



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, 2007-2008

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.

b. Unit Achievements:

The Department held a Voter Registration Drive during the Fall and Spring semesters 2007/2008. 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:

- collected toiletries items and presented them to local senior citizen homes
- the Geriatrics Class and the Human services Club interviewed 102 years old Mrs. Viola Henderson of Birmingham, Alabama
- 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 Progress. 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 Bessemer Academy during the Spring 2007 semester.

Faculty members attended various workshops for professional development

c. Instructional Units within your division:

- History
- Political Science/Pre Law
- Psychology
- Sociology
- Child Development
- Criminal Justice
- 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

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 ^ú 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.

Assess teaching effectiveness by continued assessment of student teacher/courses evaluations.

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^{Senior} 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 .

J. 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
- Part time Secretary

c. Professional development needs:

Continue to attend workshops within professional area

d. Other (if applicable):

Institutional Effectiveness Unit Plan (Phase I) 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 : 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.
	<ol style="list-style-type: none"> 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 	<ol style="list-style-type: none"> 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 	<ol style="list-style-type: none"> 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 	<ol style="list-style-type: none"> 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.

- 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. The Criminal Justice Program also increased in course offering by increasing the number of on-line classes. The Social Worker Technician Program course offerings increased by 10% with the addition of one online class.
- Of the five (5) full time and the fifteen (15) part time faculty members, 100% of them received Blackboard training. Because of the training in Blackboard, it was felt by the faculty that the online courses could be taught with ease and faculty would be better prepared to set up the online course. It was also felt that each faculty member would be able to do a better job in keeping class attendance record and keeping in contact with their students.
- Distance Education learning increased within the Department. The following course was added to the distance learning program within the Department. CRJ 100 – By adding this course, distance learning courses offering increased from three to four courses.
- Of the five (5) full time 100% of them were trained in the use of the AS400 System. The use of the system enable the faculty to do a better job in advising students, keeping up with program majors, easy access to student degree plans and transcripts. More training is needed to perform such task as budget retrieval and student schedules.
- Enrollment with the programs listed below increased or remained constant.. See chart below:

Child Development _____ Criminal Justice _____ Social Worker Technician _____

**LAWSON STATE COMMUNITY COLLEGE
Enrollment Profile Headcount**

	Fall 2006-2007	Spring 2006-2007	Summer 2006-2007	2006-2007 - Overall Percentage Increase
Child Development (CHD)	76	76	81	6.9%
Criminal Justice (CRJ)	69	69	69	Remained constant
Social Worker Tech (SWT)	31	31	33	3.22%

	Fall 2007-2008	Spring 2007-2008	Summer 2007-2008	2007-2008 - Overall Percentage Increase
Child Development (CHD)	62	85	107	72.5%
Criminal Justice (CRJ)	23	70	71	47.9%
Social Worker Tech (SWT)	14	36	40	53.8%

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. Degree plans were modified and course changes were made in the following programs – Child Development, Social Work, Pre-teacher Education and Psychology. The Department will continue each year the process of analyzing and modifying its degree and certificate programs.
2. All faculty members within the Department participated in training sessions on Blackboard and as a result of this training the faculty will continue to use blackboard with its classes.
3. To monitor the Distance Learning classes to see how successful they have been and to work on the strengths and weaknesses of these classes.
4. To continue to encourage those faculty members who are not fully using blackboard to do so by attending workshops and professional development training in this area
5. Although an increase in the AAS degree programs in enrollment numbers or the numbers remained constant, each program was reviewed and methods/techniques for enrollment improvement in these program were developed such as continuous evaluation of the sequential order of courses offered in the program, provide study sessions and provide the opportunity for students to improve learning skills, which should increase student success. Over 75% of the students enrolled in the SWT program, CRJ program and the CHD program returned which provided for more students completing the program.