



## Unit Plan Annual Narrative

**Directions:** Use the "Unit Plan Narrative Guide Sheet" to complete this planning form. Be sure that under each section, you write a narrative which discusses all elements listed under each heading. If a particular element does not apply to your area, note that within your narrative. Again, this form should be completed as a narrative, not bulleted.

**Department/Unit:** Academic Affairs

**Unit Administrator:** Dr. Sherri Davis

**Date:** June 25, 2008

### A. Unit Description

The Division of Academic Affairs consists of Health Professions, General Education, Math and Science, Social Sciences, Humanities, Health and Physical Education, and Developmental Education. The division works collectively to support the mission of the college in every aspect of its mission and promotes the continued advancement of students' academic and social skills. Ultimately, the division is focused on providing a quality education of all students and preparing students to either transfer to a four-year college or enter the work force with marketable skills.

### Achievements:

- The most significant and major accomplishment was the completion of the 2007-2009 catalog and the extension of General Studies offerings.
- Expansion of the General Studies offerings not only provide for a significant change in the catalog, but will make LSCC more competitive
- Both the catalog and schedule booklets (for each term) have been bookmarked for easy access and web use
- Information in the schedule booklet was extended to include the following:
  - Final Exam Schedule
  - Directions between campuses
  - New, detailed maps of both campuses
  - New identification system (via the use of icons) for online and mini-term classes
  - Orientation dates
  - Compass testing dates
  - Office location guide
  - How to find your advisor information
  - Step-by-step guide to completing the STARS Guide
  - Step-by-step guide to online registration and more
- College Transfer Department Chairs and Deans participated in a 2-day Leadership Academy workshop. The academy focused on improving leadership skills and building team work.
- The evening RN program has grown tremendously on the Birmingham campus. The interest in the program has been so overwhelming that the enrollment predictions superceded all expectations with over 200 applicants.
- Health Professions had a successful accreditation visit this year and only have a few *recommendations* to work on as a result of upcoming visit.

- The Dental Program has an upcoming accreditation visit that is forthcoming.
- The Center for Teaching Excellence and Learning (CTEL) was funded and renovations to create the center are underway.
- The CTET Leadership team has been formed and is functioning to make key decisions as it relates to the center. The team consists of faculty and staff members from a cross section of disciplines and from both campuses. All volunteered to serve.
- The STEP-UP grant had a successful visit and continues to be impacting and important to the college and the students it serves.
- The division plans to introduce more hybrid courses beginning in the fall of 2009. Presently, the division is working with Dr. Alice Milton to develop specialized hybrid training for instructors.
- Help Desk on both campuses has had a positive impact on the improvement of customer service we provide our students. It was reported, this semester, that when the Help Desk is not running, the Admissions Office can tell the difference and has encouraged Instructional Services to run the Help Desk, even during the summer term.
- The division is doing a much better job in managing the start of the semester. The early cancellation strategy and the team approach of monitoring class cancellations, removing registered and pre-registered students as well as calling students in cancelled classes proved highly effective.
- The elimination of RDG084 as well as other changes in Developmental course offerings went smooth and without any reported problems (in terms of the transition of the changes). All developmental courses went to 4-credits and RDG114 was restructured to include a 3-credit and 2-credit option.
- Saturday offerings continue to be very appealing to students. Sunday offerings were tested and successful as well.
- Division continues to experience problems with adjunct absenteeism. As a result, it sought to remedy the problem through the help of the Administrative Cabinet. The Cabinet approved the ability of Department Chairs to deduct pay from absent faculty members (and encouraged the process as an effective deterrent). This will go into effect beginning fall 2009, after Dept. Chairs are trained on how to best calculate absenteeism and after all part-time employees are officially notified of the change.
- The developmental math team the Math Department developed new developmental math curriculum. It was determined that the previous curriculum was too focused on MTH100 objectives and it needed to be adjusted. Hopefully, the changes will lead to higher pass rates in MTH098 since the curriculum was thought to be too strenuous for MTH098 students.
- Division continues to hire qualified faculty. A new nursing, science and developmental English & Speech instructor were hired and more new faculty are expected for the 2009 school year.

## **B. Unit Effectiveness**

Academic Affairs / Instructional Services consists of eight divisions—Library Services, Health Professions, General Education, Math and Science, Social Sciences, Humanities, Health and Physical Education, and Developmental Education.

As reported last year, College Transfer programs continue to thrive and grow. The most substantive shift was the inclusion of the Registered Nursing Program on the Bessemer campus. This inclusion was spear-headed growth in the College Transfer Division. Consequently, enrollment data indicates that over 250 new students enrolled in College Transfer courses on the Bessemer campus during the 2007-2008 school year.

Regarding program viability, the college remains at 99.8% of all college transfer programs being viable. The division also prides itself on working one-on-one with Student Support Services in coordinating efforts to increase registration numbers, increasing STARS enrollment numbers, providing for a more improved educational experience for our students, and infusing technology in the classroom. Further, the Help Desks, which run for a full week following each registration period and a full week during pre-registration, are highly successful and continue to provide students with a high level of customer service. Running the Help Desk has also led to an increase number of students pre-registering. According to pre-registration numbers, 70% of returning students pre-registered and 60% pre-registered during the fall term. Emphasis will be placed on online registration for the upcoming school year (2008-2009).

### **C. Value Added**

Academic Affairs continues to work cooperatively and eagerly with other divisions of the college. The division continues to meet regularly with Business Technologies, Career and Occupational Technologies, Distance Education, Student Services, Student Life, Athletics and Student Support Services when handling various program aspects.

**Strengths:** See Achievements (as outlined above).

**Areas Needing Improvement:** The area needing improvement is still consistent with what was reported last year during the 2006-2007 school year. It was noted that, although more classrooms are better equipped to support technology and faculty are doing a much better job using Blackboard and other forms of technology, we still have too many instructors particularly part-time instructors depending too much on the lecture style to instruct. Computer labs are also a major dilemma. Many labs are not well maintained, and as such, are not reliable or convenient to use. Such limitations negatively impact instructional programs. As a result, the Academic Affairs Division in cooperation with Library Services plans on opening two new labs during the 2008-2009 school year. Both labs will have no less than 22 computers and will be accessible to students in the Academic Building on the Birmingham campus. The Birmingham campus was viewed as the most disenfranchised, so concerted efforts were made to bring computer labs to the facility.

New concerns surfaced this year as it relates to the quality of part-time instructors. The division needs to find more targeted ways to address non-performing instructors. To date, we do not have a step-by-step procedural process for ending contracts or limiting pay for cancelled classes or other disciplinary actions.

We need more program brochures per area.

**Recommendations:** Establish specific procedures for disciplining non-performing part-time faculty financially. Specific guidelines need to be established and adopted. Funnel significant funds towards creating more technology enhanced classrooms. Invest in the creation of at least 6 smart classrooms—four on the Birmingham campus and two on the Bessemer campus. Equip each classroom with a ceiling mounted LCD projector and Internet access. Finalize the CTTEL (Center for Teaching Excellence). Work with Department Chairs to create specific departmental brochures.

### **Projections**

**Staff Needs:** As previously reported in 2007, a PE instructor is also needed who could serve as

only a PE instructor, opposed to having coaching responsibilities. Coaching responsibilities typically conflict with the instructional program and lead to internal conflicts within the division. An additional librarian is also needed to fully support both libraries. We also need more science and math instructors to support the growing demand in these areas.,

**Resource Needs:** Extensive training resources, additional software licenses (campus-wide); more LCD projectors, Smartboards, iPods.

**Professional Development Needs:** Our instructors continue to need professional development in the following: Blackboard, iPods, Smartboard, Tegrity, AS400, Website, Enhanced PowerPoint Delivery, Educational Repositories, and Adding Video Clips and Audio Clips to presentations, and Distance Education Delivery Techniques.

**Institutional Effectiveness Unit Plan for 2007-2008**

**Directions:** Use 9 point font when completing this form. First, complete columns A-D. Make sure your Unit Outcomes are targeted, essential and measurable. Columns E & F (which serve to assess whether your goals were reached and how you intend to use the results) will *not* be completed until the end of the cycle in the spring.

**Unit :** Academic Affairs

**Unit Administrator:** Dr. Sherri Davis, Academic Dean

**Unit's Mission:** The Academic Affairs Division is committed to providing accessible, affordable educational and career training opportunities for our customers—students, community, businesses, and agencies. These opportunities are enhanced through the use of the most current technological advancements in order to assure our customers a competitive edge in the educational arena and workplace. To this end, the division is equally committed to enhance academic excellence by providing challenging curriculum, employing and retaining qualified faculty, and by providing state-of-the-art instructional equipment, materials and facilities.

| Number each Outcome in each column | A. Unit Outcomes (3-5)   | B. Outcomes Link to Institutional Goals & Strategic Indicators  | C. Methods of Assessing the Outcome   | D. Budget Implications  |
|------------------------------------|--|---|---|---|
|                                    | <ol style="list-style-type: none"> <li>Design and develop the Center for Teaching and Excellence (CTEL) website to support faculty and staff and start the CTEL renovations project.</li> <li>Applicants for the new Registered Nursing Program on the Bessemer campus will reach at least 100 students. The new program should accept at least 25 new students into the program for 2007-2008.</li> <li>70% of students need to pre-register each spring and fall term (prior to late registration).</li> <li>Modify the catalog to include extensive listing of General Studies offerings opposed to limited offerings and revamp the formatting of the document to create better visual dividers between sections.</li> <li>Improve Help Desk coordination and shared participation on both campuses.</li> <li>Modify the schedule booklet to include more relevant information for students as it relates to college operations, procedures and semester success.</li> </ol> | <ol style="list-style-type: none"> <li>Goal 1; Indicators C, B<br/>Goal 3; Indicators A, C, D, E<br/>Goal 6: Indicator C</li> <li>Goal 1: Indicator C<br/>Goal 2: Indicators B, C, G</li> <li>Goal 1: Indicator C<br/>Goal 2: Indicators B, C, E, G<br/>Goal 3: Indicators D, E</li> <li>Goal 1: Indicators A,C<br/>Goal 2; Indicators B, C, G</li> <li>Goal 1: Indicator C<br/>Goal 2: Indicators B, E, F, G<br/>Goal 3: Indicators B, D</li> <li>Goal 1: Indicator C<br/>Goal 2: Indicators A, B, C, E, F, G<br/>Goal 3: Indicator D</li> </ol> | <p>List what methods you plan on using to measure each outcome (i.e., exit exam results, portfolios, surveys, board exams, etc.)</p> <ol style="list-style-type: none"> <li>CTEL Website; CTEL construction (physical evidence)</li> <li>Applicant grid; Enrollment data</li> <li>Pre-registration enrollment data</li> <li>New 2007-2009 catalog general studies listings vs. old 2005-2007 catalog listings (under general studies.</li> <li>Email correspondence and Help Desk schedules</li> <li>Schedule booklets</li> </ol> | <p>If your outcome has budget implications (costs that will exceed \$499), list them here.</p> <ol style="list-style-type: none"> <li>Title III: \$50,000</li> <li>Advertising expenses. Cost of promotional items.</li> <li>Advertising expenses.</li> <li>None</li> <li>None</li> <li>None</li> </ol> |

**Unit Plan--Part II: Directions :** As noted on page one of this plan, complete columns E & F at the end of the planning cycle in the spring. As you report under each column, be sure to carry over the numbers which represent each outcome you are addressing.

**E. Actual Results Obtained**—When you assessed and measured your stated outcomes, what results did you find? Be clear and concise in your reporting.

1. Goal was obtained. The Center for Teaching and Excellence website was developed via Blackboard and is continuously being updated. The launch of the website will not be made available until after the center is opened in 2009. In addition, a room (D117) on the Birmingham campus has been identified in the Academic Building for CTEL and renovations are underway for the new facility. The area has been carpeted, painted, new ceilings have been added and a new speaker system has been added as well. In addition, new equipment has been ordered and is ready for installation to include: flat screen monitors and a dvd player. Furniture selections have also been made and will be ordered by the end of July (2008).
2. Both goals were superseded. The launch of the new Registered Nursing (RN) Program on the Bessemer campus was hugely successful. 167 applicants were submitted; 87 were qualified; 35 students were accepted and enrolled.
3. This goal was reached in spring 2008, but fell short of its 70 percentile range for fall 2007. Results collected: Fall 2007: 60.60% (2,014 out of 3,323) pre-registered; Spring 2008: 69.79% (2,191 out of 3,139) pre-registered.
4. The catalog was extended to include an expanded General Studies section. This change was significant and added 68 new areas of concentration under the General Studies listings. In addition, the entire catalog was revamped and revised cosmetically for ease of use.
5. A new chart was developed which not only outlined which department would cover the Help Desk on what day, but it also required supervisors to submit names on a chart that specifically identified who would cover the desk on what day.
6. The schedule booklet was modified to include the following: Final Exam Schedule; Table of Contents; Top 10 Reasons to Attend Lawson State; Step-by-Step STARS Guide; Step-by-Step Online Registration Steps (more detailed version).

**F. Use of Results**

1. Continue to work with the CTEL Advisory Board to finalize the website and the CTEL center for the final launch in 2009. Center as well as website must focus on teacher input and advice for final development.
2. Continue to plan ways to improve the overall effectiveness of the new nursing program. Since there is so much interest in the nursing program on the Bessemer campus, Academic Affairs needs to do two things (1) seek to hire new teaching personnel to accept more applicants into the program, and (2) secure additional funds via Title III programs to better support the nursing program on the Bessemer campus.
3. Spring term results are healthy and indicate that current strategies to pre-register students (prior to winter break) are working. Clearly, however, the college still faces problems with conducting pre-registration during the summer term because most of the students are not enrolled during the summer. Thus, results indicate that the Academic Affairs Division along with Student Services need to work at pre-registering students during the end of the spring term, opposed to every July (summer term). In that way, the bulk of returning students will be on campus and the pre-registration numbers will have a better chance of going up. This will also mean that all fall schedule booklets must be finalized each year prior to leaving campus for the winter break. In that way, the fall schedules will arrive by March of each year to support the earlier registration period.
4. Extended catalog has been quite effective in promoting General Studies options. Since this is the first year of the new catalog, we are currently tracking any and all changes that need to be made to improve the current catalog. Lori Chisem, Dr. Cynthia Anthony and Dr. Sherri Davis are tracking all changes for catalog updates and/or improvements for 2009.
5. Since the approached work, Academic Affairs will continue to send out Help Desk email alerts and require Department Chair to fill-out Help Desk schedules and submit them.
6. Maintain current supplemental information in the schedule booklet and continue to review other booklets (in circulation) for other ideas to improve the document even further.