



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: Humanities

Unit Administrator: Vyavuka Masimasi

Date: May 22, 2008

A. Unit Description

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

The primary role of the Humanities Department is to support the mission of the College and to provide exemplary education programs for the students at Lawson State Community College. The Department serves students from the Birmingham metropolitan area. It provides components of a liberal arts education. Indeed, college writing, literature, foreign languages, speech, humanities, art, theatre and music are available for courses and for degrees of concentration in a two-year transfer program. Furthermore, the Department assists students in achieving their educational goals through mastery of academics, as well as mastery of the arts. Through the service-oriented philosophy of the Humanities Department, students are provided the experiences of on-site learning, as well as performance-oriented achievement ideals via community service. The faculty members of the Humanities Department at Lawson State Community College believe that all students are important individuals who, although different from each other in background, talent, capabilities, goals, and initiatives, are entitled to an education that will enable them to realize their maximum potential both as individuals and as members of society. The Humanities Department is designed for students who plan to receive an Associate in Arts Degree in order to transfer to a four-year institution and pursue a Bachelor Degree in English, Arts, Humanities, Foreign Languages, and other related fields. The Department strives to develop innovative strategies that will strengthen the curriculum offered through the Language, Literature, and Fine Arts. Hence, a comprehensive curriculum, diverse instructional methods, and new technological procedures are used to enhance students' critical thinking and problem-solving skills.

In addition, the College and the Humanities Department are committed to scholarly research and creative activity. Thus, the College and the Humanities Department support the work of its faculty and students as they explore the frontiers of knowledge. The value of such work is recognized in publication, performance, presentations at local and national conferences, competitive grants, and awards. Moreover, College faculty and students collaborate within the College, across colleges, with scholars and artists outside the college, and with members of the community at large. The primary goals of research and creative activities are to discover and disseminate new knowledge, perspectives, and understanding as broadly and as promptly as possible and to promote teaching and learning. The College fosters and supports research/creative collaborations among faculty members from different disciplines, units, and divisions. It also supports partnerships with other institutions and entities--academic, governmental, and private-- to develop research and educational activities and opportunities.

b. Unit Achievements:

The Humanities Department offers a degree of Associate in Arts, which requires 64 semester hours for graduation. Presently, the Humanities Department is actively involved in developing a bridge program with the University of Alabama at Birmingham and with Miles College in which selected students will be able to pursue a Bachelor degree. The Humanities Department constantly revises the curriculum to ensure high academic standards for students. In addition, distance learning courses, among which one ENG 101 online course, have been included into the curriculum. Those courses are regulated by the same policies and standards as those courses conducted in classrooms on campus. Indeed, they share the same goals, objectives, and competencies. There are a few more achievements that are worth noting:

1. Students develop qualitative and quantitative skills to educate themselves in the basic principles of academic reasoning and problem solving.
2. Students pursue advanced training in English, Humanities, Speech, Music, Arts, and Foreign Languages, and other related fields.
3. There was a slight increase (12.2%) in the passing rate of students enrolled in courses the Department offered in Fall 2007 and Spring 2008. 2006-2007 Fall and Spring: 1,757 C or higher
2007-2008 Fall and Spring: 2,151 C or higher
4. The Department has successfully implemented Mini-Term ENG 101, ENG 102, ENG 251, ENG 252, ART 100, SPA 101, and SPH offerings.
5. The Department has successfully implemented Criterion Online writing into the English Composition courses and as a component of the Exit Examination grading scale. Nine instructors out of ten used Criterion as the objective grader of their ENG 101/102 students' Exit Exam.
6. All the ENG 101 and ENG 102 instructors used Criterion as a means of grading their students' essays. Students' essays are stored in students' portfolios on Criterion.
7. The College (Title III) has purchased ten computers for the writing lab that will be used by the Humanities and the Enrichment Program. That brings the total to 20 computers for the Humanities Department.
8. The College has awarded the MUS Program and the ART Program 10 scholarships each to help the two programs recruit more majors in the two programs.
9. All faculty members attended professional development sessions and training sessions on campus. Six faculty members attended the ACA Conference. Also, four faculty members participated in national conventions/conferences or exhibits. Furthermore, seven faculty members attended workshops/exhibits/professional development sessions on the state level.
10. Each full-time instructor is now equipped with a laptop to implement technology into the classroom.
11. The Department offers one online English Composition (ENG-101) every term.
12. All the faculty members in the Humanities Department presently use BlackBoard as their course-support-system. They all post course syllabi and record students' grades and attendance on BlackBoard.
13. All the full-time and part-time instructors were evaluated in the middle and at the end of the academic year. Feedback sessions were held.
14. The College and the Department recruited part-time faculty to ensure proper instruction and to address the high enrollment rate during the 2007-2008 academic year.
15. Four (4) instructors underwent training in the use of Tegrity, a tool faculty in the Humanities Department plans on incorporating in their instructing during the 2008-2009 Academic Year.
16. Enrollment of LSCC students in courses offered by the Humanities Department slightly increased during the 2007-2008 Academic Year. That increase was highly noticeable in mini-term classes, ENG 101 Online, morning Regular ENG 101, ENG 102, ENG 251, ENG 252, SPA 101, SPH 107, and evening one day only classes.
17. The Humanities Department organized alone or with other units/LSCC services a few events to support the College's mission (Christmas Concert, Black History Month, Poetry Night, Honors and Awards, and Miss Lawson, Choir Recognition).
17. Seven (7) faculty members attended various events organized by other units/LSCC services (Social and Behavioral Science, LSCC Resource Center, QEP Team for CCSSE and CCFSSSE and SACS, and Student

Life)

18. Art instructor (Mr. Walker) won an Award at the 2007 ACA Conference, and one English instructor joined the team of Alabama Master Teachers, bringing the total of LSCC Master teachers to three (Mr. Burden, Dr. Monti, and Ms. Masimasi).

. In March 2008, some faculty members attended a Tegrity workshop requested by the Department.

20. Full-time faculty members in the Humanities Department served on different Committees on campus. Also, Some faculty members continue to serve on various committees of local, state, or national professional organizations [Mr. Burden (Phi Theta Kappa), Mr. King (TYCA-South East: Representative of Minorities and Adjuncts), Ms. Masimasi (NCTE and CCC: Member of the Opinion Panel), and Mr. Walker ("Southern Roots" A Juried Exhibition: Member, et alter)].

21. In September 2007, one faculty member was recognized in the eleventh edition of *Who's Who Among America's Teacher*, hence bringing the number to two faculty members in that category (Mr. Walker and Ms. Masimasi).

c. Instructional Units within your division:

The Humanities Department offers courses that support the General Education Degree programs. In fact the Humanities Department offers concentrations in English, Music, and Art. Course offerings in the Humanities Department allow students who are enrolled in College Transfer programs to meet their requirements. Some courses offered by the Humanities department can be found in Area I, Area II and, in some cases, in Area V of most Degree Plans.

B. Unit Effectiveness

a. Staff Description:

There are nine (9) full-time faculty members in the Humanities Department. During the 2007-2008 Academic Year, there were twelve (12) adjuncts teaching several classes ranging in the fields of English, Speech, Music, Art, and Humanities. The Humanities department benefited from the services of two (2) full-time faculty members from Students' Support Services (1) and the Enrichment Program (1). They taught ENG and SPH courses for the Humanities. In the summer, there are Three (3) adjuncts teaching English, Speech and MUS courses, due to low enrollment and the need to support full-time employment for the full-time faculty members of the College.

The ratio of full-time to part-time faculty members varies each semester based of college enrollment.

b. Instructional Effectiveness / Student Success:

The Humanities Department is one of service to the institution and to all departments within the academic area. The department and the college provide tutoring services for its students through student support services and individual tutoring provided by faculty in the division and through online support such as Criterion Online Writing, workshops, as well as Exercise Banks that are accessible through links on BlackBoard. The Department is leveraging for financial resources to run a writing lab with highly trained tutors to ensure the success of our students. Presently, the laboratory has been wired for use in the Fall 08 Academic Year. In addition, last year was pretty productive for the ART Program. Tree ART majors (Ms. Brazile, Ms. McCoo, and Mr. Patterson—3rd with a cash prize of \$200 cash) participated in the "Southern Roots" A Juried Exhibition of 15 Contemporary Artist with Alabama Ties, Birmingham Public Library. Also, Mr. Watson, an Art major, won 2nd place, with a cash Prize of \$1,500. Last, 92% of ENG 101 students and 91.8% of students who submitted their Exit Exams on Criterion passed with C or higher.

Student Progress: PLEASE REFER TO UNIT NARRATIVE REPORT FOR GRADE DISTRIBUTION FOR THE DEPARTMENT FOR FALL AND SPRING OF 2007-08.

Graduation Rate: The English Division will have two completers at the end of Fall 2008.

College Transfer: One student who will be graduating in the Fall of 2008 will transfer to UAB and the other one has been admitted at Montevallo.

C. Support Services Connection & Resource Availability:

Liberal Arts students have access to computers in the Enrichment Program laboratories to assist in students' writing skills. Moreover, there are several resources available in the Library to assist Liberal Arts Students. Also, there are several classrooms on the B-Hall with an average seating capacity of 35 students per classroom. All the classrooms used by the Humanities department are equipped with LCD projectors. Each full-time instructor possesses a wireless remote control capable of activating any LCD in those classrooms. In addition, each instructor has an LCD cable that is ready for use. There is one wireless remote control and one LCD cable for adjuncts.

All full-time faculty members have access to technology through laptops and an LCD projection systems for instruction in classrooms. Most classrooms also have internet access. Therefore, instructors are able to use some form of technology in the classroom.

C. Value Added

a. Strengths: The strength of the Humanities Department can be observed through student performances on lectures, exams, quizzes, and the demonstration of competence while advancing through various course curricula. The Department's strength will be mainly attributed to the enthusiasm, professionalism, commitment, intelligence, and dedication of the faculty members to students, to the mission of the college, and to the support of adjunct faculty. The demand for office space is a strong indicator of how fast the Humanities Department is growing in terms of faculty and students. Other strengths include the following:

1. All full-time faculty share information pertaining to lecture materials and new methodologies.
2. All faculty members attend professional development workshops.
3. Faculty members are encouraged to join professional organization to remain current with new teaching techniques.
4. Faculty members are encouraged to promote educational collaboration with other institutions—two-year and four-year institutions.
5. Faculty members are encouraged to initiate, support or/and implement programs identified to be of economic importance to the college and the community.
6. The Department makes sure departmental budgets and all expenditures comply with state regulations and meet the needs of the college.
7. All faculty members are part of some institutional committees of the college.

b. AREAS THAT NEED IMPROVEMENT:

1. The Department needs one full-time faculty in each of the following areas: Speech, Drama, English, and Art.
2. The Department needs more financial resources to purchase equipment and supplies.
3. The program needs two computerized classrooms and a functional writing laboratory.
4. The program also needs a language laboratory to reinforce language acquisition and performance.
5. There is a need for tutorials in Liberal Art courses, mainly English and Literature.
6. All the faculty members need to follow procedures and policies as described in the Faculty and Staff Handbook in reference to leave requests, administrative reports, submission of administrative documents, and responses to requested or assigned tasks. They also have to work more on submitting documents and other required tasks on time to allow the unit to meet submission deadlines.
7. The faculty members' offices need to be remodeled and furnished to allow easy access to teaching materials

and to provide a much more stimulating environment.

8. There is a need for more technology training in PowerPoint, Blackboard, and Tegrity.

9. The Department needs to reinforce collaboration between full-time and part-time adjuncts

10. Full and part-time faculty need to implement Criterion as part of the continuous evaluation process of students' papers the English Department. All the six essays that are required by the state MUST be submitted on Criterion.

11. Composition instructors need to be trained in giving and receiving feedback to allow more efficient responses to their students' papers.

12. The program needs to implement more computer technology assistance and support in the Language, Literature, & Fine Arts Department, and learning resource tools, such as video equipment, Television sets, DVD players and VCR sets, audiovisual aids, and more computer software to assist students in terms of grammar, sentence structure, style, critical thinking and, problem solving skills. One class in B-Hall should be equipped with a lectern or podium with sound system to allow more practice in public speaking.

13. The Music Program and the Theatre Program faculty members need to get more involved in recruitment.

14. The Music Program, as well as the Art Program, needs to offer more upper Music and Art courses.

d. Departmental or Unit Needs:

It would be helpful to have two computerized rooms and a functional writing lab. Administering the Exit exam can be pretty challenging when the Department has to rely on other units' laboratories.

e. Recommendations:

The Humanities Department needs more instructors to meet the growing needs of the student population. In addition, the Department needs more fiscal resources to implement new program offerings, such as Drama and Band or Music Assemble. The choir needs new outfits and a new piano. In addition, the Department needs some Tegrity accessories. The Department also needs more financial resources to maintain technology in the instructional delivery of the faculty.

The Humanities Department has greatly improved its intellectual climate over the past several years. However, in order to ensure continuous high quality of instruction and sound institutional programs, the Department will attempt to implement and complete the following plans:

1. Provide a seamless transition into four-year institutions.
2. Provide continuous quality instruction.
3. Support the development of a technology-integrated curriculum.
4. Hire full-time faculty members for Speech, Art, English, Drama, and Music. There is a strong need to revamp the choir and that of offering more alternatives (Jazz Ensemble, Band, etc.)
5. Offer more sections of ENG 101 online (not more than 3, though) and more hybrid Mini-term courses. The Department needs to purchase more hardware and software.
6. Hire tutors for the writing laboratory (short-term and long-term goal). Full-time instructors could work in the writing lab as their overloads (5 hours a week).

7. Renovate the Art room and Music room. Purchase new desks and chairs. Install an LCD in the MUS room.
8. Establish dual-enrollment, articulation agreements with local high Schools and four-year institutions.
9. Provide greater access to highly motivated scholastic achievers in Liberal Arts and enhance enrollment in the English Department. The Department needs 10 or more scholarships to help the English program recruit English majors.
10. Enhance enrollment in Music, Art, Foreign Languages, and Theatre.
11. Seek funding to increase faculty development and grant procurement.
12. Increase faculty involvement in the community.
13. Encourage full-time faculty to continue their professional growth plan at the college.
14. Purchase more Tegrity equipment, LCDs and/ or White Boards to enhance the delivery of instruction in the classroom.
15. Create a debate team for SPH students, an English Club, and a Spanish Club(SPA)
16. Train full-time and part-time instructors in giving and receiving structured and on-going feedback.

D. Projections

a. Staff needs:

The Humanities Department needs additional instructors for Speech, Art, Music, English and Drama.

b. Resources needs:

- Computers for two computerized classrooms
- Musical instruments to develop a band
- 1 new piano or funds to cover piano repairs or tune-up
- New outfits for choir
- Hardware and software
- LCD's wireless remote controls for part-time instructors
- Tegrity accessories
- 1 or 2 Lecterns or 1 podium for SPH
- 1 or 2 Camcorders for SPH

c. Professional development needs: All faculty members in the Department of Humanities should continue to participate in professional development. Faculty members should target those conferences that focus on the subjects they teach at Lawson State.

d. Other (if applicable):

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. The Humanities Department reached its goal. The number of weekend classes (26) during the 2007-2008 academic year was 13 % higher than those offered the previous year (20). Also, evening offerings grew of 19.5 %, thus moving from 24 to 45. Weekend enrollment decreased of 8% (from 313 to 249), while evening enrollment increased of 11.1% (from 551 to 617).

2. Ninety per cent (90%) of ENG 101 and ENG 102 instructors used Criterion as their objective grader for the Exit Exam (9 out 10). Seven (7) instructors used Criterion as their objective grader of, at least, two required essays. .

3. The Department met its goal: 92% of ENG 101 students, as well as 91.9% of ENG 102 students, who submitted their Exit Exams on Criterion passed with C or above.
ENG 101 Fall and Spring 2007-2008: 249 out of 270 = 92%
ENG 102 Fall and Spring 2007-2008: 160 out of 174= 91.9%

Nonetheless, on a larger scale, the numbers above do not indicate a significant improvement. They represent a small portion of ENG 101 and ENG 102 students who enrolled in
ENG 101 and ENG 102 in Fall and Spring 2007-2008:

ENG 101 Fall and Spring 2007-2008: 249 out of 619 40.2%
ENG 102 Fall and Spring 2007-2008: 174 out of 246 70.7%

4. All the faculty members posted their syllabi and attendance records on Blackboard. They also used Blackboard as a medium of communication with their students. Nevertheless, three(3) fulltime instructors and four (4) adjuncts still need to improve in those areas.

5. Enrollment in ENG 101 Online increased of 1.1% only (from 60 to 67).

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 Department will increase the number of classes that meet once a week. It will also increase the number of Mini-Term 1 and Mini-Term 2 ENG, HUM, ART and SPH classes because data suggest that more students enrolled in those classes last year, while enrollment in weekend and regular evening classes declined. The same strategy will be used to boost enrollment in MUS and ART classes. Last, all the full-time instructors need to get more involved in advisement and recruitment. Phone banks and data from the Admission Office will be used for that purpose.

2. The Department will implement hybrid ENG 251 and ENG 252 in the Fall of 2008-2009. The Department will reinforce the use of Criterion. The six essays that are required by the state will be posted on Criterion (ENG 101 and ENG 102). The Department will issue a Criterion usage report three times per term: one month after the first day of the term, one week before the mid-term, and 2 weeks before the end of the term. In 2008-2009, all developmental English and English Composition classes will be trained in giving and receiving feedback to allow more efficient responses to their students' papers

3. All ENG 101 and ENG 102 students' Exit Exams MUST be submitted on Criterion.

4. Instructors will continue to use BlackBoard as a means of communication between instructors and students. More training sessions will be arranged to assist instructors.

5. The Department will offer two (2) sections of ENG 101 Online per term to accommodate the increasing number of students who prefer the online format to the traditional format.