



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: Social/Behavioral Sciences Department

Unit Administrator: Patricia G. McCullum

Date: June 6, 2006-2007

A. Unit Description

- a. Connection of the unit to the institution's role and mission:

The mission of the Social/Behavioral Sciences Department at Lawson State is to provide students with high quality academic coursework leading to a certificate or associate degree, or in preparation for transfer into a baccalaureate degree program. Additionally, this department provides excellent scholastic support in the many general education courses required of students pursuing any degree program LSCC. Our programs are relevant to students' personal and professional needs, develop student's critical thinking skills, enhance their self-esteem, and assist in the development of students into organized, focused, empowered, and independent lifelong learners.

9. Unit Achievements:

The Department held a Voter Registration Drive during the Fall and Spring semesters 2006/2007. Those students whose program of study was Political Science and Pre-Law along with members of the Human Services Club helped to service this drive. The response was overwhelming.

Faculty members are on local Board of Directors for various outreach programs.

During the 2006-2007 school year the Child Development Class engaged in the following activities

- o presented the Annual American Education Week Program

Reinstituted the Golden Key Club for students enrolled in the Child Development Program. Members of the Golden Key Club attended a workshop at JCCEO Headquarters along with students enrolled in the Child Development Program. The Club also prepared and delivered Ester baskets to Brilliant Star Academy and read books in various child care centers during the Week of the Young Child.

The Human Service Club engaged in the following activities during the 2006-2007 school year:

- o collected toiletries items and presented them to local senior citizen homes
- o the Geriatrics Class and the Human services Club interved 102 years old Mrs. Viola Henderson of Birmingham, Alabama
- o delivered Christmas Box Gifts to Children Village and Grace House

The Focus on Success Workshop was highlighted by the Social/Behavioral Sciences Department under the directions of Mrs. Sadie D. Harris. Mrs. Harris and Dr. Guy Chaired the Annual Social/Behavioral Sciences Honors and Awards Program

Patricia McCullum served as an accreditation observer in the certification of a home day care facility located in Harvest, Alabama as an observer for National Association for Family Child Care Foundation's for home childcare providers.

Mrs. Venita Tubbs conducted the Black History Month Program which was a great success. She also was a presenter to the Drafting department on the "Patenting Prograss. and a Seminar on Domestic Violence Awareness.

Mr. Lakey and Mrs. Harris co-sponsored the college's Constitution Day program in October. Members within the Department helped to support a "Town Hall" meeting for college students sponsored by U.S. Representative Artur Davis.

The AAS programs revised their Advisory Committee membership, and revised their various clubs. Articulation agreement was established with Faulkner University in the area of Criminal Justice. A

Criminal Justice credit course was conducted for selected students at Besemer Academy during the Spring 2007 semester.

Faculty members attended various workshops for professional development

c. Instructional Units within your division:

- o History
- o Political Science/Pre Law
- o Psychology
- o Sociology
- o Child Development
- o Criminal Justice
- o Social Work Technician

B. Unit Effectiveness

a. Staff Description:

Mrs. Patricia G. McCullum, Chairperson –	MA - Sociology
Mrs. Sadie D. Harris,	MSW – Social Work
Mrs. Venita G. Tubbs,	MA – Psychology
Mr. James R. Lakey,	MA Public Administration
	MA Education-Educational Leadership
	+ 18 Graduate hours in Criminal Justice,
	Political Science and History each
Dr. Ann R. Guy	EDD – Elementary Education/Reading/Language
	Arts Education

The table below shows the average staffing pattern per semester for the past school year 2006-2007:

FTE: Full time	2.06	(39%)
Overload	.58	(11%)
Part time	2.57	(49%)
Total	99.9%	

b. Instructional Effectiveness / Student Success:

Mrs. Brenda E. Pierre Criminal Justice major received second highest honors during the Honors and Awards Program. Mrs. Pierre was also spokesperson for the graduating class.

Other Students within the Department received awards for their outstanding achievements such as the Senator E. B. McClain Scholarship Award, Senator Rodger Smitherman/Councilor Carole Smitherman Scholarship Award and various mayor's and State Representative Awards, along with the Social/Behavioral Sciences Award. Our students received academic scholarships to area four year institutions

c. Support Services Connection & Resource Availability:

The Department has developed partnership status with various agencies which include
JCCDC – Jefferson County Child Development Council, Inc
JCCEO – Jefferson County Committee for Economic Opportunity (Head Start)
United Cerebral Palsy of Greater Birmingham, Inc (Hand in Hand Day care Center)
Office of Training and Workforce Development

d. Customer Service Ranking:

Based on Student Surveys the Department is doing an outstanding job in reaching the needs of it's students.

C. Value Added

- a. Support of the unit to other program and units:
- b. Strengths:

A well established, mature and highly professional faculty.

Excellent working relationship with the college library, which has aided us in developing substantial collections of books in the areas taught by our department.

Excellent working relationships with various agencies in the community (such as the Birmingham Museum of Art, The Civil Rights, Institute, etc., as well as an excellent relationship with local colleges and universities.

A well-established internship program offering our students an opportunity to have first hand job related practical experiences.

An extensive involvement in voter registration. Several full-time faculty members are qualified Jefferson County Deputy Voter Registrars

c. Areas Needing Improvement:

Advisement of students; Use of new technology trends; recruitment of students from various Agencies such as local Police Departments , Prison personal, area Child Care Centers and Home Child Care Providers, and local high schools.

- d. Departmental or Unit Needs:
 - Psychology Instructor
 - History Instructor

e. Recommendations:

Consistently reexamine curriculum to maintain excellence within our mass mediated age as well as to continue to develop courses, which meet our own needs for academic quality and the needs of other departments and u Further integrate issues of cultural diversity for our students by

promoting a teaching philosophy of cultural awareness as an important element of communication.

Continue producing outstanding service courses such as psychology, sociology, statistics, and history that are essential to Lawson State Community College and the Social/Behavioral Sciences Dept. graduates.

Feature speaking, writing, critical thinking and computer usage as elements of our courses.

. Maintain enrollment in the Department by providing teaching that is recognized as outstanding by students and faculty of the College.

Refine systematic advisement and tracking of students' progress through their programs of study.

Further tailor student internships to foster connections between communicative theory and practice for students within the social/behavioral sciences programs.

In 2006-2007 the department continued to measure student achievement in assess teaching effectiveness by continued assessment of student teacher/courses evaluations and agreed that the three areas listed below would be the goals of each program:

- teaching effectiveness
- enhance computer skills
- critical thinking skills

Continue attempting to gain authorization to hire qualified full time faculty commensurate in number and areas to Departmental enrollments.

To evaluate the Pre-law program as to its transfer ability to the senior institutions. Very few of the area senior institutions have a major in this area. Therefore it is suggested that we link this program political and encourage students to concentrate in related areas of the social/behavioral sciences such as political science, history or sociology.

.Purchase equipment that will enhance the quality of teaching within the department

To increase the number of internship agencies

To offer more online courses

Aggressively recruit and maintain student retention that will increase the number of students in the Child Development Program and increase the number of students receiving the CDA, certificates and the Associate in Applied Science degree. Also to increase other Associate of Applied Degree

Program enrollment. Develop a Short Certificate in Criminal Justice.

Develop an internship handbook

Develop a volunteer component within the internship program that will include students in programs that will not require internship .

D. Projections

a. Staff needs:

Fulltime faculty member in the area of Psychology and History

b. Resources needs:

- Provide the Department with a laptop projector attached to each room or three classrooms housed with in the department until all room are equipped with a projector
- .Part time Secretary

c. Professional development needs: Continue to attend workshops within professional area

e. Other (if applicable):

We hope to reach a broader range of students in the coming years and are committed to helping students reach their academic goals. We hope to do this by:

- (1) Maintain robust enrollments in our courses, thus allowing for an adequate offering of courses in political science, psychology, social work tech., history and criminal justice.
- (2) Improve the child development training laboratory by purchasing two new computers to house in the Child development laboratory.
- (3) Develop additional learning communities through partnerships with local agencies and four year transfer program.

To meet these goals, we are embarking on a number of projects in the coming semesters.

- (1) We are continuing to offer a rotating set of introductory courses in Political Science , Psychology, History, Child Development, Social Work Tech., and Criminal Justice. We will offer courses

throughout the day and evening in order to meet students' scheduling needs. In Spring 2006, we will offer Friday evening classes in Psychology and additional courses in Political Science.

(2) Purchase two computers and desk for child development laboratory.

(3) In Spring 2007 we will meet goal 3, through developing articulation agreements with day care centers, area four year institutions for students seeking to transfer to a four year institution. We will also increase our Dual Enrollment program with area high schools.

STRATEGIC GOAL ADDRESSED	YOUR SUBGOAL	ACTIVITIES TO ACHIEVE THE SUBGOAL	COSTS
1. Streamline and improve scheduling to meet the needs of our students, prospective students, etc.	1, Increase the program completion rates of students.	1. Offers early morning, day, evening and late start classes	n/a
2. Improve the child development training laboratory by purchasing two new computers to house in the lab	Improve learning success rates in all child development classes as well as students computer skills.	In Spring 2007 will begin to review child development laboratory as to the utilization of the computers	1,600.00
Improve academic services	We would like to increase our transfer rate by 5% over the next two years	1. Continue to update articulation agreements with transfer institutions by mentoring transfer students as well as increase articulation agreements with child care centers.	n/a

Institutional Effectiveness Unit Plan (Phase I) for 2006-2007

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 : Social/Behavioral Sciences **Unit Administrator:** Patricia G. McCullum, Chairperson

Unit's Mission: To provide students with high quality academic coursework leading to a certificate or associate degree, or in preparation for transfer into a baccalaureate degree program. Additionally, this department provides excellent scholastic support in the many general education courses required of students pursuing any degree program.

Number each Outcome in each column	A. Unit Outcomes (3-5) Should be measurable. Use percentages where possible. <u>Be brief.</u>	B. Outcomes Link to Institutional Goals & Strategic Indicators List the goal numbers and the corresponding Strategic Indicator letters (i.e., Goal 1; Indicators B & C; Goal 2; Indicators A-C, etc.)	C. Methods of Assessing the Outcome List what methods you plan on using to measure each outcome (i.e., exit exam results, portfolios, surveys, board exams, etc.)	D. Budget Implications If your outcome has budget implications (costs that will exceed \$499), list them here.
	1. Customize articulation plans between Social/Behavioral Sciences Department and non-S.T.A.R.S. Institutions that would enable the Department to increase course offerings and transferability for students. 2. Require all full-time and part time faculty members to continue training and update themselves on Blackboard . 3. Distance Education and mini-term course offerings will increase by adding one course each semester. 4. 100% of the full-time faculty will be proficient in the use of the AS400 System by attending workshops and usage 5. Increase program enrollment by 10% for Social Work Technician, Criminal Justice, Child Development	1. Goal 1: Indicator A,B,C Goal 2: Indicator A, & D Goal 6: Indicator A-F 2. Goal 3: Indicator A-D Goal 6: Indicator A-F 3. Goal 1: Indicator D 4. Goal 3: Indicator A & C, Goal 6: Indicator E. 5. Goal 3: Indicator A-D	1. Assessment of State Academic Inventory. Updating catalog with changes in program offerings. Monitoring schedules. 2. Blackboard usage results. 3. Results from schedule 4. Surveys, workshops Group sessions Sign-in sheets of training sessions. 5. Enrollment numbers	1. NONE 2. NONE 3. NONE 4. NONE

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. Course offerings increased by 10% in the Child Development Program. With the hiring of a fulltime faculty member more course offerings were available for both the day and evening students.
2. All full-time faculty members received balckboard training. Because of the training in blackboard, it was felt by faculty that the online courses would be taught with ease and faculty were able to communicate with students on assignments, announcements and grade book activity more effectively and efficiently.
3. Distance Education offerings increased by 10%. The following courses are now a part of the distance learning program within the Department. CHD 100 – PSY 200 – SOC 210. Will offer future Distance Learning courses in Criminal Justice and Psychology.
4. All full-time faculty members received workshop training on Tegrity. None of the members used Tegrity in the classroom.
5. Enrollment with the programs listed increased from Summer 2006 to Fall 2007 but not at the projected rate of 10%. See chart below

Lawson State Community College
Enrollment Profile Headcount

PROGRAM	Summer 2006	Fall 2006	Spring 2007
Child Development	72	76	81
Criminal Justice	26	69	67
Social Worker Technician	15	31	33

F. Use of Results—Now that you have your results, how do you intend to use these results or, if implemented early, how have you used these results to improve your overall unit for the upcoming academic year? **NOTE:** After you list how you intend to use these results, be sure to include such improvements in your new Unit Plan for the upcoming academic year.

1. The current program is meeting the needs of the students, but the need for changes will continue to be assessed.
2. This goal was met. Instructors will maintain proficiency as Blackboard software is updated.
3. This goal was met. At least one distance learning course will be offered in Psychology and Criminal Justice for the following semester.
4. The training goal was accomplished, but the goal to use Tegrity in the classroom was not met, in part, due to the logistics involved in checking out and sharing the equipment. Recommend that each department and/or Division be provided with its own Tegrity unit to facilitate its use in the classroom.
5. While an overall increase of 6.5% is noteworthy, efforts to recruit new students and to retain CHD, CRJ and SWT majors will continue. A recruiting brochure is being drafted to help meet this goal.