Encore Careers grant and the Department of Labor's Community Based Job Training Grant.

Use of Findings

New funding was received from the ARRA Scholarship grant. While the Institutional Advancement division did meet the objective, it will continue to seek new grant opportunities to supplement the college's limited resources and improve its educational offerings.

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 e-mail correspondence or memo from the faculty/staff member and confirmation receipts of grants submitted or the grants listing will be kept each year.

Additional Funding Request: \$

Evaluation Findings

Two grant opportunities were sought this year that came at the recommendation of faculty members that represented new grant opportunities that the college had never applied for. The National Science Foundation's (NSF) Transforming Undergraduate Education in STEM (TUES) grant was applied for at the recommendation of Shirley Colvin. A new grant category for NSF, the college applied to update the physics area and reach out to aspiring science teachers. The second opportunity was also a new grant area, the American Recovery and Re-investment Act (ARRA) Equipment for Training Health Professionals grant in Nursing Workforce Diversity, recommended by Connie Meloun, focused on purchasing simulation equipment for the new nursing technology lab.

Use of Findings

Even though the educational outcome was met this year, the Institutional Advancement staff strives to partner with faculty and staff for grant opportunities every year to improve the success of our students and the communities we serve. The Institutional Advancement staff will continue to offer workshops on the grant process to the college through professional development and opportunities such as the GSCC Leadership Development Institute.

Objective or Educational Outcome 3

Pursue one (1) grant opportunity which will assist students from diverse backgrounds in achieving their educational goals.

Assessment

Electronic confirmation receipts which will verify submission of grants along with grant award listings.

Additional Funding Request: \$

Evaluation Findings

The college applied for two grant opportunities specifically designed for students from diverse backgrounds and disadvantaged backgrounds. The ARRA Scholarships for Disadvantaged Students - Nursing grants provide scholarship funds to students who are economically or environmentally disadvantaged who still have an unmet economic need in attending college. The MetLife Foundation Encore Careers grant focuses on students over 50 returning to college to receive training in a high demand career. Gadsden State applied for both of these grants during this year.

Use of Findings

Even though the educational outcome was met, Gadsden State continues to seek

opportunities for diverse students to receive the assistance they need to be successful. The nursing scholarships were funded however the MetLife Encore Careers was not awarded to Gadsden State.

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: College Mission: Relates to the College mission in that it is "offering quality educational and cultural experiences."

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**

The Institutional Advancement and Student Services staff have participated in a variety of webinars, audio conferences, and teleconferences on topics ranging from the implementation of rigorous curriculum in Talent Search new grant applications to successful strategies for seeking grant partnership funds. Several audio conferences have also been bought on CD for the use by offices, such as Financial Aid, to hear as time permits. The audio conference purchased on CD with the greatest appeal across campuses was the one related to the federal grant budget regulations.

Use of Findings

While the objective was met, the Institutional Advancement staff continues to search for webinar and teleconference training which has proven to be a very cost effective way to provide current professional development to staff across departments.

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

One division-wide professional development meeting was held following the college-wide professional development meeting in August 2010. This professional development meeting coincided with the beginning of the semester and a sign-in list was maintained for the meeting. In addition, directors' meetings were held monthly on a rotational campus schedule with sign-in lists maintained.

Use of Findings

The educational outcome was met and the meetings will be continued with sign-in lists to be maintained in the Institutional Advancement office thereby documenting completion.

Objective or Educational Outcome 3

Schedule one or more professional development activities that directly relate to diversity in higher education.

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

One division-wide professional development activity was held in the afternoon of August 16, 2010 with the Director of Diversity/Title IX Coordinator as one of the two featured speakers. Her topics included on-line professional development related to diversity and sexual harassment and the different components of Title IX legislation. The Director of Diversity also spoke to one of the monthly Program Manager's meeting on the subject of the diversity initiatives and on-line professional development scheduled and required by employees.

Use of Findings

With the addition of the area of Diversity to the Institutional Advancement/Student Services division, professional development will continue on an on-going basis along with the documentation to demonstrate meeting this objective. The division leadership recognizes and emphasizes the importance of continual education in the matters of diversity.

User:guest

Unit

4/27/20

Institutional Effectiveness System

Institutional Advancement & Student Services

Gadsden State Community College

Strategic Plan

Unit: Institutional Planning & Research Year: 2009-2010

Person Responsible: Teresa Rhea

Cabinet Member: President (not reviewed)

Mission Statement:

The Mission Statement of the Department of Planning, Research & Effectiveness is to conduct research activities that provide accurate and accessible information to support institutional planning and assessment; to report institutional data to the College's various constituencies including Federal and State agencies; to provide the College with leadership, direction and technological facilities to support the regular, systematic, and accurate assessment of the institution's efforts to fulfill its Mission, Goals and Objectives; and to coordinate with the Institutional Planning Committee to encourage and monitor broad constituent participation in the College's planning processes.

Long Range Goals:

- 1 To develop components within surveys/evaluations that promote diversity awareness within Gadsden State faculty, staff and students.
- 2 To continue to develop the Institutional Effectiveness On-line System to include evaluations and surveys, standardized forms and IE processes, as well as an archive of the Strategic Plans for Institutional Effectiveness.

Goal 1

To engage in research activities to produce accurate and accessible data in support of strategic planning, evaluation and public relations to College employees and interested constituencies, including those served by the Diversity Committee.

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

Produce in-house bound Fact Book that presents history, current mission and activities of the College as well as current pertinent data in easily understandable and aesthetically pleasing manner.

Assessment

Fact Book publication date will be August 2010.

Additional Funding Request: \$2000.00

Materials and supplies for production of Fact Book.

Evaluation Findings

Fact Book for 2008-2009 was published and distributed to the college community and external stakeholders including the Chamber of Commerce and Mayor's Office

Use of Findings

Positive feedback was received from the Executive Staff and the Chamber of Commerce. The Fact Book for 2009-2010 will be expanded by the addition of a report on the QEP and entries written by the Campus Directors for Ayers, Cherokee, and McClellan. An earlier publication date is also planned for the 2009-2010 Fact Book.

Goal 2

Increase staff knowledge of the Institutional Effectiveness and Research processes.

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

Enhance the awareness and knowledge of the Institutional Effectiveness and Research areas by actively participating in the national Association of Institutional Research (AIR) and its Southern Regional (SAIR) and State (ALAIR) organizations, as well as other reputable organizations.

Assessment

Maintain membership in good standing with AIR, SAIR, and ALAIR organizations

Additional Funding Request: \$5000

Membership fees \$250.00; \$2000 for regional conference; \$2750 for national conference.

Evaluation Findings

Memberships in the state, regional and national organizations have been continued for the 2009-2010 and 2010-2011 academic years. In addition, participation in various listservs (evalTalk sponsored by The University of Alabama) related to research, evaluation and reporting have been initiated.

Use of Findings

IPR will send a representative to the state AIR conference and the national AIR conference as funds are available.

Goal 3

Provide ongoing Institutional Effectiveness professional development to all College employees to ensure understanding of the institutional effectiveness process and outside agencies' increasing demands for accountability.

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

Offer professional development to ensure that all employees understand the Institutional Effectiveness process, its relationship to budgeting and the Mission of the College, and evolving requirements of internal and external constituencies.

Assessment

The Planning, Research and Effectiveness staff will offer professional development at the annual budget managers meeting and at least one other workshop (e.g. Student Learning Outcomes) during state mandated professional development days.

A minimum of 90% of the respondents to the Employee Evaluation of College and Services will "Agree" or "Strongly Agree" to the statement "I understand the Institutional Effectiveness Process."

Additional Funding Request: \$0

Evaluation Findings

The Office of Institutional Planning and Research, in association with Business Services, planned and implemented a workshop on March 31, 2010 on the development of Unit Strategic Plans. Follow up meetings with Deans, Division Heads and Department Chairs were done to ensure that Unit Goals were supportive of the College Mission and Institutional Goals. Additionally, the IPR Office consulted on an *ad hoc basis with departments and unit directors on development of Unit Strategic Plans and Program Learning Outcomes. During the 2009-2010 academic year, the IPR Office launch an online course "Assessment of Instructional Programs" through Blackboard. The course was well received based on the course evaluation instrument.*

Eighty-eight percent (83 of 95) respondents indicated that they "Agree" or "Strongly Agree" that they understand the Institutional Effectiveness process on the Fall 2009 Employee Evaluation of Colleg and Services Survey. It is also noted that 90% (78 of 87 respondents) indicated that professional development opportunities on Planning and Assessment activities are beneficial.

Use of Findings

The IPR Office plans to develop at least two additional professional development activities for faculty and staff at the August and January Inservice meetings. In addition, IPR will construct and launch a web page on Institutional Planning and Research that will provide resources for the development, implementation and assessment of Program Learning Outcomes and Unit Strategic Plans. The web page will also serve as a portal for the online course "Assessment of Instructional Programs" and serve as a repository of survey research data.

The IPR Office will work with the Computer Center staff to move the online assessment course from the Blackboard platform to a web-based platform to promote a more "user-friendly" interface. The course will retain the evaluation instrument at the end of the program.

User:guest

Unit

Institutional Planning & Research

Gadsden State Community College

Strategic Plan

Unit: International Programs/Alabama Language Institute **Year:** 2009-2010

Person Responsible: Paula Ross

Cabinet Member: Jim Jolly (not reviewed)

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 Increase international recruitment efforts and world-wide exposure of Gadsden State Community College.
- 2 Develop a study abroad program to give local students the opportunity to learn about other cultures and become global citizens.
- 3 Build community awareness to encourage second language learners from the greater GSCC service area to attend ALI classes.
- 4 Add an additional academic level to the Alabama Language Institute (ALI) curriculum.
- 5 Add a fourth full-time instructor to the Alabama Language Institute staff.

Goal 1

Increase enrollment of students from Latin American countries.

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

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

College Mission:

Meet the needs of GSCC's diverse communities by offering quality educational and cultural experiences that

are accessible....

Objective or Educational Outcome 1

Enrollment of students from Latin American countries will increase by 10%.

Assessment

Comparison of enrollments of Latin American students to the previous year.

Additional Funding Request: \$0

Will use any funds available to advertise in Spanish Language recruitment materials.

Evaluation Findings

Materials were sent to the EducationUSA centers in all Latin American countries to increase the College's visibility. However, the number of students from Latin American countries decreased by 9% for Fall semester 2010.

Use of Findings

Sending materials to the EducationUSA centers did not result in increased interest or enrollment. Other low cost or cost-free venues will be utilized to continue the initiative to increase students from Latin American countries.

Goal 2

Maintain current technology to enhance instruction and practice for ALI courses.

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.

Objective or Educational Outcome 1

Teachers will use technology in the classroom at least once per week on average.

Assessment

Answers on a faculty survey will verify technology use.

Additional Funding Request: \$0

Evaluation Findings

All instructors reported use of technology once a week in class. They all used the ELMO and audio equipment. Two reported using the laptop for websites but not the overhead and one used the overhead projector but not a laptop. None of the instructors used Blackboard. In discussion, they revealed that they used email regularly to communicate with students, but not as an official classroom tool.

Use of Findings

We need to acquire a new laptop, as one is too old to connect with the internet. Also, instructors will make more effort to utilize Blackboard with all of their classes.

Objective or Educational Outcome 2

Audio laboratory will be transitioned into a digital lab. (Presently uses cassette tape technology.)

Assessment

Completion of transition to digital by Summer 2010.

Additional Funding Request: \$0

Funding request dependent on available tech funds.

Evaluation Findings

The listening laboratory was not upgraded to digital by Summer 2010.

Use of Findings

Tech funds have been requested for the upgrade during 2010-2011. At this evaluation, they had not yet been approved. If the tech funds are not approved, we will search for possible technology grants.

User:guest

Unit

International Programs/Alabama Language Institute

Gadsden State Community College

Strategic Plan

Unit: Job Corps **Year:** 2009-2010

Person Responsible: Kim Carter

Cabinet Member: Jim Jolly (not reviewed)

Mission Statement:

The Job Corps Division is committed to providing comprehensive career technical training that prepares students for stable and long-term employment.

Long Range Goals:

- 1 Improve training opportunities by working with business and industry to ensure that all Job Corps career technical training programs have industry recognized endorsement.
- 2 Enhance student learning experiences by acquiring and maintaining training equipment that is compatible with industry requirements.
- 3 Enhance student learning opportunities by providing short-term program offerings to eligible participants.
- 4 Acquire equipment for computer labs in HVAC and Carpentry classrooms.
- 5 Develop plans to improve facilities for enhanced student learning opportunities.

Goal 1

Provide professional development opportunities for staff to attend workshops.

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 will attend at least one professional development activity designed to enhance their knowledge of Job Corps training delivery strategies.

Assessment

100% of all full-time faculty will attend at least one instructional related professional development activity.

Additional Funding Request: \$3000.00

Additional funds are needed to pay expenses associated with hiring part-time faculty.

Evaluation Findings**Use of Findings****Objective or Educational Outcome 2**

All full-time instructors will adopt basic academic, applied academic and technical skills standards into teaching methods.

Assessment

On the "Valley Street Student Satisfaction Survey" at least 85% of Job Corps students will "agree" or "strongly agree" career technical training services are adequate.

Additional Funding Request: \$0.00**Evaluation Findings****Use of Findings****Goal 2**

Faculty will use eLearning technology such as Tegrity to instruct 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.

College Capacity

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

Objective or Educational Outcome 1

All full-time instructors will be trained annually on the use of Tegrity.

Assessment

100% of all full-time faculty will participate in at least one Tegrity training session.

Additional Funding Request: \$1000.00

Additional funds are needed to cover expenses associated with hiring part-time faculty while full-time faculty participate in Tegrity training sessions.

Evaluation Findings**Use of Findings****Objective or Educational Outcome 2**

Lab skills will be made available on Tegrity for student use.

Assessment

On the "Valley Street Student Satisfaction Survey" at least 80% of students will "agree" or "strongly agree" my instructors utilize the Tegrity recording system in the classroom instruction.

Additional Funding Request: \$0.00**Evaluation Findings****Use of Findings****Goal 3**

Ensure that students are provided continuous teaching-learning 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.

Community Awareness

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

Objective or Educational Outcome 1

Hire qualified part-time faculty.

Assessment

100% of part-time employees will have the same qualifications as regular full-time instructors.

Additional Funding Request: \$0.00

Evaluation Findings

Use of Findings

User:guest

Unit

Job Corps

Gadsden State Community College

Strategic Plan

Unit: Language & Fine Arts **Year:** 2009-2010

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 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.

Community Awareness

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

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: \$0**Evaluation Findings**

Rubric comparing early writing sample and final writing sample was used during 2008-2009. Data indicated mastery by an average of over 90% of students taking English 101. Specifically, the Structure rubric showed 90% success; Content showed 91% success; Mechanics showed 93% success.

Use of Findings

No identified weaknesses/deficiencies or remedial action required. Data will continue to be compiled and compared against similar semesters. Recent textbook changes are hoped to help improve the lowest rubric (Content), and a close watch will be kept on data to make sure that other objectives do not suffer.

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: \$0**Evaluation Findings**

Rubric evaluating competency in oral communication was utilized during 2009-2009. Data indicates that students demonstrated competency for more than 90 percent of the students in oral communication courses. Specifically, Organization showed a success rate of 90%; Eye contact, 91%, and Delivery, 92%.

Use of Findings

No identified weaknesses/deficiencies or remedial action is required. Data will continue to be compiled and compared against similar semesters.

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: \$0**Evaluation Findings**

A review of syllabi shows that 100% of full-time faculty and 93% of faculty overall are using Internet and computer-enhanced course content.

Use of Findings

This is a highly positive finding. Efforts will be made to assure that 100% of adjunct faculty also uses internet and computer-enhanced course content.

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 80% of classrooms have Internet, computers, and projectors to support Internet and computer-enhanced course content.

Additional Funding Request: \$10000

Projectors, Screens, Laptops, and Tegrity systems for Ayers and McClellan.

Evaluation Findings

A check on Language, Fine Arts and Humanities classrooms shows that Internet, computers, and projectors are available in 85% of the classrooms.

Use of Findings

While this Outcome has positive findings, there is a need for additional technology support. Technology funds have been requested for 2010-2011 to provide projectors in every classroom at Ayers and McClellan

Objective or Educational Outcome 3

To increase Internet and/or hybrid sections and enrollment in Language and Fine Arts courses by 10%.

Assessment

Records will show that Internet sections and enrollment in Internet courses has increased by a minimum of 10% during 2009-2010.

Additional Funding Request: \$0**Evaluation Findings**

Records will show that Internet sections and enrollment in Internet courses has increased by a 31% during 2009-2010.

Use of Findings

This is a highly positive finding. Internet sections and enrollment in Internet courses is expected to continue to increase, and efforts are being made to attract and train more instructors.

Objective or Educational Outcome 4

A minimum of 70% of Language and Fine Arts classes will utilize Tegrity elements.

Assessment

A survey of Language and Fine Arts instructors will show that at least 70% of Language and Fine Arts classes will utilize Tegrity elements.

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

Less than 30% of Language and Fine Arts classes are utilizing Tegrity elements.

Use of Findings

The departmental feeling is that huge strides have been made in utilization of technology and eCourses. Previous emphasis on Tegrity may not be as valuable in view of extensive use of Blackboard and the many resources provided therein. For instance, speech courses and art courses are finding that YouTube linking is often more valuable than teacher-produced Tegrity content. A strong possibility exists that Gadsden State will use alternate technology in the coming years. While Tegrity has been effective in some cases, this Outcome appears to be somewhat antiquated in view of emerging technology.

Goal 4

To educate all Language and Fine Arts students to issues of academic integrity and honesty, particularly as it relates to 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.

Community Awareness

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

Objective or Educational Outcome 1

All Language and Fine Arts courses will include instruction in academic integrity and honesty.

Assessment

A review of course syllabi will reflect that all Language and Fine Arts courses include instruction in academic integrity and honesty, especially as these issues relate to the internet and technology. Additionally, anti-plagiarism software will be utilized to insure that students submit original work.

Additional Funding Request: \$0**Evaluation Findings**

All course syllabi now include instruction in academic integrity and honesty, and all writing courses utilize anti-plagiarism software to insure that students submit original work.

Use of Findings

This Outcome is highly successful. The department will continue to work to assure that students understand the importance of academic honesty and that student work is their own.

User:guest

Unit

Language & Fine Arts

Gadsden State Community College

Strategic Plan

Unit: Library Year: 2009-2010

Person Responsible: Charles Hill

Cabinet Member: Jim Jolly (not reviewed)

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 Increase library involvement within the college community by hosting community and college events, working with faculty, staff and administration to showcase the GSCC Libraries
- 2 Maintain and improve the physical environments of the libraries by completing repairs of existing facilities, or replacement of those items deemed outdated
- 3 Improve library services for distance education students by updating the library website and including updated links to online resources and guides
- 4 Update the monograph and audio-visual collections; in addition to withdrawing outdated or damaged items
- 5 Increase faculty and student use and awareness of the Alabama Virtual Library (AVL) and other electronic databases.
- 6 Increase faculty involvement in collection development and the planning/evaluation of library services.

- 7 Encourage the development of information literacy in the larger GSCC learning community

Goal 1

The Library should provide a range of quality services to support the College's goals. These services should include: competent and prompt assistance for users, reasonable hours of operation, and prompt reference service at times most needed by the College's primary users

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

Staff should be available at the public service points during library operations

Assessment

The Libraries will conduct a student opinion survey and a faculty opinion survey to assess satisfaction with hours of operation

Additional Funding Request: \$**Evaluation Findings****Use of Findings****Goal 2**

The Libraries will ensure that all students, faculty and staff have access to library collections and other learning resources appropriate to the institution's mission and scope of educational programs

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

- Deliver services needed to help students succeed.

Objective or Educational Outcome 1

The Libraries will provide collections and other learning resources that are adequate to meet the needs of students, faculty and staff.

Assessment

The libraries will conduct a student opinion survey and a faculty opinion survey to assess satisfaction with the number and type of available learning resources

Additional Funding Request: \$

Evaluation Findings

Use of Findings

Goal 3

The Library staff will possess the knowledge required to meet the needs of its users

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

Library users will receive timely assistance that addresses their needs

Assessment

The Libraries will conduct a student opinion survey and a faculty opinion survey to assess satisfaction of user groups with library services

Additional Funding Request: \$

Evaluation Findings

Use of Findings

User:guest

Unit

Library

Gadsden State Community College

Strategic Plan

Unit: Maintenance and Housekeeping Services-Gadsden **Year:** 2009-2010

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 Upgrade equipment used in Maintenance and Housekeeping.
- 2 Provide services to ensure satisfaction with Housekeeping and Maintenance

Goal 1

To provide Maintenance and Housekeeping services at an exceptional level.

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 are well 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

Evaluation Findings

96% of the students surveyed found the physical facilities of Gadsden State Community College to be at an acceptable level of cleanliness.

Use of Findings

Gadsden State Maintenance/Housekeeping Department will continue present processes in an effort to continue to improve student and employee perception of the cleanliness of the College.

Objective or Educational Outcome 2

Hire (2) two full time housekeepers for Cherokee to replace the (2) two housekeepers that were temporarily assigned there from the Gadsden campuses and reassign the temporary employees back to their original posts.

Assessment

Evaluate staff at Cherokee Center.

Additional Funding Request: \$89,000.

Evaluation Findings

Due to budget restraints, no new employees have been hired for Cherokee County. Employees placed in Cherokee County have not been reassigned to their original post at this time.

Use of Findings

Employees placed at Cherokee County Campus have been an adequate solution to a shortage of employees in keeping and maintaining a clean and well functioning facility for all students and faculty.

Goal 2

To upgrade 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

Purchase 1 floor stripping machine.

Assessment

Survey new equipment purchased.

Additional Funding Request: \$10,000

Evaluation Findings

One floor stripping machine was purchased.

Use of Findings

Floors are kept in satisfactory condition and operations are suitable to accomodate students and faculty.

Objective or Educational Outcome 2

Purchase 6 new boilers.

Assessment

Inventory new boiler equipment.

Additional Funding Request: \$354,837

Evaluation Findings

Ten new boilers were purchased and installed. One boiler was installed at the Ayers Campus administration building. The following were installed on the Wallace Drive Campus: one at Helderman Hall, three at Inzer Hall, two at Naylor Hall, two at Allen Hall, one at Wallace Hall.

Use of Findings

Facilities operations have been improved and the College maintains a comfortable learning environment for students and faculty.

Goal 3

To provide professional development opportunities, including diversity training to 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

Require staff to attend professional development events offered on campus.

Assessment

List training attended by staff.

Additional Funding Request: \$0

Evaluation Findings

All employees attended the following: "Employee Violence Threat Procedure"
"Maintenance Free Landscape - Yeah Right"

"What To Do"

Use of Findings

Training has improved employee knowledge base and performance. Regular training will be scheduled.

User:guest

Unit

Maintenance and Housekeeping Services-Gadsden

Gadsden State Community College

Strategic Plan

Unit: Maintenance Department-Calhoun County **Year:** 2009-2010

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 Campuses.
- 2 Resurface Ayers Campus roads.
- 3 Renovate roofs on buildings on Ayers Campus.

Goal 1

To insure that all 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

A survey of students and employees will be used to define the cleanliness and maintenance of the physical facilities in Calhoun County.

Assessment

The survey will show that 90% or greater of the students and faculty approve of the cleanliness and maintenance of the facilities.

The maintenance and janitorial staff will continue working on improving the facilities in Calhoun County.

Additional Funding Request: \$0

Evaluation Findings

A survey of students and faculty was taken to show their approval of cleanliness and maintenance of the facilities in Calhoun county.

The survey indicated that we met and exceeded the 90 percentage approval for cleanliness and maintenance.

Use of Findings

The housekeeping and maintenance staff will continue to work in order to maintain these levels of greater than 90 percent approval.

Objective or Educational Outcome 2

Perform major projects on Ayers Campus:

1. Install new roof on the Computer Science building
2. Renovate building N. (Kids College)
3. Renovate building L. (Auto Mechanics)

Assessment

Document the completion of the roof on the Computer Science building.

Document the renovation of buildings N and L and that the renovations meet with ADA guidelines in order to serve all students and the community population.

Additional Funding Request: \$250,000

Evaluation Findings

The maintenance staff completed the renovation of building N and moved Adult Education into the updated building in August, 2010.

The plans to install a new roof on the Computer Science Building are still in the planning stage and a start date has not been established yet.

Building L renovation was not funded this year.

Use of Findings

The completion of the renovation of building N will provide space for two new class rooms and office space for four Career Coaches. This will enhance the ability of Adult Education to provide for more students to reach their goals. We will seek funding for the renovation of building L next year.

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 the maintenance staff to determine changes in plan. Meet with Gadsden campus maintenance Director to standardize the Preventative Maintenance Plan. Complete updates to the plan and seek supervisor's approval.

Assessment

Document that the preventative Maintenance Plan was updated.

Additional Funding Request: \$0

Evaluation Findings

The preventative Maintenance Plans are standardized and meet with the Supervisors' approval.

Use of Findings

This enables the separate campuses to operate consistently as one college.

Objective or Educational Outcome 2

Purchase backhoe and hydraulic lift for the Ayers Campus.

Assessment

Document that the equipment was purchased.

Additional Funding Request: \$65,000

Cost of backhoe is estimated at \$55,000.

Cost of lift is estimated at \$10,000.

Evaluation Findings

The backhoe was purchased in August, 2010.

The hydraulic lift was not funded this year. We will seek funding again next year.

Use of Findings

The purchase of the backhoe will improve efficiency in the Ayers Campus maintenance staff's ability to take care of problems that arise.

Objective or Educational Outcome 3

Train 3 employees in Sprayfoam roofing application, purchase necessary equipment and materials to perform roof renovations, and perform the roof applications.

Assessment

Document the training and purchase of the equipment and materials.
Document roof applications.

Additional Funding Request: \$84,500

Sprayfoam equipment: \$50,000

Materials: \$30,500

Training: \$4,000

Evaluation Findings

The employees have been trained and equipment was purchased to enable the maintenance staff to complete roofing projects on the Ayers Campus. Due to poor weather conditions, no roof has been sprayed yet.

Use of Findings

Roofs will be sprayed when the weather allows. This will save the college many dollars over using a contractor.

User:guest

Unit

Maintenance Department-Calhoun County

Gadsden State Community College

Strategic Plan

Unit: Management Information System **Year:** 2009-2010

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 and maintain fiber optic connections to all campuses.
2. Upgrade and enhance campus wide network with faster speeds for wired and wireless users.
3. Link campus classrooms using video and telecommunications.
4. Provide the college with support for technology.

Goal 1

Evaluate new administrative/academic software and maintain existing college software modules.

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 software application needs of administrative and academic areas for the employees of the college are being met.

Assessment

Use the faculty/staff survey of campus services to determine if the goal of 90 percent are satisfied with these services.

Additional Funding Request: \$0

Evaluation Findings

Based on the Employee Evaluation of College and Services question 3, 96 percent agree needs are being met; question 100, 96 percent agree needs are being met; and question 101, 92 percent are being met. This gives an overall average of 94.7 percent agree needs are being met.

Use of Findings

Computer Services will continue to seek training and professional development to maintain a knowledge of changing software requirements.

Objective or Educational Outcome 2

Ensure the software needs (web registration, grades, application, etc.) of the students are being met.

Assessment

Use the student survey of campus services to determine if the goal of 90 percent are satisfied with these services.

Additional Funding Request: \$0

Evaluation Findings

Based on the On-line Student Evaluation of Campus and Services question 32, 91 percent agree needs are being met; question 33, 93 percent agree needs are being met; and question 48, 96 percent are being met. This gives an overall average of 93.3 percent agree needs are being met.

Use of Findings

Continuing to maintain current level of service to assure evaluations stay above the 90 percent level.

Goal 2

Provide academic and administrative technology support.

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 the needs of the support personnel through maintenance, installation, trouble shooting, and purchase advisement for technology is being met.

Assessment

Use the faculty/staff survey of campus services to determine if the goal of 90 percent are satisfied with these services..

Additional Funding Request: \$0

Evaluation Findings

Based on the Employee Evaluation of College and Services question 3, 96 percent agreed the technical assistance from Computer Services met their workplace needs.

Use of Findings

Continuing to maintain current level of service to assure evaluations stay above the 90 percent level

Goal 3

Upgrade all telephone switches to Voice Over Internet Port (VOIP) capability.

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

Through purchasing the College has all telephone switches on same software release and VOIP capable.

Assessment

Compare current percentage of VOIP switches to 100%.

Additional Funding Request: \$35,000

To purchase VOIP upgrade for McClellan telephone switch.

Evaluation Findings

The College has all telephone switches on same software release and VOIP capable.

Use of Findings

Goal accomplished.

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.

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: \$0

Evaluation Findings

No findings by the state auditors related to established computing practices.

Use of Findings

Continue to maintain current level of quality and maintain strict compliance with policies and procedures as outlined by the Department of Postsecondary.

Goal 5

Replace current administrative software system to provide for the expanded 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

To purchase a new administrative software system.

Assessment

Verify new administrative software system purchased.

Additional Funding Request: \$3,500,000

Purchase new administrative software system.

Evaluation Findings

The Department of Postsecondary Education is in the process of bidding a new Administrative Software System.

Use of Findings

When bid is awarded purchase new Administrative Software System.

User:guest

Unit

Management Information System

Gadsden State Community College

Strategic Plan

Unit: Mathematics & Engineering **Year:** 2009-2010

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 of mathematical skills and concepts.

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

Seventy percent of the mathematics courses offered in the annual master class schedule ensure that appropriate classes are offered to meet the requirements 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: \$100000

The additional funds will be used to hire more full-time and part-time instructors and will also be used to pay for overload classes.

Evaluation Findings

Objective was not met. Of the total number of math classes (262) taught during the Fall 2009, Spring 2010, and Summer 2010 semesters, 166 classes (63.4%) meet the requirements for the AA, AS, and AAS degrees. (Math 100, 112, 110, 113, 116, 120, 125, 126, 131, 132, 227, 238, 265)

Use of Findings

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 objective was not met due to budget constraints. 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. Also, if funding were increased, more faculty could teach overload classes. This would result in more classes being offered and it would also help with the class size in these classes. Because of budget constraints these classes had huge numbers of students in each class.

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, MTH 112, and MTH 116. These findings will be used to evaluate GSCC General Education Core Competency #4: Students will demonstrate the ability to perform basic computational skills at a 70% mastery level.

Assessment

Collect and analyze results to see if a 70% mastery level is obtained in the student learning outcomes objectives dealing with the GSCC General Education Core Competency #4. Student learning outcomes will be compiled and analyzed by the Division.

Additional Funding Request: \$8000

The additional funding is needed to hire tutors at all campuses. The tutors will be instrumental in helping students achieve the 70% mastery level.

Evaluation Findings

SACS Student Learning Outcomes were compiled and analyzed by the faculty of the

Mathematics Division for Fall 2009, Spring 2010, and Summer 2010 and Annual Assessment. Several did not meet the 70% mastery level. The student learning outcome objectives in the Mth 116, Mth 100, and Mth 112 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 64.16%.) Instructors will continue to assign more practice problems involving ratios. Instructors will continue to monitor progress in this area.

#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 70% for the annual tally the rates did improve in the last semester reported in the fall 2009-summer 2010 annual report. (The mastery level was 75.63% for summer 2010 and annual tally was 68.83%.) Instructors will continue to monitor progress in this area.

MTH 100

All Student Learning Outcome Objectives met a 70% mastery level for the annual report in math 100 post-test data.

Measured by post-test exam.

Analysis and Action--Mastery rates were at 70% for the annual tally. 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.

MTH 112

#10 Demonstrate competent skills in analytic and geometric interpretation of inequalities by exhibiting the ability to solve a quadratic inequality

Measured by post-test exam.

Analysis and Action--Mastery rate for this objective was 69.23%, therefore it did not meet the 70% mastery level. Even though mastery level was not at 70% for the annual compiled percent it did improve each semester in this evaluation period. The annual mastery rate for this objective was only missed by 0.77%.

Objective or Educational Outcome 3

Provide professional development training and activities for faculty and staff.

Assessment

Examine annual year-end professional development plans, faculty and staff professional leave request forms, and local professional development activity agendas

Additional Funding Request: \$6000

Additional funding for professional development activities including, but not limited to, mathematical workshops both in-state and out-of-state travel.

Evaluation Findings

All full-time instructors attended some type of Professional Development either on campus or off campus.

Use of Findings

Most full-time instructors attended either "My Math Lab" and/or "Ilrn" and "Web Assign", "MIMIO", "WIMBA", "Blackboard", etc... 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 updated PowerPoint's and/or BlackBoard sites each semester as needed.

Objective or Educational Outcome 4

Purchase faculty computer equipment needed for instructional purposes.

Assessment

Examine purchase orders and examine school-wide technology funding list to ensure that at least 5 faculty computers, printers, and high quality flat panel wide-screen monitors are purchased to ensure that at least 5 tablets, and 5 high quality scanners are purchased.

Additional Funding Request: \$36000

Additional funding to purchase faculty computers, printers, monitors, tablets, scanners, etc... as needed.

Evaluation Findings

The objective was met except for the ordering of tablet computers. The following items were purchased: 8 faculty computers, 5 scanners, 4 printers, 1 classroom ceiling mounted projector, 3 MIMIO boards, and 3 ELMO visual presenters. Please note that more Faculty computers were purchased than expected. Two computer cart/stands were also purchased.

Use of Findings

These items will be used by instructors to incorporate technology into their instruction.

Objective or Educational Outcome 5

Evaluate current equipment used in labs and classrooms 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 scanners and ceiling mount projectors are purchased as needed. Examine purchase orders and examine school-wide technology funding list to ensure that student computer workstations with printers and at least 2 high quality flat screen monitors and a classroom set of scientific calculators, are purchased for lab and classroom use as needed.

Additional Funding Request: \$60000

To purchase computer equipment for lab/classrooms and student use.

Evaluation Findings

Item was not entirely met because the classroom set of calculators were not purchased. The Division did purchase 1 projector for classroom use and 30 student computers for computer labs in Naylor Hall. No printers were ordered for lab use.

Use of Findings

1 projector for classroom use, 30 student computers with flat panel monitors for labs in Naylor 207 were purchased. These items will be used to further the improvement of math instruction for all students. More funding is needed in this area. Items that are needed for incorporating Technology into instruction will be resubmitted in the future in the Division's request for new technology funds. This request will be processed through the Dean's office.

Objective or Educational Outcome 6

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 such as Adobe Acrobat Pro, Classmaster, and Mathtype.

Additional Funding Request: \$2000

To purchase software for labs and faculty offices as needed.

Evaluation Findings

Objective met. Division purchased Mathtype version 6.7, Classmaster, and Adobe Pro .

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 PowerPoint presentations. Classmaster software is used by instructors to average student grades and to produce written reports that can be shared with students of their progress in the mathematics classes. Adobe Pro is used by the Division to update the Math page on the Gadsden State Community College website. The Adobe Pro software is used to place instructor syllabi and student resources on the college's new website.

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

Analyze the grade distribution (pass/fail summary) of the developmental classes. Seventy percent of students should pass with a grade of a "C" or higher (75% mastery level or higher) in the developmental classes.

Assessment

Analyze grade reports (pass/fail) summary 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: \$40000

Additional funding for hiring additional lab assistants and student tutors as needed at all campuses.

Evaluation Findings

Objective was not met. The Math Division pass/fail summary of grade reports is used to obtain data for this objective. A hardcopy of this data is housed in the Math Divisional Office. The data for the year 2009-2010 shows that 60.6% of the MTH 090 students achieved a "C" (75 or higher) and 61.34% of the MTH 098 students achieved a grade of "C". These classes had a combined passing rate of 61.04%. The results of this data also showed that MTH 090 and MTH 098 experienced a significant withdrawal rate. MTH 090 had a withdrawal rate of 22.9% and MTH 098 had a withdrawal rate of 30.6%.

Use of Findings

The results of the data show that neither MTH 090 nor MTH 098 met the objective or educational outcome. Both experienced a significant withdrawal rate. The division feels that these results were due to large class-size, which limits individual instruction. A proposed remedy would be to increase the divisions budget so that: (1) teachers 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 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 computers with a larger hard drive which would give faster Internet connection could be purchased for the mathematics labs. Because of budget constraints these Development Math classes had huge numbers of students in each class.

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.
Forty percent of the mathematics classes offered should be transferable classes.

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: \$100000

Additional funding is required to hire additional full-time and part-time faculty and financial support for overload classes.

Evaluation Findings

Objective not met. Of the total number of math classes taught during the Fall 2009, Spring 2010 and Summer 2010 semesters (262) 70 classes (26.72%) 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

This objective was not met. Results of the data show that 26.72% of classes offered will transfer as core math courses to upper division college programs. Data also supports that Engineering classes still need to be added to the schedule. The objective was not met. Division 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. This would result in more classes being offered and it would also help with the class size in these classes. Because of budget constraints these classes had huge numbers of students in each class.

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 AAS degree and certificate programs. The target level is 15% of total mathematics classes offered.

Assessment

Examine class offerings to show that 15% of the mathematics offered per year are MAH 101, MTH 116, and/or appropriate math classes for AAS degrees and certificate programs.

Additional Funding Request: \$20000

Additional funding is required to hire additional part-time faculty and financial support for overload classes.

Evaluation Findings

Objective was met. Examination of the fall 2009-summer 2010 course offerings revealed that 43 of the 262 classes offered were either MTH 116 or MAH 101. Therefore, 16.41% 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

Provide course offerings in the division which will meet the needs of our diverse student population which may include Web Enhanced classes.

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 extensive long term individualized professional development training and activities for math faculty and staff to ensure that employees are prepared to perform their jobs using a variety of technology resources. Seventy-five percent of faculty and staff will attend some kind of professional development activity.

Assessment

Examine annual year-end professional development plans, faculty and staff professional leave request forms, and local professional development activity agendas

Additional Funding Request: \$70000

Additional funding to hire sufficient technical support technicians to work with and conduct professional development activities needed to prepare math faculty and staff to be able to use technology in performing their job. Professional development funds to provide resources and/or training to math faculty and staff, which may include attending technology based training seminars and conferences.

Evaluation Findings

Objective was met.

Fall 2009-Summer 2010 Professional Development Activities

During fall 2009 Gadsden State Community College Convocation the Instructors in the Mathematics Division attended Professional Development sessions dealing with SACS Program Learning Outcomes, the SACS QEP initiative.

Gadsden State Community College provides Online Training for full-time and part-time Faculty/Staff in several areas such as, Blackboard Use, Sexual Harrassment Training and Ethics Training.

Blackboard, WIMBA, MIMIO, and other Computer Training workshops were made available to interested instructors in 2009-2010.

The GSCC Math Division had numerous Technology Demonstrations by various textbook publishers and textbook representatives including My Math Lab, Ilrn, and Web Assign software.

Use of Findings

More Professional Development money is needed to do more technology training.

Objective or Educational Outcome 2

Purchase technology equipment and software to perform job activities related to technology. At least 50% of the division's original tech plan request should be purchased.

Assessment

Examine purchase orders and examine school-wide technology funding list to ensure that appropriate equipment and/or licenses are purchased.

Additional Funding Request: \$100000

To ensure that appropriate computer hardware and software will be purchased as needed.

Evaluation Findings

Objective was met.

Division purchased Math Type 6.7, Classmaster, Adobe Pro, 4 printers, 5 scanners, 8 faculty computers, 30 lab student computers.

Use of Findings

More technology funding is needed to provide adequate equipment for all labs and offices at every campus.

Objective or Educational Outcome 3

Purchase student desks and chairs that will be more efficient and more accommodating for all of our students especially those who need special seating accommodations. At least ten of such seating pairs should be purchased.

Assessment

Examine purchase orders to ensure that student desks were purchased.

Additional Funding Request: \$3000

Purchase student desks that will be more efficient and more accommodating for all of our students especially those who need special seating accommodations.

Evaluation Findings

Objective not met due to budget constraints.

Use of Findings

Additional funding needed to purchase appropriate student furniture.

Objective or Educational Outcome 4

Purchase door locks to maintain secure environment for records, equipment, faculty/staff, and students. All doors and locks of classrooms and offices that house technical equipment and/or student records should be replaced.

Assessment

Examine purchase orders to ensure that appropriate hardware and doors have been purchased.

Additional Funding Request: \$6000

To ensure that all doors and locks are replaced on second floor of Naylor Hall for security purposes.

Evaluation Findings

Objective not met due to budget constraints.

Use of Findings

More funding needed to purchase appropriate equipment and locks.

Objective or Educational Outcome 5

Purchase signs for Naylor Hall to ensure that buildings are well labeled so that emergency personnel will be able to locate the appropriate place in case of an emergency. This would help with the uniformity of signs across campus.

Assessment

Examine purchase orders to ensure that the appropriate signs are ordered.

Additional Funding Request: \$500

Purchase signs for Naylor Hall to ensure that buildings are well labeled.

Evaluation Findings

Outcome not met due to budget constraints.

Use of Findings

Appropriate funding needed to purchase appropriate signs.

Objective or Educational Outcome 6

Work with the Human Resources Office and ask them to distribute our staffing needs, including job postings to organizations that work with job placement of minorities.

Assessment

Monitor the sources to which the Human Resources Office distributes listing of staffing needs and/or job postings.

Additional Funding Request: \$

Evaluation Findings

No positions were approved for employment therefore, objective is not applicable for this years evaluation.

Use of Findings

Outcome not met due to budget constraints.

User:guest

Unit

Mathematics & Engineering

Gadsden State Community College

Strategic Plan

Unit: McClellan Center **Year:** 2009-2010

Person Responsible: Kelley Haynes

Cabinet Member: Jim Jolly **Approved**

Mission Statement:

The mission of Gadsden State Community College is to meet the needs of its diverse communities by offering quality educational and cultural experiences that are accessible and affordable and that empower students to become lifelong learners.

The McClellan Center of Gadsden State Community College is committed to this mission and seek to provide all students with opportunities for educational, personal, and professional advancement. The McClellan Center is also committed to becoming an intergral 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 Increase enrollment at the McClellan Center of Gadsden State Community College through stronger efforts in marketing, recruiting, and retention strategies.
- 3 Develop a positive work environment that encourages communication, diversity and provides professional development opportunities at The McClellan Center for staff and faculty.
- 4 Ongoing cooperation, partnerships, and visibility with industry, community, and workforce in the communities the McClellan Center serves.

Goal 1

Provide one presentation a month about Gadsden State Community College to an area high school in Calhoun County.

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

The McClellan Center will look for innovative ways to talk with students and let them know of the programs and opportunities that McClellan has to offer.

Assessment

Keep an ongoing calendar of events and activities detailing when and where the center is providing opportunities for recruitment and service to our students.

Additional Funding Request: \$250

Funding is requested for travel.

Evaluation Findings

McClellan staff and faculty went into schools throughout our service area providing information about programs at Gadsden State Community College. Tours were conducted at the McClellan Center for schools in our service area. Participated in College and Career Fairs.

Use of Findings

McClellan employees will continue to be available and visible in schools and other school events providing information about Gadsden State Community College.

Continue to visit and provide information about Gadsden State Community College to area schools.

Goal 2

Maintain an active presence in the lives of those communities that the McClellan Center serves through cooperation with civic, business and industrial leaders.

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 2

The McClellan Center will look for ways to be involved with civic groups, community activities and business partnerships.

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: \$250

Funding is requested for travel.

Evaluation Findings

Faculty and staff are involved in several civic, community, and business groups to include but not limited to Calhoun County Chamber of Commerce, Leadership Calhoun County, Exchange Club, Kiwanis Club, Rotary Club, United Way, Community Enabler, and Big Brother and Big Sisters. Ninety percent of employees at McClellan maintain a membership in a professional and/or volunteer organization and maintain records of interaction. Several business and civic groups visited and toured the center. Training sessions were conducted by area businesses.

Use of Findings

McClellan employees will continue to be involved with community, civic, and business groups providing facilities, information, and speaking opportunities

Goal 3

To obtain tegrity stations in three classroom, projectors and smartboards throughout the McClellan Center to enable faculty to intergrate technology in classrooms and better serve the 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.

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

Staff and faculty will keep up with current college trends, procedures and overall mission of the College.

Assessment

Technology requests for updated technology and professional development to best accomplish goals and objectives.

Additional Funding Request: \$5000

Funding for technology in classrooms.

Evaluation Findings

Staff and faculty at McClellan attended Professional Development activities throughout the year. Technology requests were granted to purchase projectors and screens for use in all classrooms.

Use of Findings

McClellan employees will continue to attend Professional Development activities and use technology in their classrooms.

User:guest

Unit

McClellan Center

Gadsden State Community College

Strategic Plan

Unit: Nursing Assistant **Year:** 2009-2010

Person Responsible: Connie Meloun / Ann Haynes

Cabinet Member: Martha Lavender (not reviewed)

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.
- 5 Obtain additional instructional class and lab space to accommodate both first and second semester students simultaneously each semester.

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.

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

Students will perform competently in the classroom, lab, and clinical setting.

Assessment

A. 80% of nursing assistant students will have a course average of 75% or above including unit and final exams, out-of-class assignments, assigned computer activities, and individual/group activities. B. Score an "effective"(75%) on all lab skills validations; C. Score a 75% or greater in the clinical setting.

Additional Funding Request: \$15,708 (Tech fees and Voc Tech)

Scantron--\$14,234; Blood Pressure simulation equipment-\$974; Screen for classroom \$500.

Evaluation Findings

A16/18 (89%) completed course with a score of 80% or greater. One student was unsuccessful in the course material with a grade of 71%.

B. 17/18 (94%) were successful on lab skills with a score of 75% or greater. One student stopped attending class but did not withdraw resulting in a failing grade.

C. 17/18 (94%) successfully completed the clinical course with a grade of greater than 75%. One student failed to withdraw, resulting in a failing grade.

Use of Findings

Student progress is carefully monitored for success. Any student recognized as having a low testing grade, performance in the lab and clinical is counseled. Referrals are made to the campus Title III advisor for help in test taking skills, study habits, etc.

Objective or Educational Outcome 2

Students will utilize WebCT for assignments and as an additional method of communication with instructor and other students.

Assessment

A. 75% average on on-line assignments

B. All on-line assignments will be submitted through WebCT e-mail

C. Laptop computers available for students in-classroom use

Additional Funding Request: \$500 (tech fees)

Interactive computer software--\$500.

Evaluation Findings

A. 13/17 (76%) of students scored 75% or greater on computer assignments. One student did not complete assignments.

B. 16/17 (94%) of the assignments were submitted through WEB CT/ BB.

C. All students received laptops for use while in this program.

Use of Findings

Note that the on-line platform has been changed from WebCT to Blackboard (BB). Emphasis on use of technology through use of Tegrity, BB for assignments, handouts, course materials, communication between instructor and other classmates continues to be used in the Nursing Assistant Program.

Objective or Educational Outcome 3

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: \$6500 (Voc Tech)

2 electric beds--\$3000; Dynamap--\$2200; 6 bedside tables--\$900; Oxygen Saturation Monitor--\$400

Evaluation Findings

A. On the End of Program Survey, 14/15 (93%) of the students "agreed" or "strongly agreed" they had access to equipment and supplies needed to perform patient care skills. Students did not indicate what equipment was unavailable. Only two of twelve Six Month Graduate Surveys were returned. Zero of three Six Month Employer surveys were returned. Of the two returned surveys, 100% "agreed" or "strongly agreed" that the graduate was well prepared to perform skills.

Use of Findings

Revise methods of obtaining survey information by phoning and/or e-mailing reminders to return surveys. Also, over the phone surveys may be completed if needed.

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.

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 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: \$1500

New student chairs for classroom.

Evaluation Findings

Unable to purchase chairs during this period.

Use of Findings

Continue to pursue methods of purchasing new chairs for classroom.

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. related to educational methodologies and laboratory simulation equipment.

Additional Funding Request: \$2000 (voc Tec/Margin of Excellence)

"Nursing Skills Laboratories Conference" June 2010--\$2000

Evaluation Findings

Unable to attend in 2009 -2010.

Use of Findings

Instructor will continue to apply for monies to attend local, state, or national educational

workshops to improve educational skills and improve use of simulation equipment.

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 availability of Tegrity and its usefulness.

Additional Funding Request: \$

No additional funding will be required.

Evaluation Findings

Results for Students' Tegrity survey are not available at this time. On the Health Science Resource Survey, 100% of full-time faculty in the Health Science Division indicated either "strongly agreed," "agreed," or "acceptable" that "the technical support is adequate to meet the technical needs of the program."

Use of Findings

Continue in the use of Tegrity for lecture/labs. Technical support is readily available at the Valley Street Campus.

Objective or Educational Outcome 4

Provide laptops for student use in classroom and at home.

Assessment

100% of the students will reply "agree" or "strongly agree" on the End of Course Evaluation that computers are accessible in the classroom for student use during and between classes.

Additional Funding Request: \$

No additional funding required. Lap tops provided by Title III program on Valley Street campus.

Evaluation Findings

On the End of Course Survey, 14/15 (93%) of the graduates "agree" or "strongly agree" that computers were accessible for student use during and between classes.

Use of Findings

A student use computer is in the classroom and each student was issued a Laptop computer for use while in the Nursing Assistant program. The End of Program Survey will be revised to be more specific for computer availability.

Objective or Educational Outcome 5

Provide tutors as needed for students needing additional support in required courses.

Assessment

100% of students will "agree" or "strongly agree" on the End of Course Survey that

tutors were available upon request at the Learning Resource Center Valley Street Campus.

Additional Funding Request: \$

No additional funding required. Service provided by Title III on Valley Street Campus.

Evaluation Findings

The End of Program Survey failed to indicate evaluation of the availability of tutors.

Use of Findings

The End of Program Survey will be updated to include assessment of availability of tutors.

Goal 3

Program graduates will be proficient to work in various healthcare settings.

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

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: \$

No additional funding required.

Evaluation Findings

100% of the graduates who completed the written certification exam passed on the first

attempt. 95% of the graduates who took the skills certification exam passed on the first attempt. One student did not pass failed to correctly "read" the scale when weighing the patient.

Use of Findings

Additional emphasis will be placed on the weight procedure in both the classroom and lab.

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: S

No additional funding required.

Evaluation Findings

One of the two Six Month Graduate Surveys returned indicated that graduates are employed in health care (50%). However, through personal contact with the graduates, 6 are employed in health care, 4 are pursuing higher education, and 3 are not employed.

Use of Findings

Due to the low number of surveys returned, phone calls and e-mails will be sent to encourage response to surveys. Over the phone surveys may also be conducted if needed.

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 graduates performance.

Additional Funding Request: \$

No additional funding required.

Evaluation Findings

Information is not available due to lack of surveys returned by employers.

Use of Findings

Due to lack of response to surveys, phone calls, e-mails will be sent as a reminder. Also, over the phone surveys may be conducted.

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.

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

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: \$

No additional funding required.

Evaluation Findings

A. 16/18 (94%) of the students scored greater than 75% on the Critical Thinking Communication Lab.

B. 16/18 (94%) of the students scored greater than 75% on the communication section of the clinical evaluation tool.

C. 15/15 (100%) of the students replied that they "agree" or "strongly agree" they were taught professional communication skills

D. On the Six Month Graduate Survey: 2/2 (100%) "agree" or "strongly agree" they communicate professionally. There were no Twelve Month Employer Surveys returned.

Use of Findings

Critical thinking communication labs and case studies are reviewed and presented by the students in the classroom and lab. Lectures focus on therapeutic communication 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" or "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: \$

No additional funding required.

Evaluation Findings

- A. 18/18 (100%) of the students scored greater than 75% on Critical Thinking quiz questions
- B. 18/18 (100%) of the students scored greater than 75% on the critical thinking elements on the clinical evaluation tool.
- C. On the End of Program Survey, 15/15 (100%) "agree" or "strongly agree" they were prepared to critically think. There were no other surveys returned.

Use of Findings

Use of case studies, critical thinking scenarios, and critical thinking labs are utilized to prepare the student for the clinical setting.

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.

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: \$

No additional funding required.

Evaluation Findings

There was a 15% increase in the number of applications from Fall 2009 to Fall 2010.

Use of Findings

Continue to participate in career fairs to promote the Nursing Assistant Program.

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 as tracked by program director/instructor and program advisor.

Additional Funding Request: \$

No additional funding required.

Evaluation Findings

Three health care facilities have shown interest in the program by providing lunch and recruiting of graduates.

Three facilities have called the program director to announce open positions for Nursing Assistants and encourage students to apply for these positions.

Use of Findings

Health care facilities are invited to talk with and recruit graduates for employment. Employment opportunities are announced and posted for the students.

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: \$

No additional funding required.

Evaluation Findings

Records of class attendance, test scores, skill validations, clinical evaluations, training competency forms and certificates of program completion are maintained per State of Alabama regulations.

Use of Findings

Records are maintained as required by the State of Alabama Department of Health in preparation for unannounced on-site surveys.

User:guest

Unit

Nursing Assistant

Gadsden State Community College

Strategic Plan

Unit: Orientation Program **Year:** 2009-2010

Person Responsible: Cindy Mullinax

Cabinet Member: Jim Jolly **Approved**

Mission Statement:

The mission of the Orientation to College program at Gadsden State Community College, including ORI 101: Orientation to College and ORT 100: Orientation for Career Students, is to provide all first-semester students with vital information regarding campus resources and academic skills necessary to achieve educational success. This course offering is designed to motivate a student's journey toward lifelong learning so that academic, career, and personal goals can be met.

Long Range Goals:

- 1 Provide a course that contains up-to-date information so that the diverse communities of Gadsden State Community College students will have the most current department listings, campus directives, and resources available.

Goal 1

Provide a course that contains up-to-date information so that the diverse communities of Gadsden State Community College students will have the most current department listings, campus directives, and resources available.

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

ORI/ORT course materials will reflect the most current information available to all enrolled students at all campus locations each semester.

Assessment

Perform a course materials review annually utilizing course instructors. Divide the course content into sections and form committees of instructors to review and update content as needed. Additions and/or deletions may be done at this time.

Additional Funding Request: \$0

No additional funding required.

Evaluation Findings

At end-of-course meeting in April 2010, a discussion was held concerning upcoming review of ORI course. Course material was divided by unit and committees formed for review of each unit. Each section of the ORI 101/ORT 100 Student Workbook was updated and edited with current information during Summer 2010. New workbook, 4th edition, was printed for use Fall semester 2010.

Use of Findings

Course materials reflect the most current information available to all enrolled students at all campus locations. Revised and updated ORI 101/ORT 100 Student Workbook, 4th edition, was made available Fall 2010.

Goal 2

Ensure that instructors and division chair are knowledgeable regarding the processes necessary to provide an effective orientation to college course that is both motivating and challenging for students.

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

- Provide a student-centered teaching and learning environment.

Objective or Educational Outcome 2

To empower students to become lifelong learners who reach educational goals, we must have knowledgeable instructors who will be able to make the course an enriching learning experience.

Assessment

Provide professional development opportunities at intervals throughout each semester relaying information obtained from specialty workshops attended by division chair.

Additional Funding Request: \$1000

To allow attendance of professional development opportunities relating to Orientation to College programming.

Evaluation Findings

Division chair was unable to attend an off-campus specialty workshop this year. Funds were not available at this time.

Use of Findings

Since an off-campus professional development opportunity was not feasible at this time, a free online self-study by Innovative Educators, Boulder, CO was made available to all ORI/ORT instructors to promote instructional ideas to use in their courses. To promote an enriching learning experience for our students, the current instructors are

encouraged to share with each other any ideas, exercises, assignments, etc. that have assisted students in reaching their educational goals.

Goal 3

Ensure that technology resources are being utilized with student success throughout this course each semester.

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 3

Students enrolled in ORI/ORT courses will show improved technological competence upon completion of this 10-week course.

Assessment

An end-of-semester student survey will be offered to measure students' perceptions of technology success in all ORI/ORT classes.

Additional Funding Request: \$0

No additional funding required.

Evaluation Findings

A survey called "A Student's Take on TEC" was developed to measure students' perceptions of technology success and was included in the webshell for each ORI/ORT course in WebCT (Fall 2009) and Blackboard (Spring 2010). Unable to obtain data from these surveys at this time. WebCT no longer in use at Gadsden State. Spring 2010 Blackboard courses are currently removed from the Gadsden State server.

Use of Findings

Unable, at this time, to show a level of improved technological competence of students completing ORI 101/ORT 100. Will continue to offer the TEC Survey to all students enrolled in ORI 101/ORT 100 each semester. Data to be collected in future semesters.

User:guest

Unit

Orientation Program

Gadsden State Community College

Strategic Plan

Unit: Practical Nursing Program **Year:** 2009-2010

Person Responsible: Connie Meloun / Susan Tucker

Cabinet Member: Martha Lavender (not reviewed)

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 modifications of Alabama College System Curriculum Program Outcomes.
- 4 Evaluate the course offerings that utilized teleconferencing.
- 5 Obtain National League for Nursing Accreditation.
- 6 Implement more on-line course work/offerings.
- 7 Develop a structured faculty mentoring program.
- 8 Evaluate the implementation of the simulation experiences within the curriculum utilizing the Sim-Man System.

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 in their first attempt.

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. 100% of students will pass the Exit HESI exam in 3 attempts.

Additional Funding Request: \$4,000.00

Voc Tech; Margin of Excellence

1. New faculty especially need to attend workshops that address Test Construction regarding the New PN Test Plan and Student Success on NCLEX.
2. Faculty need to attend workshops on "Meeting Students Learning Needs" with varied learning styles and ways to improve attrition.

Evaluation Findings

1. 100% of graduates passed the NCLEX-PN examination on the first attempt during the 10/01/09-9/30/10 testing period. 52 graduates successfully passed on their first attempt.
2. Graduates exceeded the state average of 94.8% and the national average of 85.2% for first-time NCLEX-RN candidates.
3. 69.2% (36/52) of graduates met the benchmark of 850 in three attempts of the comprehensive HESI exam at the end of program.

Use of Findings

These results indicate that graduates are prepared and successful on the NCLEX-PN. The students who did not meet the benchmark of 850 on the comprehensive assessment HESI were required to do a live review and were offered faculty-guided remediation. The overall success of the students validates the use of individualized remediation plans and the introduction of alternative teaching methods. The comprehensive assessment HESI exam is useful for remediation and identification of weak areas. The provision of the live review for students has improved board scores and will be continued. Continued refinement of course objectives and teaching methods will be the focus of faculty development as well as test construction and use of enhanced simulation. The addition of advanced simulation labs and an online learning and testing system will offer a more comprehensive educational experience.

Objective or Educational Outcome 2

Student's will perform competently in classroom, college labs and in the clinical settings as evidenced by:

- a. communicating effectively in the health care setting.
- b. administering medications safely.
- c. assessing and planning care for patients of various age groups and medical diagnosis/conditions.
- d. the safe implementation of patient care.
- e. performing nursing skills.

Assessment

2a. #1. At least 80% of the students will make at least 75% on their communication exams in NUR 102.

2a. #2. In each nursing course except NUR 104, 80% of students will correctly answer questions related to therapeutic communication on each unit and final exams.

2a. #3 90% of students will complete at least one process recording in each clinical course with this requirement with a grade of 75% satisfactory or above.

2a. #4 On the "End of Program Student Satisfaction Survey" 90% of students will indicate "agree" or above on Part I ...Having obtained knowledge, skills, and experience for the care of patients in all age groups, the graduate is competent to: Communicate effectively with patients, families, and health team members."

2a. #5. 90% of students will demonstrate satisfactory communication techniques appropriate to the nurse-client-family relationship in the Clinical Evaluation Tool.

2b. #1. 95% of students will achieve a grade of 75% or above in NUR 104 Pharmacology.

2b. #2. 100% of students will achieve a score of 90% or above (in 3 attempts) on a pharmacology exam (dosage calculations) at the beginning of the semester they take NUR 105 and at the beginning of the semester they take NUR 107.

2b. #3. In each clinical nursing course, 95% of students will demonstrate competency when administering medications on the clinical evaluation tool.

2b. #4. In each nursing course except NUR 104, 90% of students will correctly answer dosage calculation questions on unit exams and final exams.

2b. #5. On the first attempt 90% of students will be evaluated as "satisfactory" in medication administration lab validations. (NUR 104)

2c. #1. 90% of students will achieve a minimum of 75% on exams/exam questions related to assessment and planning care for patients in each related nursing course.

- 2c. #2. 95% of students will achieve a "satisfactory" (at least 75%) on the Clinical Evaluation Tool on the "Assessing and Planning Care" section.
- 2c. #3. 90% of students will achieve a minimum of 75% on the assessing and planning portions of each nursing care plan/concept map.
- 2d. #1. 90% of students will achieve a minimum of 75% on exams/exam questions related to the implementation of care for patients in each related nursing course.
- 2d. #2. 95% of students will achieve a "satisfactory" (at least 75%) on the Clinical Evaluation Tool on the "Implementation" section for the Provider of Care Role.
- 2d. #3. 90% of students will achieve a minimum of 75% on the implementation portion of each nursing care plan/concept map.
- 2e. #1. 90% of students will be evaluated as "satisfactory" on the performance of each nursing skills lab validation.
- 2e. #2. 95% of students will be evaluated as "satisfactory" (at least 75%) on the Clinical Evaluation Tool on the sections Critical Behaviors and Competent Nursing Skills.
- 2e. #3. 90% of students will score at least 80% on test items pertaining to nursing skills in all nursing courses.
- 2a-e. #1. On the Six Months Post Graduation Survey of graduates- 80% or higher will respond that clinical competence was achieved.

Additional Funding Request: \$4,000.00

Voc Tech

In order to fulfill the College objectives/assessments #5 to provide continuing education and personal enrichment opportunities as it relates to cultural issues- the faculty need additional books/computer programs/workshops devoted to diversity and cultural relationships in the health care system.

Evaluation Findings

- 2a#1. The communications module and final exams were analyzed. 65% (N=97) of students correctly answered exam questions assessing effective communication.
- 2a#2. The end of program comprehensive assessment exam was analyzed. In the category of therapeutic communications, students averaged a score of 905 in Spring and 927 in Summer which is above the acceptable and recommended level for NLNAC accreditation.
- 2a#3. 100% of students satisfactorily (above 75%) completed one or more process recordings in NUR 102 and NUR 108.
- 2a#4. On the "End of Program Student Satisfaction Survey", 100% of students indicated "agreed" or "strongly agreed" in the category "communicates effectively with patients/family/staff."
- 2b#1. Of the students who completed Pharmacology at all PN campuses, N=54, 94.4% were successful in scoring above 75%.
- 2b#2. 100% of students achieved a score of 90% or above in three attempts or less at the beginning of NUR 105 and NUR 107.
- 2b#3. On the clinical evaluation form, 94% of students were evaluated as satisfactory in the category "demonstrates the five rights of medication administration by preparing and administering medications correctly." 4.5% were not observed.
- 2b#4. In all clinical nursing courses, greater than 90% of students correctly answered

dosage calculation questions on unit tests and final exams. In addition, students averaged a score of 1137 at Valley Street and 1163 at Cherokee on the comprehensive assessment exam, which exceeds both accepted and recommended levels for PN graduates.

2b#5. 64.8% of students were evaluated as satisfactory on their first lab validation attempt.

2c#1. Greater than 90% of students achieved a satisfactory (above 75%) on exam questions related to assessment and planning care for patients in related nursing courses. The comprehensive assessment exam was analyzed in the categories of assessment and planning. Students averaged a score of 879 (v1) and 908 (v2) in assessment which is above the accepted and recommended levels. In planning, students averaged scores of 963 (Cherokee)

and 824 (Valley St), which is above accepted and recommended levels.

2c#2. On the clinical evaluation tool, 89.57% of students were evaluated as satisfactory

(above 75%) in the assessment portion: "collects data related to the client's level" and the planning portion: "begins to identify outcomes" and "begins to identify interventions".

2c#3. 100% of students achieved a satisfactory (above 75%) on the assessment and planning portions of concept maps. Additional attempts were necessary for some students.

2d#1. Greater than 90% of students achieved a satisfactory (above 75%) score on exam

questions related to implementation of care for patients in related nursing courses. The comprehensive assessment exam (HESI) was analyzed in the implementation category of the nursing process. Students averaged a

score

of 886(Cherokee) and 929 (VS)which is above the acceptable and recommended

level of 850.

2d#2. On the clinical evaluation tool, 97.7% of students were evaluated in the clinical setting as satisfactory (above 75%) in the implementation of patient care categories of "adapts nursing care to patient" and "patient care consistent with developmental, cultural, spiritual, physical, psychosocial aspects of client."

2d#3. 100 % of students achieved a satisfactory (above 75%) on the implementation portion of assigned concept maps. Additional attempts were necessary for

some

students.

2e#1. 100% of students were evaluated as satisfactory on the performance of each nursing skill validation in order to progress in the program. Additional attempts

were necessary for some students.

2e#2. On the clinical evaluation tool, 97.7% of students were evaluated as satisfactory in the category "safe performance of nursing skills".

2e#3. Greater than 90% of students scored 80% or higher on test items pertaining to nursing skills in all clinical nursing courses. In addition, the comprehensive assessment (HESI) was analyzed in the category of basic nursing skills.

Students

averaged a score of 831(VS) and 879(Cherokee) . On the Six Month Post Graduate Survey, 100% indicated that clinical competency

was

achieved.

Use of Findings

These results indicate a positive progression in knowledge and skills throughout the nursing education program. Students receive education and training at all phases of the program that provide accepted and recommended levels of competency with comparable groups of students. In areas where accepted and recommended levels are below the benchmark, evaluation of teaching methods and training will be a priority. Additional training and development of faculty is needed to provide the technological expertise necessary to practice at a high level in the changing healthcare environment. Instructional materials are outdated or worn and need continuous and progressive evaluation. The acquisition of new, current models and equipment is a priority for all campus labs. The library of visual teaching materials and hands-on models are in constant need of repair and updating to facilitate student learning. Additional video equipment is needed for each classroom and topic. Educational opportunities for faculty are needed to ensure best practice methodology in nursing education.

Objective or Educational Outcome 3

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

Assessment

1. 85% of all students will satisfactorily complete each skills validation in their first attempt.
2. End of course and end of program evaluations: 90% of students will strongly agree or agree they had access to equipment, supplies and computer software needed to learn in order to provide competent patient care.
3. 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: \$40,000.00 (Tech Fees; Voc Tech Funds)

1. To answer/address the Institutional Objective, #4, we must provide "emerging technologies to improve the delivery of all programs" by 10% from the previous year. The manner in which this can be done is to purchase Highly technical equipment such as the "Sim Man" system, Computer software with interactive capabilities, Medication Carts which more closely resemble the clinical setting, Virtual IV systems, Intravenous Pumps

Evaluation Findings

1. 92% of students were successful in their first attempt of all required skill validations on the first attempt.
2. On the End- of- Course Evaluation, 96.66% of students in Spring semester and 94.28 % in Summer semester indicated "agree" or "strongly agree" in the category "supplies and equipment necessary for program available". On the End- of- Program evaluation, 100% of Spring graduates and 97.06% of Summer graduates indicated "agree" or "strongly agree" in the category "resources for this program (audiovisuals, computer programs, laboratory supplies, clinical facilities) met my learning needs".
3. On the 6 Month PN Post Graduation Survey, 91.67% of graduates indicated they were "prepared", "well prepared", or "very well prepared" under the category

"demonstrate competency when performing skills."

On the 6 Month Employer Post Graduation Survey, 100% of employers indicated that graduates were "prepared", "well prepared", or "very well prepared" under the category "prepared competence when performing skills."

4. On the 12 Month Employer Post Graduation Survey, 100% of employers indicated that graduates were "prepared", "well prepared", or "very well prepared" under the category "demonstrates clinical competence and independence in providing care to a group of patients."

Use of Findings

These results indicate the nursing education program provides a strong preparation in the areas of clinical skills and competent practice. In the changing healthcare environment, technology advances often outpace resources. In order to provide current training in this area, simulation and computerized equipment is necessary to continue state-of-the-art education. Current equipment requires updating, repair, and replenishing to meet growing student needs. A simulation training manikin was purchased for two PN campuses and additional beds were donated by area hospitals for the PN campuses. Faculty training must be provided for faculty to ensure maximum benefit.

Objective or Educational Outcome 4

Graduates will become a member of the community workforce.

Assessment

Six-Month Post Graduation Survey

1. 95% of respondents who seek employment will be employed in nursing within six months post-graduation in their own geographic area.
2. 95% of respondents who are employed will have full-time employment if desired.
3. 80% of respondents will have salaries consistent with the geographic area and type of employing agency they work.

Additional Funding Request: \$

Evaluation Findings

1. 91.67% of May 2009 graduates and 100% of August 2009 graduates reported current employment in nursing within a reasonable distance from their home.
2. 91.67% of May 2009 graduates and 76.92% of August 2009 graduates reported experienced no difficulty in obtaining full-time employment in nursing.
3. 75.00% of May 2009 graduates and 76.92% of August 2009 graduates reported that they believed their salary is consistent with the area salaries and with the type of employing agency.

Use of Findings

Graduates from the LPN program are still able to find employment. The current

economy continues to support the LPN career path. The progression of these students within the nursing profession to continue their education is paramount. Graduates need career advisement regarding this process and recommendation of transition into the LPN-to-RN Mobility Program.

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: \$2,000.00

1. Faculty need to attend workshops on implementing the new PN Test Plan
2. Faculty need to attend workshops on implementing various Critical Thinking Techniques/Instruction in the classroom and college lab settings.

Evaluation Findings

1. 100% of graduates (N=52) passed the NCLEX-PN on the first attempt.

Use of Findings

1. Findings indicate that students are prepared upon graduation to meet all state and national standards. Continuous program evaluation will be performed and a systematic evaluation plan will be created for future program evaluation. NLNAC standards will be utilized and accreditation status will be sought.

Objective or Educational Outcome 2

Maintain qualified (Master's degree or higher and experienced) nursing faculty in all specialty 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: \$

No additional funding requested.

Evaluation Findings

1. All full-time and part-time faculty have a master's degree or above. No new faculty members were hired full-time this year. Three full-time faculty have earned doctorate degrees. Two faculty are currently in a doctoral program in nursing.
2. All full-time faculty have a minimum of three years clinical practice.
3. Faculty attend conferences as funds are available. Educational offerings and professional development for nursing faculty are provided on site and available to all faculties at no charge. A professional development day is held in the spring yearly to provide educational offerings to the nursing community. All faculty attend workshops and seminars pertaining to nursing education and their clinical area of expertise. Continuing education hours and clinical certification are maintained by all faculty as required by the State Board of Nursing.

Use of Findings

Additional faculty are needed to replace retiring instructors and for the Cherokee campus. Opportunities for workshops and continuing education are being investigated.

Faculty participation in NLNAC workshops for accreditation and simulation training is being requested.

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: \$

No additional funding required.

Evaluation Findings

1. Since fall 2008, there have been 246 admissions to the LPN program. 119 students (48.4%) have graduated within the 24 month period.

Use of Findings

Additional remediation and counseling will be provided to help with student

success

and retention. A part-time program of studies is being offered and encouraged for

students who have additional obligations or academic difficulties. Individualized plans

are developed for each student and grades/progress is tracked on a monthly basis.

Goal 3

Implement the LPN Program at the Cherokee site.

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 classroom, laboratory and clinical instruction at a comparable level as the other LPN sites.

Assessment

A. Funding for the following is available: instructor's travel to clinical sites and/or between campuses; materials and supplies; computer software and duplication.

B. Nursing labs will be equipped with supplies and training equipment to meet the needs of the instructors and students.

C. Video conferencing of specialized nursing subject material will be utilized as needed.

D. Students' grades will be comparable to those LPN students at other campuses.

Additional Funding Request: \$7,800.00

To fund the expenses associated with the implementation of the LPN program at a new site. -- not including salaries and benefits.

Evaluation Findings

1. Monies are budgeted and available for faculty/instructor travel to clinical sites and for intercampus instruction. Faculty assignments enabled instructors to travel and be dedicated for course instruction as needed on the Cherokee campus. Advisement for nursing students was implemented on Wednesdays. A library for nursing resources was established and training materials (videos, DVDs) have been purchased.
2. Simulation manikins were added to the McClellan and Valley Street campuses. All campuses received additional hospital beds and supplies for student instruction. An additional medication cart, chart rack, dry erase boards were added to the Cherokee lab.
3. No videoconferencing of classes was performed this year based on student evaluation results. Faculty traveled to the Cherokee campus to cover all courses in the classroom.
4. Student grades/success was comparable to other campuses and superior to the McClellan campus. 33 students began the program in fall 2009. 12 students completed the program as on-time graduates (36.4%) and 4 remain in progression.

Use of Findings

The Cherokee campus has demonstrated success in student instruction. Additional faculty is needed to provide instruction at the Cherokee campus. Additional library and instructional resources will be added.

Goal 4

Promote computer competency and information literacy.

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

Students will utilize WebCT and email in each nursing course.

Assessment

- a. 100% of nursing students will utilize WebCT in obtaining information related to

each nursing course such as syllabi, handouts, powerpoint presentations, Tegrity sessions and any other course specific materials.

b. 90% of nursing students will utilize email to submit to their instructor(s) at least one assignment in each course.

Additional Funding Request: \$

No additional funding requested.

Evaluation Findings

1. 100% of nursing students utilize BlackBoard (replaced WebCT) for course communication. All course materials are available in BlackBoard and this format is used for assignments, messaging, and interaction within each course. All faculty use Tegrity to record all lectures.
2. 100% of students use electronic submission for at least one course requirement/assignment. Online testing is used in select courses.

Use of Findings

Additional course requirements are being considered for electronic submission. Two courses were piloted as hybrid offerings. Other forms of technology are being investigated for program use. The Valley Street campus has grant funding that provides students with hand-held mobile devices and/or laptop computers.

Goal 5

Obtain National League for Nursing 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

Abide by criterion/standards set forth by the National League for Nursing Accrediting Commission.

Assessment

Issuance of accreditation by the National League for Nursing Accrediting Commission

Additional Funding Request: \$9,000

Related fees for site visits for 3 campuses.

Evaluation Findings

The PN program is in candidacy status for NLNAC accreditation and will have a

site visit
in fall semester 2011.

Use of Findings

Faculty are in the process of formulating a systematic plan of evaluation based on NLNAC standards and criteria. Workshops for faculty are being conducted monthly to evaluate program against NLNAC standards and committees have been initiated to assist with the evalaution process.

User:guest

Unit

Practical Nursing Program

Gadsden State Community College

Strategic Plan

Unit: Public Relations **Year:** 2009-2010

Person Responsible: Kay Smith

Cabinet Member: Jim Jolly **Approved**

Mission Statement:

The Public Relations Department provides comprehensive marketing services to create greater community awareness in its support of the College's efforts to serve our communities as a viable resource center. The Department is concerned with the changing needs and interests of those in our service area and developing marketing strategies to successfully address those concerns.

Long Range Goals:

- 1 Increase the visibility of the College, marketing its strengths while documenting and publicizing the quality of its programs.
- 2 Enhance awareness of the services provided by the College to students and the community through various forms of media, marketing, sponsorships and participation and partnerships with community organizations/events.
- 3 Implementation of a comprehensive advertising campaign with a full range of marketing services to increase the visibility and branding of the College.
- 4 Work collaboratively with Venture Marketing to enhance branding strategy so as to position the College as a community leader and increase its outreach to targeted audiences.

Goal #1

Establish continuity of institutional image by working collaboratively with the Marketing & Recruitment Strategic Planning Committee to enforce College-wide participation in the delivery of a consistent message and image to ensure that all publications, promotional/printed materials, marketing, recruitment and departmental activities adhere to the highest standards of quality.

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 consistency in the use of College identity and message implemented in the comprehensive marketing campaign. Successful branding of the College through the continued use of the logo and tagline in advertising.

Assessment

Assessment will be accomplished through the Marketing & Recruitment Strategic Planning Committee and its subcommittee--Publications Committee. The Purchasing Agent will not release purchase orders for promotional items, business cards, stationery, or other items with the use of the College logo or tagline without the approval of the Publications Committee.

Additional Funding Request: \$150,000.00

Funding was provided in the 2007-08 budget for the services of Venture Marketing to create a visual and written identity for the College in order to reach targeted audiences. A minimal amount of \$150,000 per year is requested to maintain the services of this agency over the next five years to proceed with and utilize the image that has been developed.

Evaluation Findings

As a result of executive staff reorganization, the Marketing & Recruitment Strategic Planning Committee was dissolved.

Use of Findings

The Public Relations Department with assistance from Venture Marketing will continue to represent the College in its effort to deliver a consistent message and image in all publications, promotional/printed materials, marketing, recruitment and departmental activities. The five-year branding initiative and comprehensive marketing campaign continues to support the College by providing the faculty and staff access to materials to maintain a consistent image and message.

Goal #2

Enhance the News Release Tracking Strategy to monitor the placement of news releases and feature stories that promote college programs and services by utilizing a media monitoring company.

Relationship to College Goals/Mission

College Mission: Supports Institutional Goal #8: "To recognize excellence in student performance, scholarship, and personal achievement."

Objective or Educational Outcome 1

To enhance the current report utilized by the Public Relations Office that identifies channels of communication for news and information about the College.

Assessment

Assessment will be accomplished through the use of the News & Information Monthly Report that is compiled and maintained by Public Relations staff. Results are released to the Executive Staff and the Director of Diversity and Compliance.

Additional Funding Request: \$9,000.00

Approximately \$9,000 in additional funding is needed to acquire the services of a media monitoring company to track news related items that reference Gadsden State Community College, its programs, students and services. In addition to tracking news items, this service will recommend which news releases should be sent to a particular media source (regionally and nationally) for greater marketing exposure of the College.

Evaluation Findings

There were a total of 1,198 media releases, feature stories, and ads about the College in 2009-2010 compared to 1,168 in 2008-2009. This information was obtained from the News Information Monthly Report that is compiled and maintained by the Public Relations Department. This increase, though minimal, is a positive step in the right direction.

Use of Findings

Breaking news stories and activities throughout the year are unpredictable and will inevitably skew expected outcomes. For the third consecutive year, the Public Relations Department has been short-staffed due to the sudden departure of a staff member. Having a full staff year-round and trained personnel to accurately monitor the media is essential for the successful completion of the goal. An effort will continue to be made throughout the year to accurately monitor as many media sources as possible on a daily basis.

Goal #3

To emphasize and support Gadsden State's core commitment to diversity by including all segments of the student population in printed and electronic advertisements.

Relationship to College Goals/Mission

College Mission: Supports the College's Diversity Vision Statement.

Objective or Educational Outcome 1

The support of the institutional mission of creating a campus climate in which trust is established among our widely diverse population by providing opportunities for enhancing diversity and a sense of community through marketing and recruitment advertisements.

Assessment

Assessment will be accomplished through the use of a Diversity Analysis Report provided by Venture Marketing. Results are released to the Executive Staff and the Director of Diversity and Compliance.

Additional Funding Request: \$00

No additional funding is requested.

Evaluation Findings

Auditions were held at all campuses in search of students whose images and voices could be used in college marketing materials throughout the year. The Public Relations Department strives for an image that is complimentary and indicative of our student population. The results of the Diversity Analysis Report revealed that the subjects in the marketing and recruitment advertisements were 63% caucasian, 31% African American and 6% of other descent. This is representative of our student demographics which is 71% caucasian, 23% African American and 6% other descent.

Use of Findings

The findings prove that our publications and advertisements are successfully representative of our diverse enrollment. We will continue to maintain these standards set forth by the College's Diversity Vision Statement.

User:guest

Unit

Public Relations

Gadsden State Community College

Strategic Plan

Unit: Public Safety Telecommunications Program **Year:** 2009-2010

Person Responsible: Connie Meloun / Christina Isom

Cabinet Member: Martha Lavender (not reviewed)

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.

Objective or Educational Outcome 1

Upgrade office computers for administrative, clerical, and instructional services to ensure professional quality services are delivered.

Assessment

Will purchase new computer for program support personnel.

Additional Funding Request: \$3,000 Tech Fees

Upgrade and purchase new desktop computers for administrative and clerical persons in Public Safety Telecommunications.

Evaluation Findings

One (1) office computer was received during the fiscal year via Tech Fees.

Use of Findings

Benchmark not met since only one (1) computer was received. Will request additional desktop computer during 2010-2011 fiscal year with Tech Fees.

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.

Objective or Educational Outcome 1

Current instructors will continue to seek part-time employment in the Public Safety Telecommunications Program.

Assessment

Maintain experienced faculty in Public Safety Telecommunications with the benefit of laptop computers.

Additional Funding Request: \$4,500 Tech Fees

Purchase two laptop computers for faculty in Public Safety Telecommunications.

Evaluation Findings

One (1) laptop for faculty in Public Safety Telecommunications was obtained during the fiscal year with Tech Fees.

Use of Findings

Benchmark not met. Second laptop not obtained as requested; therefore, additional laptop will be requested during the 2010-2011 fiscal year.

Objective or Educational Outcome 2

Complete development of all Public Safety Telecommunications course offerings.

Assessment

Pursue Professionals for three (3) courses completing the development and instruction of Area V courses in Public Safety Telecommunications.

Additional Funding Request: \$0

No additional funding required.

Evaluation Findings

Unsuccessful during the 2009-2010 fiscal year. Completion of all course offerings not completed due to lack of finding Professionals for course development.

Use of Findings

Benchmark not met. Will be scouting for same Professionals during 2010-2011 fiscal year.

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.

Objective or Educational Outcome 1

Students will graduate with their Associate in Applied Science degree.

Assessment

90% of the students eligible for graduation will apply to graduate with their Associate in Applied Science degree.

Additional Funding Request: \$0

No additional funding required.

Evaluation Findings

100% of students eligible for graduation, applied and obtained their AAS degree during the 2009-2010 school year. There were a total of six (6) graduates: Fall 2009 (3), Spring 2010 (0), and Summer 2010 (3).

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 by 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: \$0

No additional funding required.

Evaluation Findings

All classes were offered via eLearning as per the schedules during the 2009-2010 school year. Also, more than one section was available for some offerings.

Use of Findings

Benchmark met. No need to review specific objectives/assessments. 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.

Objective or Educational Outcome 1

Student will apply for their APCO International Certificate.

Assessment

85% of students who complete 18 credit hours will be eligible for an APCO International Certificate and will apply for same.

Additional Funding Request: \$0

No additional funding required.

Evaluation Findings

100% of students who completed 18 hours that were eligible to obtain their APCO International Certificate applied and received their certificate. During 2009-2010, there were two (2) students that were awarded the APCO International Certificate.

Use of Findings

Benchmark met; however, faculty and staff are working to increase the number of students to receive the APCO International Certificate. Instructors are posting reminders in their classes about applying for the certificate.

Community Awareness

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

Objective or Educational Outcome 1

Attend the major APCO and/or 9-1-1 conferences to promote Gadsden State 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 Gadsden State and the Public Safety Telecommunications Program.

Additional Funding Request: \$4,000 Voc Tech/Margin of Excellence

\$3,000 requested to attend additional out-of-state conferences for recruitment. Also promotional items purchased at \$1,000 for conferences when in an exhibit hall booth.

Evaluation Findings

Conferences and workshops were attended for recruitment purposes during 2009-2010 by the Institute of Emergency Preparedness (IEP) faculty staff. During 2009-2010, 79 new students enrolled in the PST program.

Use of Findings

Benchmark met; however, faculty and staff will continue to participate in recruitment activities at the local, state, national and international levels to raise program numbers.

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: \$0

No additional funding required.

Evaluation Findings

Conferences and workshops were attended for maintenance of continuing education purposes during 2009-2010 by the Institute of Emergency Preparedness (IEP) faculty and staff.

Use of Findings

Benchmark met, however, 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

Unit: Quality Enhancement Plan **Year:** 2009-2010

Person Responsible: Donna Wood

Cabinet Member: President (not reviewed)

Mission Statement:

The Quality Enhancement Plan (QEP) for Gadsden State Community College (GSCC), Technology Engagement across the Curriculum (TEC) serves as GSCC's commitment to enable its students to harness available technology, utilizing it in a variety of electronic sources applicable both inside and outside the classroom. The TEC Initiative will encourage students not only to gather information and evaluate its authenticity and usefulness but also to communicate and share their findings with fellow students, as well as their instructors, both orally and in written form using multiple formats.

Long Range Goals:

- 1 To promote computer competency and information literacy
- 2 To apply technology-based information gathering in all subject areas
- 3 To enable students to evaluate the validity/credibility of information sources
- 4 To ensure that students effectively communicate information using technology

Goal 1

Continue to collect data documenting the faculty/student use of the Gadsden State e-mail system and WebCT communication tools for trend analysis.

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

Continue to build a database that can be used to determine the number of e-mail

messages, discussion board postings, and chat room conversations in order to evaluate the level of communication among students and instructors using technology.

Assessment

Collect Gadsden State e-mail statistics each month and WebCT communication statistics each semester and combine the data in an Excel spreadsheet for analysis. Baseline numbers have been provided and new data will be added as they become available. Goals for a percentage increase will be developed for the 2010-2011 fiscal year once more data has been collected.

Additional Funding Request: \$

No additional funding is needed to accomplish this objective.

Evaluation Findings

The Gadsden State e-mail statistics have been collected and show significant increases in the use of The College's electronic mail system. The WebCT e-mail statistics were also collected for the Fall 2009 semester and showed a significant increase when compared to the same statistic for the Fall of 2008. In January, The College upgraded our eLearning platform from WebCT to Blackboard. Blackboard does not provide the information necessary to maintain this data.

Use of Findings

The eLearning Director is in communication with Blackboard to determine whether or not we can get the usage numbers from the current system. The College will continue to encourage faculty and students to communicate with one another using the electronic mail systems that we have available through our online system and Blackboard.

Goal 2

Continue to collect data documenting students' use of WebCT tools for uploading and downloading assignments electronically.

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

Continue to build a database that can be used to determine the number of times students access assignment links in WebCT.

Assessment

Collect WebCT assignment statistics each semester and combine the data in an Excel spreadsheet for analysis. Baselines numbers have been provided and new data will be added as they become available. Goals for a percentage increase will be developed for the 2010-2011 fiscal year once more data has been collected.

Additional Funding Request: \$

No additional funding is needed to accomplish this objective.

Evaluation Findings

The WebCT statistics were collected for the Fall 2009 semester and showed a significant increase when compared to the same statistics for the Fall of 2008. In January, The College upgraded our eLearning platform from WebCT to Blackboard. Blackboard does not provide the information necessary to maintain this data.

Use of Findings

The eLearning Director is in communication with Blackboard to determine whether or not we can get the usage numbers from the current system. The College will continue to encourage faculty and students to share course materials and completed assignments using the online classroom tools available through Blackboard.

Goal 3

Maintain internal assessment practices to ensure adequate evaluation of the QEP.

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

Continue to assess entering and exiting students via the Compass Placement Test and the Graduate Exit Survey for trend analysis.

Assessment

Initial results will be available in the Fall of 2009. The data will be analyzed and goals for a percentage increase will be developed at that time for the 2010-2011 fiscal year.

Additional Funding Request: \$

No additional funding is needed to accomplish this objective.

Evaluation Findings

The TEC Initiative survey has been administered via the Compass Placement Test and the Graduate Exit Survey for the 2009-2010 fiscal year. The pre-test assessed 7659 incoming students and the post-test assessed 651 graduates. 90% of all graduates selected "Yes" in response to the survey items except for: I know how to share information with other students in a variety of formats (89%), and I know how to share information with instructors in a variety of formats (88%).

Use of Findings

The QEP Implementation Team will evaluate the best way to increase the percentage of students that select "Yes" to the two items that did not get a 90% response rate.

Objective or Educational Outcome 2

Re-administer the TEC Initiative Instructor Survey to all instructors for trend analysis.

Assessment

Initial results will be available in the Summer of 2009. The survey will be readministered during the Spring semesters of 2010. The data will be analyzed and goals for a percentage increase will be developed at that time for the 2010-2011 fiscal year.

Additional Funding Request: \$

No additional funding is needed to accomplish this objective.

Evaluation Findings

The TEC Initiative Instructor survey has been administered for the 2009-2010 fiscal year. 272 faculty members (full-time, adjunct, academic and technical instructors) participated in the survey.

Use of Findings

The Dean of Instruction has met with each academic division chair to impress the importance of having every instructor participate in the QEP. Information concerning the QEP and each instructor's responsibility for participation are going to be added to the faculty handbooks for both full-time and adjunct instructors.

Objective or Educational Outcome 3

Include TEC Initiative items on the Faculty Evaluation to ensure compliance with the QEP.

Assessment

The goal is to be 80% compliant with individual instructors meeting expectations or exceeding expectations in the implementation of the TEC Initiative.

Additional Funding Request: \$

No additional funding is needed to accomplish this objective.

Evaluation Findings

The TEC Initiative items have been added to the Faculty Evaluation for the 2010-2011 fiscal year.

Use of Findings

The Faculty Evaluation will replace the TEC Initiative Instructor survey. It will not be administered for the 2010-2011 fiscal year.

Goal 4

Maintain external assessment practices to ensure adequate evaluation of the QEP.

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

The number of students to survey for the SAILS assessment has been reevaluated and will be 350 for the Fall 2009 administration.

Assessment

Successful assessment of 350 students.

Additional Funding Request: \$1,050.00

The SAILS assessment costs \$3.00 per student.

Evaluation Findings

The SAILS library literacy assessment was administered during the Fall 2009 semester. There were 336 completed surveys that could be used for analysis.

Use of Findings

The findings will be compared to the results from the previous administration of the SAILS assessment (Fall 2007). The QEP Implementation Team will develop a plan for addressing the areas in which our students need additional instruction in order to be more successful.

Objective or Educational Outcome 2

The CCSSE assessment will be administered in the spring of 2010. The goal will be to survey 400 students.

Assessment

Successful assessment of 400 students.

Additional Funding Request: \$6,200.00

The cost of administering the CCSSE survey is \$6,200.00

Evaluation Findings

The CCSSE student engagement assessment was administered during the Spring 2010 semester. There were 742 completed surveys that could be used for analysis.

Use of Findings

The findings will be compared to the results from the Spring 2008 administration. The QEP Implementation Team will develop a plan for addressing the areas of student engagement which need more attention.

Objective or Educational Outcome 3

The number of students to survey for the iSkills assessment has been reevaluated and will be 200 for the Fall 2009 administration.

Assessment

Successful assessment of 200 students.

Additional Funding Request: \$5,000.00

The iSkills assessment costs \$25.00 per student.

Evaluation Findings

The iSkills assessment was upgraded through a third-party vendor. The cost of the assessment increased by 67% and the lab preparation was much more labor intensive. The decision was made to discontinue using the iSkills survey. The CSPlacement assessment of basic computer skills was selected to replace iSkills. The CSPlacement survey was administered during the Spring 2010 semester. There were 268 completed surveys that could be used for analysis.

Use of Findings

The Spring 2010 assessment will provide the baseline scores that will be used for comparative analysis after the Fall 2010 administration of the survey.

Goal 5

Provide financial assistance to support the implementation of technology in educational programs/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.

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 QEP budget for technology purchases by 5%.

Assessment

\$304,500.00 budgeted for QEP technology purchases.

Additional Funding Request: \$304,500.00

The 2008-2009 budget for technology purchases was \$290,000.00. A 5% increase will require \$304,500.00 to be budgeted for technology purchases in 2009-2010.

Evaluation Findings

More than \$260,000.00 in funds had been expensed by the end of June 2010 to support the implementation of the QEP and technology purchases.

Use of Findings

The amount of funds expensed for the QEP was slightly less than the goal of \$304,500.00. However, a major purchase in the Technology Division was held up until after the end of the 2009-2010 fiscal year. The \$220,000.00 purchase of robotics for the Electronics department was not completed until October 2010 and had to be expensed in the next fiscal year. Had this purchase been completed when expected, the QEP budget would have been more than the set goal.

Goal 6

Organize professional development for educational programs and individual instructors as needed.

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

Provide assistance in organizing and scheduling professional development/training for faculty members. Training may include basic information about the QEP plan and how it should be implemented as well as more specific training for new technologies to be

used in the classroom.

Assessment

Organize and present at least two (2) technology professional development seminars per academic year for all interested employees and provide individual instruction as requested.

Additional Funding Request: \$5,000.00

To provide professional development for educational programs and individual instructors as needed.

Evaluation Findings

Professional development opportunities have continued to be offered in campus-wide meetings, division chair meetings, and to individual instructors as needed. Here are some of the presentations that have been offered during the 2009-2010 fiscal year:

1. "Microsoft Outlook Update"
Glenda Copeland, Gadsden State Instructor
All Employees / Browder Hall; August 17, 2009
2. "Tegrity Hands-On Workshop"; Sara B. Poovey, Gadsden State
Instructors / Inzer Lab; August 17, 2009
3. "Microsoft Training" Word—Outlook—Excel
Donna Gilliland, MOSTraining
All Employees / Browder Auditorium; November 23, 2009
4. "Social Networking: Twitter, Facebook, My Space"
Nathan McCurley, CIS Director, Etowah County
All Employees / Allen Hall 211; November 23, 2009, 8:30 – 10:00 am
5. "Blackboard v.9 Training"; Sara B. Poovey, Gadsden State
Instructors / Allen 200A; November 23, 2009, 10:30 – 12:00
6. "Techniques for Improving Online Instruction—Best Practices"
Gadsden State Instructors
Instructors / Ford Center, January 4, 2010, 2:30 – 3:30 pm

Use of Findings

The QEP Implementation team will continue to work with the Office of Institutional Effectiveness in order to provide additional professional development opportunities for faculty members. The Team will also review the TEC Initiative Instructor surveys for information as to what type of professional development faculty members need.

Goal 7

Continue marketing plan to promote the TEC Initiative and to educate faculty members and students as to how it will be implemented and the benefits the plan will provide to all Gadsden State students despite their diverse levels of technology experience.

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

Present TEC Initiative information to employees during college-wide meetings at least two (2) times per academic year and continue promoting the plan to students at extracurricular events.

Assessment

- a) QEP updates in the Fall and Spring college-wide employee meetings.
- b) Promotional booths set up for students at the following events (and others as scheduled):

Get on Board

M*A*S*H

G-Day

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

The following QEP updates and professional development programs were provided during the Fall 2009 and Spring 2010 college-wide meetings:

1. "If I Can Do This, You Can Do This" (QEP Tech Presentation)
Dr. Bennet "Chip" Tucker, Biology Instructor
2. QEP Update, Dr. Donna Wood
3. "Good Morning Starshine" (QEP Tech Presentation)
Gina Tice, Radiologic Tech Instructor

Tables were set up at each campus for all of the student events listed below. Information : the TEC Initiative was provided to students along with pencils, mouse pads, and dring ko The events included: Freshman Focus, Get on Board Day, M*A*S*H, and G-Day.

Use of Findings

QEP updates and professional development will continue to be offered to employees during college-wide meetings and at other opportunities. Promotional booths will continue to be set up for the TEC Initiative at all student events, on all campuses.

User:guest**Unit**

Quality Enhancement Plan

Gadsden State Community College

Strategic Plan

Unit: Radiologic Technology Program **Year:** 2009-2010

Person Responsible: Connie Meloun / Gay Utz

Cabinet Member: Martha Lavender (not reviewed)

Mission Statement:

To provide the health-care community with graduate entry-level radiographers skilled in diagnostic imaging procedures

Long Range Goals:

- 1 Acquire Computerized Radiography (CR) for use in the energized laboratory.
- 2 Acquire a light-weight full body radiographic phantom for use in the energized laboratory.
- 3 Acquire a mobile radiographic equipment (portable x-ray machine and c-arm) for use in the energized laboratory.
- 4 Create a computer laboratory with ten (10) computers for shared use with the Clinical Laboratory Program.
- 5 Acquire ten (10) ultraportable laptops for use by the clinical instructors.

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. General Clinical Evaluation (GCE): An average score of 4.25 on a 5.0 scale will be achieved on the patient care section of the evaluation performed at the end of the 3rd and 5th semesters.
- B. Employer Survey: An average score of 4.5 on a 5.0 scale will be achieved on Question #1.
- C. Graduate Survey: An average score of 3.5 on a 4.0 scale will be achieved on Section I, Question #2.
- D. Exit Competencies: An average score of 90 will be achieved on the exit competencies performed in the final semester of the Program.

Additional Funding Request: \$15,600

The funding will be provided by Voc/Tech or Margin of Excellence awards for the purchase of a light-weight radiographic phantom (\$14,000) and a patient stretcher (\$1,600) for use in the patient care and radiographic positioning labs.

Evaluation Findings

- A. General Clinical Evaluation (GCE): The average score for semester 3 was 4.96. The average for semester 5 was 4.5.
- B. The average score on question # 1 from the Employer Survey was 4.75. The benchmark of 4.25 was exceeded.
- C. The average score on question #2 from the Graduate Survey was 4.0. The benchmark of 3.5 was exceeded.
- D. Only 10/22 students scored 90 or better on the Exit Competencies. Four categories are used for determining success (Positioning, Collimation, Central Ray, and Marker Use). The number of errors attributed to inaccurate use of the Central Ray (CR) were greater than the number of errors in any other area. Looking closer at the data it can be determined that one exam (knee) accounted for more errors than any other exam in that category.

Use of Findings

- A. Although the benchmark was met for each semester a drop in the average is noted. No changes will be made at this time. If the averages continue to trend downward faculty will re-evaluate.
- B. Faculty are pleased with that employers report graduates are well prepared to very well prepared to provide patient care appropriate for the individual patient. Patient care is an integral part of the profession of Radiologic Technology and those skills are reinforced in both didactic, lab, and clinical settings throughout the five semester Program.
- C. Faculty are pleased that students feel their preparation is more than adequate in providing patient care. Patient care skills are constantly reinforced throughout the didactic, lab, and clinical components of the Program.

D. Review of the data shows the need for review and additional work on examinations of the knee. Although the errors were distributed as to their cause, and not as great in number as the knee, the data also showed a need for review and additional work on cranial exams. These exams will receive extra attention during the image evaluation course taught during the fall semester (2010) and the review seminar taught in the spring semester (2011).

The lightweight phantom for use in the energized lab was purchased with VOC-TECH funds and will be used in the Radiographic Procedures class and the Image Evaluation/Radiographic Pathology class. Funding for the patient stretcher were not available. Faculty will request that a patient stretcher be purchased with VOC-TECH funds or from program budget in the next fiscal year.

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: \$3,000

Funding would be achieved through Voc/Tech or Margin of Excellence awards (\$2,000) and the regular budget (\$1,000). 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 educators meeting.

Evaluation Findings

Gina Tice attended the Association of Educators in Imaging and Radiologic Sciences (AEIRS) Annual Meeting in July, 2010.

Gay Utz attended the Association of Collegiate Educators in Radiologic Sciences (ACERT) Annual Meeting in February, 2010.

Both faculty attended the Saturday Continuing Education Seminar sponsored by the Northeast Alabama Society of Radiologic Technologists.

Use of Findings

The AEIRS Annual meeting attended by G. Tice was not paid for from the Program's annual budget. G. Tice was the recipient of the Beverly Hill Exceptional Achievement in Teaching Award. As recipient she received funds to attend a professional development seminar.

The ACERT Annual meeting attended by G. Utz was not paid for from the Program's annual budget. G. Utz attended the meeting as a board of director member of the Joint Review Committee in Education in Radiologic Technology (JRCERT) and travel was paid for by the JRCERT.

The additional funding requested for this outcome was not granted. Faculty believe attendance is vital to their ability to stay current in the changing field of medical imaging and continuing education credit is required to maintain certification by the American Registry of Radiologic Technologists. (ARRT). Faculty will continue to request funding to attend workshops and conferences.

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

Funding will be achieved through Voc/Tech or Margin of Excellence awards to cover the attendance of both faculty and members and 6 clinical instructors at a clinical instructor workshop.

Evaluation Findings

This outcome was not met. Funding was not available for clinical instructors to attend a designated workshop.

Use of Findings

Faculty will continue to look for opportunities for clinical instructors to attend a designated workshop. The clinical instructors are employees of the clinical sites where students receive their clinical education and receive no compensation for their time and effort with the students. Support and funding of a designated workshop is an excellent method for clinical instructors to improve and update their skills in their roles as 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.

Assessment

A. Exposure Principles Course: An average score of 90 will be received on the laboratory assignments.

B. Image Evaluation/Pathology Course: An average score of 90 will be achieved on the Image Evaluation Film Project.

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

A. Exposure Principles Course: Data from three laboratory assignments was obtained. Lab#1 - all students achieved 90 or greater. Lab#2 - 17/20 students achieved 90 or greater. Lab#4 - 16/20 achieved 90 or greater.

B. Image Evaluation / Pathology Course: 22/23 students achieved 90 or greater on the Image Evaluation Film Project.

Use of Findings

A. Exposure Principles Course: Students will be provided additional lecture material to enhance the laboratory assignments. Faculty will review the laboratory forms for clarity and determine if additional experiments or questions should be required.

B. Image Evaluation/Pathology Course: Students are successfully completing the Image Evaluation Film Project. Faculty will evaluate the project and determine if additional requirements will be added to enhance the project.

Goal 3

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

Students will demonstrate professional development and growth.

Assessment

- A. Introduction to Radiography Course: An average score of 90 will be achieved on an essay describing the function and personal relevance of the professional organizations related to radiologic technology.
- B. Review Seminar Course: An average score of 90 will be achieved on the resume assignment.
- C. Review Seminar Course: An average score of 90 will be achieved on the five (5) year career development plan.

Additional Funding Request: \$11,000

Funding would be received from Tech Fee or Margin of Excellence awards for the purchase of five (5) computers with workstations and a server. This is half of the size of the intended computer lab. This lab would be shared with the Clinical Laboratory Program which would request funding for an additional five (5) computers and workstations.

Evaluation Findings

- A. Introduction to Radiography Course: An average score of 94.6 was achieved.
- B. Review Seminar Course: An average score of 93.5 was achieved on the Resume assignment.
- C. Review Seminar Course: An average score of 94.5 was achieved on the Five Year Career Development Plan.

Use of Findings

- A. This assignment is succeeding as a strong introduction to the field of radiography. It will continue to be required. If the average score continues to rise faculty may consider additional requirements to this assignment.
- B. This assignment will continue to be required. Students need to have a resume ready at the time of graduation.
- C. This assignment will continue to be required. The grading rubric may be updated at a later date.

The computers and workstations requested were not received, but will continue to be requested to enhance these assignments.

Goal 4

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: A five-year average program completion rate of 80% will be achieved.
- B. American Registry of Radiologic Technologists (ARRT) Summary Report: 80% of graduates, over a five year period, will pass the certification exam on the first attempt.
- C. Graduate Survey: 80% of graduates seeking employment will be employed in medical imaging within six (6) months after graduation.

Additional Funding Request: \$11,500

Funding would be received from Tech Fee or Margin of Excellence awards for the purchase of five (5) computers with workstations and a server (\$11,000). This is half of the size of the intended computer lab. This lab would be shared with the Clinical Laboratory Program which would request funding for an additional five (5) computers and workstations. NOTE: This purchase was also described in Goal 3. Additional software for preparation for the certification exam (\$500) would also be purchased from Tech Fees.

Evaluation Findings

- A. The five-year program completion rate was 82.4%. The Program exceeded the benchmark of 80%.
- B. The five-year first time pass rate of the ARRT examination was 94.2%. The Program exceeded the benchmark of 80%.
- C. The programmatic accrediting agency (Joint Review Committee on Education in Radiologic Technology:JRCERT) requires programs to track employment of those seeking employment 6 months post graduation. This will occur for the graduating class of 2010 in November, 2010.

Use of Findings

- A. The benchmark was exceeded but not by a large margin. The current 2nd year students who will graduate in May, 2011 began as a group of 25 and now have 18 in the class. Only two of those 25 are no longer in the Program due to academic failure. Two left the Program due to health concerns and the remaining students left due to a career change. The retention rate for the graduating class of 2011 will be low. While this concerns the faculty it is difficult to predict what a student will decide once they begin

their clinical assignments and see what a radiographer does on a daily basis. Observation visits (2 six hour visits) were required for the class that only has 18 students remaining. Observation visits are no longer required for applicants. Faculty will compare the two cohorts and determine if the observation visits make a difference.

B. Faculty are pleased with the five year first-time pass rate on the ARRT examination. A computerized comprehensive examination will be given for the current second year students in the fall semester, 2010. In previous years a comprehensive exam was given but this exam is administered by Elsevier and is computerized as is the ARRT exam. This examination will test all information covered in the first three semesters of the Program and will give the student a "snapshot" of areas that need attention and review prior to the review class during the final semester. Faculty will evaluate this examination to determine its effectiveness.

C. The job market in this geographic area and in most of the United States is very tight. Faculty has watched the 6 months post employment rate trend downward for several years and do not expect the trend to reverse for several years. The Standards for an Accredited Radiography Program were recently revised and will go into effect in January, 2011. Instead of using a yearly percentage to assess 6 month employment the Standards will use a five year average. Faculty will strongly consider changing this benchmark in the next Unit Strategic Plan.

Goal 5

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

Meeting preventative maintenance requirements which are assessed on an annual basis.

Additional Funding Request: \$24,000

The preventative maintenance contract for 2009 is \$24,000 from Tech Fees.

Evaluation Findings

Preventative maintenance requirements were met.

Use of Findings

Funding was provided through TECH Fee funds for the maintenance contract on the digital radiographic room. Faculty will continue to request funding for this maintenance contract through TECH fee funds.

Objective or Educational Outcome 2

Purchase ten (10) ultraportable laptops for clinical instructors.

Assessment

Electronic submission of student competencies by clinical instructors, thus maintaining the confidentiality requirements of the Joint Review Committee on Education in Radiologic Technology (JRCERT).

Additional Funding Request: \$14,000

Tech fees will be requested for the purchase of the computers.

Evaluation Findings

Funding was not provided for the purchase of ten ultraportable laptops for clinical instructors.

Use of Findings

Due to budgetary constraints programmatic needs have been prioritized and faculty has determined not to pursue the purchase of ultraportable laptops for clinical instructors.

Objective or Educational Outcome 3

Provide students with opportunities in current imaging technologies to better prepare them for the clinical setting.

Assessment

Performing student evaluations with Computed Radiography (CR) equipment in the energized laboratory.

Additional Funding Request: \$45,000

Funding would be received from Voc/Tech or Margin of Excellence awards for the purchase of CR equipment.

Evaluation Findings

This outcome was not met.

Use of Findings

Computed Radiography equipment was not purchased due to lack of available funding through VOC-TECH. Faculty strongly believe that this equipment is needed due to the number of clinical sites currently using this technology. Faculty will continue to request this purchase through VOC-TECH or Program budget.

Goal 6

Maintain programmatic accreditation with the 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 as required by the JRCERT.

Assessment

Submit annual accreditation fee (\$1,900 from the Healthcare Accreditation Budget) and annual report by the deadline.

Additional Funding Request: \$

Evaluation Findings

This outcome was met.

Use of Findings

The annual accreditation fee was paid and the annual report was submitted by the deadline. Submission of the annual accreditation fee and annual report are required in order to maintain our programmatic accreditation.

Objective or Educational Outcome 2

Program faculty will gain knowledge of the accreditation process by serving as site visitors and/or serving on the Board of Directors for the JRCERT.

Assessment

Attend site visitor and/or outcomes assessment workshop as required by the JRCERT every three (3) years. No funding will be requested this year. The next required workshop will be in 2011.

Additional Funding Request: \$

Evaluation Findings

Gina Tice continues to serve as a site visitor for the JRCERT. She attended a site visitor workshop in July, 2010. She will be required to participate in another site visitor workshop in three years.

Gay Utz continues to serve on the board of directors for the JRCERT.

Use of Findings

G. Tice was promoted to team chair of the site visit team. No programmatic funds were used for G. Tice to attend the site visitor workshop. Funds received as recipient of the Beverly Hill Exceptional Teaching Award were used to fund attendance at that workshop.

No funding is necessary for G. Utz to attend bi-annual board of director meetings for the JRCERT. Attendance at these meetings is funded by the JRCERT.

User:guest

Unit

Radiologic Technology Program

Gadsden State Community College

Strategic Plan

Unit: Safety & Security, Postal, & Transportation Service **Year:** 2009-2010

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 diverse 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 safety/security, 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 and diverse 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, East Broad, and Valley Street Campuses.

Goal 1

Provide well-trained security staff to ensure campus safety.

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

Increase staff by at least two Security Officer I second-shift positions for the McClellan & Cherokee Campuses and two 19-hour positions for the Valley Street Campus.

Assessment

Verify the hiring of four new employees.

Additional Funding Request: \$68,000

To cover additional personnel.

Evaluation Findings

Funds have not been available for the two full-time positions. Part-time employees have been available as needed.

Use of Findings

Continue to pursue the filling of two full-time positions for McClellan & Cherokee Campuses. Will maintain part-time staffing levels.

Goal 2

Maintain a well-trained diverse security staff of full-time and part-time employees.

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

Coordinate CEUs and professional development with local EMA, police and sheriffs' departments, FBI, and Gadsden State Community College EMS Department with a goal of all employees completing no less than 32 hours a year.

Assessment

Review all employee personnel files to ensure required hours were completed.

Additional Funding Request: \$8,000

To cover adequate training.

Evaluation Findings

All employees have completed required training.

Use of Findings

Level of personnel proficiency has increased along with student and staff ratings.

Objective or Educational Outcome 2

Provide diversity training for staff as needed so that each employee attends a minimum of one formal diversity session each year.

Assessment

Review all employee personnel files to ensure required session was attended.

Additional Funding Request: \$1,000

To cover adequate training.

Evaluation Findings

All employees have completed required training.

Use of Findings

Employees now serve our diverse climate of students, faculty, and staff more effectively.

Goal 3

Improve in-house postal operations.

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 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: \$

Evaluation Findings

Objective was met due to the fact the most recent survey, Fall Semester 2009 Employee Evaluation Survey, showed 100% satisfaction.

Use of Findings

Mail process will be evaluated on a continuing basis and adjustments made where necessary.

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: \$

Evaluation Findings

Objective was met due to the fact the most recent survey, Fall Semester 2009 Employee Evaluation Survey, showed 100% satisfaction.

Use of Findings

Mail process will be evaluated on a continuing basis and adjustments made where necessary.

Objective or Educational Outcome 3

Increase staff by at least 1 35-hour clerk position.

Assessment

Verify that personnel actions were taken to hire new employee.

Additional Funding Request: \$28,000

To cover additional personnel.

Evaluation Findings

Objective was not met.

Use of Findings

Efforts will be continued to fill this position.

Goal 4

Maintain and improve the College transportation fleet.

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

Upgrade school fleet by adding three service vans and one truck or van type vehicle for maintenance operations in Gadsden and Anniston.

Assessment

Verify that additional vehicles were purchased.

Additional Funding Request: \$66,000

To purchase additional vehicles.

Evaluation Findings

Funding was not available, therefore fleet was not upgraded.

Use of Findings

Fleet will be upgraded depending on available funds.

Objective or Educational Outcome 2

Provide covered parking spaces for the three new College buses.

Assessment

Verify that covered parking spaces were acquired.

Additional Funding Request: \$20,000

To construct covered parking spaces for the 3 new college buses.

Evaluation Findings

Funding was not available, therefore covered parking was not constructed.

Use of Findings

Efforts will be made to obtain funding to complete this project.

User:guest

Unit

Safety & Security, Postal, & Transportation Service

Gadsden State Community College

Strategic Plan

Unit: Science Division **Year:** 2009-2010

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. Continue to use current and new methods of technology in the instructional process such as Tegrity and Tandberg.
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. Develop a plan for a Science and Health Complex.

Goal 1

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.

Objective or Educational Outcome 1

Students who participate in and complete science courses will demonstrate a basic knowledge of these sciences.

Assessment

- 1.) 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.
- 2.) Administer pre-tests composed of questions which will be embedded into regular tests throughout the semester and reviewed to assure 70% of the students have mastery of the course objectives.

Additional Funding Request: \$0.00

No additional funding required.

Evaluation Findings

1. 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 84%, 85%, and 84% of students earning a "C" or better in the fall, spring, and summer semesters respectively.
2. While 70% mastery of most objectives was obtained, the Science Division fell short of our 70% goal in other objectives.

Use of Findings

1. The Science Division remains committed to providing quality science courses and will continue the assessment and review of grade records.
2. 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 2010-2011 year.

Goal 2

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.

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 one new grant proposal (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.
- 4.) Complete a transfer agreement and forge a partnership with the aquaculture program at the University of Arkansas, Pine Bluff.

Additional Funding Request: \$0.00

No additional funding required.

Evaluation Findings

1. We submitted a pre-proposal to USDA Sustainable Agriculture Research and Extension (SARE) for 284K entitled "Commercialization of Yellow Perch Aquaculture in

Alabama." It was denied for a full proposal.

We submitted a pre-proposal to NSF Advanced Technology Education for technical training of zebra-fish technicians for biomedical research. GSCC was an equal partner with Oregon Coast Community College on the proposal. The pre-proposal was for 300k and was accepted for a full proposal. Reviewers asked that we complete two employer surveys 1) job skills and 2) job availability in support of a full proposal.

2. We were successful with this objective. 17 High school teachers participated in the 2009 Teacher Workshop. The 2010 Teacher Workshop had 10 participants.

3. Two students attended offsite internships. One student attended Dauphin Island Sea Lab Estuarium, Summer 2010 and another student is currently at Shrimp Mariculture Research Lab, Port Aransas TX for Fall 2010.

4. A 2+2 transfer agreement has been agreed upon by both UAPB and GSCC. This was brought to the GSCC Aquaculture Advisory Committee Meeting by Dr. Carole Engle (Dept Chair UAPB Fisheries and Aquaculture).

Use of Findings

1. These requests are no small or inexpensive task and will require substantial effort and money on our part to proceed further. We are discussing other funding options with our advisory team for this project (Oregon State, Harvard University, NIH, UAB) to decide how to proceed. We will be looking at planning grant opportunities.

2. We will continue to seek out new teachers for this program through the Alabama Science Teachers Association, Alabama Department of Agriscience Education, Alabama Cooperative Extension System, National Aquaculture Educators Network and other sources.

3. Many internships were cut due to economic reasons nationwide. We had several students that could not find paid internships in the field of their choosing. We have made progress into several new internships that have good potential to open new pathways for students. Dauphin Island Sea Lab has an intern program and large influx of funds from BP. Georgia Power's stream team (fish diversity) has made openings available to us. Texas A&Ms Shrimp Mariculture Research Labs in both Port Aransas and Corpus Christi want interns on a regular basis. The University of Arkansas at Pine Bluff will take two students a summer for their intern program in fisheries and aquaculture. We will continue to seek out internships with organizations at professional meetings and through existing contacts.

4. We will attempt to direct more students to UAPB through established internships in the short term. Over the long term we would like to conduct joint grant projects and field experiences with students on the UAPB facility.

This agreement also sets a precedent for other institutions to establish such agreements with GSCC. Over the next several years we will pursue agreements with JSU, UAB, and solidify existing agreements with Auburn and USA.

Goal 3

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 Tandberg as tools in traditional, web-enhanced and hybrid science courses.

Assessment

- 1.) Incorporate Tegrity as a technology tool in at least 65% of science classes by the end of the 2009-2010 academic year.
- 2.) At least 30% of the science faculty will attend a training session on Tandberg during the 2009-2010 academic year.
- 3.) Offer two science courses, BIO 120 (Medical Terminology) and BIO 201 (Anatomy and Physiology I), using Tandberg during the 2009-2010 academic year.

Additional Funding Request: \$20,000.00
Purchasing equipment for Tandberg.

Evaluation Findings

1. While some courses use Tegrity as a major instructional tool, the Science Division fell short of the 65% goal established.

2. Since a limited number of Tandberg classes are being offered, training of 30 % of the faculty is unwarranted at this time.
3. Both BIO 120 (Medical Terminology) and Bio 201 (Anatomy and Physiology I) are currently being offered using Tandberg.

Use of Findings

1. Continued and increased use of Tegrity is planned for the Science Division.
2. Tandberg training will be offered as needed.
3. The Science Division will continue to offer these courses using Tandberg as needed.

Objective or Educational Outcome 2

Students will use WebCT as a method of communication with their instructors and a learning tool in all science courses.

Assessment

- 1.) At least 75% of the students enrolled in science courses will complete and submit to their
instructors through WebCT two technology assignments each semester.

Additional Funding Request: \$0.00

No additional funding required.

Evaluation Findings

1. According to the TEC Initiative Instructor Survey, 100 % of the Science Faculty required their students to submit two completed assignments through Blackboard each semester. Over 90 % of science students completed and submitted these assignments through Blackboard.

Use of Findings

The Science Division faculty will continue to require each student to complete and submit two assignments electronically each semester.

Goal 4

Strive to make students aware of the diversity and multiculturalism that existed among individuals who contributed to natural 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.

Community Awareness

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

Objective or Educational Outcome 1

Students will be exposed to the diversity of scientists in each course.

Assessment

- 1.) At least 70% of science students will review assigned biographical sketches of scientists incorporated into each course and answer questions about the individuals and their contributions to natural science.

Additional Funding Request: \$0.00

No additional funding required.

Evaluation Findings

Uncertainty concerning the most effective means of implementing diversity into all science courses prevented achievement of the 70 % goal.

Use of Findings

The trial diversity components led the Science Division to the diversity assignment that has been implemented into 100 % of the science classes beginning Fall 2010.

User:guest

Unit

Science Division

Gadsden State Community College

Strategic Plan

Unit: Skills Training **Year:** 2009-2010

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.

Evaluate marketability and launch new short-term, non-credit programs in one or more of the following areas: Information Technology, Office Administration, or Welding.

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: This goal will meet the training needs of our community by adding a new program that will offer a quality educational experience that is accessible and affordable.

Objective or Educational Outcome 1

The expected Educational Outcome would be to create at least one new entry-level career pathway program for high demand occupations.

Assessment

The Assessment measure can be validated when a new Skills program has been developed and added to the Skills Training Division taxonomy.

Additional Funding Request: \$

No additional funding is needed for this objective.

Evaluation Findings

Orbital Welding, a new Skills Training program, was added to the Skills Training Taxonomy May, 2010. Three classes have been conducted. Due to ongoing construction, classes have been delayed but should resume when construction of the building has been completed.

Use of Findings

With construction projected to be complete October 18, 2010, a full schedule of course sessions will be posted online and available for registration.

Goal 2.

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: This goal relates to the College Mission by providing training to meet the needs of its diverse community by offering affordable training.

Objective or Educational Outcome 1.

The expected Educational Outcome would be to achieve an average of at least 85% or higher rating from the Course and Instructor Evaluation Survey that the students either "Strongly Agree/Agree" that they have an "overall satisfaction" of the Courses and the Instructor.

Assessment

The Assessment Measure can be validated when at least an average of 85% of the students who complete the training either "Strongly Agree/Agree" that they have an "overall satisfaction" of the Courses and the Instructor on the Course and Instructor Evaluation Survey.

Additional Funding Request: \$

No additional funding is needed for this objective.

Evaluation Findings

The Course and Instructor Evaluations collected resulted in a 96% favorable rating. All but one evaluation was answered with Strongly Agree or Agree to the questions pertaining to the quality and cost of training.

Use of Findings

The goal of providing quality short-term, non-credit training specific to the needs of the community at a reasonable cost was met. The Skills Training Division will analyze ways to improve quality while maintaining low cost.

Goal 3.

Obtain an increase in the number of students in Skills Training 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.

To 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.

Assessment

The Assessment Measure can be validated when the Competency Charts/Skills Training Placement Records are compared to previous years records and those records indicate a 5% increase in the number of students who complete the training programs and are employed.

Additional Funding Request: \$

No additional funding is needed for this objective.

Evaluation Findings

This goal was not met due to the lack of Workforce Investment Act (WIA) funding, particularly ITA's which has been and will continue to be a major source of funding for students.

Use of Findings

The Skills Training Division will explore other forms of tuition assistance for prospective students, such as researching grant opportunities and exploring financial aid opportunities for non-credit programs.

Goal 4.

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: This will empower students to become life long learners.

Objective or Educational Outcome 2.

The expected Educational Outcome would be to achieve an average of at least 85% or higher rating from the Course and Instructor Evaluation Survey that the students either "Strongly Agree/Agree" that they have an "overall satisfaction" of the Courses and the assistance provided to them by the Instructor.

Assessment

The Assessment Measure can be validated when at least an average of 85% of the students who complete the training either "Strongly Agree/Agree" that they have an "overall satisfaction" of the Courses and the the assistance provided to them by the Instructor on the Course and Instructor Evaluation Survey.

Additional Funding Request: \$

No additional funding is needed for this objective.

Evaluation Findings

The Course and Instructor Evaluations collected resulted in a 96% favorable rating. All but one evaluation was answered with Strongly Agree or Agree to the questions pertaining to the quality, cost and achievement of goals.

Use of Findings

The goal of assisting the students in achieving their training goals was met. The Skills Training Division will analyze ways to expand opportunities for students to achieve their goals.

Goal 5.

Begin updating equipment as necessary to meet training needs.

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: This goal relates to the College Mission by providing training to meet the needs of its community by offering quality education

Objective or Educational Outcome 1

Purchase 2-3 new computers for Office Careers lab in order to meet the training needs of Skills Training students.

Assessment

The Assessment Measure can be validated when at least two computers are purchased and installed in the Office Careers lab.

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

This goal was met. The Skills Training Division Office Careers lab has 15 updated computers to meet the needs of Skills Training students.

Use of Findings

Skills Training Office Careers received updated computers from another program. These computers are more than sufficient to run all Office Careers software.

Goal 6.

Increase the Child Support Collection dollar amount paid by Alabama Fatherhood Initiative (AFI) participants by empowering AFI participants to become economically self-sufficient through either job search assistance or skills training enrollment to acquire skills needed to become gainfully employed so they can meet their child support obligations.

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

The Unit Objective is for the amount of Child Support collected from AFI participants to increase by 5% over the previous year's collections.

Assessment

The Assessment Measure can be validated when the Department of Human Resources Child Support Collection report is compared to the previous year's report.

Additional Funding Request: \$

No additional funding is needed for this objective.

Evaluation Findings

Child support collections in PY 09 were \$261,353 compared to collections of \$215,370 in PY 08, which represents a 21% increase in collections. This information was obtained from the Department of Human Resources Child Support Collection report.

Use of Findings

Child Support collections increased 21% over the previous year, well surpassing the goal of increasing collections by 5%. Even though this is a great achievement, this continued increase is not realistic; therefore, the goal of 5% per year will be retained.

User:guest

Unit

Skills Training

Gadsden State Community College

Strategic Plan

Unit: Social Sciences **Year:** 2009-2010

Person Responsible: George Terrell

Cabinet Member: Jim Jolly (not reviewed)

Mission Statement:

The mission and purpose of the Social Science Division is to provide courses in the areas of History, Political Science, Geography, Psychology, Sociology, Human Services, Early Childhood Education, Philosophy, and Religion. The 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 at Gadsden State 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 into the work force 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 students in the social sciences to ensure that the courses they pursue are transferable and applicable to their programs of study at senior institutions.
- 5 To increase the number of courses offered in both internet and hybrid formats.
- 6 To increase the incorporation of technology in the instructional process.

Goal 1

To provide students with an understanding of the social sciences. Students will accomplish objectives set forth by the Articulation and General Studies Committee for the state of Alabama. These objectives will give them knowledge and allows them to analyze and apply information including (but not limited to) history, the development of society, contributions of culture(s), and human behavior and interaction as individuals and in groups. Accomplishing these objectives adequately prepares students for their transfer to 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.

Objective or Educational Outcome 1

Instructors will incorporate state provided objectives into social science courses.

Assessment

Each course syllabus will be evaluated to determine if the objectives stated are correlated with objectives provided by the Articulation and General Studies Committee for the state of Alabama. This will ensure that each course prepares students for more advanced courses offered at other institutions.

Additional Funding Request: \$5,000.00

Instructors will use this funding to pursue professional development opportunities in their teaching area allowing them to better meet the stated objectives.

Evaluation Findings

Using peer evaluation, each instructor's syllabus was examined to ensure that objectives met state requirements. 100% of social science instructors are using objectives that are set forth by the Alabama Department of Postsecondary Education.

Use of Findings

Currently, 100% of social science instructors are meeting this objective. Each semester, peer evaluations will be performed to ensure that state objectives are being outlined in all instructors syllabi.

Objective or Educational Outcome 2

Students will accomplish the "intended outcomes" as set forth by the social science department (based on state provided objectives) for each course that is offered. This will ensure students are meeting expectations of social science courses at Gadsden State Community College and other institutions that abide by the same state guidelines.

Assessment

Each semester, students will be evaluated using an assessment rubric measuring how well students meet the "intended outcomes" for all areas of social science. Instructors will place imbedded test questions in exams that will measure the "intended outcomes." Students will earn a 3 or 4 on the rubric for each of the outcomes.

Additional Funding Request: \$5,000.00

Instructors will use this funding to obtain professional development to improve instructional methodology and student assessment.

Evaluation Findings

Students were given a brief student learning outcome (SLO) assessments for the fall

2009 and spring 2010 semesters. The assessments included multiple choice questions corresponding to each of the competencies identified in the SLOs for all areas of history (HIS 101, 102, 201, and 202), introduction to psychology (PSY 200) and introduction to sociology (SOC 200). Instructors used a rubric to analyze the results of the assessments. Students will earn a 1-4, 4 being the highest, to determine their level of mastery of each competency. The desired goal is that 85% of students or higher will earn a 3 or 4 on each competency for all history courses offered.

The results for both semesters show that for history, students met the desired goal in two of the four competencies. In psychology, students met the desired goal in one of the four competencies. Finally, in sociology, students met the desired goal in one of the four competencies.

Use of Findings

In all areas of the social sciences, instructors incorporated a variety of learning activities after the fall 2009 SLO results. After collecting the spring 2010 results, it appears that the learning activities had a positive impact on competencies in all subject areas. Instructors will continue to use these activities and increase the variety of activities, to address various learning styles, in order to further improve performance for all SLOs. Also, instructors have incorporated the use of a mobile computer lab that will give instructors more freedom in using multiple learning exercises in the classroom besides standard lecture.

Objective or Educational Outcome 3

The social science division will evaluate current instructional equipment/software and purchase new instructional equipment/software in order to improve the quality of instruction through the use of technology.

Assessment

Examine purchase orders and examine school-wide technology funding lists to ensure that at least 4 faculty computer workstations with printers, 2 tablet laptop personal computers, 4 scanners, 1 "Elmo" projection system, 2 virtual white-boards, an online map service subscription, and an optical character recognition (OCR) software has been or will be purchased.

Additional Funding Request: \$35,000.00

The department will use this funding to purchase or update the necessary equipment identified in the assessment measures for this unit objective.

Evaluation Findings

Purchase orders were examined and the desired items including the following: 4 faculty computer workstations with printers, 1 tablet laptop personal computer, 4 scanners, 1 "Elmo" projection system, 2 virtual white-boards, an online map service subscription, and an optical character recognition (OCR) software have all been purchased.

Use of Findings

All of this equipment has been purchased and utilized among the social science faculty.

Objective or Educational Outcome 4

The social science division will alleviate large class sizes and offer more courses in order to meet student demand for courses in history and psychology.

Assessment

The social science division will request that the dean of academic affairs allow the division to obtain a new instructional unit in the areas of history and psychology.

Additional Funding Request: \$72,109.00

This funding will be used to hire a new instructor in the areas of history and psychology. This amount is based on the instructor having two teaching fields and 15 years of teaching experience in an Alabama public education setting. According to the salary schedule D-1 for Alabama Community and Technical Colleges, the classification for an instructor that meets the criteria above is rank II, salary step 15. This amount is also based on a 9 month contract with the possibility of teaching in the summer. (Note: This amount may vary depending on the amount of graduate work and experience the candidate for this instructor's position may have.)

Evaluation Findings

The request for a new instructional unit was met in the area of psychology.

Use of Findings

Because only a psychology instructor was hired, additional funding will be requested for an additional full-time instructor in the areas of history and a second teaching field in the areas of sociology, philosophy or geography.

Goal 2

To provide technical, vocational, and career education that prepares students for immediate employment, retrain existing employees, and promotes local and state work force developments in the area 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.

Workforce Development

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

Objective or Educational Outcome 1

The students will achieve all objectives as identified by the course syllabi in human service course.

Assessment

The human services faculty will evaluate students with an assessment rubric that is based on course objectives. There are imbedded test questions and specific class projects that test the objectives. At least 60% of students will earn a 3 or 4 on the rubric for each objective.

Additional Funding Request: \$5,000.00

The human services faculty will use this funding to attend professional development opportunities for human services instructors and to subscribe to professional publications that are applicable to research in the field.

Evaluation Findings

Results for the fall 2009 and spring 2010 semesters indicate that 91% of human service students earned a 3 or 4 for each learning objective.

Use of Findings

The human service faculty will continue to use current instructional methods to maintain the 90% competency in human services courses.

Objective or Educational Outcome 2

The students enrolled in the human services program will obtain and complete internships in agencies that provide services that are applicable to the program and corresponding coursework.

Assessment

The human services faculty will review the reports submitted from participating agencies to ensure that at least 60% of students completing their internships are receiving satisfactory evaluations.

Additional Funding Request: \$1,000.00

This funding will be used to design and create promotional literature for Gadsden State's Human Services program in order to distribute to potential agencies for internships.

Evaluation Findings

Results for the fall 2009 and spring 2010 semesters indicate that 95% of human service students who completed their internships earned a satisfactory evaluation.

Use of Findings

The human service faculty will continue to use current instructional methods in the areas of professionalism and ethics to ensure that at least 90% of human service students are receiving satisfactory evaluations.

Objective or Educational Outcome 3

A majority of students in the human services program will successfully earn their associates degree and upon completing that degree, they will be prepared for immediate employment.

Assessment

Assessment Measure #1: The human services faculty will assess the percentage of students graduating earning a human services degree. At least 40% of students enrolled in the human services program will graduate. This information will be obtained through the Computer Services Department.

Assessment Measure #2: The human services faculty will assess the number and percentage of students completing the human services program who gain employment after graduation through follow-up information obtained through the Computer Services Department. At least 40% of students graduating from the program will find employment in their field.

Assessment Measure #3: The human services faculty will survey businesses that employ human services graduates to determine how prepared students are for the work force. This material is submitted through the Computer Services Department.

Additional Funding Request: \$1,000.00

This funding will be used to develop and administer surveys to businesses or agencies that hire human service graduates. The information gathered from the surveys will help the human services faculty to make further improvements on the program.

Evaluation Findings

Assessment Measure #1 Results: 40% of the human services students graduated.

Assessment Measure #2 Results: 45% of the human services graduates found careers in their field.

Assessment Measure #3 Results: 90% of the businesses who responded to the survey indicated that human service graduates are prepared for the workforce.

Use of Findings

Additional efforts have been made through intensive advising to further improve human service graduation rates. Also, the human service instructor has made contact with and established relationships with 2 new agencies that have created potential internship and employment opportunities for human service graduates.

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 developments in the area of "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

The students will achieve all objectives as identified by the course syllabi in early childhood courses.

Assessment

The early childhood faculty will evaluate students with an assessment rubric that is based on course objectives. There are imbedded test questions and specific class projects that test the objectives. At least 60% of students will earn a 3 or 4 on the rubric for each objective.

Additional Funding Request: \$5,000.00

The early childhood faculty will use this funding to attend professional development opportunities for instructors in the area of early childhood development or elementary education and to subscribe to publications that are applicable to research in the field.

Evaluation Findings

Results for the fall 2009 and spring 2010 semesters indicate that 88% of childhood development students earned a 3 or 4 for each learning objective.

Use of Findings

The childhood development faculty will continue to use current instructional methods to further improve the 88% competency in their courses.

Objective or Educational Outcome 2

A majority of students in the early childhood development program will successfully earn their associates degree and upon completing that degree, they will be prepared for immediate employment.

Assessment

Assessment Measure #1: The early childhood faculty will assess the percentage of students graduating earning a early childhood development degree. At least 40% of students enrolled in the early childhood development program will graduate. This information will be obtained through the Computer Services Department.

Assessment Measure #2: The early childhood faculty will assess the number and percentage of students completing the early childhood development program who gain employment after graduation through follow-up information obtained through the Computer Services Department. At least 40% of students graduating from the program will find employment in their field.

Assessment Measure #3: The early childhood faculty will survey businesses, agencies, or schools that employ early childhood development graduates to determine how prepared students are for the work force. This material is submitted through the Computer Services Department.

Additional Funding Request: \$1,000.00

This funding will be used to develop and administer surveys to businesses, agencies, or schools that hire early childhood development graduates. The information gathered from the surveys will help the early childhood faculty to make further improvements on the program.

Evaluation Findings

Assessment Measure #1 Results: 55% of the childhood development students graduated.

Assessment Measure #2 Results: 60% of the childhood development graduates found careers in their field.

Assessment Measure #3 Results: 95% of the businesses who responded to the survey indicated that human service graduates are prepared for the workforce.

Use of Findings

Additional efforts have been made through intensive advising to further improve childhood development graduation rates. Also, the childhood development faculty have made contact with and established relationships with 4 new agencies that have created potential internship and employment opportunities for their graduates .

Goal 4

To provide distance learning courses in all formats (internet, directed study, hybrid, and video conferencing) to meet the students' demands in all areas of social science, including "Human Services" and "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.

Community Awareness

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

Objective or Educational Outcome 1

The social science division will meet student demands for distance learning courses by

offering more classes in a totally web-based format in all disciplines.

Assessment

The social science faculty will analyze enrollment records and the previous term's enrollment patterns to determine student demand. If 80% of web-based courses (in a particular discipline) offered in a previous term reach maximum capacity, an additional web-based course will be added to meet demand.

Additional Funding Request: \$20,000.00

The social science faculty will use this funding to purchase/update equipment or software that is specific to distance learning courses. Equipment or software that meet this criteria includes, but is not limited to, tablet laptop personal computers, cameras with microphone to be used with "Tegrity," software that will improve the experience of students taking social science courses, etc. This funding may also be used to provide professional development for social science instructors that will improve instruction through distance learning.

Evaluation Findings

Additional full-internet sections were added in the areas of United States History (HIS 201 and 202), American National Government (POL 211), Introduction to Psychology (PSY 200), Human Growth and Development (PSY 210), and Introduction to Sociology (SOC 200). These courses were added because the 80% maximum capacity benchmark was surpassed for the fall 2009 semester.

Use of Findings

Further full-internet sections of all major social science courses were created to meet growing demand for the fall 2010 semester. It is anticipated that growth in internet instruction for social sciences will continue.

Objective or Educational Outcome 2

The social science division will meet student demands for distance learning courses by offering more classes in a hybrid format in all disciplines.

Assessment

The social science faculty will analyze enrollment records and the previous term's enrollment patterns to determine student demand. If 80% of hybrid courses (in a particular discipline) offered in a previous term reach maximum capacity, an additional hybrid course will be added to meet demand.

Additional Funding Request: \$5,000.00

The social science faculty will use this funding for professional development that is geared for instruction in a hybrid format. This will help the instructors improve hybrid courses offered in the social science division.

Evaluation Findings

The 80% maximum benchmark was not met for the fall 2009 or spring 2010 semesters. The number of hybrid courses will remain the same for now.

Use of Findings

The number of hybrid course remained the same during the development of the fall 2010 course schedule. Most of the demand for social science courses is for lecture and internet based courses.

Objective or Educational Outcome 3

The social science division will meet the demands of students at multiple campuses by offering course(s) using video conferencing.

Assessment

The social science faculty will analyze enrollment records and the previous term's enrollment patterns at multiple campuses to determine student demand. If 80% of social science courses (in a particular discipline) offered in a previous term reach maximum capacity at a particular campus, a course will be offered through video conferencing. An instructor at the Wallace Drive Campus will be able to offer a course at multiple campuses to meet demand.

Additional Funding Request: \$5,000.00

The social science division will use this funding to seek professional development in the use of video conferencing for instruction.

Evaluation Findings

There is very little demand for social sciences courses offered through video conferencing. No video conferencing sections of courses in any area of social sciences will be created at this time.

Use of Findings

Research for the possibility of offering social science courses through this format will be revisited at a later date.

Objective or Educational Outcome 4

The social science faculty will enhance distance learning instruction to improve the overall quality of social science courses (all disciplines) taught in web-based, hybrid, or video conferencing formats.

Assessment

The social science division chair or an instructor appointed by the division chair will evaluate distance learning courses offered across disciplines to ensure that the courses meet the following criteria; 1. Instructors must include at least 1 authentic instructor-created item in their course, 2. Instructors must include at least 1 video created through "Tegrity," and 3. Instructors must include at least 1 assignment requiring students to use internet-based information for research.

Additional Funding Request: \$5,000.00

The social science faculty will use this funding to obtain professional development geared toward improvement of instructional methods in distance learning course. This

funding may also be used to subscribe to a publication that will be distributed to all social science instructors that provides current strategies and research in distance learning instruction. Finally, this funding may be used to send at least 1 social science instructor to a conference that will expose that instructor to the latest in instructional technology.

Evaluation Findings

After an evaluation of all social science internet courses, 100% of social science internet courses meet the criteria listed above.

Use of Findings

Each semester, the division chair or designee will evaluate internet courses to ensure that the listed criteria above are being met.

User:guest

Unit

Social Sciences

Gadsden State Community College

Strategic Plan

Unit: Strengthening HBCU Title III Program **Year:** 2009-2010

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 assessment, orientation, counseling and advising services to students.
3. Improve the student experience on the Valley Street Campus through developing partnerships with personnel and departments from various areas of Gadsden State Community College.
4. Implement efforts to expand, renovate, and refurbish physical facilities located on the Valley Street Campus.

Goal 1

Provide additional services to enhance the student experience on the Valley Street Campus through partnerships with personnel and departments from various areas of Gadsden State.

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 meeting the needs of its diverse communities by offering quality educational experiences that are accessible and affordable.

Objective or Educational Outcome 1.

Increase by 10% the number of college personnel and departments conducting presentations regarding student services and programs during Valley Street Campus new student orientation(s) and as needed throughout the semester.

Assessment

A 10% increase is anticipated in the number of college personnel and departments conducting presentations regarding student services and programs. This will be determined by analyzing reports from faculty sign-in sheets, records of enrollment and participant information.

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

A review of new student orientation sign in sheets for the 2009-2010 academic year demonstrates that this objective has been met. 100% of all departments providing student services participated in new student orientation sessions for day and night Valley Street Campus classes. Orientation sessions included information related to Gadsden State, Valley Street Campus resources, program specific information and introduction to campus personnel.

Use of Findings

Findings will be utilized to plan new and innovative ways to maintain 100% participation of students, student service staff and faculty in new student orientations.

Goal 2.

Develop a plan for renovating and/or refurbishing the Carpentry Classroom/Laboratory on the Valley Street Campus and initiate actual efforts.

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 meeting the needs of its diverse

communities by offering quality educational experiences that are accessible and affordable.

Objective or Educational Outcome 1.

To provide improvements for and/or maintain educational work spaces and instructional areas in a manner that is conducive to student learning.

Assessment

College security personnel will inspect carpentry workspace(s) to ensure that improvements have been made and that ADA and OSHA standards are achieved and maintained.

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

A plan was developed to renovate the carpentry ceiling area. Material and supplies needed for this activity were purchased. The carpentry instructor decided this would provide a laboratory opportunity for carpentry students. Therefore, the project at this point is ongoing. The project consists of lowering the ceiling and providing new ceiling panels. The end result will be an improved learning environment and will promote improved ventilation.

Use of Findings

The completion of the project will serve as a factor for determining future enhancements of the carpentry department and other instructional areas.

Goal 3.

Provide initiatives which promote awareness, among high school students and dislocated workers, 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.

Objective or Educational Outcome 1.

Improve by 10% 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 10% increase of high school students' awareness of education opportunities on the Valley Street Campus. Surveys will be completed by area high school students attending College Prep Seminars. The results of this in-house survey will be compiled and analyzed.

Additional Funding Request: \$

Evaluation Findings

Review of the 2009-2010 academic year documented outreach activities for the following high schools in the Gadsden State Community College Service area: Ragland High School, Ashville High School, Anniston High School, Southside High School, Etowah High School, Hokes Bluff High School, Gadsden City High School, and the GED class from the Cherokee Center Campus of Gadsden State Community College. Students attendance/sign-in records for the activities do not meet the 10% increase goals as 109 students signed in compared to the previous year's 156. However, 2009-2010 outreach efforts were expanded to Ragland, Ashville and Hokes Bluff High Schools.

Use of Findings

The findings will be used to coordinate with current Title III and College efforts to create outreach activities in schools not visited and expand activities in schools where efforts are presently occurring.

Goal 4.

Provide educational opportunities that include computer laboratory orientations, basic computer skills, 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 meeting the needs of its diverse communities by offering quality educational experiences that are accessible and affordable.

Objective or Educational Outcome 1.

Improve by 5% the student technology proficiency outcomes for computer application training sessions.

Assessment

All students enrolled in programs on the Valley Street Campus will have accessed the computer laboratory services for student learning opportunities in technological applications as evidenced by sign-in sheets and the laboratory calendar of events.

A 5% increase in student proficiency will occur in programs utilizing computer laboratory services on the Valley Street Campus. Comparison evaluations will be obtained from pre-test and post-test results.

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

Computer laboratory orientations are offered to all students enrolled in Valley Street Campus programs. During this reporting period, 100% of programs on campus participated in a laboratory orientation including, Carpentry, Practical Nursing, Air Conditioning/Refrigeration, Marketing Management and the Nursing Assistant Program. There were nine laboratory orientations conducted. Laboratory sign-in sheets are available for each session. Students were allowed to participate in the laptop loan program. Students were required to attend a laptop care and proper use session. Fifteen sessions were conducted. Students were surveyed related to laptop utilization and results were favorable. Ninety-seven percent of students completed assignments using a laptop, ninety-three percent logged in daily or at least 1-2 times per week, and ninety percent used their laptop in every class or at least 1-2 times per week.

Class-wide training sessions in computer applications were provided to students throughout the year in addition to individualized student requests for one-on-one sessions. The Nursing Assistant and Marketing programs utilized the Instructional Technologist for conducting workshops in applications such as Excel, PowerPoint, Computer Basics and the Internet. Nine workshops were conducted during this period and student proficiency outcomes were measured for pre and post test results, where applicable. An Excel workshop for fall semester shows a 30.3% increase for Nursing Assistant student comparing pre and post data. During the spring semester another group of Nursing Assistant students participated in an Excel workshop and results identified a twenty-four percent increase in knowledge. Comparison data for spring semester computer skill knowledge workshop show a 32.3% increase in learning.

Use of Findings

Training sessions were aligned with curriculum objectives for HPS 111 to enable students to obtain a better understanding of skills required to be successful in today's modern health care environment. Content for future workshops will be planned in order to enhance all courses.

Goal 5.

Maintain an educationally conducive and comfortable laboratory environment with advanced technological hardware and software.

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 meeting the needs of its diverse communities by offering quality educational experiences that are accessible and affordable.

Objective or Educational Outcome 1.

Provide Valley Street Campus students with access to the latest instructional technology equipment and applications.

Assessment

Annually replace at least 20% of student use computers, beginning in 2009-2010, resulting in 100% replacement by the end of the fifth year.

Additional Funding Request: \$18,000.00

Replacement of twenty-six, six to seven year old computers which will include the SmartBoard computer at an estimated cost of \$18,000.00.

Evaluation Findings

The computer laboratory on the Valley Street Campus continues to be utilized as a multipurpose laboratory for testing, workshops and class meetings. The laboratory is available to students as an open lab with printing capabilities and includes one-on-one assistance. Student sign-in for this reporting period is 4,711 lab uses. Computer laboratory equipment quality was assessed to be inadequate for the high volume use occurring daily. In an effort to provide students with advanced technological hardware and software, funding from the Title III budget and institutional technology fee allocations was utilized. Twenty-five students computers older than five years were replaced. The ten year old multimedia presentation system was replaced with an 87" widescreen SmartBoard, document camera and wireless slate to enable enhanced instructor interactivity with presentation materials. Additionally, the computer specifications for the laboratory were modified to accommodate campus-wide program specific software.

Use of Findings

Upgrading computer laboratory equipment on the Valley Street Campus has created a dynamic and collaborative environment for enhancing teaching and learning. Activity II plans to continue projecting future technology needs for students, faculty and staff.

Goal 6.

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 meeting the needs of its diverse communities by offering quality educational experiences that are accessible and affordable.

Objective or Educational Outcome 1.

Increase by 10% 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 services data will be compiled and compared to data from the previous year. A 10% increase is anticipated.

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

A review of records document that the number of students utilizing counseling services on the Valley Street Campus by 10% has been accomplished. Records document the number of students using counseling services during the 2008-2009 year as 441. Documentation for the same period during the 2009-2010 year show 500 students have utilized counseling services. Documents reflecting the above include new student orientation, academic counseling, early alert intervention and instructor referrals.

Use of Findings

We will continue to partner with Valley Street instruction, staff and students in efforts and examine methods to work with other Title III activities to further support and enhance student retention efforts.

User:guest

Unit

Strengthening HBCU Title III Program

Gadsden State Community College

Strategic Plan

Unit: Student Activities **Year:** 2009-2010

Person Responsible: Judy Hill

Cabinet Member: Valerie Richardson **Approved**

Mission Statement:

The mission of Student Activities is to implement a college-wide system of activities, events, and organizations that will enrich lives of students through social, recreational, developmental, and multicultural engagement.

Long Range Goals:

- 1 Implement college-wide and campus events to attract and include all populations of the student body.
- 2 Develop a sense of collegial cohesiveness and strengthen "Cardinal Spirit" among students, faculty, and staff at all campuses.
- 3 Expand opportunities for students to assist in college governance and experience leadership tasks and behaviors.
- 4 Continue to work toward a Student Center concept at each instructional site to assist with student identity, socialization, relaxation, and small group meetings.

Goal 1

To offer a broad spectrum of programs and events to engage students socially, recreationally, and/or developmentally.

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

- Deliver services needed to help students succeed.

College Mission: Meets the needs of its diverse communities by offering quality educational and cultural experiences .

Objective or Educational Outcome 1

Try at least one new activity or event each semester as suggested from student feedback in focus groups, SGA, or other student input.

Assessment

Evaluate the event through discussion with SGA to determine the successful components, the aspects that could be improved, and the likelihood of repeating the event in the future. Comments will be recorded in the documentation of the event and retained in the activities files of the Coordinator.

Additional Funding Request: \$0

No additional funds will be necessary.

Evaluation Findings

The new activity attempted for 2009-2010 year was Intramural Sports run by the assistant coordinator. Student groups have asked for sports opportunities for many years and the participation was rewarding: about 60 individuals participated in flag football; about 50 students participated in soccer; about 30 students participated in 3-on-3 basketball. The objective was achieved.

Use of Findings

The intramural program is small because of staff and budget limitations; however, the success of the initial year indicates that students enjoy and will support the programs. Administration of events will undergo changes to help with convenience and costs, but the sports concept will be incorporated into the coming year.

Goal 2

Encourage the development of leadership skills among students through participation in The National Society of Leadership and Success.

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

Recruit a faculty/staff member to sponsor National Society of Leadership and Success who will support the organization's members at each instructional site.

Assessment

Submit a Cherokee, McClellan, and Ayers faculty/staff member for honorary membership with the National Society of Leadership and Success to be recognized at an Induction Ceremony for new members May 2009 through May 2010.

Additional Funding Request: \$0

No additional funds necessary.

Evaluation Findings

This objective was not achieved. No campus contacts volunteered to assist with Sigma Alpha Pi - The National Society of Leadership and Success - and no one has been available when invited. All meetings were facilitated by the sponsor or her assistant traveling from Gadsden.

Use of Findings

A state vehicle will be reserved for travel to Sigma Alpha Pi meetings.

Objective or Educational Outcome 2

Encourage more students to participate in national opportunities to develop leadership skills.

Assessment

Increase the number of student inductees into the National Society of Leadership and Success from May 2009 to May 2010 by at least five students.

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

Twenty-five students were inducted into Sigma Alpha Pi - The National Society of Leadership and Success - in Spring 2010 compared to eleven for the previous school year. The objective was achieved.

Use of Findings

An alternative was created for a membership requirement perceived as most difficult to students. Most of the students inducted chose the alternative process.

User:guest

Unit

Student Activities

Gadsden State Community College

Strategic Plan

Unit: Student Support Services Year: 2009-2010

Person Responsible: Dale Hill

Cabinet Member: Valerie Richardson **Approved**

Mission Statement:

The mission of the Student Support Services (SSS) Program is to provide a diverse group of 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 Services 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 first (1st) cohort year to the second (2nd) cohort year, and 40% from the second (2nd) cohort year to the third (3rd) cohort year.

Assessment

A computerized database is maintained the participants, their cohort or beginning semester 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

SSS participants persisted, transferred or graduated at the designated rates stated in the objective.

In the 2007-2008 cohort year sixty-two percent (62%) persisted. In the 2008-2009 cohort year forty-three percent (43%) persisted.

Use of Findings

SSS will continue to offer counseling, tutoring, academic advising, workshops, seminars, and to follow-up on participants including requesting progress reports and sending letters as supportive measures to increase retention, transfer, and graduation rates.

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**

Forty-five percent (45%) of the students in the 2006-2007 graduated or transferred in three years. Some students in the 2007-2008 and the 2008-2009 cohorts are still enrolled and being served by the SSS program. They will be monitored for graduation and transfer.

Use of Findings

SSS will continue current services but will make an effort to increase the number of graduates and transfers.

Goal 2

To provide services to aid low-income students, first generation students and students with disabilities to be successful at Gadsden State.

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 of 2.2 as in the objective.

Additional Funding Request: \$

Evaluation Findings

Over 80% of the students in SSS received at least a 2.2 Grade Point Average.

Use of Findings

Tutorial services and academic services will continue.

Objective or Educational Outcome 2

To ensure that at least 85% of the SSS participants will pass with a grade of "Satisfactory" in developmental courses.

Assessment

A database will be maintained to track the students in developmental level courses and their grades.

Additional Funding Request: \$

Evaluation Findings

Eighty-six (86%) of the students passed with a grade of "Satisfactory" in developmental courses.

Use of Findings

Students in developmental classes were monitored and encouraged to withdraw if they were not receiving a passing grade. SSS will continue to offer tutorial services and help in developmental courses. This objective will not be a part of the APR report in the new grant.

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 Gadsden State 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 Gadsden State on-line student system, STARS transfer guide and have basic computer literacy.

Additional Funding Request: \$

Evaluation Findings

Over ninety percent (90%) of the students indicated they had knowledge to use email, the Internet, the on-line system, STARS, and know basic computer literacy.

Use of Findings

SSS will continue with the same supportive services since this goal was accomplished.

User:guest

Unit

Student Support Services

Gadsden State Community College

Strategic Plan

Unit: Surgical Technology Program **Year:** 2009-2010

Person Responsible: Connie Meloun / Brenda Young

Cabinet Member: Martha Lavender (not reviewed)

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. Hire an additional fulltime faculty member.
5. Increase enrollment from 20 to 25 students per semester.

Goal 1.

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: \$**Evaluation Findings**

There were no meetings during this time period.

Use of Findings

Faculty will continue to verbalize interest in attending meetings related to curriculum and program standardization when those are scheduled.

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: \$2000.00 (Tech Fee)

The utilization of computers and computer software in the learning process will require the learner to acquire technical skills regarding the gathering and the sharing of information electronically, which will be useful in the work force.

Evaluation Findings

67% of the responding graduates in phone interviews were employed in a surgical/operating room technology position. One of the group is continuing her education.

Use of Findings

Continuing to stress the importance of responding to graduate surveys to students while in the program. Requesting students to send up-to-date contact information to program instructor even after graduation as a means of contacting the graduate.

Goal 3.

Provide graduates with knowledge and skills to perform surgical-operating room technology procedures safely and competently 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.

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: \$2000.00 (Tech Fee)

Onsite clinical with proper supervision will enhance the learners' ability and confidence. Computer software that emphasizes instrumentation, asepsis and procedures will enhance the learners' abilities.

Evaluation Findings

Phone interviews and face to face interviews found 100% satisfaction with the competencies and safety ethic of the Surgical Technology graduates.

Use of Findings

Continue to monitor clinical of the students. Stay on top of new technologies and procedures in the Operating Room.

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: \$4000.00 Voc Tech)

Association of periOperative Registered Nurses Congress and the Association of Surgical Technologist Forum provide educational updates and hands on practice with new technology being utilized in the practice setting.

Evaluation Findings

End of course and End of Program Surveys were not completed. The item related to faculty's participation in professional development activities was omitted from the Health Science Resource Survey.

Use of Findings

Will institute "End of Course" and "End of Program" surveys beginning Fall Semester 2010. Health Science Resource Survey will be corrected to include item regarding faculty's participation in professional development activities.

Objective or Educational Outcome 3.

Achieve a 70% program completion rate.

Assessment

The program will achieve a 70% completion rate by the end of the academic year

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

Beginning Fall 2009, twenty students were admitted to the program, 2 students withdrew during the semester for unknown reasons, and 2 students failed; one student did not return in Spring 2010. Of the 15 students who began Spring 2010, 15 completed the program equalling a program completion rate 75% for this cohort. Beginning Spring 2010, twenty students were admitted to the program, 2 students withdrew during the spring semester for unknown reasons, 1 student withdrew after gaining employment, 1 student withdrew due to personal problems and 1 student failed (total of 5). Four students did not return for the summer 2010 semester; therefore 11 students began the Summer 2010 Semester. Three of these students failed and 2 students withdrew for personal reasons leaving six students (plus 1 readmit student) who progressed to the last semester of the program -- Fall 2010. Out of the Spring 2010 cohort, only 30% have progressed.

Use of Findings

Many of the students who withdraw from the program do so due to financial reasons, as the number of the programs's weekly contact hours do not qualify for full financial aid assistance. The faculty will propose at the curriculum/standardization meeting adjusting

the credit hour and contact hour ratios so the program will satisfy the financial aid contact hours requirement for full financial aid assistance.

Goal 4.

Promote computer competency and information literacy.

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.

Students will utilize WebCT and email in all program required courses.

Assessment

a. 90% of surgical technology students will utilize WebCT in obtaining information related to each surgical technology and HPS courses such as syllabi, handouts, powerpoint presentations, Tegrity sessions and any other course specific materials.

b. 90% of surgical technology students will utilize email to submit to the instructor at least one assignment in each course.

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

In SUR 101 all students utilize the discussion board; HPS 105 is an on-line class and submit their research; SUR 102 email instructor and powerpoints are available. SUR 101, 102 and 103 Tegrity is available. Syllabi are available on-line in all SUR/HPS classes; SUR 104, students download clinical paperwork from blackboard.

Use of Findings

Continue to utilize technologies with the students. Have students utilize computer lab and assist in increasing comfort level of students with technologies.

User:guest

Unit

Surgical Technology Program

Gadsden State Community College

Strategic Plan

Unit: Technical Programs **Year:** 2009-2010

Person Responsible: Tim Green

Cabinet Member: President (not reviewed)

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 their direction for 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.
- 6 Consolidate all East Broad Campus Adult Education services in one building.
- 7 Expand Continuing Education class opportunities by fully utilizing the space in Brown Hall.

Goal 1

Increase awareness of technical career opportunities among middle and high school students in Calhoun, Cherokee 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 Coaches located in Calhoun, Cherokee and Etowah County high schools will increase the number of students acquainted 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: \$0

No additional funding is necessary for this objective.

Evaluation Findings

2009/2010 Classroom Presentations in Calhoun, Cherokee and Etowah County high schools totaled 1,980, which represents an increase of 408 (or 26%) in comparison to the prior year. Individual Student Meetings totaled 2,079 for 2009/2010, which represents a decrease of 337 (or 14%) over the prior year.

Use of Findings

These numbers will vary from year to year based on the number of seniors in the graduating class of each of the high schools served. Also, although the decrease could be due to the fact that there was a large increase in classroom presentations such that many students' questions/concerns may have been addressed during the classroom presentation, emphasis will be given on the Career Coaches' availability for one-on-one meetings that offer students more personalized assistance.

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 and employment.

Additional Funding Request: \$0

No additional funding is necessary for this objective.

Evaluation Findings

The goal was not met which, in analysis, is due to the lack of Workforce Investment Act funding and limited scholarship opportunities. Prospective Skills Training students have had no way to fund their training. In addition, due to the economic downturn, the number of industry employers seeking skills training for employees has decreased.

Use of Findings

Until WIA/ITA funding is restored to normal levels or outside scholarships are available, low enrollment will be expected. As the economy stabilizes, the enrollment in Skills Training will increase. Skills Training will explore other forms of tuition assistance for prospective students outside of WIA/ITA funding.

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: \$0

No additional funding is necessary for this objective.

Evaluation Findings

The number of individuals served through the Continuing Education Division increased by 170 participants, which represents an overall increase of 8%.

Use of Findings

In evaluating this goal, it was determined that there was still an 8% increase in participants for the year even though there was a 22% decrease in the number of classes offered. Therefore, relevancy of classes will be given stronger consideration when offering new classes to ensure maximum participation.

Goal 4

Increase the number of individuals and businesses/industries served through the Alabama Technology Network (ATN)-Gadsden.

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 to monitor success through increased participation.

Additional Funding Request: \$0

No additional funding is necessary for this objective.

Evaluation Findings

The number of students declined by 23%, which is due to the declining economy, especially in the manufacturing sector. The economy has forced industry to limit or completely eliminate training funds to develop their workforce.

Use of Findings

Focusing on strengths and weaknesses, new forecasting models will be developed that reflect the current economy's challenges and ways to address those issues.

Goal 5

Achieve national certification of all career programs in the Technical 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.

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

Construct a new 6,000 sq ft facility to accommodate the Automotive Service Technology program on the East Broad Campus to meet national certification standards.

Assessment

Successful construction of a new Automotive Service Technology facility.

Additional Funding Request: \$700,000

Grant funds from Alabama Public School and College Education Incentive Fund have been secured for project completion.

Evaluation Findings

Contracts are executed and construction is fully underway with an expected completion date of May, 2011.

Use of Findings

A time line for moving programs and preparing for instruction will be developed so that classes may begin the Summer Semester.

Objective or Educational Outcome 2

Renovate the existing Bevill Center building and purchase state-of-the-art equipment to accommodate the Automotive Manufacturing Technology, Electronics Engineering Technology, Civil Engineering Technology, and Mechanical Design Technology programs with facilities to meet national certification standards.

Assessment

Successful renovation of the Bevill Center building in 2010.

Additional Funding Request: \$450,000

Grant funds from Alabama Public School and College Education Incentive Fund have been secured for project completion.

Evaluation Findings

Renovations are complete for the Civil Engineering and Mechanical Design programs, and classes began this Fall in the new facility. The contracts are executed and renovations are well underway for the Automotive Manufacturing and Electronics Engineering programs with an expected completion date of May, 2011.

Use of Findings

A time line for moving programs and preparing for instruction will be developed so that classes may begin the Summer Semester.

User:guest

Unit

Technical Programs

Gadsden State Community College

Strategic Plan

Unit: Therapeutic Massage **Year:** 2009-2010

Person Responsible: Connie Meloun / Josh Olander

Cabinet Member: Martha Lavender (not reviewed)

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 Expand existing facilities to enable the program to offer additional training to an increasing number of therapeutic massage students.
- 2 Offer daytime classes on the Wallace Drive Campus in addition to the evening classes currently offered.
- 3 Determine the benefits of program membership for the following organizations: Associated Bodywork and Massage Professionals and the American Massage Therapy Association.
- 4 Develop mechanism for communication among students, instructors, massage professionals regarding current updates, employment opportunities etc.
- 5 Develop a student organization for therapeutic massage students

Goal 1

Obtain program accreditation from Commission on Massage Therapy Accreditation.

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

Abide by the Commission on Massage Therapy Accreditation's standards program content.

Assessment

Issuance of accreditation certificate by the Commission on Massage Therapy Accreditation.

Additional Funding Request: \$11,364.00

Monies to come from HEALTHCARE ACCREDITATION BUDGET which includes the following:

- 2,000- Main Campus Application Fee
- 750- Branch Location Fee
- 1,000- Registration for Mandatory Workshop Attendance (2 people)
- 1,750- Off-site Peer Review
- 1,500- On-Site Visits
- 1,500- Airfare to Mandatory Workshop
- 500- Accommodations for Workshop
- 300- Meals
- 200- Transportation to and from airport
- 1864 - Sustaining Fees (Annually)

Evaluation Findings

No issuance of accreditation certificate by the Commission on Massage Therapy Accreditation as we did not seek accreditation due mainly to physical facility issues at the Ayers Campus.

Use of Findings

Will seek accreditation by the Commission on Massage Therapy Accreditation as now all massage classes are taught at the Wallace Drive campus where facilities are more conducive to the teaching and learning of massage.

Objective or Educational Outcome 2

Meet Commission on Massage Therapy Accreditation's standards related to qualified therapeutic massage instructors.

Assessment

100% of instructors who teach in the program will have evidence of related Commission on Massage Therapy Accreditation's standards for instructors in employee's personnel file.

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

No issuance of accreditation certificate by the Commission on Massage Therapy Accreditation.

Use of Findings

Continuation of 100% compliance from all instructors to meet standards for the Commission on Massage Therapy Accreditation.

Goal 2

Obtain approval by the National Certification Board for Therapeutic Massage and Bodywork as a provider for continuing education.

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.

Objective or Educational Outcome 1

Meet the National Certification Board for Therapeutic Massage and Bodywork's standards for providing continuing educational credits.

Assessment

Issuance of continuing education provider certificate from the National Certification Board of Massage and Bodywork.

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

Have met the National Certification Board of Massage and Bodywork standard for providing continuing education credits. Issuance of the certificate is in progress.

Use of Findings

Therapeutic massage faculty and staff, in conjunction with the Center for Lifelong Learning are planning for future continuing education credits offered to Massage Therapists locally and statewide at Gadsden State.

Goal 3

Provide students with the 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. 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: \$**Evaluation Findings**

A. Benchmark was met as 100% of students successfully completed clinical skills evaluations at a 75% pass rate. Students have obtained the knowledge according to the state and national standards. B. Benchmark was met as 100% of employer surveys returned indicated "agree" or "strongly agree" that the graduate performs competently and professionally. Increase emphasis to students and employers that the surveys are to help the program and thus increasing notoriety. C. Benchmark was met at 94% of students successfully completed lab skills assessments at a 75% pass rate.

Use of Findings

Continuation of high standards for the assessment measures A-C.

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" that they had an opportunity to participate in a professional development activity.

Additional Funding Request: \$

Evaluation Findings

A. Benchmark was met at 95%. Students indicated "agree" or "strongly agree" that instructors were well prepared for subject matters taught. B. The Health Science Resource Survey asks "With regards to the program budget, does the division's resources provide for adequate continuing professional development of full-time faculty?" 14.3% responded to "Strongly Agree," 21.4% responded to "Agree," and 21.4% responded as being neutral for a total of 57.1%.

Use of Findings

A/B. Continue to seek new professional development seminars to attend to improve current subject area knowledge. The question on the Health Science Resource survey is different from asking if faculty have had an opportunity to participate in a professional development activity which are provided at the college various times of the year. Will look at other assessment measures for this objective in the USP for 2010-2011.

Objective or Educational Outcome 3

Attend Alabama Board of Massage Therapy meetings to be aware of any changes in the 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: \$

Evaluation Findings

A representative attended 8 meetings of the Alabama Board of Massage Therapy for 2009-2010 academic year.

Use of Findings

Continue to attend Alabama Board of Massage Therapy and maintain policies and procedures.

Objective or Educational Outcome 4

The student will identify and demonstrate effective communication skills, including verbal, written (recorded) and reported information with clients and co-workers (peers).

Assessment

A. 90% of students will average 75% or greater in each of the following sections of the "Clinical Performance Evaluation"; 1,4,5 & 10. B. 90% of students will score 75% or greater on the "Professional Behaviors Validation."

Additional Funding Request: \$

Evaluation Findings

A. Benchmark was met at 100% for sections 1,4,5,10 on the Clinical Performance Evaluations. B. Assessment was changed after submission of the 2009-2010 USP. Use of the section 10 of the Lab Validation Evaluation was used to assess Professional Behaviors. Benchmark was met at 100%.

Use of Findings

A. Students demonstrate effective communication skills in clinical at a superior level. Continue emphasis on being effective communicators with clients. B. Students demonstrate effectively the professional behaviors specific to the therapeutic massage lab setting.

Goal 4

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

A. 90% of students will attain a 75% average in all therapeutic massage courses to be successful. B. 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: \$

Evaluation Findings

A. The percentage of students attaining a 75% (passing) for each of the massage courses are as follows: MSG 101-76% MSG 102-100% MSG 103- 86% MSG 104-100% MSG 105-100% MSG 200-73% MSG 201-94% MSG 202-100% MSG-203 100% MSG 204-100% MSG 205-100% MSG 206-100%. Objective was not met in three courses. C. 82%. Seven graduate surveys were returned and no employer surveys were returned. The benchmark of 90% was not made.

Use of Findings

A. MSG 101-Increase on-site meetings to insure students know the expectations of the class along with trouble shooting any Blackboard problems the students may be encountering. B. Increase Blackboard content to allow students more time to look over material prior to the lecture and lab portions of the class. MSG 103-Change test format to simulate licensure exam. MSG 200- Increase on-site meetings to insure students know the expectations of the class along with trouble shooting any Blackboard problems the students may be encountering. B. Increase Blackboard content to allow students more time to look over material prior to the lecture and lab portions of the class. C. Faculty developed an "end of program survey" which will be given to the graduating students to complete prior to pinning. Faculty also have encourage students to complete a 6-month graduate survey.

Objective or Educational Outcome 2

Students will be closely observed in lab and clinic for instructional and safety purposes.

Assessment

Per Assistant Dean's scheduling, there will always be a qualified instructor in lab and assistant available for each lab and clinic.

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

All labs and clinicals had a qualified instructor and lab assistant.

Use of Findings

Continue to allow funding to support the use of lab assistants to insure adequate supervision.

Objective or Educational Outcome 3

The student will provide a safe environment for the client through recognition of potential hazards and standard precautions.

Assessment

A. 90% of students will average 75% or greater in each of the following sections on the "Clinical Performance Evaluation": 7. B. 90% of students will score 75% or greater on skill validations in regard to "Set Up" and "Break Down" in each massage modality lab

validation.

Additional Funding Request: \$

Evaluation Findings

A.Changes to assessment measures were made after the submission of the USP for 2009-2010 to include sections 6, 7 and 8 of the Clinical Competency Evaluation . Benchmark was made at 91%. B. Changes to assessment measures were made to include sections 6,7 and 8 of the Lab Competency Evaluation. Benchmark was met at 92%.

Use of Findings

The faculty continue to monitor the objective and will discuss the possibility of increasing the percentage to 95%.

Objective or Educational Outcome 4

The student will demonstrate an understanding of client rights, and legal and ethical considerations in the practice of massage therapy by performing all procedures within set protocols.

Assessment

A. 90% of students will score 75% or greater on exams/exam questions pertaining to client rights and legal/ethical considerations. B. 90% of students will demonstrate protection of clients' rights during validations of massage modalities in lab, e.g. right to privacy, correct draping techniques, right of refusal, HIPPA, Sexual Harassment and Alabama Board of Massage Therapy (ABMT) Scope of Practice. C. 90% of students will score 75% or greater on the "Clinical Performance Evaluation" Section 3.

Additional Funding Request: \$

Evaluation Findings

A. Benchmark was meet at 91% on questions pertaining to clients rights and legal/ethical considerations. B. Benchmark was meet at 100% on massage validation sections pertaining to clients' rights. C. Assessment method was removed after the submission of the 2009-2010 Unit Strategic Plan and replaced with sections 7,8, and 9 from the Clinical Compentancy Evaluation. Benchmark was meet at 95% for section 9 and 100% for the remaining sections 7 and 8.

Use of Findings

A. Faculty will continue to increase instructional time devoted to clients rights and legal/ethical considerations to maintain benchmark levels.

Objective or Educational Outcome 5

The student will be competent in each massage modality validated.

Assessment

90% of students will average 75% or greater in each massage modality validated.

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

Benchmark was met at 100% for each massage modality validated.

Use of Findings

Faculty/lab assistants have allotted increased time to practicing the massage before validation.

Objective or Educational Outcome 6

The student will apply knowledge of Anatomy and Physiology, Pathology, and Kinesiology to massage and specific client situations.

Assessment

- A. 80% of students will average 75% or greater in each of the following courses: Anatomy and Physiology, Musculo-Skeletal Kinesiology I and II, and Pathology.
- B. 90% of students will score 75% or greater in each massage modality validation related to knowledge and application of Anatomy and Physiology, Pathology and Kinesiology.

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

- A. Benchmark was met in all courses of the assessment. MSG 103- 86% MSG 104- 100% MSG 203- 100% MSG 204-100% B. Benchmark was met at 93%.

Use of Findings

- A. Faculty continue to provide various exercises through Blackboard to assist students in learning the content in Anatomy and Physiology and Pathology. Faculty has also developing individualized remediation plans for any student who does not achieve at least a 75% on each unit exam. Faculty also increase the benchmark to 90% of students will average 75% in courses. In lab and clinic settings faculty have incorporate anatomy and physiology in the teaching of massage techniques, indications and contraindications.

Goal 5

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 licence by the Alabama Board of Massage Therapy.

Additional Funding Request: \$

Evaluation Findings

Submission of annual program license from Alabama Board of Massage Therapy.

Use of Findings

Continue to comply with requirements of the state regulator agency.

Objective or Educational Outcome 2

Meet Alabama Board of Massage Therapy's standards as they relate to qualified therapeutic massage instructors.

Assessment

100% of instructors who teach massage labs and clinics will have evidence of Alabama Massage Licence and licenced as a Massage Instructor in employee's personal file.

Additional Funding Request: \$

Evaluation Findings

100% of instructors teaching massage labs and clinics have a current Alabama Massage License and a Massage Instructor License.

Use of Findings

Administrative Assistant in the Health Science Division will verify the status of current licensure (as a massage therapist and a massage instructor) annually.

Objective or Educational Outcome 3

Attend Alabama Board of Massage Therapy meetings to be aware of any changes in the policies and procedures and to have up-to-date information for students 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: \$

Evaluation Findings

This objective and assesment method has already been disscused in Goal 3 Objective 3.

Use of Findings

Will remove from USP 2010-2011.

Goal 6

Students who successfully complete the Therapeutic Massage Program will be eligible to take the National Certification Exam 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 (NCTMB) curriculum content standards.

Assessment

Issuance of program code by NCTMB

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

The massage program has a program code issued by the National Certification Board of Theraputic Massage and Bodywork.

Use of Findings

Continue to adhere to the curriculum and required number of content hours required by the NCBTMB. Notify the NCBTMB of any curriculum changes.

Objective or Educational Outcome 2

Maintain pass rate on NCTMB 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**

Passage rate for graduates on their first attempt on the NCBTMB (National Certification Board of Therapeutic Massage and Bodywork) licensure is 50%. National average is 60%.

Use of Findings

Faculty are investigating the use of on-line certification practice tests offered by various companies and massage associations. Faculty are also working to better simulate on unit exams the type of test questions that are on the certification exam. Faculty will examine a more effective means of reviewing students in preparation for the national certification exam in the National Review class. The use of a pre-test to determine individual students' area(s) of weaknesses so as to develop a specific plan of remediation as well as identify areas in which the class as a whole is weak and concentrate on those areas. Then give a post-test to assess areas of improvements or not.

Goal 7

Continue to implement state wide standardization of therapeutic massage 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.

Community Awareness

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

Objective or Educational Outcome 1

Participate in the Postsecondary new standardized curriculum implementation process.

Assessment

100% of new standardized curriculum will be implemented by Spring 2010.

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

100% of the massage standardized curriculum has been implemented.

Use of Findings

Continue to monitor curriculum and notify/submit changes to The Department of Post Secondary.

User:guest

Unit

Therapeutic Massage

Gadsden State Community College

Strategic Plan

Unit: Upward Bound Program-Ayers **Year:** 2009-2010

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 increase the number of UB participants who successfully complete the program by graduating from high school, enter a postsecondary institution and continue enrollment at a postsecondary institution for the fall term of the second academic year.
2. To increase the number of UB participants who successfully complete post-secondary education and graduate with a baccalaureate degree.
3. To increase parental involvement in UB activities and to aid in the success of the program participants.

Goal 1

The Ayers Campus Upward Bound Program will serve 50 eligible participants who are low-income and potential first generation college students in order to increase the number of students completing secondary education and entering postsecondary education programs. This includes serving high risk students, who demonstrate both an academic need for the program, and potential and desire to commit to the requirements of the program.

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

- Deliver services needed to help students succeed.

College Mission:

The mission of Gadsden State Community College is to meet the needs of its diverse communities by offering quality educational and cultural experiences that are accessible and affordable and that empower students to become lifelong learners.

Objective or Educational Outcome 1

Upward Bound will identify and select 50 eligible participants. Two-thirds (67%) of the

participants served should have at least a 2.5 GPA and show potential to be successful in postsecondary education. The other one-third (33%) of the participants served will be higher risk students, who demonstrate both an academic need (2.5 or less) for the program, and show potential to be successful in postsecondary education.

Assessment

The UB staff will document eligibility and need from the participant applications, school documents, and other required information. To accomplish this objective, the UB advisor and UB clerk will verify all eligibility information. A participant's school documentation information will be requested from the school counselor as needed.

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

This goal was accomplished. There were fifty (50) eligible participants identified, selected and served during the 2009-2010 year. These participants met the 2/3 regular and 1/3 high risk categories from the program objective for program compliance.

Use of Findings

These findings are necessary for program compliance.

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**Student Success**

- Deliver services needed to help students succeed.

College Mission:

The mission of Gadsden State Community College is to meet the needs of its diverse communities by offering quality educational and cultural experiences that are accessible and affordable and that empower students to become lifelong learners.

Objective or Educational Outcome 1

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 objective will be accomplished by the integration of cultural, social and recreational activities in the summer component and the use of stipends as an incentive. The measure will be documented through attendance rosters and evaluations submitted by instructors and participants.

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

This goal was accomplished. Of the 50 participants ending the 2009-2010 year, there were 13 seniors. 36 of the 37 students were retained. Ninety-seven percent (97%) of the UB participants were retained for the upcoming year.

Use of Findings

This goal was accomplished. This information will be helpful in the recruitment of new students for the program.

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**Student Success**

- Deliver services needed to help students succeed.

College Mission:

The mission of Gadsden State Community College is to meet the needs of its diverse communities by offering quality educational and cultural experiences that are accessible and affordable and that empower students to become lifelong learners.

Objective or Educational Outcome 1

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 (seniors), 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 with documentation from the National Student Data Clearinghouse, a follow-up telephone call to the last known address, a mailed Participant Tracking Form to the last known address, and/or a follow-up telephone call to a relative to obtain the postsecondary enrollment information.

Additional Funding Request: \$

Evaluation Findings

This goal was accomplished. There were thirteen (13) graduating seniors. 11 of the 13 (85%) seniors graduated high school. Two (2) completed the necessary course work for graduation, but failed to pass the Alabama High School Graduation Exam. These students are eligible to enroll in a postsecondary (technical) program. Therefore, all thirteen (13) are eligible for enrollment in a program of postsecondary education. Twelve (12) of the thirteen (13) seniors went on to a postsecondary institution, for a ninety-two percent (92%) success rate.

Use of Findings

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

Assist Ayers Campus Upward Bound participants in passing all portions of the Alabama High School Graduation Examination through remediation.

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

- Deliver services needed to help students succeed.

College Mission: The mission of Gadsden State Community College is to meet the needs of its diverse communities by offering quality educational and cultural experiences that are accessible and affordable and that empower students to become lifelong learners.

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 (seniors), will have achieved at the proficient level during high school on state assessments in reading/language arts and math.

Assessment

To assure that each participant achieves the proficient level on the state assessments in reading/language arts and math, the UB director and advisor will develop an individual assessment plan for each participant and request the participant's scores twice a year to see where remediation is needed (once during the academic year and once during the summer session). Academic counseling and advising are provided according to each participant's grades and needs. Additionally, the Saturday academic component and summer residential component focus on math, English, and science.

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

This goal was accomplished. Eighty-five percent (85%) of the UB senior participants graduated from high school and passed the state assessment test (Alabama High School Graduation Examination). Eleven (11) of the thirteen (13) seniors graduated from high school. Eleven (11) of the thirteen (13) seniors passed the state assessment test (Alabama High School Graduation Examination). Special Note: The two (2) seniors who did not graduate from high school, did pass the course work for graduation, but did not pass the high school graduation exam.

Use of Findings

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 5

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**Student Success**

- Deliver services needed to help students succeed.

College Mission:

The mission of Gadsden State Community College is to meet the needs of its diverse communities by offering quality educational and cultural experiences that are accessible and affordable and that empower students to become lifelong learners.

Objective or Educational Outcome 1

Seventy-five percent (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 using the Participant Tracking Form, which is mailed to each graduate with a return envelope. Additionally, a telephone contact to the graduate or a family member is acceptable as verified documentation, as well as, documentation from the National Student

Data Clearinghouse.

Additional Funding Request: \$

Evaluation Findings

This goal was accomplished. There were eight (8) graduating seniors in 2008-2009. Five (5) students were enrolled for the fall semester following high school graduation. To date all five (5) students are enrolled for the fall semester of the second academic year, for a total of one hundred percent (100%) success rate.

Use of Findings

This information will be used to encourage the program participants to continue in the UB program and postsecondary education.

Goal 6

To increase parental involvement in UB activities to aid in the success of the program participants.

Relationship to College Goals/Mission

Student Success

- Deliver services needed to help students succeed.

College Mission:

The mission of Gadsden State Community College is to meet the needs of its diverse communities by offering quality educational and cultural experiences that are accessible and affordable and that empower students to become lifelong learners.

Objective or Educational Outcome 1

All UB parents will be invited to participate in several designated UB activities during the year. Seventy percent (70%) of the UB parents will attend/participate in scheduled UB activities.

Assessment

Upward Bound staff will track parent participation. UB attendance records will show parental involvement in scheduled program activities during the year. Sample UB activities include: Academic Orientation, Summer Orientation, Initial Student Conference, Individual Student Conferences, and Summer Awards Banquet.

Additional Funding Request: \$

Evaluation Findings

This goal was accomplished. The UB parents participated in the scheduled UB activities. Three activities were verified for attendance and participation. Academic Orientation (100%) attendance and participation, Summer Orientation (100%) attendance and participation, and Summer Awards Banquet; 24 of 32 (75%) parents attended and participated for a combined total of ninety-two percent (92%) parental attendance and participation during the year.

Use of Findings

This information will be used to boost and encourage all of the parents to attend their scheduled activities and show their support of their child and the UB program.

Goal 7

To increase participant diversity in the UB program.

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

- Deliver services needed to help students succeed.

College Mission:

The mission of Gadsden State Community College is to meet the needs of its diverse communities by offering quality educational and cultural experiences that are accessible and affordable and that empower students to become lifelong learners.

Objective or Educational Outcome 1

In an effort to serve a more diverse group of program participants, the UB staff will recruit and accept at least four (4) new participants per year from a more diverse group of students.

Assessment

Upward Bound staff will monitor the number of UB students in the program. The UB advisor will make every effort to recruit males, other ethnic groups, and Caucasian females. Males will be given first preference for program admission.

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

This goal was accomplished. We accepted and enrolled six (6) males and one (1) Caucasian female to the program during the 2009-2010 year. We will continue focusing

on diversity as we include new students in the UB program.

Use of Findings

This information will be used to encourage the program participants to continue in the UB program and postsecondary education. This information will also be helpful in the recruitment of new students for the program.

User:guest

Unit

Upward Bound Program-Ayers

Gadsden State Community College

Strategic Plan

Unit: Upward Bound Program-Gadsden **Year:** 2009-2010

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 ultimate goal of Upward Bound is to increase the rate at which participant's complete secondary education and enroll in and graduate from institutions of postsecondary.

Long Range Goals:

- 1 Identify and enroll additional eligible participants.
- 2 Seek additional supplemental funding.
- 3 Increase parent participation in Upward Bound activities.

Goal 1

To identify and select 75 eligible Upward Bound participants to include serving higher risk students, who demonstrate both an academic need and desire to commit to the program.

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

- Deliver services needed to help students succeed.

Objective or Educational Outcome 1.

Serve 75 eligible participants that include low-income and first generation students, low-income only and first generation only students. Upward Bound will continue to receive support from the college in serving the diverse population of economically, educationally, and culturally disadvantaged students.

Assessment

The program application documents demographic and educational information, counselor and teacher recommendations, a student autobiographical sketch and documentation of low-income, first generation status.

Additional Funding Request: \$

The number of participants eligible for programs such as Upward Bound continues to grow, 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

One hundred percent of the (75) program participants were served; (89%) were classified as low income, first generation, (8%) were first generation only, and (3%) were low income only.

Use of Findings

The findings are helpful for recruiting purposes as it relates to serving the mandated target population, and completing the Department of Education's Annual Performance Report.

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 provide the skills necessary to pursue and complete a baccalaureate degree.

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

- Deliver services needed to help students succeed.

Objective or Educational Outcome 1.

Seventy-five percent of all UB participants will achieve the proficient level during high school on state assessments in reading, writing, language arts, and math.

Assessment

The students' needs and strengths are assessed through grade reports, standardized test scores, and mid-week progress reports. Remediation and tutoring will be provided for those in need.

Additional Funding Request: \$

None Required.

Evaluation Findings

Eighty-five percent of the Upward Bound participants maintained GPA's of 2.75 and above in core curriculums and state assessments, while 14% earned GPA's of 2.0 or higher, with the remaining 1% in need of remediation. In addition, 100% of the graduating seniors successfully passed all parts of the Alabama High School Exit Exam.

Use of Findings

The findings are helpful in assessing the academic need(s) of the participants; in

addition to providing support, tracking high school graduates, and compiling data for the Department of Education's Annual Performance Report.

Goal 3

To develop skills in human relations, leadership, and offer 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**Student Success**

- Deliver services needed to help students succeed.

Objective or Educational Outcome 1.

All students will be exposed to various life skills components, resulting in at least 75% of the participants giving favorable comments regarding the program and the life lessons obtained through participation.

Assessment

Participants complete surveys and questionnaires regarding class instruction, advising, and life skills presentations.

Additional Funding Request: \$

None required.

Evaluation Findings

Eighty-five percent of the students were pleased with the program's offering and life-lessons obtained through participation.

Use of Findings

The findings are addressed and evaluated by staff members. The comments and suggestions are appreciated, and considered a tool for professional growth and development.

Goal 4

To work cooperatively with parents, and high school personnel at the target schools to achieve project objectives.

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

- Deliver services needed to help students succeed.

Objective or Educational Outcome 1

To provide a level of support (instruction, counseling, tutoring) and confidence-building for senior participants that will result in 95% plus graduating from high school each year.

Assessment

Grade reports, counselor contacts, and high school transcripts are used to measure student's progress and graduation status, in addition to post follow-up surveys given to students and parents.

Additional Funding Request: \$

Evaluation Findings

One hundred percent of the senior class successfully completed all parts of the exit exam and graduated from high school. Ninety percent are currently enrolled in a postsecondary program, with the remaining planning to enroll at a later date.

Use of Findings

The results are beneficial as we continue to seek ways to enhance the academic performance of the students; work cohesively with the parents and high school personnel; and promote postsecondary success.

User:guest

Unit

Upward Bound Program-Gadsden

Gadsden State Community College

Strategic Plan

Unit: Valley Street Campus Director **Year:** 2009-2010

Person Responsible: Carl Byers

Cabinet Member: Valerie Richardson **Approved**

Mission Statement:

As a designated HBCU(Historically Black Colleges and Universities) campus, Valley Street is committed to providing administrative management and supervision in planning, coordinating, and implementing all aspects of the daily operations for the campus. This is done in keeping with the mission, purpose, and philosophy of the College in becoming an integral part of our diverse communities.

Long Range Goals:

- 1 Increase community awareness of Gadsden State Community College Valley (HBCU) Campus.
- 2 Provide community based seminars/workshops on Valley Street Campus to promote visibility.
- 3 Increase minority enrollment on the Valley Street Campus.
- 4 Increase program offerings on the Valley Street Campus.

Goal 1

Provide Additional Space for Student and Community Activities on the HBCU 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.

Provide at least 15% more available space for students and community gatherings, activities, or workshops.

Assessment

Building progression of new multi-purpose building on campus.

Additional Funding Request: \$0

Evaluation Findings

Student Center construction project is near completion. This building will provide additional space to be utilized for classrooms, student activities, employee workshops, and/or community gatherings. Current collaborations between the Title III & Marketing Departments along with Campus Administration have allowed for the coordinated use of existing departmental space for additional classroom space during the 2009-2010 school year.

Use of Findings

Additional space allows for greater core-class offerings on the Valley Street Campus. This provides a greater service and convenience to students wherein they can take the majority of classes required for their majors on a single, more familiar campus.

Goal 2

Provide visibility of the Historically Black Colleges and Universities 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.

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 Historically Black Colleges and Universities Designation, provide seminars/workshops/tours concerning the support services and technical programs available on the Valley Street Campus, and disseminate information to become visible in the community. Increase campus visitations, tours and involvement by at least 20%.

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: \$0

Evaluation Findings

Inclusion in and expansion of college and community events such as; Alcohol Awareness, Constitution Week, Blood Drives, Youth Career Summits, and reading tours offered by Gadsden State staff in the Gadsden Public School system has attributed to increased awareness in the community and an increased number of visitors to the Valley Street Campus. To assess the progress of this objective sign-in sheets are requested and maintained in the administrative offices. Additionally, with regards to campus visits, annual report records are kept via the Title III Program. Through campus tours, seminars, and one of our newest functions this year, a forum labeled the "Dream Summit", we were able to achieve a 20%+ increase in the number of visitors to the campus.

Use of Findings

In order to continue to promote the HBCU designation of the Valley Street Campus and to increase the number of persons making campus visits it is imperative that we continue to offer valuable activities and services to our students and the community.

Goal 3

Promote an atmosphere of partnering and networking with four-year HBCUs statewide to provide a seamless transition for students transferring from a two-year to a four-year institution.

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 collaborative communicative, transfer and planning efforts with four year HBCU's by 10%.

Assessment

Professional development activities, campus visits, planning sessions.

Additional Funding Request: \$0

Evaluation Findings

Coordinated planning and efforts between the Office of Transfer Advisement, Gadsden State Counseling & Advising Center and Valley Street Campus Administration resulted in an HBCU College Fair. These efforts increased enrolled student and community awareness of HBCU transfer opportunities.

Campus Director recently assigned to two liaison positions: 1) Talladega College's FASTrack program and 2) a joint NSF venture entitled ALSAMP (a Biology student recruitment initiative).

Use of Findings

Providing up-to-date, first-hand information from four-year HBCU's has proven to be a very valuable tool for students who are trying to make decisions regarding their education beyond Gadsden State.

Liaison assignments too recent to determine percentages of success. Project that more data will be available next year.

Goal 4

Provide on-campus access to core courses required for Valley Street Campus programs.

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.

Determine programs which require core courses, seek academic dean input, and determine space requirements for providing core course offerings on Valley Street. Strive to increase these course offerings by at least 10% annually.

Assessment

Review of schedule to list offerings for the Valley Street Campus will document the attainment of the objective.

Additional Funding Request: \$0

Evaluation Findings

Through collaboration with the science department, a Biology 201 course has been added to the curriculum and is available on the Valley Street Campus. This represents an increase of 100%, however, this increase will not be constantly maintained . We will continue to collaborate with division chairs in order to add additional general education offerings.

Use of Findings

This course is working out well and is a vital part of the LPN curriculum here on the Valley Street Campus. Efforts will continue to add even more required core courses on this campus.

User:guest

Unit

Valley Street Campus Director

Gadsden State Community College

Strategic Plan

Unit: Veterans Upward Bound Program **Year:** 2009-2010

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 educational, cultural, and personal development and enrichment opportunities to a diverse population. The Veterans Upward Bound program is designed to foster opportunities for veterans who are low income and/or potential first generation college students, to gain the skills and abilities necessary to succeed in a program of postsecondary education.

Long Range Goals:

- 1
Improve and expand the services of the Veterans Upward Bound program to better serve the ten county target area which includes Blount, Calhoun, Cherokee, Cleburne, DeKalb, Etowah, Jackson, Marshall, St. Clair, and Talladega counties.
- 2
Increase educational opportunities for veterans returning from Operations Iraqi Freedom and Enduring Freedom by enrolling these veterans in Veterans Upward Bound. Provide information and educational assistance for transition from active duty.
- 3
Improve and expand services of the Veterans Upward Bound program offered to program participants on Gadsden State Community College campuses and other colleges and universities in the ten county target area.
- 4
Increase community awareness of the Veterans Upward Bound program in the ten county target area through improved community outreach and program marketing.

Goal 1

To recruit and enroll a minimum of 120 veterans who are low income and/or potential 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.

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: VUB provides quality educational support services and cultural programs to all eligible participants who are low income and/or potential first generation college students.

Objective or Educational Outcome 1

A minimum of 120 eligible veterans are 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

VUB staff will enter participants' information into a data management system which will calculate the number of participants in the program and the eligibility status of each participant.

Additional Funding Request: \$0**Evaluation Findings**

Forty-six new participants were enrolled during the 2009-2010 reporting period. A total of at least one hundred thirty-three participants were enrolled during 2009-2010. The program met the federal requirement of one hundred twenty eligible participants enrolled in the program during the reporting period. Of the total of one hundred thirty-three participants enrolled in the program, at least eighty-nine 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 participants were either low income or potential first generation college students.

Use of Findings

VUB has established an effective recruiting program to provide information and guidance to prospective program participants. Veterans in the ten county target area

who are low income and potential first generation college students are targeted in order to meet the minimum federal requirements. VUB continues to provide services to participants based on need with the emphasis on directing participants toward enrollment in postsecondary education with the ultimate goal of completing a degree or certificate program. These services include academic advisement, tutorial assistance, instruction, workshops and seminars, educational and cultural activities, career exploration, assistance with college enrollment, and recognition of achievement.

Goal 2

Seventy percent (70%) of participants served each year will improve their academic skills as measured by a pre- and post-standardized test taken by each participant.

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.

College Mission: VUB provides quality educational support services to all eligible veterans who are low income and/or first generation college students which will increase potential for success in postsecondary education.

Objective or Educational Outcome 1

Administer a standardized test and evaluate the results for determining the level of competency for the participants' potential for success in postsecondary education; provide the necessary educational support services to participants to improve their skills and increase their level of competency in postsecondary education. As a result, 70% of participants served each year will improve their academic skills as measured by a pre- and post-standardized test.

Assessment

Evaluate the results of the standardized test to determine the level of improvement in a participants academic skills as a result of their participation in the appropriate academic

curriculum of their prescribed VUB educational program.

Additional Funding Request: \$0

Evaluation Findings

Seventy-five percent of participants served during the reporting period improved their academic skills as measured by a standardized test. A standardized test was administered and the results evaluated in order to determine the level of improvement in the participants' academic skills. The goal of seventy percent (70%) of participants improving their academic skills as measured by a standardized test was achieved for the reporting period.

Use of Findings

The results of these findings will provide participants with information regarding their level of competence in their academic skills. These results can be used to guide participants toward selecting a program of study that reflects their level of academic skills. VUB provides services to participants to prepare, encourage, and motivate them to enroll in a program of postsecondary education. These services include academic advisement, tutorial assistance, instruction, workshops and seminars, educational and cultural activities, career exploration, assistance with college enrollment, and recognition of achievement. All services are aimed at directing participants toward enrollment in a program of postsecondary education with the goal of completing a degree or certificate program. VUB will continue to provide support to participants to assist them in achieving their educational goals. VUB is committed to ensuring success of all participants and will continue to provide services to prepare participants for enrollment in a program of postsecondary education.

Goal 3

Sixty-five percent (65%) of participants served by VUB each year will remain enrolled or complete their prescribed VUB educational 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.

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: VUB provides quality educational support services to all eligible veterans who are low income and/or potential first generation college students and provides services to increase their potential for success in the completion of the appropriate academic curriculum of their prescribed VUB educational program and enrollment in postsecondary education.

Objective or Educational Outcome 1

VUB will provide educational support services to each veteran enrolled in the VUB program. Participants receive services based on academic need with the goal of completing their prescribed VUB educational program and enrollment in postsecondary education. As a result, 65% of participants served by VUB each year will remain enrolled or complete their prescribed VUB educational program.

Assessment

VUB staff will track the participants' level of success in remaining enrolled or completing their prescribed VUB educational program.

Additional Funding Request: \$0

Evaluation Findings

The goal of sixty-five percent of participants served each year remaining enrolled or completing their prescribed VUB educational program was achieved for 2009-2010. Of the total of one hundred thirty-three participants enrolled during 2009-2010, eighty-seven participants remained enrolled or completed their prescribed VUB educational program. As a result, sixty-five percent remained enrolled or completed their prescribed VUB educational program. VUB participants' progress is individually monitored to ensure advancement toward meeting this objective.

Use of Findings

VUB provides services to prepare, encourage, and motivate participants to enroll in a program of postsecondary education. These services include academic advisement, tutorial assistance, instruction, workshops and seminars, educational and cultural activities, career exploration, assistance with college enrollment, and recognition of achievement. All services are aimed at directing participants toward enrollment in a program of postsecondary education with the goal of completing a degree or certificate program. VUB will continue to provide support to participants to assist them in

achieving their educational goals. There are many factors involved in providing educational support services to adult learners that are beyond the control of VUB; however, VUB is committed to ensuring success of all participants and will continue to provide services to prepare the participant for enrollment in a program of postsecondary education. VUB encourages participants to take responsibility for their own success by enrolling in a program of postsecondary education and remaining enrolled until the completion of a degree or certificate.

Goal 4

Sixty-five percent (65%) of participants served each year will enroll in a program of postsecondary education by the fall term following the scheduled completion of their prescribed VUB educational 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.

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: VUB provides quality educational support services to all eligible participants who are low income and/or potential first generation college students and provides services to increase their potential for enrollment in postsecondary education.

Objective or Educational Outcome 1

VUB will provide educational support services to each participant enrolled in the VUB program. Participants receive services based on academic need with the goal of enrolling in postsecondary education and completing a degree or certificate program. As a result, 65% of participants served each year will enroll in a program of postsecondary education by the fall term following the scheduled completion of the prescribed VUB educational program.

Assessment

VUB assists participants in applying for postsecondary admission and gaining admission. Participants will maintain a level of participation in VUB that increases the potential for successful completion of a program of postsecondary education. VUB will provide participants with the necessary services to increase potential for success in postsecondary education that will result in the awarding of a degree or certificate program from a postsecondary institution. VUB staff will track the participants' level of success in meeting this objective.

Additional Funding Request: \$0**Evaluation Findings**

The goal of sixty-five percent of participants served each year will enroll in a program of postsecondary education by the fall term following the scheduled completion of their prescribed VUB educational program was achieved for 2009-2010. Of the ninety-nine participants enrolled in a program of postsecondary education during 2009-2010, seventy-two participants were enrolled by the fall term. As a result, seventy-three percent of participants were enrolled for the fall term. VUB participants' progress is individually monitored to ensure advancement toward meeting this objective.

Use of Findings

VUB provides services to prepare, encourage, and motivate participants to enroll in a program of postsecondary education. These services include academic advisement, tutorial assistance, instruction, workshops and seminars, educational and cultural activities, career exploration, assistance with college enrollment, and recognition of achievement. All services are aimed at directing participants toward enrollment in a program of postsecondary education with the goal of completing a degree or certificate program. VUB will continue to provide support to participants to assist them in achieving their educational goals. There are many factors involved in providing educational support services to adult learners that are beyond the control of VUB; however, VUB is committed to ensuring success of all participants and will continue to provide services to prepare the participant for enrollment in a program of postsecondary education. VUB encourages participants to take responsibility for their own success by enrolling in a program of postsecondary education and remaining enrolled until the completion of a degree or certificate. VUB will continue to provide the necessary preparation of the participant to increase enrollment for the fall term.

Goal 5

Sixty percent (60%) of participants who enroll in postsecondary education each year will be enrolled for the fall term of the second academic year.

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: VUB provides quality educational support services to all eligible participants who are low income and/or potential first generation college students and provides services to increase chances of enrollment in postsecondary education.

Objective or Educational Outcome 1

VUB will provide educational support services to each participant enrolled in the program. Participants receive services based on academic need with the goal of enrolling in postsecondary education and completing a degree or certificate program. As a result, 60% of participants served each year will enroll in a program of postsecondary education by the fall term of the second academic year.

Assessment

VUB assists participants in applying for postsecondary admission and gaining admission. Participants will maintain a level of participation in VUB that increases the potential for successful completion of a program of postsecondary education. VUB will provide participants with the necessary services to increase potential for success in postsecondary education that will result in the awarding of a degree or certificate from a postsecondary institution. VUB staff will track the participants' level of success in meeting this objective.

Additional Funding Request: \$0**Evaluation Findings**

The goal of sixty percent of participants served each year will enroll in a program of postsecondary education by the fall term of the second academic year was achieved for 2009-2010. Of the ninety-nine participants enrolled in a program of postsecondary education during 2009-2010, seventy-three were enrolled by the fall term of the second academic year. As a result, seventy-four percent of participants were enrolled by the fall term of the second academic year. VUB participants' progress is individually monitored to ensure advancement toward meeting this objective.

Use of Findings

VUB provides services to participants to prepare, encourage, and motivate them to enroll in a program of postsecondary education. These services include academic advisement, tutorial assistance, instruction, workshops and seminars, educational and cultural activities, career exploration, assistance with college enrollment, and recognition of achievement. All services are aimed at directing participants toward enrollment in a program of postsecondary education with the goal of completing a degree or certificate program. VUB will continue to provide support to participants to assist them in achieving their educational goals. There are many factors involved in providing educational support services to adult learners that are beyond the control of VUB; however, VUB is committed to ensuring success of all participants and will continue to provide services to prepare the participant for enrollment in a program of postsecondary education. VUB encourages participants to take responsibility for their own success by enrolling in a program of postsecondary education and remaining enrolled until the completion of a degree or certificate. VUB will continue to provide the necessary preparation of the participant to increase enrollment for the fall term of their second academic year.

User:guest**Unit**

Veterans Upward Bound Program

Gadsden State Community College

Strategic Plan

Unit: Vice-President **Year:** 2009-2010

Person Responsible: John Blue

Cabinet Member: President (not reviewed)

Mission Statement:

The Vice President reports directly to the President, serves on the President's Executive Staff and acts as an advisor to the President on all matters relating to the College and assists in leading the College to achieve the Institutional Mission and Goals. The Vice President will (1) work with the President to formulate a governmental strategy approved by the Chancellor and executed by the President, (2) work with the President, members of the President's Executive Staff and others in helping shape the College's economic development strategies at the local, regional, state and national levels, (3) will interface with local, regional, state and national leaders as it relates to economic-community development, (4) maintain strong relations with local, regional, state, and national governmental officials, executives and other opinion leaders to advance the growth and economic development initiatives throughout the College service area. The Vice President provides leadership, supervision and coordination of the College units of Economic Development, Community and External Affairs, Foundations, Alumni Association, Community Traffic Safety Program and other units of the College as directed by the President.

Long Range Goals:

- 1 Provide the President with advice and counsel in which to plan and implement strategies to prepare the communities' of interest future workforce.
- 2 Provide leadership and support to community-based initiatives for educational partnerships, and determine models to meet current and future challenges.
- 3 Participate in community and institutional sessions, groups and meetings to identify strategies to improve the curriculum and delivery of the college's academic and technical offerings.
- 4 Participate in community - business sessions, groups, committees and organizations to formulate plans for economic growth - expansion - job retention and educational services.
- 5 Participate with local, regional, state elected officials, and governmental entities to identify educational opportunities for the institution to serve its communities of interest.

Goal 1

Provide leadership and direction to the VP Office staff to participate in community-based initiatives for educational partnerships, and determine models to meet current and future challenges.

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

The VP Office staff will participate in a minimum of five community-based initiatives related to educational partnerships.

Assessment

A list showing a minimum of five community-based initiatives related to educational partnerships will be compiled to verify objective completion.

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

The Vice President's Office staff did participate in over five community-based initiatives related to educational partnerships. Examples of community-based initiatives include: Head Start, AARP Senior Drivers Course, Vocational Rehabilitation Services, and Anniston Community Education Foundation. The documentation verifying completion is on file in the Office of the Vice President.

Use of Findings

The objective was met. The Vice President's Office will continue to explore community-based initiatives related to educational partnerships.

Goal 2

Provide leadership and direction to the VP Office staff to participate in community and institutional sessions, groups and meetings to identify strategies to improve the curriculum and delivery of the college's academic and technical offerings.

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

The VP Office staff will participate in a minimum of twenty community and institutional sessions, groups and meetings related to strategies on curriculum and delivery of institutional offerings.

Assessment

Based on the VP Office calendar, a list showing a minimum of twenty community and institutional sessions, groups and meetings related to strategies on curriculum and delivery of institutional offerings attended by the VP unit staff will be compiled to verify objective completion.

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

The Vice President's Office did participate in a minimum of twenty community and institutional sessions, groups and meetings related to strategies on curriculum and delivery of institutional offerings. Examples of these include Calhoun County Economic Development Council, Hobson City Community Economic Development Council, Jobs Taskforce, Head Start, Childcare Network Resources. Documentation of these meetings is on file in the Office of the Vice President.

Use of Findings

The objective was met. The Vice President' Office staff will continue to explore opportunities to participate in institutional sessions, groups and meetings related to strategies on curriculum and delivery of institutional offerings.

Goal 3

Provide leadership and direction to the VP Office staff to participate in local events, meetings and forums to strengthen the College's role within local communities and communities of interest related to economic growth - expansion - job retention - workforce development and educational services.

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

The VP Office staff will participate in a minimum of twenty local events, meetings and forums related to strengthening the College's role within local communities and communities of interest related to economic growth - expansion - job retention - workforce development and educational services.

Assessment

Based on the VP Office unit calendar, a list showing a minimum of twenty local events, meetings and forums related to growth - expansion - job retention - workforce development and educational services, attended by VP unit staff, will be compiled to verify objective completion.

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

The Vice President's Office staff did participate in a minimum of twenty local events, meetings and forums related to strengthening the College's role within local communities and communities of interest related to economic growth - expansion - job retention - workforce development and educational services. Examples of these include Calhoun County Economic Development Council, Hobson City Community Economic Development Council, Jobs Taskforce, Calhoun County Chamber of Commerce, Cherokee County Chamber of Commerce, Anniston Referral Builders Network, City of Anniston Economic Development Summit, and EDC Entrepreneurial Committee. Documentation of these events is on file in the Office of the Vice President.

Use of Findings

The objective was met. The Office of the Vice President will continue to explore additional opportunities to strengthen the role of the College within local communities and communities of interest related to economic growth - expansion - job retention - workforce development and educational services.

Goal 4

Provide leadership and direction to the VP Office staff to participate with local, regional, state, elected officials and governmental entities to identify educational opportunities for the institution to serve its communities of interest.

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

Based on the VP Office calendar, a list showing a minimum of twenty-five meetings with elected officials and governmental leaders, attended by VP unit staff, will be compiled to verify objective completion.

Assessment

A list of meetings with elected officials and governmental leaders will be compiled to verify objective completion.

Additional Funding Request: \$

Evaluation Findings

Over twenty-five meetings with elected officials and governmental leaders were attended by Office of the Vice President's staff. Examples of these include meetings with Anniston City officials, Calhoun County Commission officials, Calhoun County legislative delegation, Gadsden City officials, Etowah County officials, Etowah County legislative delegation, Cherokee County legislative delegation, Federal representatives - Mike Rogers and Robert Aderholt, Federal Senate official - Richard Shelby. Documentation of meetings is available in the Office of the Vice President.

Use of Findings

The objective was met. the Office of the Vice President's staff will continue to pursue opportunities to identify educational opportunities for the institution to serve its communities of interest.

Goal 5

Provide leadership and direction to the VP Office staff to monitor and collect information related to the economy and the upcoming year's economic forecast.

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 VP Office staff will prepare the annual economic forecast information when requested by the College's Financial Services Office.

Assessment

A copy of the annual economic forecast will verify objective completion.

Additional Funding Request: \$

Evaluation Findings

The Office of the Vice President's staff did prepare the annual economic forecast as requested by the College's Financial Services Office. Documentation of the Economic Forecast is available in the Office of the Vice President.

Use of Findings

The objective was met. The Office of the Vice President's staff will continuously collect information related to economic forecasts for future use as needed.

Goal 6

Promote and foster an attitude of celebration of differences to recognize and advance a diverse workplace that promotes respect for diversity.

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

Promote a workplace environment that values diversity and respects individual differences to enrich the community.

Assessment

Attend diversity awareness training sessions as offered by Gadsden State.

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

There was not a college-wide diversity awareness training session offered during this year. The Office of the Vice President does promote a workplace environment that values diversity and respects individual differences.

Use of Findings

The goal was met even though there was not a scheduled diversity awareness training session offered at Gadsden State. The Office of the Vice President promotes a diverse workplace on a daily basis and will attend future diversity awareness training sessions as offered.

User:guest

Unit

Vice-President

