Admissions Annual Plan   2015-2016

The purpose is to develop an annual plan that supports the strategic priorities, vision, mission, and core values of the College

Goals

G1 To automate the high school transcript receipt and evaluation process.

Objectives

O1 Decrease response time to students when counselors are travelling in the fall and spring.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (3)

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New Resources Required Amount

	$

Measures

M1 **1) Automatic download and evaluation of HS transcripts. 2) Succees will also be determined by measureing the time between final document submission and acceptance and then comparing averagages between years.**

Action Items

1) Meet with IT 2) Establish timeline 3) Test 4) Implement

Target

high schools sending electronic transcripts through Xap will autoload into banner.

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
100%	In Progress			Nothing Entered

Status Narrative - Fall/Spring

Attempts to find schools that have successfully implemented this process have so far been unsuccessful. Still searching. Spring Status Update - Am hearing from Georgia Student Finance Commissions that XAP is going to be replaced. Have found no schools that download directly into banner.

G2 Implement BOR English Placement Index and Math Placement Index for admissions and Learning Support Placement.

Objectives

O1 The BOR has recommended that all units in the system modify their LS programs using a corequisite model.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (4)

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New Resources Required Amount

None	$0

Measures

M1 **Students are admitted and placed using the new indices. This is a binary solution. There is no quantifiable range. The measure of success is that it is done.**

Action Items

1) Meet with IT and LS to form a plan 2) Test 3) Implementation 4) Monitor and report

Target

Adapt new BOR policy

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
100%				Not Met

Status Narrative - Fall/Spring

BOR has decided to delay implementation until Spring 2017. Therefore this will be moved to 2016-2017 Annual Plan. Spring Update - Banner updates have come out and are being implemented. Students beginning Spring 2017 will be processed using the new indices.

G3 Reorganization of Admissions Office to include Assistant Director of Admission

Objectives

O1 Assist Director

To assist in the planning and implementation of the growing number of enrollment initiatives that are either fully or partly the responsibility of the admissions office.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (0)

New Resources Required Amount

None	$0

Measures

M1 Ease of new issue implementation

The measure of success in this instance will be ease with which new initiatives are implemented. These would include but are not limited to: Growth in Henry Co., Transfer Recruitment, Access Institutes, etc.

Action Items

1) Promote from within for asst. director. 2) Hire New Admissions Counselor. 3) Assign assistant director specific duties.

Target

Filling position of Assistant Director

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
Position Filled				Nothing Entered

Status Narrative - Fall/Spring

Nathan Bell has been promoted to Assistant Director of Admissions. Spring Update - Kathleen Chumbley has been hired as the new Admissions Counselor.

Final Alumni Relations Annual Plan 2015-2016

The purpose is to develop an annual plan that supports the strategic priorities, vision, mission, and core values of the College

Goals

G1 Improve alumni communication and share campus news.

Objectives

O1 Create an electronic format targeted at alumni.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (4)

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New Resources Required Amount

	$

Measures

M1 1.)More attendance at reunions. 2.) More communication with the alumni affairs office.

Action Items

Review various electronic delivery methods, costs, and content management

Target

Increase number of communications from alumni and reunion attendance

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
10%	Reunions are planned for April 2016 so there is no report for Fall on reunion attendance. There was a 59.6% open rate for our initial email communication with a 32.4% click through			Nothing Entered

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
	Status Narrative - Fall/Spring			

G2 Create a new tradition and promote philanthropy at Gordon State College

Objectives

O1 Promote the importance of philanthropy with a collective effort by seniors to participate in a senior class gift.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (4)

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New Resources Required Amount

Cost of Tassels	$

Measures

M1   ## Total dollars raised by senior class for a senior gift.

Action Items

Minimum gift of $15.00 in honor of your graduation year. Everyone who participates in the class gift campaign will receive a blue commemorative tassel to wear at the Commencement Ceremony. President to recognize those at commencement.

Target

Challenging seniors to raise money for a Senior Class gift to establish a senior class scholarship. To be named by first class.

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
$1,000	Due to the lack of an alumni coordinator this idea has not been pursued			Nothing Entered

Status Narrative - Fall/Spring

G3   Establish an Alumni - Student Mentoring Program

Objectives

O1   Foster an exchange of career-related ideas, friendship, and expertise to help navigate their career decisions and make professional connections in their field of interest.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (5)

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New Resources Required Amount

	$

Measures

M1 Mentors and their students talk, email, or meet monthly on their own times.

Action Items

Reach out to alumni to take on mentoring postions. Create an application process to select particpating students.

Target

matches for alumni and students in the first year of program.

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
5	Due to the lack of a fulltime alumni coordinator this has not been pursued; we are seeking to engage our advisory board members in a more active role when possible			Nothing Entered

Status Narrative - Fall/Spring

Athletics Annual Plan 2015-2016

The purpose is to develop an annual plan that supports the strategic priorities, vision, mission, and core values of the College

Goals

G1 Enhance academic achievement through increased individual engagement and additional study time.

Objectives

O1 Increase tutoring sessions among all student-athletes.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (0)

New Resources Required Amount

	$

Measures

M1 Number of tutoring sessions completed along with the number of student-athletes who were failing at mid-term

but passed at the end of the semester.

Action Items

Schedule thirty to forty-five minute tutoring sessions for student-athletes with one or more mid-term F's.

Target

Increase average number of tutoring sessions for those student-athletes failing one mid-term class or more.

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
20%	Fall-In Progress Spring-In Progress		Academic: Improved Scores	Partially Met

Status Narrative - Fall/Spring

Athletes with mid-term failing grades have been identified and have been scheduled for extra tutoring with the Student Success Center. Spring/ Same as above.

O2   **Strengthen circle of support for student-athletes failing with one or more F's at mid-term break.**

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (0)

New Resources Required Amount

| | $ |

Measures

M1 **Number of student-athletes with a mid-term grade of F who pass class at the end of the semester.**

Action Items

Identify student-athletes at mid-term break with one or more F's and assign them two additional hours of support through the Student Success Center.

Target

student-athletes assigned to semester's study session achieve goal.

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
85%	Fall: In Progress Spring -In Progress		Academic: Improved Scores	Partially Met

Status Narrative - Fall/Spring

Academic at risk athletes are assigned to 3 hours of study hall weekly. Spring/ Same as above

G2 Engage Alumni with the Gordon State College Athletic Department.

Objectives

O1 Work with all individual sports to increase athletic alumni participation in the next five years.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (0)

New Resources Required Amount

	$

Measures

M1 Work with all individual sports to increase athletic alumni participation in the next five years.

Action Items

1) Gather names of former student-athletes and create a mailing list. 2) Generate support with creative idea that connects with former student-athletes. 3) Set date and follow through with event.

Target

new student-athlete contact list

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
Event and creation	Fall In Progress Spring / In Progress		Other: Other	Partially Met

Status Narrative - Fall/Spring

Fall 2015-16 athletes have been identified in Banner. Some sports have alumni events planned this year.

O2 **Initiate the first GSC Athletic Alumni Hall of Fame in Spring, 2017.**

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (0)

New Resources Required Amount

$

Measures

M1 Athletic Alumni Hall of Fame established with the first class of nominees.

Action Items

1) Develop a committee to begin process. 2) Research former accomplishments of student-athletes from both Gordon Military College and Gordon State College. 3) Create campaign to publicize the start of the GSC Athletic Alumni Hall of Fame.

Target

the first Gordon State College Athletic Hall of Fame class.

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
Event and induction held	Fall In Progress Spring / In Progress		Other: Other	Partially Met

Status Narrative - Fall/Spring

Some alumni athletes have been contacted.

G3 Develop information to improve academic and athletic experience at Gordon State College through an end of the year sophomore survey.

Objectives

O1 Gather information from sophomore student-athletes to gauge academic experience.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (0)

New Resources Required Amount

$

Measures

M1 Percentage of sophomore student-athletes completing survey. Quality of information utilized for improvement.

Action Items

1) Develop survey which specifically targets the academic experience at GSC. 2) Administer survey in April of each year to receive information. 3) Create feedback from the survey to improve setting.

Target

response rate for sophomore student-athletes.

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
95%	Fall Not begun yet Spring / Not yet begun		Other: Other	Nothing Entered

Status Narrative - Fall/Spring

Biology Annual Plan 2015-2016

The purpose is to develop an annual plan that supports the strategic priorities, vision, mission, and core values of the College

Goals

G1 ### Enhance and increase learning opportunities for students

Objectives

O1 ## Revitalize the Greenhouse-Fall 2015

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (5)

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New Resources Required Amount

New Plumbing with its separate control from the

lawn sprinker system. Additional work station.

New lightening. New perrenial and annual plants

$

Measures

M1 **A year round ecology and plant biology program for students.**

Action Items

Fall 2015- Replace plumbing and electrical wiring systems in the greenhouse. Spring 2016- Develop/Add a Plant Biology course. Summer 2016- Purchase instructional supplies for the greenhouse.

Target

Complete work prior to winter season and freezing temperatures

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
December 2016	Completed			Met

Status Narrative - Fall/Spring

Target

Add a plant biology course where students can learn inside the classroom and apply what they learn inside the greenhouse.

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
Fall semester 2016 (August)	A Plant Biology course has been developed and will be available for enrollment beginning Fall 2016.			Partially Met

Status Narrative - Fall/Spring

Target

Purchase instructional supplies

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
July 2016	On-going			Nothing Entered

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status

Status Narrative - Fall/Spring

Plans are underway to purchase instructional supplies for the greenhouse and will be available for BIOL 1107, BIOL 1108, and BIOL 3600 (Plant Biology) courses.

O2 Increase external internship opportunities for our students

INTERNSHIPS: 4 students are enrolled in Biology 4910 (internship) for Fall 2016.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (5)

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New Resources Required Amount

Adequate Supplies and Travel Fund for Faculty

Mentors/Students;Funding for research activities

$

Measures

M1 **The number of students participating in the external Internship projects at industries and research laboratories**

Action Items

Develop articulation/partnership arrangements with Local Industries/State Agencies/Research Institutions.

Target

Increase the number of students participating in the external research projects.

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
10 %	On-going			Partially Met

Status Narrative - Fall/Spring

Four students are involved in external internships at Universities, local government, and research labs. Two students are currently engaged in internships.

M2
The number of students participating in the external Internship projects at industries and research laboratories

Action Items

Increase the number of Biology faculty involved in research and mentoring opportunities to meet student needs.

Target

Increase the number of students participating in the external research projects.

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
10 %	On-going			Partially Met

Status Narrative - Fall/Spring

1) Four students are involved in external internships at Universities, local

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
	governments, and research labs. 2) Four students are currently engaged in external internships. 3) Ongoing			

G2 Increase the number of students graduating with a baccalaureate degree in biology

Objectives

O1 Increase the number of students declaring a major in biology

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (5)

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New Resources Required Amount

A new Faculty Position. Travel funds to recruit.

Budget Request $

Measures

M1 Number of on-campus events; degree of faculty participation; number of enrollments in gateway courses.

Action Items

Spring 2016- Promote program by offering on-campus advising events. Increase program visibility off-campus by faculty participation in local science fairs. Offer more Biology electives for the Upper level Students. Collaborate with the admissions office in recruitment efforts.

Target

Offer on-campus advising events

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
3 per year	On-going			Partially Met

Status Narrative - Fall/Spring

Fall 2015- We offered a group advising session for Biology and Physical Science majors. Spring 2016- We offered a group advising session for Biology and Physical Science majors. Summer 2016- We plan to offer another group advising session.

Target

Increase faculty participation in local science fair competition/community service projects.

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
10 %	Met			Met

Status Narrative - Fall/Spring

Spring 2016- Five faculty members participated in the College and Career Day in Spalding County. Many faculty from Biology and Physical Sciences participated in the 2016 Science Olympiad held here at Gordon State College. Spring 2016- Dr. Theresa Stanley and Prof. Trisha Walker are helping to over-see the Gordon State College Community Garden with assistance from the Tri-Beta Science Club.

Target

Increase total enrollment in Gateway courses (BIOL 1,BIOL2, BIOL3 and Senior Level Courses.)

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
10 %	On-going			Partially Met

Status Narrative - Fall/Spring

Target

Attend recruiting events

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
2 per year	On-going			Partially Met

Status Narrative - Fall/Spring

Spring 2016- Five faculty attended a College and Career Day recruitment event with GSC Admissions recruiter Jennifer Armstrong in Spalding County. The five faculty members present were Dr. Durojaiye (chair), Dr. Williamson, Dr. Schmude, Dr. Stanley and Prof. Walker. A 'Careers in Biology' brochure was handed out, along with information about associate and baccalaureate degree programs within the Biology and Physical Sciences Department at Gordon State College. Sign-in sheets were available for students to put their names and email addresses on for our Academic Services Assistant to email introductory letters to prospective students, thus opening an additional line of communication between our department and the prospective students.

O2 Increase number of students graduating from

bacaalaureate program and gaining acceptance into graduate schools.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (5)

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Gordon State College Mission and Strategic Plan - 2013 to 2018: 5 - Efficiency, Accountability, and Sustainability Gordon State College is committed to providing a welcoming atmosphere that attracts a diverse community and engages through academics and culture. In a dynamic economic atmosphere, Gordon State College must constantly strive to improve operational efficiencies, ensure a commitment to performance and accountability, and advance our financial and resource sustainability, in order to achieve these goals.

New Resources Required Amount

A new Faculty Position Budget Request $

Measures

M1 Number of Graduates

Action Items

Identify barriers to progression. Address two barriers to graduation

Target

Increase the number of freshmen and sophomore progressing to the junior and senior levels.

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
10 %	On-going			Partially Met

Status Narrative - Fall/Spring

Target

Increase the percentage of students graduating yearly

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
10 %	On-going			Partially Met

Status Narrative - Fall/Spring

M2   Number of students admitted into Graduate Schools

Acceptance rate of our students to Graduate and Professional Schools increased in 2016. 4 students accepted into Pharmacy Schools. 3 students accepted into Medical Schools. 3 are still pending admission.

Action Items

Final   Bookstore Annual Plan   2015-2016

The purpose is to develop an annual plan that supports the strategic priorities, vision, mission, and core values of the College

Goals

G1   Increase Brand Awareness of Bookstore

Objectives

O1   Increase Faculty and Staff Promotional Items

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (2)

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New Resources Required Amount

$

Measures

M1   number of sales of the promotional item

Action Items

Have sale items throughout the semester for ALL items to help promote the Gordon bookstore by getting Faculty and Staff into the store.

Target

sell inventory for promotional item

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
100 %	Ongoing			Nothing Entered

Status Narrative - Fall/Spring

Fall update - The bookstore designated a clearance section in the store for discounted items. Quarterly, sales for departmental polo shirts go on sale to encourage faculty and staff to purchase a collared shirt with the Gordon logo on the chest. The next one is in December 2015. Spring update - Sales have increased for collard shirts by 15%.

O2   Increase participation for National Student Day (10/8/15)

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (2)

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New Resources Required Amount

| | $ |

Measures

M1 number of new items sold

Action Items

Increase branding by offering more merchandise with logo/name.

Target

Look to sell majority of inventory to clear space for new Spring items.

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
90%	Ongoing			Nothing Entered

Status Narrative - Fall/Spring

Fall update - Inventory levels for apparel remain moderate throughout the semester to continuously have items available as well as having the ability to purchase new items for the upcoming semester. Spring update - Bookstore Staff attended a CAMEX conference to get better deals and new ideas for merchandise to carry in the store. Because inventory levels are not constantly high, there is room to bring in new items for the start of Summer semester.

M2 number of participants in contest

Action Items

Have promotional contests outside of the regular contests we currently host. Currently, we offer prizes ranging from $10-$20. This contest will require us to offer prizes ranging from $20-$50.

Target

participation in all contests would be ideal

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
50%	Completed		Student Services: Improved Services Provided.	Met

Status Narrative - Fall/Spring

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
		Fall update - National Student Day allowed the Bookstore to host many difference carnival type games and contests. Smaller value gift cards were issued to the winners to allow for more participation and more winners. The gift cards were for local restaurants in Barnesville and the surrounding areas. A total of 300 participants were a significant increase from last year, which had 75. Along with the gift cards, the Bookstore gave away 144 t-shirts to students who participated in the National Student Day social media contest. Spring update - Bookstore won a gift card provided by the National Association for College Stores for it's participation in National Student Day. The gift card will be given away during the Spring grad fair as a door prize.		

G2 Increase Market Share of Textbooks Sold

Objectives

O1 Increase number of books sold per student

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (3)

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New Resources Required Amount

	$

Measures

M1   Total number of books sold/student increases. In 2004, it was 3.19/student. In 2014, it was 2.28

Action Items

Actively research price charged by competitors of most popular titles and set prices to be as competitive as possible using VERBA software offered by the BOR.

Target

Books sold per student

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
2.5 to 3	Ongoing			Nothing Entered

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status

Status Narrative - Fall/Spring

Total number of Books sold per student enrollment for Fall and Spring was 1.75. Completed report will be available after start of Summer

M2 Used book Sales represent at least 40% of total sales.

Action Items

1. Increase availability of used books and rentals. Currently, used books represent about 33% of total book sales 2. Increase overall number of books rented to students

Target

Increase

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
2.5 to 3	Ongoing			Nothing Entered

Status Narrative - Fall/Spring

Used books sold were 35% of total books sold during Fall and Spring. More data will be available after start of Summer

G3 Increase Market Share of Textbooks bought at buyback

Objectives

O1 Increase number of used books bought at buyback. This will result in more used books being available to students.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (3)

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New Resources Required Amount

$

Measures

| M1 | 1) Number of copies purchased per student. In 2004, the number /student was and in 2014 it was 0.69/student. 2) Total number of copies purchased. In 2004, the total # purchased was 9300 books. In 2014, it was 5478. |

Action Items

1) Encourage faculty to adopt same title for two academic years. 2) Email students ahead of buyback about most needed titles. 3) Work with Nebraska Book Company to increase number of buys at IC buyback location 4) Indentify new avenues to market buyback to a broader audience. 5) Communicate directly with faculty who currently use most popular titles.

Target

Increase number of books purchased per student

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
.69 to approaching 1.0	Ongoing			Nothing Entered

Status Narrative - Fall/Spring

More data will be available after May 2016 buyback

Business & Public Service Annual Plan 2015-2016

The purpose is to develop an annual plan that supports the strategic priorities, vision, mission, and core values of the College

Goals

G1 Promote community engagement in all Business and Public Service disciplines.

Objectives

O1 Develop internships for Human Service majors.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (4)

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New Resources Required Amount

Financial resources for travel of internship

supervisor. Financeial Resources for

correspondence with site supervisors. $

Measures

M1 Sufficient internship sites identified. Handbook developed.

Action Items

1. Establish connections with local human service agencies. 2. Develop internship handbook.

Target

Create internship handbook

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
Spring 2016	Fall: The internship information and the majority of the necessary forms have been developed and uploaded to the internship webpage. Additional forms need to be converted and the webpage modified. Spring: handbook should be complete by end of semester.			Partially Met

Status Narrative - Fall/Spring

Target

Create internship sites to accomodate student needs

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
Spring 2016	A sufficient number of sites have been developed. Local agencies and programs are aware of our program and have begun contacting the department to initiate an internship collaboration.			Met

Status Narrative - Fall/Spring

Approved internship sites are listed on the internship webpage. A bulletin board in the department lobby shows recent requests for interns and job announcements in HUSV related fields.

O2 Continue to expand activities of Human Services Club and Rotaract Club

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (4)

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New Resources Required Amount

| Financial resources for club projects. | $ |

Measures

M1 **Clubs actively meeting. Half of club members participating in community projects.**

Action Items

1. Investigate possibility of combining memberships Human Services club and Rotoract into one club. 2. Recruit new members for each club or combined club, especially from new BSMA students. 3. Create baseline for membership development. 4. Facilitate club activity with the community.

Target

Increase club membership

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
100%	Fall: Club membership has increased as well as club activites. Spring: Both clubs continue to actract more members and are more active than in the previous year.			Met

Status Narrative - Fall/Spring

The Human Services Club has adopted a new approach to involve more students in club activities and to connect club members to other students from the larger community of Human Services programs. The club successfully involved a large number of students in activities such as a food drive and a trip to the local drug court. The creation of a club Facebook page has encouraged interaction between students from GSC and those involved in human services clubs and educational programs around the region. The club is planning activities with students from regional programs as well. Rotaract experienced a rebirth in Fall 2015. Active members increased from three in Spring 2015 to 12 active members in Fall 2015. Cooperation has been increased with the local Rotary club. The Barnesville Rotary president attended a Rotaract meeting on campus and the GSC Rotaract vice-president went to the Barnesville Rotary meeting to discuss the GSC chapter and to thank the organization for their support. The Rotaract club will be collaborating and helping the Barnesville Rotary at their annual 5K Zombie Run and, to fulfill its international mission, the Rotaract club will be working with the Barnesville chapter to complete a "Shoebox Project" to fill shoeboxes with items for the disadvantaged in overseas locations.

Target

Conduct community service project

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
One	Fall: Several community projects have been completed or initiated. Spring: projects are underway.			Partially Met

Status Narrative - Fall/Spring

The Rotaract club will be collaborating and helping the Barnesville Rotary at their annual 5K Zombie Run and, to fulfill its international mission, the Rotaract club will be working with the Barnesville chapter to complete a "Shoebox Project" to fill shoeboxes with items for the disadvantaged in overseas locations. The GSC chapter is also working to find a local homeless shelter or other support agency to assist by holding a competition between GSC residence halls to see who can raise more items (food, clothing, etc.) for donation. The Human Services Club, in cooperation with another campus club, collected over 150 cans of food and will be participating in a community clothing collection in Fall 2015.

O3 Investigate Study Abroad Human Services courses.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (4)

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New Resources Required Amount

Financial resources for faculty release time and

for travel expenses. $

Measures

M1 Feasible idea generation.

Action Items

1. Brainstorm ways of incorporating. 2. Investigate how other colleges are incorporating service learning. 3. Provide avenue for students to identify their community involvement.

Target

Determine if a course could be adapted to the study abroad concept.

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
One	Fall: A study abroad course was designed to incorporate sociology and the environment that will involve public service and biology students traveling to Costa Rica.The course is scheduled for Spring 2016. Spring: Sixteen students are enrolled in course.			Met

Status Narrative - Fall/Spring

O4 Expand Service Learning within BSHS and BSMA programs

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (4)

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New Resources Required Amount

Financial resources for faculty release time and

for travel expenses. $

Measures

M1 **Increased awareness of current levels of community involvement. Increased opportunities for community involvement and numbers of students active in the community involvement.**

Action Items

1. Brainstorm ways of incorporating. 2. Investigate how other colleges are incorporating service learning. 3. Provide avenue for students to identify their community involvement.

Target

Implement a service learning component

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
One course	Fall: Two experiential/service learning courses will be offered in Spring 2016. Several instructors have incorporated service learning components into their course requirements. Spring: Twenty-eight students are enrolled in two experiential/service learning courses.			Met

Status Narrative - Fall/Spring

Target

Develop a baseline of community involvement among students.

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
One course	Fall: A survey of student involvement is being developed. Spring: Survey will be administer before end of spring semester.			Partially Met

Status Narrative - Fall/Spring

G2   Expand and tailor Business and Public Service programs/degree offerings to more effectively meet student needs.

Objectives

O1   Assess the benefits of incorporating a Personal Financial Planning track within the Bachelor of Science in Management and Administration.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (4)

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New Resources Required Amount

| 1 new Business faculty member. | $ |

Measures

M1 **Feasibility study of a Personal Financial Planning track. Preparation for rollout if feasible.**

Action Items

1. Research best practices in Personal Financial Planning tracks within business degree programs. 2. Determine feasibility of track. 3. Select curriculum if feasible.

Target

Prepare for rollout of Personal Financial Planning track

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
Spring 2016	Fall: One class has been offered in the Financial Planning track. Spring: Rollout has been delayed indefinitely due to budget and personnel issues.			Partially Met

Status Narrative - Fall/Spring

O2 **Assess the benefits of incorporating a Criminal Justice track within Human Services baccalaureate.**

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (4)

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New Resources Required Amount

| 1 new Criminal Justice faculty member. | $ |

Measures

M1 **Feasibility study of a CJ track. Development of course offerings. Discussions with Southern Crescent. Develop CJ track if feasible.**

Action Items

1. Research best practices in Criminal Justice programs across US. 2. Determine course offerings for CJ track if feasible. 3. Pursue articulation agreement with Southern Crescent Technical College.

Target

Offer upper-level CJ courses

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
Fall 2015 with 20 students	This target will not be met due to resource demands in other academic areas.			Not Met

Status Narrative - Fall/Spring

O3   Increase opportunities for Adult Learners through expanded course delivery options.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (4)

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New Resources Required Amount

2 faculty members assigned as baccalaureate

coordinators. Financial resources for faculty

overloads. $

Measures

M1 **Development of PLA and department challenge exam protocol**

Action Items

Develop Prior Learning Assessment (PLA) for select courses.

Target

Implement PLA

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
Fall 2015	Fall: Several adult learners have been encouraged to pursue CLEP credit and at least one has been successful. Two students have asked for spring semester challenge exams (Addiction, Abnormal Psychology). Spring: The challenge exam process has been implemented for two students.			Met

Status Narrative - Fall/Spring

M2 Implement PLA protocol and administer at least one challenge exam

Action Items

Develop department challenge exams for select courses.

Target

Implement challenge exam protocols

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
Fall 2015	Fall: Two students have asked for spring semester challenge exams (Addiction, Abnormal Psychology). Spring: The challenge exam process has been implemented for 2 students.			Met

Status Narrative - Fall/Spring

M3   Upper level courses offered in online/hybrid formats.

Action Items

Develop more Hybrid class offerings.

Target

Offer upper-level hybrid courses

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
4	Upper level hybrid online offerings increased from five in Spring 2015 to nine in Fall 2015 and 17 are scheduled for Spring 2016.			Met

Status Narrative - Fall/Spring

O4 Critique the efficacy of courses offered in BSHS program.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (5)

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programs, Gordon State College will open the doors to a college education to a wider audience, resulting in a more educated Georgia.

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New Resources Required Amount

Financial resources for travel to regional and

national conferences to utilize peer program

reviews. $

Measures

M1 Develop and disbribute surveys

Action Items

1. Develop survey for area service agencies to inquire about specific needs from program. 2. Develop survey for students to inquire about specific needs from program for career choices. 3. Review of surveys.

Target

Review surveys

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
Spring 2016	Fall: A student survey was completed by graduating students, reviewed by faculty and changes proposed. An agency survey will be sent out in Spring 2016. Spring: in progress			Partially Met

Status Narrative - Fall/Spring

M2 Make changes to course objectives

Action Items

Apply to specific course objectives.

Target

Make changes to course offerings

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
Spring 2016	Fall: Possible changes have been identified and research is being conducted to initiate changes through college committees and Faculty Senate in the Spring. Spring: Three new courses have been accepted by the Faculty Senate to meet student needs.			Met

Status Narrative - Fall/Spring

G3 Nurture a four-year culture within the Bachelor of Science in Human Services and Bachelor of Science in Management and Administration programs.

Objectives

O1 Increase students' awareness of their community of students within their degree program.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (4)

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New Resources Required Amount

Financial resources for student mixers. $

Measures

M1 Events to increase student awareness

Action Items

1. Brainstorm ways to increase student's awareness of fellow students in their program of study.
2. Create opportunities for students to interact with fellow students.

Target

Increase student awareness

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
2 events	Several activites have been implemented to give students more interaction with other students within their disciplines.			Met

Status Narrative - Fall/Spring

Group advising sessions were begun in Fall 2015 to give students an opportunity to interact with other students in their discipline and receive information concerning their degrees. A third Human Services appreciation banquet is being planned for Spring 2016. Several activities sponsored by the department clubs and classes have provided students with activities to interact with one another in service, service learning, conferences, etc.

O2 Cultivate symbols of a four-year culture.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (4)

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New Resources Required Amount

Financial resources for posters, images, and

other symbols to create four-year culture. $

Measures

M1   Create visuals throughout department that represent the

BSHS & BSMA programs. Create department t-shirts.

Action Items

1. Brainstorm ways to symbolize a four-year culture. (Example - wall mounted pictures of graduates each year) 2. Display symbols throughout the department. 3. Create t-shirts for BSHS & BSMA programs.

Target

Create visuals that students experience within the department and can take with them in the community.

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
Spring 2016	Fall: Several visuals have been created to advertise our four-year degrees and department acitivities.			Met

Status Narrative - Fall/Spring

Fall: T-shirts for Human Services students were design and produced. T-shirts for the new Bachelor of Science in Management and Administration are being developed for Spring 2016. A bulletin board was installed in the main hall used by department students to advertise activities and programs. A department Facebook webpage was created with links to Human Services Club and the Weekend College pages. Spring: The BSMA T-shirts will be developed when there are more students in the degree.

O3 **Establish a chapter of the Tau Upsilon Alpha National Organization for Human Services Honor Society.**

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (4)

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New Resources Required Amount

Financial resources for membership fees to

national organization. $

Measures

M1   1. Feasibility explored. 2. Chapter pursued if feasible.

Action Items

1. Distinguish and address barriers to research projects involving students and faculty. 2. Create opportunities for research collaborations.

Target

Create Chapter

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
Spring 2016	Fall: Several steps have been accomplished to begin this chapter in 2016. Spring: The application process is still in progress.			Partially Met

Status Narrative - Fall/Spring

Discussion of the creation of a GSC chapter of the Human Services Honors Society has been very well received by the human services students. A list has been developed of interested qualified students. A student has taken the lead to complete the schools application.

O4 Increase student/faculty research projects.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (4)

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New Resources Required Amount

Financial resources for travel to conferences. $

Measures

M1 Increased research collaborations between students and faculty.

Action Items

1. Distinguish and address barriers to research projects involving students and faculty. 2. Create opportunities for research collaborations.

Target

Research collaborations

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
2 + for 2015-16	One research collaboration has resulted in a paper, written by a faculty member and student, accepted at an international conference. A second paper was submitted to the Georgia Sociological Society's annual conference.			Met

Status Narrative - Fall/Spring

O5 **Perpetuate the Fall 2014 graduate symposium.**

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (4)

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New Resources Required Amount

Financial resources for advertisements,

refreshments, etc. $

Measures

M1 Graduate symposium is repeated

Action Items

Replace graduate symposium coordinator

Target

Increase participation

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
From 2014	In 2014, five representatives from five schools and an additional two Representatives from an area hospital participated. In 2015, 29 representatives from 23 schools and a total of 27 programs participated.			Met

Status Narrative - Fall/Spring

It is anticipated that the symposium will larger in Fall 2016 as other colleges are informed of its existence.

M2 Graduate symposium attracts more students and graduate school representatives in 2015.

Action Items

Create committee of interested students and faculty.

Target

Increase participation

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
From 2014	Number of colleges participating in the symposium significantly increased.			Met

Status Narrative - Fall/Spring

M3 Students take larger role if feasible.

Action Items

Delegate more functions to students.

Target

Increase participation

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
From 2014	Fall: Less students were involved in the Fall 2015 symposium but need will be reevaluted in Spring 2016. Spring: The symposium.coordinator has determined that more student involvment will not be necessary.			Not Met

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
	Status Narrative - Fall/Spring Student involvement will continue to be encouraged but the running of the symposium has become streamlined and requires fewer people.			

Final # Business Office Annual Plan 2015-2016

The purpose is to develop an annual plan that supports the strategic priorities, vision, mission, and core values of the College

Goals

G1 Automate Banner processing using a scheduler

Objectives

O1 Several Banner processes within the daily tasks can be automated to run nightly to provide more time that can be devoted to servicing the students.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (1)

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New Resources Required Amount

EnterpriseSCHEDULE software $

Measures

M1	1)Processes identified to be automated run successfully.2) Communications are generated due to the status of the execution of the processing. 3) User is no longer executing the processes manually.

Action Items

1) Purchase software designed specifically to execute processes, identify errors in the process, stop the process if errors or issues exist, and email particular parties as to the completion of the process or status due to errors. 2) Identify the processes to be scheduled to execute nightly. 3) Produce a flowchart for the order in which the processes are to be executed. 4) Install the software and test for accurate productivity and successful results 5) Install the software in Production environment and go live.

Target

day be freed to allocate to other tasks to servicing the students.

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
25%	New Software	Search for software designed specifically to execute processes, identify errors in the process, stop the process if errors or issues exist, and email particular parties as to the completion of the process or status due to errors was began, but not completed due to significant change in staffing.		Partially

Met |

Status Narrative - Fall/Spring

Fall: Search for software designed specifically to execute processes, identify errors in the process, stop the process if errors or issues exist, and email particular parties as to the completion of the process or status due to errors was began, but not completed due to significant change in staffing. Spring: Search for software designed specifically to execute processes, identify

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
		errors in the process, stop the process if errors or issues exist, and email particular parties as to the completion of the process or status due to errors was began, but not completed due to significant change in staffing.		

Target

Specific charges such as Student Insurance posted to the accounts to provide for more accurate billing and available for online payments

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
in a more timely manner		Search for software designed specifically to execute processes, identify errors in the process, stop the process if errors or issues exist, and email particular parties as to the completion of the process or status due to errors was began, but not completed due to significant change in staffing.		Partially Met

Status Narrative - Fall/Spring

Fall: Search for software designed specifically to execute processes, identify errors in the process, stop the process if errors or issues exist, and email particular parties as to the completion of the process or status due to errors was began, but not completed due to significant change in staffing. Spring: Search for software designed specifically to execute processes, identify errors in the process, stop the process if errors or issues exist, and email particular parties as to the completion of the process or status due to errors was began, but not completed due to significant change in staffing.

G2 Expand the receipt of payments options with current Marketplace mall and Touchnet Ready partners.

Objectives

O1 Increase the number of stores within the GSC Marketplace mall.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (1)

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New Resources Required Amount

One new Business Office position to shift duties

to allow Jackie or other BO staff the opportunity

to provide services to enhance the storefront and

provide economic opportunities to campus

departments and clubs. $

Measures

M1 MarketPlace store expands with more stores added providing students and outside customers with products to purchase, online donations, and course related activities that require additional costs such as conferences, various trips, etc.

Action Items

1)Communicate benefits of uStore to campus 2)Design form for Online Store Request 3)Create stores within Touchnet Marketplace 4)Train owner of store how to add/remove items

Target

increase in store and product volume

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
33%	On-Line Stores	The MarketPlace store has been expanded with more stores providing students and outside customers with products to purchase, online donations, and course related activities that require additional costs such as conferences, various trips, etc. MarketPlace will continue to expand allowing on-line purchasing.	Process: Developed and implemented new process	Partially Met

Status Narrative - Fall/Spring

Fall: The MarketPlace store has been expanded with more stores providing students and outside customers with products to purchase, online donations, and course related activities that require additional costs such as conferences, various trips, etc. MarketPlace will continue to expand allowing on-line purchasing. Spring: The MarketPlace store has been expanded with more stores providing students and outside customers with products to purchase, online donations, and course related activities that require additional costs such as conferences, various trips, etc. MarketPlace will continue to expand allowing on-line purchasing.

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status

O2 Implement Touchnet Partners such as Paper Cuts through Touchnet's Upay. Provide Online payments for students to purchase additional costs instead of buying card in Bookstore.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (1)

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New Resources Required Amount

Software from PaperCuts - along with Touchnet

modules already owned by GSC $

Measures

M1 Students begin purchasing using PaperCuts for printing in labs after they have reached the limit provided through the Technology Fee.

Action Items

1)Create UPAY in Touchnet Marketplace with PaperCuts in order to accept credit card payments online 2)Establish reconciling processes

Target

student population who currently purchase printing cards from Bookstore

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
100%	On-Line Purchasing	The Business Office has created UPAY in Touchnet Marketplace with PaperCuts in order to accept credit card payments online. Reconciliation of the activity is conducted by an accounting assistant and again by the accountant during the bank reconciliation process.		Met

Status Narrative - Fall/Spring

Fall: The Business Office has created UPAY in Touchnet Marketplace with PaperCuts in order to accept credit card payments online. Reconciliation of the activity is conducted by an accounting assistant and again by the accountant during the bank reconciliation process. Spring: The Business Office has created UPAY in Touchnet Marketplace with PaperCuts in order to accept credit card payments online. Reconciliation of the activity is conducted by an accounting assistant and again by the accountant during the bank reconciliation process.

G3 Promote and Provide awareness to increase participation in the payment plan option

Objectives

O1 Communicate effectively the third party payment plan to increase participation that ultimately reduces number of students dropped for non-payment and reduces number of students sent to collections.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (2)

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New Resources Required Amount

$

Measures

M1 Accounts Receivable will be reduced.

Action Items

1. Email students registered for classes with link to payment plan enrollment. 2. Display signs and posters around campus. 3. Supply pamphlets to all residence hall students.

Target

Reduce the dollar amount sent to collections

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
75%	Reduce the dollar amount sent to collections	The Business Office continues to enhance the reduction of Student Accounts Receivable. The Account Receivable Coordinator emails students registered for classes with links to payment plan enrollment. Students are made aware around campus and documents are made available to students pertaining to payments.	Process: Developed and implemented new process	Partially Met

Status Narrative - Fall/Spring

Fall/Spring: The Business Office continues to enhance the reduction of Student Accounts Receivable. The Account Receivable Coordinator emails students registered for classes with links to payment plan enrollment. Students are made aware around campus and documents are made available to students pertaining to payments.

M2 The total number of students dropped on the final payment

date for non-payment will decrease.

Action Items

1. Email students registered for classes with link to payment plan enrollment. 2. Display signs and posters around campus. 3. Supply pamphlets to all residence hall students.

Target

reduction in comparitive numbers of students dropped for non-payment at the final payment deadline.

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
75%	reduction in comparitive numbers of students dropped for non-payment at the final payment deadline.	Emails, text messages and phone calls are made to students registered for classes near the payment deadline. Students are given the option to pay on-line. Students are informed of the third party payment plan enrollment. Payment deadline signs and posters are placed around campus. Pamphlets are made available to students.	Process: Developed and implemented new process	Partially Met

Status Narrative - Fall/Spring

Emails, text messages and phone calls are made to students registered for classes near the payment deadline. Students are given the option to pay on-line. Students are informed of the third party payment plan enrollment. Payment deadline signs and posters are placed around campus. Pamphlets are made available to students.

Action Items

1. Email students registered for classes with link to payment plan enrollment. 2. Display signs and posters around campus. 3. Supply pamphlets to all residence hall students.

Target

Reduce the dollar amount sent to collections

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
75%	Reduce the dollar amount sent to collections	The Business Office continues to enhance the reduction of Student Accounts Receivable. The Account Receivable Coordinator emails students registered for classes with links to payment plan enrollment. Students are made aware around campus and documents are made available to students pertaining to payments.	Process: Developed and implemented new process	Partially Met

Status Narrative - Fall/Spring

Fall/Spring: The Business Office continues to enhance the reduction of Student Accounts Receivable. The Account Receivable Coordinator emails students registered for classes with links to payment plan enrollment. Students are made aware around campus and documents are made available to students pertaining to payments.

M4

Action Items

1. Email students registered for classes with link to payment plan enrollment. 2. Display signs and posters around campus. 3. Supply pamphlets to all residence hall students.

Target

students not making SAP will re-enroll.

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
75%	students not making SAP will re-enroll.	Emails, text messages and phone calls are made to students registered for classes near the payment deadline. Students are given the option to pay on-line. Students are informed of the third party payment plan enrollment. Payment deadline signs and posters are placed around campus. Pamphlets are made available to students.	Process: Developed and implemented new process	Partially Met

Status Narrative - Fall/Spring

Emails, text messages and phone calls are made to students registered for classes near the payment deadline. Students are given the option to pay on-line. Students are informed of the third party payment plan enrollment. Payment deadline signs and posters are placed around campus. Pamphlets are made available to students.

Center for Excellence in Teaching and Learning Annual Plan   2015-2016

The purpose is to develop an annual plan that supports the strategic priorities, vision, mission, and core values of the College

Goals

G1 Foster campus-wide discussion of teaching excellence.

Objectives

O1 Encourage CETL Champoins to present a variety of activities promoting discussion about teaching excellence.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (3)

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Gordon State College Mission and Strategic Plan - 2013 to 2018: 2 - A Diverse Academic Environment

Gordon State College will advance the academic work of the College and the resources that support it. The synthesis of the intellectual, cultural and material resources of the campus community will support the development of effective habits of mind for all participants. The College will support the physical, technological and pedagogical resources needed to achieve this goal. This focuses resources and energies on the core educational mission of the College, and promotes the ongoing development of all of the College's stakeholders through strategic allocation of resources.

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New Resources Required Amount

support from deans and department heads. $

Measures

| M1 | Number of faculty attending CETL activities |

Action Items

Work with CETL champions to schedule seminars, lunches, discussions, workshops.

Target

Increase attendance

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
15 faculty attending 6 events	In process		Development or Training: Provided professional development or training	Partially Met

Status Narrative - Fall/Spring

Have not consistently had 15 attendees. One event in fall 2015 had approximately 22 attendees.

O2 Promote faculty involvement in teaching circles.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (3)

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New Resources Required Amount

support from deans and department heads. $

Measures

M1 Number of faculty participating in teaching circles; Number of teaching circles

Action Items

1. Prepare and circulate list of suggested topics for teaching circles. 2. Develop a funding policy for teaching circles. 3. Establish a convenient means for establishing and sighing up for teaching circles.

Target

Increase participation

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
30 faculty	No longer pursuing this item			Not Met

Status Narrative - Fall/Spring

More interest has been expressed in open classrooms initiative.

G2 Increase the value of the Teaching Matters conference both campus-wide and statewide.

Objectives

O1 Increase participation of Gordon State College faculty in Teaching Matters Conference

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (3)

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New Resources Required Amount

support from deans and department heads. $

Measures

| M1 | Number of Gordon State faculty who actively participate in TM |

Action Items

1. Link teaching circles and other CETL activities to Teaching Matters presentations. 2. Predicate funding of teaching initiatives to presentations of outcomes at TM

Target

Increase faculty participation

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
50 faculty	Event in April			Partially Met

Status Narrative - Fall/Spring

18 presentations submitted by GSC faculty

O2 **Increase the stature of the Teaching Matters Conference statewide.**

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (3)

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New Resources Required Amount

support from deans and department heads. $

Measures

| M1 | Number of peer-reviewed submission to TM |

Action Items

Maintain a peer-reviewed track for TM presentations while maintaining alternate open-access tracks.

Target

Sessions at TM to feature peer-reviewed presentations.

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
20 %	Event in April			Partially Met

Status Narrative - Fall/Spring

M2 Number of Technology Stations

Action Items

Re-establish the Technology Fair

Target

Tech Fair stations

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
20 stations with 5 run by faculty outside of Gordon State	No longer pursuing this item			Not Reported this Cycle

Status Narrative - Fall/Spring

G3 Develop an actively used resource to enhance teaching excellence.

Objectives

O1 Develop website as a source of information on teaching

and learning

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (0)

New Resources Required Amount

additional support from deans and department

heads. $

Measures

| M1 | Number of CETL Champions |

Action Items

Maintain and grow list of CETL Champions.

Target

CETL Champions

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
25	We have 12 Advisory Board members (equivalent of Champions).			Partially Met

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
	Status Narrative - Fall/Spring			

O2   Facilitate presentations, seminars, and workshops by CETL Champions

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (0)

New Resources Required Amount

additional support from deans and department heads. $

Measures

M1   Number of facilitators available; Number of SGiD occurrances

Action Items

1. Work with CETL Champions to design and schedule presentations. 2. Promote faculty attendance at CETL events

Target

Increase events each semester

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
8	14 events hosted in Fall 2015/16 events scheduled for Spring 2015		Development or Training: Provided professional development or training	Exceeded

Status Narrative - Fall/Spring

Fall 2015: 3 Faculty Teaching Symposia 2 Library Presentations 2 Presentations by Guest Speaker 7 Open Classroom Sessions Spring 2016: 4 Faculty Teaching Symposia 2 Library Presentations 4 CETL Lunches 2 Faculty Mindfulness Meditation Sessions 4 Open Classroom Sessions

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O3   Encourage research in SOTL

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (0)

New Resources Required Amount

additional support from deans and department

heads. $

Measures

M1 **Number of faculty participating in workshop; Number of seminars ;Number of SOTL presentations by Gordon State faculty at Teaching Matters**

Action Items

1. Expand the SOTL seminar 2. Encourage SOTL presentations by Gordon State faculty at Teaching Matters

Target

Seminars

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
4	No longer pursuing this item			Nothing Entered

Status Narrative - Fall/Spring

Target

Presentation by GSC faculty at 2016 Teaching Matters

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
6	Event in April			Exceeded

Status Narrative - Fall/Spring

Community Education Annual Plan 2015-2016

The purpose is to develop an annual plan that supports the strategic priorities, vision, mission, and core values of the College

The mission of the Department of Community Education is to connect to our community through high quality courses and programs to enrich lives by providing lifelong learning opportunities. These non-academic online and face-to-face classes are designed to promote personal and professional development solutions.

Goals

G1 Develop and implement new economic development strategies

Objectives

O1 Collaborate with the Office of Economic Development and other USG institutions (Regents Advisory Committee for Economic Development RAC-ED)

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (3)

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New Resources Required Amount

	$

Measures

M1 Attendance/Participation at RAC-ED

Action Items

Be an active participant in dialogue to improve the economic and workforce development assets of the system

Target

Increased knowledge of the economic needs and resources throughout the state to better implement development in the Barnesville area

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type
A completed matrix of state colleges/universities economic development resources and contacts	Tentative plan to host the committee on the Gordon campus. The date to be determined.		Non-Academic: Community/Public Service

Status Narrative - Fall/Spring

Scheduled for the third regional economic committee meeting in Nov The matrix is active and will assist in better communication within the

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type

Target

Continue with the economic development collaboration with other USG Institutions throughout the state

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
100%	The next visit will be in Athens	The committee has not met since January 2016	Planning: Strategic Planning	Not Reported this Cycle

Status Narrative - Fall/Spring

The committee met at the Augusta campus where we visited an incubator for entrepreneurs. The topic and discussions were about techniques and tips for engaging faculty and staff in creating and building the economic development activities of institutions.

O2 Team with the local Economic Development Authority and Chamber

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (5)

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New Resources Required Amount

	$

Measures

M1 Participation by area business and industry

Action Items

Meet with the local chamber of commerce and economic development authority director to develop a dialogue regarding area needs and how Gordon can meet those needs

Target

Increased participation with local businesses and industries

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
10%	Due to inadequate personnel needs, this target has not been met		Non-Academic: Community/Public Service	Not Met

Status Narrative - Fall/Spring

Target

Join in with the local economic development meetings

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
50%	On schedule		Planning: Strategic Planning	Partially Met

Status Narrative - Fall/Spring

On schedule to meet with the Lamar County Economic Development on a monthly basis

Target

Contract training has been set for a local business

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
100%	The contract date has been established	An additional business has been added for training.	Development or Training: Provided professional development or training	Exceeded

Status Narrative - Fall/Spring

Gordon will provide the requested training onsite with a local business. These two topics will be taught by two Gordon faculty members.

O3 Provide institutional resources and assets to local businesses and the general public

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (4)

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New Resources Required Amount

$

Measures

M1 Increased usage of computers labs, challenge course, classrooms and meeting venues by local businesses

Action Items

Improve communication to promote available Gordon facilities more efficiently through the website using online methods with forms and surveys

Target

increase in lab, challenge course and meeting venues usage

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
10%	Adjusted web page with an online facility request form to simplify the process for external groups. The next step is to create an online form specifically for the challenge course	The additional online forms have not been created, yet.	Non-Academic: Facilities - Space Utlization	Partially Met

Status Narrative - Fall/Spring

The online form for facility request is active. The next step is to create an online form for the challenge course

G2   Further connection with the community

Objectives

O1   Find new ways to increase visibility

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (3)

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New Resources Required Amount

$

Measures

| M1 | Increased enrollment in both community education and academic courses. |

Action Items

Participate in various vendor & career fairs in the local area. Research available opprtunties for face to face involvement with community activities

Target

Increased enrollment with community education by 5%

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
10%	on schedule	The summer activities with minors on campus has increased. However, the general community education courses have no increase from last year.	Non-Academic: Community/Public Service	Partially Met

Status Narrative - Fall/Spring

O2   Enhance Social Media and Webpage communication

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (3)

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New Resources Required Amount

	$

Measures

M1 Positive feedback from community via customer satisfaction surveys and evaluation forms

Instructors are given the choice of providing paper or online evaluations based on the student culture.

Action Items

Keep current and fresh information on the CE webpages, Facebook, twitter and email notifications

Target

Maintain or expand current customer satisfaction level

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
10%	The majority of evaluations remain at good or excellent			Nothing Entered

Status Narrative - Fall/Spring

Target

To increase interactions with social media

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
10%	Increased interaction with Facebook by 14% and the email notification list has increased by 134%		Non-Academic: Community/Public Service	Exceeded

Status Narrative - Fall/Spring

The usage and interaction of social media has increased with Facebook and email notification. We have also added a digital newsletter one a quarter.

O3 **Find ways to reach intended audience at a lower cost while still maintainng quality**

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (3)

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New Resources Required Amount

	$

Measures

M1 Enrollment

Action Items

Combine the spring and summer terms into one print catalog to only produce two print catalog per year

Target

Increase enrollment over last year's totals

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
5%	The enrollment for summer camps increased by 43%. The enrollment for adult learning has decreased by 13%			Partially Met

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status

Status Narrative - Fall/Spring

Target

Add one additional camp

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
10%	A softball camp has been added to the camp listings		Non-Academic: Community/Public Service	Partially Met

Status Narrative - Fall/Spring

The registration is now available for camps but it is too soon to evaluate the number of participants.

Target

Provide tutoring for K-12 during the summer months

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
100%	Summer Tutors are in place		Non-Academic: Community/Public Service	Partially Met

Status Narrative - Fall/Spring

We have three tutors on-call during June & July for English, Math & Science

G3 Enhance Summer Camp Programs

Objectives

O1 Utilize Gordon's staff, faculty, students and community volunteers

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (3)

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New Resources Required Amount

[$]

Measures

M1 Number of volunteers

Action Items

Enlist more Gordon faculty to participate in leading summer camps and sessions.

Target

Increase in the number of faculty, staff and community volunteers when compared to Summer 2014

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
Summer 2015 added two additional Gordon sponsored camps with two additional faculty and three 10-month staff and two volunteers	Total number of camp participants increased by 42%			Met

Status Narrative - Fall/Spring

O2 Provide campus safety training to CE instructors and volunteers to ensure an accident-free program

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (3)

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New Resources Required Amount

$

Measures

M1 Number of volunteers trained in CPR/First Aid/emergency responsiveness

Action Items

1.) All CE instructors and volunteers will participate in a CPR/First Aid class, 2.) Public safety will provide general information about safety on the Gordon campus

Target

participation in training

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
100%	Due to time restraints, this target was not fullfilled			Not Met

Status Narrative - Fall/Spring

Controller Annual Plan

2015-2016

The purpose is to develop an annual plan that supports the strategic priorities, vision, mission, and core values of the College

Goals

G1 Develop tax compliance policies for recently cited and prevelant collegiate tax issues

Objectives

O1 Institute procedures to annually verify that all information returns contain as accurate tax identification numbers as reasonably possible

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (1)

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New Resources Required Amount

GLACIER Software	$

Measures

M1   Verify that students have been solicited for their tax identification number at least annually

Action Items

Working with Admissions, Registrar, Financial Aid, Human Resources and the Business Office to produce checkpoints that properly capture student or entity tax identification numbers

Target

admitted students, for which we do not have a tax identification number, receive an annual solicitation

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
100%	Tax Identification Number	Accounts Receivable position sends emails to students soliciting W-9s correct Full Name and SSN number. These are sent between October and November for the current tax year.	Process: Developed and implemented new process	Met

Status Narrative - Fall/Spring

Fall: Accounts Receivable position sends emails to students soliciting W-9s correct Full Name and SSN number. These are sent between October and November for the current tax year. Spring: Accounts Receivable position sends emails to students soliciting W-9s correct Full Name and SSN number. These are sent between October and November for the current tax year.

O2   Institute procedures to track non-resident alien enrollment and corresponding tax consequences

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (1)

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New Resources Required Amount

| GLACIER Software | $ |

Measures

M1   Verify that all non-resident alien students have been identified and proper tax forms are annually submitted

Action Items

Working with Admissions, Registrar, Financial Aid, Human Resources and the Business Office to annually report non-resident alien tax activity on the proper tax forms

Target

admitted non-resident alien students are properly reported the IRS

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
50%	admitted non-resident alien students are properly reported the IRS	Due to numerous management and employee transitions, target was not completed. The new management will discuss this performance goal for the future term in order to verify validity.	Process: Developed and implemented new process	Partially Met

Status Narrative - Fall/Spring

Fall: Due to numerous management and employee transitions, target was not completed. The new management will discuss this performance goal for the future term in order to verify validity. Spring: Due to numerous management and employee transitions, target was not completed. The new management will discuss this performance goal for the future term in order to verify validity.

G2 Implement an Agency Account Reconciliation Process

Objectives

O1 Develop an agency account reconiliation process which reconciles all registered agency accounts at least twice per year.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (1)

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New Resources Required Amount

| $ |

Measures

M1 **Complete listing of all agency accounts and corresponding representative**

Action Items

Identify all agency accounts and representatives within the PeopleSoft Financials system

Target

agency accounts and representatives are identified

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
75%	Agency Accounts and Representatives	Internal Audit conducted an Agency Account audit in November 2014. All Agency Account and representatives were identified. Due to numerous employee transitions, complete updates to agency account applications and PeopleSoft have been delayed. The controller's office will continue to monitor/review agency fund accounts semi-annually. Any needed adjustment will be made accordingly.	Process: Developed and implemented new process	Partially Met

Status Narrative - Fall/Spring

Fall: Internal Audit conducted an Agency Account audit in November 2014. All Agency Account and representatives were identified. Due to numerous employee transitions, complete updates to agency account applications and PeopleSoft have been delayed. The controller's office will continue to monitor/review agency fund accounts semi-annually. Any needed adjustment will be made accordingly. Spring: The controller's office will continue to monitor/review agency fund accounts semi-annually. Any needed adjustment will be made accordingly.

M2 All original agency account applications and updates are on file

Action Items

Verify that appropriate setup documentation is on file

Target

agency accounts are appropriately documented

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
75%	Agency Account Documentation	Internal Audit conducted an Agency Account audit in November 2014. All Agency Account and representatives were identified. Due to numerous employee transitions, complete updates to agency account applications and PeopleSoft have been delayed. The controller's office will continue to monitor/review agency fund accounts semi-annually. Any needed adjustment will be made accordingly.	Process: Developed and implemented new process	Partially Met

Status Narrative - Fall/Spring

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M3 Completed reconcilation spreadsheet sent to each agency account representative and training made available

Action Items

Develop reconciliation spreadsheet and train users

Target

agency account reps receive the reconcilation spreadsheet and training made avaiable

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
75%	Agency Account Training	Internal Audit conducted an Agency Account audit in November 2014. All Agency Account and representatives were identified. Due to numerous employee transitions, complete updates to agency account applications and PeopleSoft have been delayed. The controller's office will continue to monitor/review agency fund accounts semi-annually. Any needed adjustment will be made accordingly.	Process: Developed and implemented new process	Partially Met

Status Narrative - Fall/Spring

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M4 All reconciliations are completed and filed

Action Items

Collect and file completed reconciliations twice per year

Target

reconciliations completed and filed

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
75%	Agency Account Reconcilliation	Internal Audit conducted an Agency Account audit in November 2014. All Agency Account and representatives were identified. Due to numerous employee transitions, complete updates to agency account applications and PeopleSoft have been delayed. The controller's office will continue to monitor/review agency fund accounts semi-annually. Any needed adjustment will be made accordingly.	Process: Developed and implemented new process	Partially Met

Status Narrative - Fall/Spring

Internal Audit conducted an Agency Account audit in November 2014. All Agency Account and representatives were identified. Due to numerous employee transitions, complete updates to agency account applications and PeopleSoft have been delayed. The controller's office will continue to monitor/review agency fund accounts semi-annually. Any needed adjustment will be made accordingly.

G3 Develop Policy Repository Website

Objectives

O1 Establish website to serve as the single source for the College and its constituencies to access governing policy, obtain guidance on drafting and coordinating policy, and to communicate with those who maintain policy.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (1)

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New Resources Required Amount

$

Measures

M1 Obtain best practices and review peer institutions

Action Items

Review best practices and peer sites

Target

Obtained peer institutions with effective policy portals

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
25%	Obtained peer institutions with effective policy portals	Due to numerous management and employee transitions, target was not completed. The new management will discuss this performance goal for the future term in order to verify validity.		Partially Met

Status Narrative - Fall/Spring

Fall: Due to numerous management and employee transitions, target was not completed. The new management will discuss this performance goal for the future term in order to verify validity. Spring: Due to numerous management and employee transitions, target was not completed. The new management will discuss this performance goal for the future term in order to verify validity.

M2 Create a policy council to serve as oversight (no policy making authority) for managing, monitoring and maintaining new, revised and deactivated policy

Action Items

Request Council that manages, monitors and maintains institutional policies and policy portal.

Target

Obtain cabinet signoff on who should be included and how many individual

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
25%	Obtain cabinet signoff on who should be included and how many individual	Due to numerous management and employee transitions, target was not completed. The new management will discuss this performance goal for the future term in order to verify validity.	Process: Developed and implemented new process	Partially Met

Status Narrative - Fall/Spring

Due to numerous management and employee transitions, target was not completed. The new management will discuss this performance goal for the future term in order to verify validity.

M3 Updates made to website, Gordon State handbooks and catalogs

Action Items

Inform owners of updates and implementation

Target

Complete updates and official publication made to website, Gordon State handbooks and catalogs

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
25%	Complete updates and official publication made to website, Gordon State handbooks and catalogs	Due to numerous management and employee transitions, target was not completed. The new management will discuss this performance goal for the future term in order to verify validity.		Partially Met

Status Narrative - Fall/Spring

Fall: Due to numerous management and employee transitions, target was not completed. The new management will discuss this performance goal for the future term in order to verify validity. Spring: Due to numerous management and employee transitions, target was not completed. The new management will discuss this performance goal for the future term in order to verify validity.

Counseling and Accessibility Services Annual Plan 2015-2016

The purpose is to develop an annual plan that supports the strategic priorities, vision, mission, and core values of the College

Goals

G1 ## Enhance academic support for students with registered disabilities.

Using SAMS (Student Accommodation Management System) emails are being sent to students reminding them of specific dates such as drop/add, mid-term dates, early registration dates. Students emailed and encouraged to seek assistance from Counseling and Accessibility Services staff for guidance in accessing resources available through AMAC (Alternative Media Access Center) Student Download Center.

Objectives

O1 ## Improve academic success of students with identified disabilities.

Students with ADD/ADHD provided with resource information related to learning outcomes and best practices for students with ADD/ADHD (the majority of students with identified disabilities have this diagnosis). Students with Diabetes encouraged to seek assistance from Student Health Center for support in monitoring blood sugar levels. All students with identified disabilities emailed handout on improving study skills.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (4)

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New Resources Required Amount

	$

Measures

M1 **Students with identified disabilities will attend presentations designed to address issues that most often are academic barriers.**

Students with disabilities will be invited by email and encouraged to attend presentations regarding identified barriers to learning. 3 presentations per semester will be provided to students.

Action Items

Provide programming opportunities developed specifically for students currently registered with disability services.

Target

attendance rate by students with identified disabilities

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
30%	Fall - Partially met - due to staff turnover, 3 presentations have not been provided to students. Spring- Partially met - students were emailed best practices and resource information.		Student Services: Improved Services Provided.	Partially Met

Status Narrative - Fall/Spring

Fall - due to staff turnover, 3 presentations have not been provided to students. Spring- students were emailed best practices and resource information.

O2 Improve first semester experience for students with identified disabilities.

Provide guide to common terms used at college to familiarize students with terminology used on campus that is very important to their academic success. Examples - Mid-term, Drop/ADD, withdrawals

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (4)

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New Resources Required Amount

| Updated Software | $ |

Measures

M1 **Students with identified disabilities will become familiar with and use resources & technology available on campus and through other agencies such as AMAC.**

All students with identified disabilities emailed Student Download Center Guide to provide information related to resources and technology available through AMAC. Guide to common terms used at college provided to new, first semester students.

Action Items

Develop materials for first semester students with an identified disability.

Target

students with identified disability will consult with one of the identified resources.

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
30%	Fall - Partially met - AMAC reports increased usage of Student Download Center resources. Spring- Goal is Met - AMAC reports continued increase in usage of Student Download Center resources.			Met

Status Narrative - Fall/Spring

Fall - Partially met - AMAC reports increased usage of Student Download Center resources. Spring- Goal is Met - AMAC reports continued increase in usage of Student Download Center resources. Students were emailed important dates of importance such as drop/add, priority registration, and mid-terms.

G2 Develop educational opportunities for students, faculty & staff in the area of Sexual Awareness.

Meet with Resident Assistants and Resident Directors at the beginning of the semester and monthly for training on Title IX and reporting procedures. Director of Counseling provide extended training session (1 - 2 hours) before semester begins and will attend monthly meetings with both groups that are required by Residence Life.

Objectives

| O1 | Increase prevention programming in the area of Sexual Awareness for students. |

Students provided with Title IX cards which include reporting process, resources for victims and phone apps for Circle of 6, all new residential students received cards and cards were placed in packets of all new students attending orientation. Sexual Assault Awareness week will be held each Spring Semester. All students Fall Semester will complete Haven modules on-line and provide evidence of completion to have holds removed from records.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (4)

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performance and accountability, and advance our financial and resource sustainability, in order to achieve these goals.

New Resources Required Amount

| Training materials | $ |

Measures

M1 Percentage of students attending programming events

Programming events, HIV Testing, Sexual Assault awareness events will occur Fall and Spring Semester. Goal is for 25% of students to attend at least one programming event.

Action Items

1) Collaborate with Nurse Practitioner 2) Collaborate with Title IX Coordinator 3)Collaborate with Residence Life staff

Target

students will participate or access one resource or program on Sexual Awareness

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
25%	Goal is met - More than 25% of student population has completed EverFi Haven module related to Sexual Awareness		Development or Training: Provided professional development or training	Exceeded

Status Narrative - Fall/Spring

Fall - Goal is met - More than 25% of student population has completed EverFi Haven module related to Sexual Awareness. Spring - Goal is met as new students must complete EverFri Haven module related to Sexual Awareness to have hold removed from account.

O2   Support training of faculty and staff on effective response protocol for student issues related to sexual misconduct.

Title IX Coordinator, Director of Counseling will provide on campus response protocol training to faculty at Faculty meetings and through email dissemination of materials for part-time faculty. Division Chairs encouraged to discuss response protocols with managers, provided with Title IX cards for review. All faculty, staff emailed Title IX protocol cards.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (4)

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performance and accountability, and advance our financial and resource sustainability, in order to achieve these goals.

New Resources Required Amount

Training materials	$

Measures

M1   **Percentage of faculty & staff that receive training related to response protocol for students regarding sexual misconduct.**

Over 75% of Faculty who attend will receive training through information shared at faculty meetings.

Action Items

1) Collaborate with Title IX Coordinator 2) Collaborate with VP of Student Affairs 3) Collaborate with VP of Academic Affairs

Target

faculty & staff will receive training on response protocol for students regarding sexual misconduct.

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
75%	Fall - partially met - All faculty & staff provided with printed information on response protocol, training has not been provided. Training has been completed by designated staff. Spring- Goal is met - All faculty & staff must complete mandatory training once a year.		Development or Training: Provided professional development or training	Met

Status Narrative - Fall/Spring

Fall - partially met - All faculty & staff provided with printed information on response protocol, training has not been provided. Training has been completed by designated staff. Spring- Goal is met - All faculty & staff must complete mandatory training once a year.

G3 Enhance counseling & accessibility services provided to students attending on-line or at satellite campuses.

Students attending satellite campuses provided with information on resources available through email. Students at Henry County Campus in McDonough will have regular programming provided by Counseling and Accessibility Services staff bi-weekly each month during the semester.

Objectives

O1   To improve accessibility to resources available in Counseling & Accessibility Services for students taking courses on-line or at a satellite campus.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (4)

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New Resources Required Amount

[$]

Measures

M1 **Percent of students who identify that they accessed information specifically developed for them. (Will monitor through SAMS)**

Action Items

Develop a plan targeted at providing students taking courses on-line or at a satellite campus with information related to services available through Counseling & Accessibility Services.

Target

students taking classes on-line or at a satellite campus will access information specifically developed for them.

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
80%	Fall - Partially met Spring - Goal has been met		Student Services: Improved Services Provided.	Met

Status Narrative - Fall/Spring

Due to staff turnover in Counseling Department, regularly scheduled bi-weekly programming has not been provided Fall Semester. Director of Henry County, McDonough campus is aware of the staff turnover and has contacted the Counseling Center and services have been provided on an as-needed basis. 0n-line students have been notified of services available through email. Spring - a counselor is onsite at McDonough campus once a week. Online students have received emails concerning available services.

O2 Facilitate the process for getting approved for academic accommodations for students who are taking on-line courses or are attending at a satellite campus.

Provide support to students taking on-line courses or courses at satellite campuses. These students are served on an as-needed basis using technology when appropriate to do so. Visually impaired/hearing impaired students schedule SKYPE, live chat sessions to discuss accommodations.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (4)

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New Resources Required Amount

$

Measures

M1 Percent of students who report that they were able to attain the needed information from the Accessibility Services website.

Students at off-site campuses will be notified through SAMS and asked if academic support provided to them was successfully provided to them.

Action Items

Develop a link on the Accessibility Services website.

Target

students taking classes on-line or at a satellite campus will follow the process for accommodations and have access to them electronically.

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
80%	Fall - Students taking on-line courses and attending at satellite campuses are currently being assisted with accommodations Spring - Students taking on-line courses and attending at satellite campuses are currently being assisted with accommodations.		Student Services: Improved Services Provided.	Met

Status Narrative - Fall/Spring

Fall - Students taking on-line courses and attending at satellite campuses are currently being assisted with accommodations Spring - Goal is met - Students taking on-line courses and attending at satellite campuses are currently being assisted with accommodations.

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status

Final **Distance Education Annual Plan** 2015-2016

The purpose is to develop an annual plan that supports the strategic priorities, vision, mission, and core values of the College

Goals

G1 **Expand Online/Hybrid Course Offerings**

Objectives

O1 **Through training sessions, increase numbers of faculty qualified to teach online/hybrid courses.**

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (4)

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New Resources Required Amount

$

Measures

M1 **Number of certified faculty, following the two semiannual training sessions.**

Action Items

Two semiannual training sessions.The target performance level is defined by activities and assignments within the program. Faculty must complete each activity with a "3" (which may require the revision of some activities) before certification is granted.

Target

Training each semester

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
15 certified faculty fall and spring semester	17 faculty certified in Spring 2015. 9 Faculty were certified in Fall 2015. Since target was met, program wasn't offered during Spring 2016.		Development or Training: Provided professional development or training	Exceeded

Status Narrative - Fall/Spring

Fall 2015: 17 faculty were certified in spring 2015 and 9 faculty are in the program in fall 2015.
Spring 2016: Since target certification was met, program wasn't offered. Program will now be offered on a semi-annual basis.

G2   Ensure 504 Compliance in Online and Hybrid Courses.

Objectives

O1   Develop a plan to caption videos used in online/hybrid/flipped-classroom courses (where captioning is not yet available).

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (4)

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New Resources Required Amount

| Estimate over a two year period | $3500 |

Measures

M1 Number of existing videos captioned to align with 504 Compliance.

Action Items

Videos in select online, hybrid, and flipped-classroom courses will be captioned by AMAC

Target

Caption existing and new faculty videos

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
70 existing and 10 new	0 existing and new have been captioned		Other: Other	Not Met

Status Narrative - Fall/Spring

Fall 2015: We were never given access to AMAC to upload videos and start the captioning process. The plan was to upload the videos via AMAC and have AMAC caption them for us. This should perhaps be a focus for Spring 2016.
Spring 2016: Decided that counseling will handle AMAC partnership for captioning.

M2 ## . Number of new faculty-produced videos captioned to align with 504 Compliance

Action Items

New videos produced for any courses will be captioned by faculty using technology available in ITDC (Nursing 125)

Target

New faculty videos will be captioned

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
100 %	0 %		Other: Other	Not Met

Status Narrative - Fall/Spring

Fall 2015: We still don't have a good way of tracking when new videos or made and uploaded. This will be a focus in Spring 2016.
Spring 2016: Decided that counseling will handle AMAC partnership for captioning.

G3 Integration of Blackboard Collaborate (Web Conferencing) into Desire2Learn

Objectives

O1 Blackboard Collaborate will be integrated and then utilized by faculty members and academic services via Desire2Learn

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (4)

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New Resources Required Amount

$

Measures

M1 Number of Instructors/Staff using Bb Collaborate in D2L

Action Items

Integrate Bb Collaborate into D2L (w/ assistance of ITD), Provide Training for Faculty (and related staff) to use Bb Collaborate

Target

Faculty will use Bb Collaborate for synchronous course interaction, advising, and/or tutoring (inlcuding SSC)

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
25%	Fall 2015: Integrated but not trained; Spring 2016: Training has begun		Development or Training: Provided professional development or training	Partially Met

Status Narrative - Fall/Spring

Fall 2015:Blackboard Collaborate is now integrated in D2L and faculty can begin using it. This is now included in the LTO training. Isolated BBC training will begin for all faculty (and students) in Spring 2016.
Spring 2016: Blackboard Collaborate Training for faculty & staff is currently being offered for the program inside and outside of D2L. 25% is not currently met but may be met by the end of the semester.

G4 Increase Off-Campus Testing Integrity in Online Courses (to move away from on-campus proctoring)

Objectives

O1 Integration of Respondus Lockdown Browser into Desire2Learn

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (4)

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New Resources Required Amount

Based on FTE	$3145

Measures

M1   Number of Faculty (f2f and online) using Lockdown Browser for D2L testing

Action Items

Purchase of Lockdown Browser, Integration of Lockdown Browser into D2L (w/ help of ITD), Training for Faculty on Lockdown Browser

Target

25% of faculty (online and f2f) will use Lockdown Browser inside of D2L to ensure students are not using other webpages via D2L testing

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
25%	Fall 2015 & Spring 2016: Beginning to be used		Other: Other	Partially Met

Status Narrative - Fall/Spring

Fall 2015: Lockdown Browser is implemented and is beginning to be used. We are not at 25% yet, however.
Spring 2016: Faculty are continuing to use the product, but not at the 25% mark. It is up to the professor's discretion to use the software.

O2

Purchase of Respondus Monitoring System, Integration of Respondus Monitor into D2L (w/ help of ITD), Training for Faculty on Resondus Monitor

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (4)

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New Resources Required Amount

1000 seats in the first year	$3950

Measures

M1 Number of Faculty (f2f and online) using Respondus Monitor for D2L testing

Action Items

Purchase of Respondus Monitoring System, Integration of Respondus Monitor into D2L (w/ help of ITD), Training for Faculty on Resondus Monitor

Target

25% of faculty (online and f2f) will use Respondus Monitor inside of D2L to review testing sessions of students

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
25%	0		Other: Other	Not Met

Status Narrative - Fall/Spring

After faculty demos and survey, it was decided not to purchase Respondus Monitor.

Facilities Annual Plan   2015-2016

The purpose is to develop an annual plan that supports the strategic priorities, vision, mission, and core values of the College

Goals

G1   Enhance Operation and procedures for Facilities.

Objectives

O1   Update Policies & Procedures Manual for Facilities.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (3)

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New Resources Required Amount

	$

Measures

M1	Completed Policies & Procedures Manual with web access

Action Items

1. Each department supervisor will review current policies & procedures. 2. Each department supervisor will request update for their departments. 3. Director of Facilities will review all updates for approval. 4. Facilities Coordinator & Assistant will perform updates. 5. Facilities updated Policies & Procedures manual will be available on GSC website to faculty & staff.

Target

Complete Fiscal Year 2015/2016

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
100%	100% Complete		Other: Other	Met

Status Narrative - Fall/Spring

Policies & Procedures complete and waiting on approval from the Vice President of Finance.

Financial Aid Annual Plan 2015-2016

The purpose is to develop an annual plan that supports the strategic priorities, vision, mission, and core values of the College

Goals

G1 Automate the jobs in the office and use Banner more efficiently

Objectives

O1 Remove many of the manual steps by using the Banner system more efficiently

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (3)

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New Resources Required Amount

	$

Measures

M1   Increasing the time and accurancy of the awards for the students

Action Items

Review processes and steps within the office.

Target

Automate the manual steps within the financial aid office

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
75%	50%/60%			Partially Met

Status Narrative - Fall/Spring

At this time we have automated the awarding of HOPE and invoicing of HOPE. The following task have been automated to their full capabilities: Over award report, Reconciliation of Pell, Direct Loans, and State funds. Spring, We have automated transfer monitoring. With the set up several new procedures that will come in effect with the 1617 FASFAs. We are allowing Banner to make our changes to CPS and we will be placing our transfer students in a new budget group.

G2 Create a procedure manual for the processes within the Finaid Office

Objectives

O1 Revise the procedure manual to contain accurate information. Also include step by step processes along with when the processes are supposed to be ran

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (1)

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New Resources Required Amount

$

Measures

M1 A procedure manual that can be used by anyone to run the processes within the office

Action Items

Review processes ran in the office making sure we have documented all of the steps

Target

A completed up-to-date procedure manual

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
100%	25%/ 35%			Partially Met

Status Narrative - Fall/Spring

We have 75% of our procedures documented. Once all procedures are documented, I will compile them into a procedures manual. We do have a weekly task list completed, and are currently working from this. Spring We have a policy and procedures template from NASFAA that we are using to create our manual. We have our procedures documents, but still have several policies to create.

G3 Make training of the office staff on the latest rules and regulations

Objectives

O1 Make sure the staff stays up-to-date on the new rules and regulations regarding Financial aid.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (1)

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New Resources Required Amount

	$

Measures

M1 A office that is current on all new regulations

Action Items

At least one employee attend the following conferences. FSA conference, GA summit, Ellucian Live

Target

A knowledgeable staff

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
100%	75%/ 80%			Partially Met

Status Narrative - Fall/Spring

The staff has undergone training with the FSA consultant on C-Flags, Transfer monitoring, Over Awards, Loans, Hope, Compliance issues, Default management, Title IV funds, and SAP. 3 staff members will be attending the FSA conference, 2 staff members will be attending the SASFA. Spring We have currently sent staff to the following training: 3 staff members attend the FSA conference, 2 staff members attended the default cohort rate training, 1 staff attended the NASFAA leadership conference. We will be attending other federal traning in the coming months.

Fine and Performing Arts Annual Plan 2015-2016

The purpose is to develop an annual plan that supports the strategic priorities, vision, mission, and core values of the College

Goals

G1 Continue to increase campus and community involvment with Fine & Performing Arts events and programs

Objectives

O1 Encourage more students to attend plays, performances, and exhibitions on campus

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (4)

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New Resources Required Amount

Modest increase in FPA budget and in

performance-related budgets to balance

increased costs. $

Measures

| M1 | Appreciation course attendance reports will be utilized in course assessment |

Action Items

Adding required gallery attendance component to ARTS 1100

Target

Increase participation

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
10%				Not Reported this Cycle

Status Narrative - Fall/Spring

Spring: developed assessment rubric for Art, Music, and Theatre classes. All spring sections to be assessed with rubric analyzing student responses to art event attendance.

M2 Increased attendance at events

Action Items

Continue to work with Public Relations to ensure campus awareness of events

Target

Increase participation

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
10%				Nothing Entered

Status Narrative - Fall/Spring

Encourage more community members to attend plays, performances, and exhibitions on campus

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (5)

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performance and accountability, and advance our financial and resource sustainability, in order to achieve these goals.

New Resources Required Amount

| Increased funding for advertising. | $ |

Measures

M1 Increased community attendance

Action Items

Continue to work with Sodexo to offer more "Dinner and a Show" nights advertised to community

Target

Increase community memeber participation

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
20	Approaching target			Partially Met

Status Narrative - Fall/Spring

Hosted two Dinner and a Show events for Music Recital Series:

Catherine Sciochi: 18 community participants

Luther Enloe
: 8 community participants spring 2016: First dinner & a Show attendance: 53 total; 22 community members.

O3   Increase awareness of GSC Fine & Performing Arts transfer programs among potential students in the middle GA region

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (5)

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New Resources Required Amount

Funding for promotional materials and
recruitment-related travel. $

Measures

M1 Allowance and funding for brochure

Action Items

Create brochure

Target

Printed brochure or permission for freedom for department to generate promotional materials

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
100%	Permission gained			Met

Status Narrative - Fall/Spring

M2 Creation of calendar (and appearance on homepage)

Action Items

Create online calendar of events for Fine & Performing Arts website (and continue to petition that an FPA link be added to homepage)

Target

Have FPA calendar link on GSC homepag

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
Fall 2015	No changes to GSC homepage allowed			Not Met

Status Narrative - Fall/Spring

M3 Place faculty into recruitment opportunities

Action Items

Have faculty actively recruit in regional high schools

Target

faculty visits to local HS

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
3 per semester				Nothing Entered

Status Narrative - Fall/Spring

spring 2016: target not met

G2 Establish a Technology & Production Lab for mutual use of Fine Arts and Communication programs

Objectives

O1 Establish committee to investigate requirements and feasability for Fine Arts Technology Lab

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (4)

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New Resources Required Amount

| Studio space and equipment | $ |

Measures

M1 Completion of a proposal for School or Arts & Sciences review

Action Items

1. Investigate and determine equipment needs 2. Investigate and determine space needs 3. Investigate and determine anticipated costs 4. Investigate potential revenue sources

Target

Complete proposal

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
March 2016	Fall 2015: in progress			Partially Met

Status Narrative - Fall/Spring

spring 2016: Budgetary funding not likely

G3 Investigate potential for a bachelor of art in Communication and Theatre

Objectives

O1 Establish exploloratory committee to investigate requirements and feasability for BA in Communication and Theatre

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (5)

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New Resources Required Amount

Cost for new faculty	$

Measures

M1 Completion of report for School of Arts & Sciences review

Action Items

1. Survey students for interest 2. Investigate similar programs in other institutions 3. Investigate regional job and professional needs related to major

Target

Complete proposal

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
April 2016	Fall 2016: in progress			Partially Met

Status Narrative - Fall/Spring

Spring 2016: Revising priority due to USG changes in core area F and program status: Now preparing application to declare Arts, Music, and Theatre as A.A.-level programs.

GSC at McDonough Annual Plan 2015-2016

The purpose is to develop an annual plan that supports the strategic priorities, vision, mission, and core values of the College

Goals

G1 Provide greater access to post-secondary education by developing our presence at the Gordon State College McDonough Site.

Objectives

O1 Expand the variety of course offerings as well as the number of concentrations available on site.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (4)

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New Resources Required Amount

May include paying for part-time faculty to teach

a few classes beyond current instructional

expenditures. $

Measures

M1   All degree curriculum requirements are available to students within a two-year cycle including GFYE 0097 and COLQ courses.

Action Items

Work with deans and department heads.

Target

Appropriate schedule of courses related to Associate degrees in Business and General Studies

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
Fall 2015	Fall: In progress Spring: Complete			Met

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
	Status Narrative - Fall/Spring			
	Fall: GFYE 0097 was added to the schedule for the Fall Semester. Still unable to offer COLQ due to faculty limitations. Spring: A COLQ class was offered for the first time in the Spring.			

O2 Increase the level of quality student support.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (4)

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New Resources Required Amount

1. Hire PT Administrative Assistant 19 hrs/wk: 2.

Hire Student Worker (s) 10 hrs/wk @7.25 for 32

weeks: $2,320 $

Measures

M1 Orientation offered.

Action Items

Develop an orientation for the McDonough site.

Target

Orientation offered

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
Fall 2015	Fall: Target Not met Spring: Target in Progress			Partially Met

Status Narrative - Fall/Spring

Due to staffing issues (Program Administrator vacancy), an orientation was not offered. The planning has been done but not implemented. New Target is to offer an orientation for the Spring 2016. Orientations have been offered to students in the Weekend College program each semester.
Spring: After some research into our student population, a Spring orientation was offered to only new students and only on an "as needed" basis individually. Work is being done on a formal orientation for students in the

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
	Fall Semester.			

M2 Completed all scheduled activities and support services.

Action Items

Develop and maintain a full slate of regularly scheduled student services offered at the campus.

Target

Create a Calendar of tentative events

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
Fall 2015	Fall: Target Not met Spring: Partially met			Partially Met

Status Narrative - Fall/Spring

Fall: Partially due to staffing limitations but also due to staffing issues within other departments, schedule of events was not developed prior to the semester. Events have been offered and advertised but a full slate of events was not scheduled. New Target is to develop schedule for next Fall term. Possibly for Spring 2016.
Spring: Program Administrator has worked diligently to promote tutoring, technology training, and counseling services available to students. Formal calendar was not created but the target for this might have been unrealistic due to budget and staffing issues.

O3   Increase enrollment specifically targeting dual enrollment students as well as Adult learners in Henry County.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (4)

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New Resources Required Amount

The following should be included in a budget for

the site in addition to any current funds already

appropriated: 1. Marketing Expenses - $1,000 2.

Operating Expenses - $1,000 3. Additional 10

hours for Program Administrator position at

approximately $180 per week. $

Measures

| M1 | Conduct on site visits with counselors as well as participating in informative events sponsored by Henry County schools. |

Action Items

. Communicate well with high schools through visits, brand visibility, and literature.

Target

Developed contact with Henry County High School Counselor

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
75% by spring 2016	Fall: Target achieved. Spring: Target Exceeded			Exceeded

Status Narrative - Fall/Spring

Fall: Already met with all Henry County High School counselors and developed contacts with each of them.
Spring: Program Administrator has met with each counselor during the Spring 2016 semester.

M2 Conduct on site visits with Human Resource professionals as well as actively engaging with workforce development in the community.

Action Items

Develop strategic relationships with key business partners in the business community.

Target

Create contacts with HR professionals

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
10 by spring 2016	Fall: Partially achieved Spring: Currently in Progress		Non-Academic: Admissions, Recruitment	Partially Met

Status Narrative - Fall/Spring

Fall: Created a relationship with a number of HR professionals in the community. Will continue to contact other HR professionals in the Spring. Spring: Program Administrator is currently working to meet HR professionals in the community to promote an upcoming Adult Education Fair that will be hosted by our office and held at this venue.

M3 Budget created.

Action Items

Develop a budget for the McDonough site that can be used for: - "Grass Roots" Marketing - Student Activities

Target

Create an operating budget for the McDonough Site

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
Summer 2015	Fall: Not Met Spring: Partially Met		Budget: Spending Plan	Partially Met

Status Narrative - Fall/Spring

Fall: I have submitted requests for a budget and have been given reimbursement funding but I have not been able to a get a definitive amount given to be considered a budget.
Spring: Although I am not entirely aware of the budget for the program, I am more certain of available funds than in the past.

M4 Program Administrator position increased to 40 hours per week.

Action Items

Add 10 hours to enlarge the Program Administrator position to include the administration of Weekend College. (Will work with a faculty advisor in directing the program.

Target

Full-time Program Administrator

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
Summer 2015	Fall: Target not met Spring: Target not met		Budget Change: Requested additional fiscal resources	Not Met

Status Narrative - Fall/Spring

Fall: This request was denied. I really don't think this was an appropriate target or measure to include in the goal-setting process since I can't control the outcome. But I could be wrong.
Spring: At least there is a program administrator on staff.

History and Political Science Annual Plan 2015-2016

The purpose is to develop an annual plan that supports the strategic priorities, vision, mission, and core values of the College

Goals

G1 Goal 1: Maintain or increase program enrollment in BA History/BA History with Secondary Certification program

Objectives

O1 Objective 1: Continuous improvement of the external recrutiment of new majors; Explore the use of, and implement where practicable, social media as a way to increase both new majors and program retention

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (3)

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New Resources Required Amount

New and innovative recruiting tools-recruiting

material, electronic resources; consumables. $

Measures

M1 Attend events

Action Items

1. Attend Future Educators of America Interest Fair at Middle Georgia State College in Fall 2015
2. Attend Georgia Perimeter Transfer Fair Fall 2015 and Spring 2016

Target

Attend recruitment events

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
3 per year	All planned recruitment events were attended.	See above.	Academic: Recruitment Goals	Met

Status Narrative - Fall/Spring

Number of majors is stable as is number of graduates.

M2 Develop a recruitment guide

Action Items

Create a detailed plan and try out various options for implementation, with an after action analysis that will guide future efforts.

Target

Create a recruitment plan

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
Complete Guide for FY 2015-2016	Plan: continue to attend recrutiment events and sell both the History program and GSC based upon-quality instruction, small class sizes, affordability	Plan was carried out and time will tell whether program enrollment benefits.	Other: Other	Met

Status Narrative - Fall/Spring

In the current academic year the department head attended three undergraduate recruiting events in Macon, Americus, , and Athens

G2 Goal 2: Continue to build a four-year culture in both the HPS Dept. and the School of Arts & Sciences

Objectives

O1 Objective 1: Employ the History Student Honors Society on campus chapter of Phi Alpha Theta as the vehicle through which this goal can be achieved.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (4)

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performance and accountability, and advance our financial and resource sustainability, in order to achieve these goals.

New Resources Required Amount

Promotional materials; electronic resources;

consumables $

Measures

M1 Stage events

Action Items

1. Stage the FDR Speaker series event in April 2016 2. Explore establishing an FDR Scholars student chapter on campus 3. Stage an event celebrating Black History Month 4. Stage an event celebrating Hispanic History Month

Target

Stage oriented events

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
4 events	Events were held	Creation of a four-year culture continues: Following events and initiatives were held: 1. Graduate School Workshop, September 2015 2. Dr. Matthew Barlow of the University of North Alabama, presentation, "Forgive My Nostalgia: The Construction of Memory in Griffintown, Montreal," October 2016 3. Staged poster and billboard display celebrating Black History Month, February 2016. 4. Staged poster and billboard display celebrating Women's History Month, February 2016. 5. Stage the FDR Speaker series/Scholarship event, Dr. Kurt Piehler, "FDR, religion and the Armed Forces," March 2016 6. Explored establishing an FDR Scholars student chapter on campus with the Phi Alpha Theta Honors Society and the History Club. Not enough student interest at this time for implementation, April 2016	Academic: Attendance	Met

Status Narrative - Fall/Spring

All planned events were held.

Goal 3: Enhance program retention & graduation

Objectives

O1 Objective 1: Assess data gathered from student coursework and student otucomes to maintain and improve course delivery

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (4)

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New Resources Required Amount

| Electronic resources | $ |

Measures

M1 Graduation rates

Action Items

1. Direct all incoming majors into course to provide a foundation for their further studies in the discipline 2. Continue using HIST 2000 course as baseline for assessing student progress in program

Target

Increase graduates of BA History/BA Hsitory with Secondary Certification

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
Increase by 15-20 students	Graduation rate currently 12-15 graduates/year	The three year graduation average from 2013-2016 is 14 graduates per year. In the assessment tool that really matters, that of numbers of graduates and their post-graduate success, the program achieved a number of milestones. In May 2016 our department graduated its 45th baccalaureate history major since the start of the program in the Fall 2011 semester. 12 of those 45 graduates, or 27%, have gone on to graduate programs. In addition, 12 our secondary certification majors are teaching full-time in area schools. This represents another 27% of our total graduates and 75% of the secondary certification graduates.	Academic: Target not met but acceptable	Partially Met

Status Narrative - Fall/Spring

Efforts will be ongoing to increase graduation rate.

Final **Honors Program Annual Plan** 2015-2016

The purpose is to develop an annual plan that supports the strategic priorities, vision, mission, and core values of the College

Goals

G1   Enhance advising process for students in the Honors Program.

Objectives

O1   Establish Honors Coordinator as the primary advisor for students in the Honors Program.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (3)

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New Resources Required Amount

Financial Resources for stipend for Honors

Coordinator $

Measures

M1   Honors Coordinator will be assigned as primary advisor

Action Items

Discuss objective with Department Heads.

Target

Honors students advisor will be Honors Coordinator

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
100%	Completed			Met

Status Narrative - Fall/Spring

In September 2016, the Registrar made the change to assign all students in the Honors Program to the Honors Coordinator. Honors students met with the Coordinator to be advised and to get unlocked. Change of adviser will take place for new Honors cohorts at the end of the semester in which they were admitted.

O2 Make the Honors Coordinator a permanent member of Summer NSO Scheduling Team.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (3)

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New Resources Required Amount

Financial Resources for stipend for Honors

Coordinator $

Measures

M1 Honors Coordinator established as permanent member of NSO Scheduling Team.

Action Items

Discuss objective with Director of Student Success.

Target

Coordinator will schedule classes for honor students

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
Summer 2015	Completed			Met

Status Narrative - Fall/Spring

Language was included in the job description for Honors Coordinator position stipulating summer scheduling for Honors Ready students as one of the job duties. Honors Coordinator created schedules for all Honors Ready students in Summer 2015.

O3 Establish Honors Council members and selected faculty in unrepresented departments as Honors liasons to assist in the advising process of students in the Honors Program.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (3)

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New Resources Required Amount

Financial Resources for stipend for Honors

Coordinator $

Measures

| M1 | Liaison Chosen

Action Items

Discuss objective with Honors Council. Identify gaps in majors coverage. Elicit assistance of both Honors Council and Arts and Sciences Leadership Team to ensure broadest possible coverage of all academic programs.

Target

Appoint Liaison

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
Fall 2015	Completed			Met

Status Narrative - Fall/Spring

Members of the Honors Council, Department Heads, and former advisers of Honors students were all consulted and informed of the change in advising in the Honors Program. Names of Honors Council faculty and Department Heads were distributed to students for contact and support for students needing advice and assistance specific to their discipline.

G2 Enhance communication and promotion of Honors Program and Honors students.

Objectives

O1 Establish a strong web presence.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (4)

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New Resources Required Amount

| | $ |

Measures

| M1 | Web page and Facebook current by beginning of Fall 2015 |

Action Items

Ensure that webpage is kept current. Resurrect Honors Program Facebook page. Ask for volunteers for assistance with both tasks from the Student Honors Council.

Target

Web page complete

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
Fall 2015	Completed			Met

Status Narrative - Fall/Spring

The role of "Communications Officer" was established as a position on the Student Honors Council. The Communications Officer's primary role is to maintain the Honors Program facebook page and the Honors "club" page and ensure that information and events relevant to the Honors Program is distributed in both outlets.

O2   Showcase student accomplishments.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (4)

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New Resources Required Amount

	$

Measures

M1   Number of bios

Action Items

Develop Honors bios by asking all students in the Program to submit one. Create a presence for bios on webpage. Use campus television messages to promote and advertise events and outstanding Honors student accomplishments.

Target

Honors Students complete bios

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
50%	Met			Met

Status Narrative - Fall/Spring

At least half of Honors Program students have composed and uploaded bios on the Honors club page.

O3   Increase external and internal community involvement in the Honors Program

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (4)

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New Resources Required Amount

Financial Resources for Program Planning and

honorariums for guests $

Measures

M1 ## Degree of involvement

Action Items

Create a process for both students and faculty to offer feedback from participation in Honors sections and embedded courses. Invite community members to participate in Honors events.

Target

Involve external and internal community partners

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
One each				Not Met

Status Narrative - Fall/Spring

Fall: Instructors of Honors sections identified as internal partners. External partners have yet to be established. Spring: Instructors of Honors Sections this semester (Spring 16) will distribute to students a form, approved by the Honors Council, to elicit feedback from students pertaining to their academic experience in an Honors section. External community partners are still not identified. Feedback from Dean needed for assistance with the latter.

Human Resources Annual Plan   2015-2016

The purpose is to develop an annual plan that supports the strategic priorities, vision, mission, and core values of the College

Goals

G1   Promote and sustain a college culture that values and welcomes diversity and inclusion among students, faculty, and staff.

Objectives

O1   Create opportunities for students, faculty and staff to increase their knowledge, skills and abilities in working with diverse individuals and groups.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (4)

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New Resources Required Amount

Strongly consider contracting with someone who

is very knowledgeable of diversity from a college

campus perspective. $

Measures

M1 Dialogue, awareness and appreciation of diversity among students, faculty, and staff. Participation and positive response to trainings and programs.

Action Items

1)Establish a campus diversity committee to include students, faculty, and staff. 2)Conduct a campus climate survey on diversity. 3)Provide training and programs around the subject of diversity and inclusiveness.

Target

Enhanced knowledge and apprecaition of what diversity is and means for Gordon State College.

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
100%	Partially Met - Recruitment of minorities, training on progressive discipline to retain employees			Partially Met

Status Narrative - Fall/Spring

Advertisements for open positions are being placed in minority focused publications

O2   Enhance current recruitment and retention strategies for students, faculty, and staff with special attention being given to under-represented populations.

Advertisements for open positions are being placed in publications that focus on issues related to minorities

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (6)

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New Resources Required Amount

$

Measures

M1 Increased representation of diversity within the student body, faculty and staff.

Human Resources staff participating in search committees, providing training to faculty and staff related to searches and are closely monitoring faculty and staff searches.

Action Items

1)Develop a diversity plan which addresses the need of under-represented student, faculty, and

staff. 2)Educate and train search committees. 3)Monitor staff and faculty searches and modify processes as needed.

Target

Retention of diverse students and employees and an image that attracts others.

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
100%	Partially met - recent employee turnovers included minority staff, focus on recruitment of minorities.			Partially Met

Status Narrative - Fall/Spring

Efforts are being made to train managers on progressive discipline to improve retention of minority student workers and employees.

O3 **Expand partnerships which increase diversity-related programs, activities and engagement.**

Engaged with Community Alcohol Prevention Project - CAPP facilitated by CAPP Manager at Morehouse School of Medicine

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (5)

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New Resources Required Amount

$

Measures

| M1 | Effective communication and commitment of partnerships. |

Working with Student Activities to improve communication of group exercise opportunities available at SARC.

Action Items

1)Partner with the college cultural task force to identify campus-wide initiatives. 2)Partner with Student Activities to integrate programs and activities which increase awareness.

Target

Partnerships which will support and promote the engagement of the entire campus.

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
100%	Partially met			Partially Met

Status Narrative - Fall/Spring

G2 Promote wellness on campus. Support the BOR wellness initatives through the establishment of campus specfic programs and activities

Partnering with Student Affairs to support and promote programming opportunities available to faculty, staff and students.

Objectives

O1 Support the Board of Regents wellness initiative through the establishment of campus specific programs and activities that foster the value of healthy living.

Employee survey conducted with employees who attended Benefits Fair to identify specific wellness initiatives that employees are interested in. Working to identify grant opportunities to fund wellness initiative to support an incentive program with employees.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (2)

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New Resources Required Amount

| | $ |

Measures

M1 The campus community supports the wellness initiative by taking action to make healthy choices.

Action Items

1) Review at least three other institutions' best practices for promoting wellness on campus. 2) Develop an annual plan to promote healthy living for faculty, staff and students (biometric screenings, smoking cessation, weight management, stress management, etc.)

Target

Have a positive impact on the way faculty, staff and students view and actually take part in living a healthy lifestyle.

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
100%	Partially met			Partially Met

Status Narrative - Fall/Spring

Encouraging employees to stop smoking by publicizing non-smoking support programs offered and providing opportunities through benefits training to train employees on wellness benefits and resources available. Benefits Information sessions provided and Benefits Fair coordinated by Human Resources.

G3 **Meet the requirements and obligations under Title IX pertaining to sexual misconduct/sexual violence and other prohibited conduct**

4 staff members, including Coordinator, 2 - Deputy Coordinators and Assistant Vice President of Human Resources completed Title IX training in October.

Objectives

O1 **Comply with the mandates of Title IX through an effective policy, proper reporting procedures, and the development of training and programs to educate all members of the college.**

Meet with faculty members to provide training and information regarding Title IX reporting of sexual assault, sexual harassment and accommodations available to pregnant students under Title IX. HR Director attended Faculty Meeting at beginning of Fall Semester to provide training to all new and returning full-time faculty members.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (5)

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New Resources Required Amount

Title IX Budget to include personnel, training, etc

$

Measures

M1 The campus community supports and comply with the requirements of Title IX.

Faculty, staff and student initiatives required to train all of the campus community on the requirements of Title IX.

Action Items

Establish and support a position to serve as primary Title IX Coordinator and to provide direction and collaborate with other campus personnel to develop and implement a comprehensive plan to address Title IX education and training for the entire campus.

Target

A campus and work environment free from discrimination and free of intimidating or harassing behaviors that unreasonably interfere with a student's education and employee's work.

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
100%	Partially met - working with faculty, staff and students and responding to Ethics Comliance Complaints.			Partially Met

Status Narrative - Fall/Spring

Providing education and training to faculty, staff and students on Title IX. Students, faculty and staff provided with Title IX information cards and encouraged to use apps such as Circle of Six.

Final # Humanities Annual Plan   2015-2016

The purpose is to develop an annual plan that supports the strategic priorities, vision, mission, and core values of the College

Goals

G1 Increase enrollment and retention in English BA program

Objectives

O1 Increase enrollment and retention in English BA program

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (4)

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New Resources Required Amount

Funding for full-time faculty position (Post-

Colonial Studies still unrepresented among

faculty) $

Measures

| M1 | Increased seat counts in BA courses |

Action Items

Promote program on campus to potential BA students

Target

seat count across all BA courses offered

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
75%	Fall 2015: Met goal			Met

Status Narrative - Fall/Spring

Fall 2015:

Upper Level English: 77 students enrolled

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
	Upper Level Communication: 48 students enrolled *Total: 125 students* *Spring 2016:* *Upper Level English: 87 students enrolled* *Upper Level Communication: 37 students enrolled* *Total:125 students*			

M2 Increased seat counts in BA support courses, such as Prof. Communication track

Action Items

Develop network of middle GA high school counsellors for promotion

Target

seat count across all BA support courses offered

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
75%	Meeting goal			Met

Status Narrative - Fall/Spring

Fall 2015: 81% increase

Upper Level English: 77 students enrolled

Upper Level Communication: 48 students enrolled

Total: 125 students

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status

O2 Continue to provide support to English majors in foreign language courses in order to improve retention and progression to graduation

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (4)

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Sustainability Gordon State College is committed to providing a welcoming atmosphere that attracts a diverse community and engages through academics and culture. In a dynamic economic atmosphere, Gordon State College must constantly strive to improve operational efficiencies, ensure a commitment to performance and accountability, and advance our financial and resource sustainability, in order to achieve these goals.

New Resources Required Amount

Funding for additional tutors in Student Success

Center $

Measures

M1 ## 1. Number of tutors identified 2. Early guidance of majors into language sequrence

Action Items

1. Make students more aware of tutoring opportunities 2. Facilitate communications for majors to create their own study groups 3. Facilitate room sign-up for study space 4.Request funding for foreign language tutors in the Student Success Center

Target

Ensure foreign language tutoring in SSC

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
Fall 2016	Not met for Fall 2015 or Spring 2016			Not Met

Status Narrative - Fall/Spring

O3   Continue to seek maximum options for course delivery

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (5)

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New Resources Required Amount

Funding for faculty training	$

Measures

M1 **Making minimum enrollment for summer course section**

Action Items

Schedule BA summer course delivery

Target

Successful summer BA course offering

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
Include online options	Met goal			Met

Status Narrative - Fall/Spring

Offered online section of ENGL 3340 in Summer 2015; course met enrollment goal with 10 students. Summer 2014 in-class BA course did not meet enrollment goal and was cancelled. Offering ENGL 4900 online in Summer 2016.

M2 **continued faculty participation in D2L training and certification**

Action Items

continue to explore online and hybrid course delivery options for BA courses

Target

BA faculty trained and certified in online delivery

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
50% +	In progress			Partially Met

Status Narrative - Fall/Spring

Currently, 7 of 15 full-time, tenure-track faculty are approved for online instruction.

G2 **Continue to align Humanities programs and classes to support other BA/BS programs**

Objectives

O1 **Develop and link more Humanities courses as options for BA/BS programs in other departments and schools**

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (4)

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New Resources Required Amount

Funding for full-time faculty position in support

area (probably Communication) $

Measures

M1 **Development of new courses and incorporation of those courses into elective or required components of other programs**

Action Items

1) Develop new Communication courses for Professional Communication Track of English BA, Management & Administration BA, etc. 2) Seek similar opportunities to link Humanities courses to other baccalaureate programs.

Target

Develop courses

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
2 courses for fall 2016 implementation	Met			Met

Status Narrative - Fall/Spring

3 new courses approved in English B.A. program:

ENGL 3911: Advanced Composition

ENGL 3912: Advanced Grammar

COMM 3940: Public Relations

G3 Improve retention and progress of Learning Support English students.

Objectives

O1 Increase number of students completing LS English requirements

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (4)

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New Resources Required Amount

Funding for full-time faculty position in

Composition $

Measures

M1   Increase in percentage of students completing LS English requirements in first or second semester of enrollment

Action Items

Complete implementation of Foundations and Co-Requisite English sections in accordance with

USG-set English Placement Index (EPI)

Target

Improvement in pass rate for students assigned to Foundations English course (ENGL 0989) for first semester enrollment in fall 2015 compared to previous READ 0099 course.

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
10%	In progress			Not Reported this Cycle

Status Narrative - Fall/Spring

Fall 2015 ENGL 0989 ABC rate = 82% Fall 2013 READ 0099 ABC rate = 80%

Target

Improvement in pass rate for students registered for ENGL 1101 + ENGL 0999 co-requisite pair in spring 2016 compared to previous ENGL 0099.

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
10%	In progress			Not Reported this Cycle

Status Narrative - Fall/Spring

Fall 2015 ENGL 0989 AVC rate = 82% Fall 2013 ENGL 0099 ABC rate = 78%

O2 — Decrease time to completion of ENGL 1101 for students enrolled with LS English requirements

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (4)

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New Resources Required Amount

Funding for full-time faculty position in

Composition $

Measures

M1 ## Increase in percentage of students completing ENGL 1101 in first or second semester of enrollment

Action Items

Complete implementation of Foundations and Co-Requisite English sections in accordance with USG-set English Placement Index (EPI)

Target

Pass rate for students registered for first semester of ENGL 1101 + ENGL 0999 co-requisite pair in fall 2015

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
50%	Completed and met			Exceeded

Status Narrative - Fall/Spring

Fall 2015 Pass rate (ABC) for students in ENGL 1101 / ENGL 0999 = 78%

Target

Pass rate for students registered for ENGL 1101 + ENGL 0999 co-requisite pair in spring 2016

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
50%	In progress			Not Reported this Cycle

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
	Status Narrative - Fall/Spring			

G4 In conjunction with Fine & Performing Arts, determine support and funding for a Technology Production Lab in Fine Arts Building (such lab would support production technologies for Communication program along with those in Fine & Performing Arts)

Objectives

O1 Establish committee to investigate requirements and feasability for Fine Arts Technology Lab

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (4)

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New Resources Required Amount

Initial estimate for enabling an Intro to Music

Technology course $15000

Measures

| M1 | Completion of a proposal for School or Arts & Sciences review |

Action Items

1. Investigate and determine equipment needs 2. Investigate and determine space needs 3. Investigate and determine anticipated costs 4. Investigate potential revenue sources

Target

Complete proposal

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
March 2016	In progress			Not Met

Status Narrative - Fall/Spring

Budgeting monies improbable

Information Technology Annual Plan   2015-2016

The purpose is to develop an annual plan that supports the strategic priorities, vision, mission, and core values of the College

As the chief provider of information technology services and support on campus, the Gordon State College Information Technology Department is committed to the enhancement of education through the use of technology to support the College's vision of becoming a leader in the integration of technology with teaching and learning. The Information Technology department implements and maintains hardware and software configurations on campus, the college network infrastructure and security, Internet services and application systems, the Banner student information system, email services, and multimedia technologies.

Goals

G1   Incorporate LANDesk into the Gordon State College IT Management solutions.

Objectives

O1   To successfully use LANDESK

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (3)

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New Resources Required Amount

	$

Measures

M1 Percentage of Endpoints protected and patched using LANDesk Management Suite

Action Items

Install and configure the Landesk Management Suite

Target

Endpoints running LANDesk agent and Anti-virus software

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
100%	Fall - About 50% of all endpoints. All student lab and computer classrooms are complete. Spring About 60%		Process: Developed and implemented new process	Partially Met

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
	Status Narrative - Fall/Spring Fall - Due to previous Anti-virus issues, it will take a phase in approach to complete faculty/staff PCs. Spring - The remaining will be phased in as equipment is replaced or re-imaging computers for faculty/staff.			

Institutional Advancement Annual Plan 2015-2016

The purpose is to develop an annual plan that supports the strategic priorities, vision, mission, and core values of the College

Goals

G1 Increase outreach to potential donors in Gordon State College's primary service area (counties of Butts, Pike, Lamar, Spalding, Henry, Fayette and Upson)

Objectives

O1 Increase number of calls on potential donors in College primary service srea.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (1)

Gordon State College Mission and Strategic Plan - 2013 to 2018: 4 - Community Partnerships and Engagement Gordon State College will support and enhance pathways for the exchange of knowledge and other resources with the community, including local, regional, state, and national entities. These community partnerships will strengthen both the College and the community by increasing the resources available to each, and build a mutual respect for the benefits each brings to the partnership.

New Resources Required Amount

	$

Measures

| M1 | ## Number of calls in georgraphic area made. |

Action Items

1. Make weekly calls in service area, 2. Engage trustees in calls when appropriate.

Target

Calls per week

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
5	Fall:Target Not Met (only 2 per week) Spring: Target not met; however contacts are made through Trustees.		Financial: Increased Fund-Raising	Not Met

Status Narrative - Fall/Spring

Fall: Due to additional Alumni duties have been tied to campus. Plan for balance of year to increase call frequency. (New Target 4 per week) Spring: Due to additional Alumni duties and planning the Founder's Day event, the target of weekly calls has not been met. However, contacts have been made at civic club gatherings (Rotary, Chamber of Commerces [Fayette, Spalding, Upson and Henry] and Quality Growth Henry) have resulted in several scholarships pending.

O2   Increase number of donors as result of the calls

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (1)

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New Resources Required Amount

| | $ |

Measures

M1   Number of gifts made by new donors

Action Items

1. Based on calls and discovery visits, prospects inclination and ability to give identified. 2. Appropriate asks made of newly identified prospects to move them from prospect to donor

Target

Secure new donations from potential donor list.

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
5	Fall: Target of 5 not met...Secured 2 scholarships Spring:Target not met. However, 2 new scholarships will be endowed and will complete the endowment of a 3rd.		Financial: Increased Fund-Raising	Partially Met

Status Narrative - Fall/Spring

Fall:Created two scholarships in this time frame. Have a commitment on a third scholarship. Should close before December 31, 2015
Spring: Target of 5 not met. Will endow two (2) new scholarships and complete endowment of third in the next quarter. Will have second $5000.00 contribution on another scholarship in that time frame..

O3 Increase prospect pool in primary service area

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (1)

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New Resources Required Amount

	$

Measures

M1 Number of new records added to database

Action Items

Seek involvement from trustees, alumni advisory board, other campus advisory boards, faculty, staff and utilize technological tools to identify prospects

Target

Addition of new prospects

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
40	Fall: Goal Not met Spring Annual Goal of 40 not met. Spring: Goal of 40 not met. Will focus on this after Founder's Day Event.		Financial: Increased Fund-Raising	Not Met

Status Narrative - Fall/Spring

Fall: Time restraints have derailed this target. Plan to be more active balance of the year. New Target of 15 prospects,
Spring: One(1) solid prospect that will result in a scholarship in the next 60

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
	days. Spring: Plan on reaching out to faculty after March 19, 2016 Founder' Day.			

G2   Increase annual Campus (faculty/staff) giving.

Objectives

O1   Increase unrestricted giving within Faculty/Staff Giving Campaign

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (1)

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New Resources Required Amount

	$

Measures

M1   Percentage of increase of employee participation

Action Items

Solicit testimonials from previous donors in this group to use in communications plan.

Target

Increase over 2014 giving - 45% to 50%.

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
5%	Fall:Good Campaign-- 12 new donors Spring: Number of employees participating did not gain; however actual dollars donated increased by 3%.		Financial: Increased Fund-Raising	Partially Met

Status Narrative - Fall/Spring

Fall: Dollar goal not met in 8 week campaign window. Actual campaign runs thru 6-30-2016. Confident dollar goal will be net by that time. Increase of 45-50 % not likely to happen. Not sure how that number was targeted.
Spring: Dollar goal of campus campaign was made. Showed increase of 3% in giving.

G3 Support campus alumni project

Objectives

O1 Educate alumni on campus needs for support

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (0)

New Resources Required Amount

	$

Measures

M1 Funds donated

Action Items

Communicate with alumni through all available means: social media, email, letters, etc.

Target

Not yet determined

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
No target for use of Social media has been established	Fall: Use of social media for development still not actively used. Spring:Use of social media for development still not actively used		Financial: Increased Fund-Raising	Nothing Entered

Status Narrative - Fall/Spring

No target or plan for use of social media in Alumni Communications.

G4 Engage the campus in the development process.

Objectives

O1 Conduct interviews with faculty and staff to learn of potetial alumni contacts and unmet needs

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (0)

New Resources Required Amount

	$

Measures

M1 Expect to add 20 new names to begin building on a relationship.

Action Items

1.)Meet with faculty & staff for 30 minute interview to identify potential new alumni contacts, 2.) Create list of questions regarding former students and successful alumni, 3) Use interview to develop list of needs, and 4.) Follow-up with Thank you notes .

Target

Viable new contact

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
40	Fall: Target not met Spring: Target not met. Will focus on new contacts after Founder's Day Event.		Financial: Increased Fund-Raising	Not Met

Status Narrative - Fall/Spring

Fall: Plan to start January 2016 reaching out to Faculty and Staff for

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
	potential Alumni Leads Spring: Target not met.Working on Founder's Day Event. Plan on reaching out to faculty after March 19, 29016 Founder's Day Event..			

Institutional Effectiveness Annual Plan   2015-2016

The purpose is to develop an annual plan that supports the strategic priorities, vision, mission, and core values of the College

Goals

G1   Consistent usage of Data Elements across the institution and university system office

Objectives

O1   Implement Data Cookbook across campus

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (2)

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Gordon State College Mission and Strategic Plan - 2013 to 2018: 5 - Efficiency, Accountability, and Sustainability Gordon State College is committed to providing a welcoming atmosphere that attracts a diverse community and engages through academics and culture. In a dynamic economic atmosphere, Gordon State College must constantly strive to improve operational efficiencies, ensure a commitment to performance and accountability, and advance our financial and resource sustainability, in order to achieve

these goals.

New Resources Required Amount

Annual Renewal	$5500

Measures

M1 Usage across campus

Action Items

-focus on reporting process to ensure requesting and approving definitions is a part of the process -enter core content before providing access across campus -schedule training

Target

Train departments

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
3 departments	Fall - Data Cookbook software abandoned. Replaced with collaboration with data consistency across departments. Spring - Continued collaborative work with various departments to ensure data consistencies for IPEDS submittals.			Partially Met

Status Narrative - Fall/Spring

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
	Fall - Implementation of Data Cookbook was abandoned due to resources required. Worked with Registrar and Admissions to insure data for USG System Office, IPEDS and other external entities are consistent. Spring - No additional software has been sought at this time. Continued collaborative work with Registrar and Admissions to ensure data consistencies for USG System Office and recent IPEDS submittals.			

O2 Participate in additional training by System Office

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (1)

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New Resources Required Amount

Continue training for Cognos and other systems

$1000

Measures

M1   Complete reports in the Ed Prep Data Mart

Action Items

-Identify needs for reporting data from the Academic Data Collection system -Continue training to additional license

Target

Access Cognos Reports

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
Use for IPEDS reporting	Fall - Cognos used for fall IPEDS. Spring - Cognos used for spring IPEDS			Met

Status Narrative - Fall/Spring

Fall - Cognos used to validate IPEDS data submitted on our behalf by the System Office. Participated in training at Georgia Summit. Spring - Cognos used to validate Spring IPEDS data submitted on our behalf by the System Office. Two IR staff members participated in IPEDS Keyholder Training.

G2   Provide timely and appropriate information for decision-making & planning

Objectives

O1 Expand dashboard usage with Tableau

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (3)

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New Resources Required Amount

Annual maintenance/support fee	$1800

Measures

M1 Number of dashboards both campus-wide and functional areas

Action Items

-collaborate with administrative units to enhance current dashboards and develop new ones

Target

Create additional dashboards

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
2 campus wide and 2 functional areas	Fall - Completed two campus wide and one functional area Spring - Completed two additional dashboards for Financial Aid and Deans and Dept Heads Grade History			Partially Met

Status Narrative - Fall/Spring

Fall - Campus wide - Real time enrollment update and Academic Standing Policy review Functional area - Repeat course review for Arts and Sciences Spring - Made available Grade History and Section Enrollment dashboards to Academic leadership (Deans and Dept Heads) with data views that are restricted by their area of responsibility - Customized the Grade History dashboard for SSC Director and AVP Academic Affairs to use in presentation (I think it was at a national conference) - Completed and put onto Tableau Server a Financial Aid dashboard with access by FA Director

O2 Efficient administration of surveys and publishing of results

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (1)

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New Resources Required Amount

Remark annual fee(400); Survey Monkey annual

fee(299) $699

Measures

M1 Use of appropriate software and timely reporting results

Action Items

-Routine reoccurring surveys administered using Remark Web Survey software -One time only surveys administered by non-IE departments using Survey Monkey

Target

Complete survey requests using appropriate software

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
100 percent	Fall - Four surveys in Remark; Six survey in Survey Monkey Three additional surveys in Remark and Survey Monkey			Met

Status Narrative - Fall/Spring

Remark - QEP Survey, First Destination/Graduation Survey, BSN Pre-licensure Survey, Facutly Rating by Students Survey Survey Monkey - Residence Life, Auxiliary Vendors, Teaching Matters Conference, Nursing, Alumni, Community Ed Spring - Three additional surveys in Remark; Three additional surveys in Survey Monkey Remark: CRN Selection Survey, Evaluation of President's Cabinet Survey, Meeting Hour Survey Survey Monkey: Student Success Center Workshops Survey, Academic Advising: Student Satisfaction Survey, Hightower Library Assessment Needs Survey

G3 Prepare GSC Reaffirmation through efficient and timely methods

Objectives

O1 Continue implementation and facilitate usage of Performance Cloud

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (1)

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New Resources Required Amount

Annual cost	$12750

Measures

M1 Campus prepared to complete reaffirmation tasks

Action Items

-Complete templates in "Effect" the assessment and planning module -Complete Compliance Certification module

Target

Complete Compliance Certification for Reaffirmation

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
100 percent	Fall - Verify, Effect, Affirm Spring - Faculty Verified by Deans/Dept Heads; Effect - FY 17 annual plans uploaded; Affirm - 100% Compliance Narratives complete			Partially Met

Status Narrative - Fall/Spring

Fall Verify - All Faculty entered into the Cloud for Spring, Summer and Fall Effect - All FY16 annual plans uploaded and FY17 plans will be composed in Effect Affirm - 10% of Compliance Narratives complete Spring Verify - All Faculty for Spring, Summer, and Fall have been verified by Deans and/or Department Heads Effect - All FY 16 annuals plan fall updates entered in Effect; Spring updates to be entered at later date; All FY17 annual plans uploaded Affirm – 100% of Compliance Narratives complete and pending final review

M2 Campus users trained

Action Items

-Train all users for Compliance Certification

Target

Train all involved staff and faculty

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
100 percent	Fall - All identified users have been trained Spring - Trained users reviewed compliance narratives			Met

Status Narrative - Fall/Spring

Spring - Trained users began final review of compliance narratives

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<div>O2</div>

Seek a better understanding of SACSCOC policies and procedures

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (5)

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Gordon State College Mission and Strategic Plan - 2013 to 2018: 2 - A Diverse Academic Environment Gordon State College will advance the academic work of the College and the resources that support it. The synthesis of the intellectual, cultural and material resources of the campus community will support the development of effective habits of mind for all participants. The College will support the physical, technological and pedagogical resources needed to achieve this goal. This focuses resources and energies on the core educational mission of the College, and promotes the ongoing development of all of the College's stakeholders through strategic allocation of resources.

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New Resources Required Amount

Summer meeting (5600); Annual meeting

(10000) $15600

Measures

M1 Number of attendees across campus exposed to SACSCOC policies and procedures

Action Items

-Attend Summer Conference in Orlando, Florida July 2015 -Attend Annual Conference December 2015

Target

Reaffirmation team gain higher level of understanding of SACSCOC's policies and procedures as well as an understanding of the culture of evidence concept

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
3 memebers	Fall - One attended Summer Institute; 5 attending annual meeting Spring - Information obtained at Summer Institute and Annual Meeting utilized in drafting final compliance report			Partially Met

Status Narrative - Fall/Spring

Spring - Knowledge obtained at SACSCOC Summer Institute and Annual Meeting applied in drafting final SACSCOC compliance report

O3 Hire an Assessment and Planning Coordinator

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (5)

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New Resources Required Amount

Full-time 12 month position with benefits $65000

Measures

M1 Ensure outcomes are aligned to the mission and strategic plan of the college

Action Items

-Plan, organize and coordinate assessment and planning activities

Target

-Publish assessment and planning documents to IR website

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
100 percent Gen Ed and Program Assessment Documents	Fall - All documents received in IE have been published Spring - Published documents referenced as supporting evidence for final Compliance Report			Partially Met

Status Narrative - Fall/Spring

Spring - Several published documents used as supporting evidence in Compliance Report

O4   Development of Quality Enhancement Plan

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (3)

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New Resources Required Amount

Start-up costs 10000	$10000

Measures

M1 Include

Action Items

-Align goals and strategies to the QEP process

Target

Select a topic and establish timeline for completion

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
100 percent	Fall - Topic selected Spring - Topic made known to faculty, staff, students, and community in QEP Spring Newsletter; timeline for completion yet to be determined			Met

Status Narrative - Fall/Spring

Target

Begin preparing the QEP for submission

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
75 percent	Fall - QEP coordinator selected, conversations and meetings started			Partially Met

Status Narrative - Fall/Spring

Learning Support Annual Plan 2015-2016

The purpose is to develop an annual plan that supports the strategic priorities, vision, mission, and core values of the College

Goals

G1 Goal 1: Increase the percent of students completing their Learning Support English requirements and decrease the time for completion of Area A English requirement for Learning Support English students.

Objectives

O1 Objective 1: The percent of Learning Support English students who exit from Learning Support English will increase in comparison to the percent who exited before the Fall 2015 USG Learning Support policies were implemented.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (2)

Gordon State College Mission and Strategic Plan - 2013 to 2018: 1 - Access with Excellence Gordon State College will serve the educational needs of the region and the state by maintaining its mission as an access institution, while expanding to offer wider access to baccalaureate programs and assuring excellence in its offerings and service to its constituents. By maintaining access while expanding programs, Gordon State College will open the doors to a college education to a wider audience, resulting in a more educated Georgia.

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New Resources Required Amount

Adequate number of faculty to teach classes $

Measures

M1   Students who pass ENGL 0999

Action Items

1) Complete implementation of USG Learning Support Policies for Fall 2015, including placement.
2) Compare the percent of students passing ENGL 0099 in 2012-2013 to those passing ENGL 0999 in 2015-2016.

Target

Percent of ENGL 0999 students who pass in 2015-2016 compared to percent of ENGL 0099 students who passed in 2012-2013.

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
3% increase	Fall	The 2016-2017 annual plan includes a redesign of ENGL 0989 (formerly ENGL 0099) that will better integrate the former learning support courses in ENGL and READ.	New Policy: Developed and implemented new policy	Partially Met

Status Narrative - Fall/Spring

The Learning Support policies from the BOR have been implemented. It is too soon to get all of the data for FY 2015-2016, but the 2012-2013 ENGL 0099 benchmark pass rate number is 155/199 (77.89%). The SP 2015 ENGL 0099 pass rate is 16/20 (80%). It looks as though the rate has improved, but all the data are not in. There is not enough information yet to

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
		make a strong inference about progress.		

O2 Objective 2: The number of semesters required for Learning Support English students to complete Area A English requirements will decrease.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (2)

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New Resources Required Amount

Adequate number of facutly to teach classes $

Measures

M1 Average number of semesters to complete Area A English

Action Items

Compute the number of semesters required for Learning Support English students to complete their Area A English requirements in both 2012-2013 and 2015-2016. The benchmark data are: During Fall 2012 and Spring 2013 there were 155 students who passed ENG 0099, of those 155 students, 36 have completed Area A: English 1101 and 1102. The average number of terms it took for those 36 students to complete Area A was 3.5 terms.

Target

Area A English completion rates for Learning Support ENGL 0999 students compared to ENGL 0099

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
ENGL 0999 will complete Area A English in one less semester than ENGL 0099 students	Benchmark data gathered.	As part of the next annual plan, ENGL 0989 will be revised to better integrate the two former learning support courses in ENGL and READ.		Not Reported this Cycle

Status Narrative - Fall/Spring

The benchmark numbers for 2012-2013 are not listed in the goal. A data request for this information was filed on November 2: the average number of semesters to complete Area A English for students beginning in ENGL 0099 (now ENGL 0989) for Fall 2012 and Spring 2013. The Benchmark data were received on November 5 and follow: During Fall 2012 and Spring 2013 there were 155 students who passed ENG 0099, of those 155 students, 36 have completed Area A: English 1101 and 1102. The average number of terms it took for those 36 students to complete Area A was 3.5 terms. All of the data for the annual plan year are not yet available.

G2 Goal 2: Increase the percent of students completing their Learning Support Math requirements and increase the percent of former Learning Support Math students who complete MATH 1113.

Objectives

O1 Objective 1: The percent of Learning Support Math students who exit from Learning Support Math will increase in comparison to the percent who exited before the Fall 2015 USG Learning Support policies were implemented.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (2)

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New Resources Required Amount

| Adequate number of faculty to each classes | $ |

Measures

M1 Percent of students who passed Learning Support math

Action Items

1) Complete implementation of USG Learning Support Policies for Fall 2015, including placement.
2) Compare the percent of students passing MATH 0099 in 2012-2013 to those passing MATH 0997 or MATH 0999 in 2015-2016.

Target

Comparison of percent of students who pass MATH 0987 or MATH 0999 in 2015-2016 to MATH 0099 in 2012-2013

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
3 % increase	Benchmarl data gathered			Not Reported this Cycle

Status Narrative - Fall/Spring

The data are not yet available. Here are the benchmark data from IR, requested on November 2, 2015: Below is the percent of students who passed MATH 0099 in Academic Year 2012/13. This is calculated on unduplicated students making an A%, B%, or C% in the course during Summer 2012, Fall 2012 and Spring 201 divided by the unduplicated total number of students enrolled in the course during that time." Course Total Passed % Math 099 776 432 55.67%

O2 Objective 2: The percent of former Learning Support Math students completing MATH 1113 will increase.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (2)

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New Resources Required Amount

Adequate number of facutly to each classes $

Measures

M1 Compare success of students in MATH 1113

Action Items

Compare the percent of former Learning Support Math to non-Learning Support Math students completing MATH 1113 in 2012-2013 to 2015-2016.

Target

Success rate of non LS students to LS students in MATH 1113

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
2% increase from 2012-2013 to 2015-2016	Benchmark data gathered.		Student Test Scores / Performance: Improved Performance	Not Reported this Cycle

Status Narrative - Fall/Spring

These data are not available yet. Here are the benchmark data from IR: "In the table below you will find the percentage of unduplicated Learning Support students who completed Math 1113 in Summer 2012, Fall 2012 or Spring 2013 with a passing grade of A, B, C, or D and the percentage of unduplicated Non-Learning Support students who completed Math 1113 with a passing grade of A, B, C, or D in that same time." MATH 1113 % Pass Learning Support 66.22% Non-Learning Support 70.11%

G3 Goal 3: Increase the student success in ENGL 0999/1101 by determining whether it is better to have the same instructor deliver both the support lab and the collegiate course or not.

Objectives

O1 Objective 1: Determine whether Learning Support English students taking ENGL 0999/1101 with the same instructor will benefit by having the same instructor for both ENGL 0999 and ENGL 1101.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (2)

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New Resources Required Amount

| | $ |

Measures

M1   Comparison of delivery method of one instructor vs two

Action Items

1) Develop a departmental test (completed in Fall for ENGL 0989) 2) Administer the test to all ENGL 0999/1101 students The test was administered to ENGL 0989 students in the fall. The data from spring 2015 clearly indicate that students in ENGL 1101/0999 are better served by having the same instructor for both the collegiate course and the co-requisite section. Data from a departmental exam would thus be superfluous. Unfortunately, all the courses are scheduled so that the same instructor teaches the collegiate course and the co-requisite section. We will be unable to test the hypothesis.

Target

Compare average score of students in ENGL 0999/1101 with same instructor to ENGL 0999/1101

with different instructors

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
Average score will be within 5 points	All sections of ENGL 1101/0999 for fall 2016 have the same instructor for the co-requisite and collegiate course.	For now it appears that having the same instructor for both the collegiate course and the support lab provides the greatest benefit to students.	Student Test Scores / Performance: Improved Performance	Met

Status Narrative - Fall/Spring

While it is difficult to make strong inferences from such a small sample, Spring 2015 data show a clear benefit from having having a single instructor for both the collegiate course and the support lab. Different Instructor ABC pass rate: 24/36 or 66.7% Same Instructor ABC pass rate: 31/38 81.6% All of the ENGL 0999/1101 sections in fall 2016 have the same instructor for the collegiate class and for the co-requisite section.

Library Annual Plan 2015-2016

The purpose is to develop an annual plan that supports the strategic priorities, vision, mission, and core values of the College

Mission Statement
With an extensive renovation slated for completion by Spring 2016, the Dorothy W. Hightower Library is a welcoming environment offering and encouraging flexible, open, and collaborative learning spaces as well as individual study spaces to meet the needs of the 21st Century student learner. The library provides and maintains a full range of print, non-print, and electronic resources; technology; and services to support teaching and learning at Gordon State College. Additionally, the library promotes awareness, understanding, and the use of these resources through research skills courses, library orientation classes, individualized instruction, online tutorials, and hands-on research assistance. Gordon State College students, faculty, and staff, as well as the surrounding community, are invited to use Hightower Library to pursue academic and intellectual interests.

Expected Outcomes
The primary outcomes and functions of the library are:
1. To provide access, both on and off campus, to the necessary informational and instructional resources and technologies which facilitate teaching and nurture learning via logical organization of materials and services, enabling information to be conveniently located, accessed, manipulated, and created.
2. To provide an expert staff, whose value as an informational source equals that ofour print and electronic resources, and who are committed to aiding the student, faculty, and staff in the most effective manner.
3. To provide for a growing student body and faculty an attractive yet functional facility which respects the tradition of solo study while simultaneously encouraging the spirit of collaborative engagement, and which allows students, faculty, and staff to achieve their academic goals through research, education, facilitation, presentations, stimulation, and innovation.

Goals

G1 Add e-resources to support curriculum

Support additional off campus and online offerings with electronic resources provided through Hightower Library's collection and GALILEO databases.

Objectives

O1 Identify desired e-resources to trial and purchase

Increase the electronic resources available to support all degree programs.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (3)

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New Resources Required Amount

1 librarian position to help with 1) database

acquisition, maintenance, and usage

assessment, 2) maintain visibility of library

databases on library web site, 3) desk coverage;

and 4) other related library assignments.

$45500*1.3= $59150 requested (salary including

benefits) and 1 staff position to help with 1)

database acquisition, maintenance, and usage

assessment, 2) maintain visibility of library

databases on library web site, 3) desk coverage;

and 4) other related library assignments.

$35,000*1.3= $45,500 requested (salary including

benefits). $104650

Measures

| M1 | Database inventory count |

Identify percentage of increase in electronic collection provided funding is available.

Action Items

1) Purchase electronic resources. 2) Provide access to electronic resource

Target

Increase our electronic collection

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
1% by June 30, 2016	database purchases made		Revised Services: Modified way service is offered, modified frequency of service, modified some other aspect of service.	Exceeded

Status Narrative - Fall/Spring

4 databases have been acquired and made available as of October 2015. 1. CREDO Information Literacy 2. Mergent Intellect includes (a) Mergent Intellect, (b) First Research, and (c) Key Business Ratios

M2 e-Resources feedback form

Faculty are asked to provide feedback on trial databases being considered for purchase.

Action Items

1) Develop survey for faculty in order to evaluate and determine resources needed to support off campus and online offerings. 2) Conduct surveys of faculty to determine resources needed to support off campus and online offerings. 3) Prioritize survey results based on faculty requests. 4) Selection of electronic resources.

Target

Develop database feedback method

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
Develop method for receiving faculty feedback regarding database purchases	database feedback form created		Process: Developed and implemented new process	Met

Status Narrative - Fall/Spring

The database feedback form has been created and used during FY15. https://docs.google.com/forms/d/1GvQm_6jncMgtNb6CTOW1bgGOkDD-23C7pDqGkYv7c3I/viewform Additionally, criteria has been created for evaluating database usage and continuation. http://libguides.gordonstate.edu/ld.php?content_id=17163933 Faculty were asked to provide feedback on the following databases: Naxos Classical Music Alexander Street Music Mergent Intellect

O2 Create Marketing and Promotion Plan

Educate and inform faculty and students about available electronic resources.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (3)

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New Resources Required Amount

1 librarian position to help with 1) increased

number of library instruction courses taught on

campus and in particular at Henry County site; 2)

providing research assistance; 3) collection

development; 4) desk coverage; and 5) other

related library assignments. $41,000*1.3=

$53,300 requested (salary including benefits)

$53300

Measures

M1 User Satisfaction & Needs Assessment Survey

Percentage of complete surveys confirming knowledge of how to access online resources. Tools to be Used Survey Marketing Plan & Tools

Action Items

1) Develop a marketing plan. 2) Develop a strategy for implementing the marketing plan. 3) Launch the marketing plan. 4) Create survey to confirm knowledge of how to access online resources. 5) Conduct survey. 6) Tabulate survey results.

Target

completed surveys

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
50% positive responses	survey completed and results analyzed		Revised Services: Modified way service is offered, modified frequency of service, modified some other aspect of service.	Exceeded

Status Narrative - Fall/Spring

top 3 preferred methods for receiving library related news - e-newsletter, print newsletter, Facebook marketing/promotion plan created - http://libguides.gordonstate.edu/libpolicies/promotion articles submitted to GSConnect, student newspaper, messages submitted to weekly Student Activities email blast pictures, news blurbs posted to library's Facebook and Instagram pages

G2 Renovation of Hightower Library to bring it into the 21st Century in order to support the changing needs of the Gordon State College faculty, students, and community.

Objectives

O1 Provide comfortable spaces with appropriate technology, lighting, climate control, and soundproofing for: • collaborative groups of varying sizes • quiet reading/studying spaces • instructional/ presentation or multi-purpose • presentation practice • archival collection • faculty research • workshops • staff offices/cubicles

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (3)

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New Resources Required Amount

| | $ |

Measures

M1 **Multiple types of spaces will be included in the newly renovated Hightower Library provided renovation is approved. Tools to be Used Library renovation design, construction, materials, technology, & furnishings. Man-power $5,000,000.00**

Action Items

1) Develop a survey in order to determine space and technology needs of students, faculty, and community. 2) Enlist a focus group. 3) Conduct the survey. 4) Compile results of all surveys. 5) Keep stats on current space use and demands. 6) Integrate information from surveys and stats. 7) Develop a plan to include necessary spaces.

Target

Hightower Library renovatio

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
Complete by June 2016	renovation in progress		Non-Academic: Facilities - Space Utllization	Partially Met

Status Narrative - Fall/Spring

renovation began August 17, 2015 library staff moved offices and library collections out of building - March/April and June/July 2015 into Guillebeau Hall and IC 117, 116, 112 target completion date is March 28, 2016

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
		AV/Technology Reports 100% complete Furniture Reports 100% complete furniture and technology purchased in January/February 2016 furniture and technology delivery and setup expected March/April 2016 grand opening slated for April 21, 2016 prior to Alumni Weekend		

G3 Improve information literacy instruction for entering freshmen in order to better equip students with the necessary research skills needed to prepare them for success in their collegiate work.

Objectives

O1 Provide information literacy instruction to all entering freshmen.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (3)

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New Resources Required Amount

$

Measures

M1 At least 50% positive responses obtained from Faculty Survey

Action Items

1) Re-evaluate current information literacy instruction being offered. 2) Create survey for faculty teaching English 1101, and Learning Support Reading and Writing in relation to student research skill expectations. 3) Survey faculty teaching English 1101 and Learning Support Reading and Writing. 4) Compile results of faculty survey. 5) Revise information literacy instruction based on survey results. 6) Close loop-hole for entering freshmen who test out of English 1101. 7) Provide an online library instruction equivalent with a way to collect stats. 8) Schedule offerings of information literacy instruction by communicating with faculty.

Target

English 1101 faculty surveyed

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
100%	feedback is being collected for FY16		Assessment: Developing baseline data	Partially Met

Status Narrative - Fall/Spring

Feedback has been collected for FY15. Most faculty believed the library instruction given has helped the students to become more confident in locating reliable sources to help complete assignments. Some were unable to determine the effectiveness of the instruction since they did not have an assignment or the assignment was not due at the time the survey was distributed. Data is being collected for FY16 and will be reviewed/summarized to close the loop.

O2 Develop an assessment tool to measure successful completion of information literacy instruction by entering freshmen.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (3)

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New Resources Required Amount

	$

Measures

M1 Freshmen English 1101 library instruction post-test survey

Action Items

1) Develop a library instruction post-test for freshmen completion. 2) Administer post-test during information literacy instruction session. 3) Score post-test.

Target

students completing the post-test

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
60% of students will score 80%	scores are being collected for FY16		Academic: Improved Scores	Partially Met

Status Narrative - Fall/Spring

grades for FY15 has been calculated. grades are still being collected for FY16. At first glance, there is an indication that more than 60% of the

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
		students will achieve 80% or higher on the English 1101 quiz. This is similar to the scores from FY15. Scores for FY16 are being collected and will be reviewed/summarized to close the loop.		

Math and Physical Science Annual Plan   2015-2016

The purpose is to develop an annual plan that supports the strategic priorities, vision, mission, and core values of the College

Goals

G1 Goal 1: Improve recruitment efforts for the B.S. in mathematics program

Objectives

O1 Objective 1: Increase the number of students majoring in Mathematics.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (4)

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Gordon State College Mission and Strategic Plan - 2013 to 2018: 5 - Efficiency, Accountability, and Sustainability Gordon State College is committed to providing a welcoming atmosphere that attracts a diverse community and engages through academics and culture. In a dynamic economic atmosphere, Gordon State College must constantly strive to improve operational efficiencies, ensure a commitment to performance and accountability, and advance our financial and resource sustainability, in order to achieve these goals.

New Resources Required Amount

| Financial Resources for recruitment travel. | $ |

Measures

M1 Number of students majoring in mathematics

Action Items

Develop relationships with area high school math teachers, high school counselors, and two-year institutions.

Target

Math Major

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
Increase by 5 students	In progress			Nothing Entered

Status Narrative - Fall/Spring

Continuing recruitment efforts

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status

O2 Objective 2: Create a department website

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (4)

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these goals.

New Resources Required Amount

	$

Measures

M1 Website for M & PS

Action Items

Ensure necessary training for all involved in web design.

Target

Create website

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
Provide training and complete site by fall 2016	In progress			Nothing Entered

Status Narrative - Fall/Spring

New academic aid will be trained to create and maintain website.

O3 Objective 3: Explore the possibility of creating a summer mathematics program for middle school and high school students.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (4)

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New Resources Required Amount

Financial Resources for summer program and

materials, and recruitment. $

Measures

M1 Creation of plan for a summer program.

Action Items

Discuss Logistics-housing, meals, funding for program, mathematics only or interdisciplinary

Target

Plan for summer program

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
Develop plan by spring 2016	In progress			Nothing Entered

Status Narrative - Fall/Spring

Working on plan and seeking outside funding.

G2 Goal 2: Expand Mathematics and Physical Science degree/track offerings.

Objectives

O1 Objective 1: Explore the potential for developing a track or program in Mathematical Biology.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (4)

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New Resources Required Amount

Financial Rescources for new faculty if program

implemented. $

Measures

M1   Develop program in Mathematical Biology

Action Items

1. Determine regional and national demand for degree/track. 2. Design curriculum. 3. Meet with Biology Department.

Target

Program in Mathematical Biology

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
Complete plan by Fall 2016	In progress			Nothing Entered

Status Narrative - Fall/Spring

Communicating with Biology faculty.

O2 Outcome 2: Explore the potential for developing a program in Computer Science.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (4)

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New Resources Required Amount

Financial Rescources for new faculty if program

implemented. $

Measures

M1 Develop program in Computer Science

Action Items

1. Determine regional and national demand for degree/track. 2. Design curriculum.

Target

Program in Computer Science

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
Complete plan by Fall 2016	In progress			Nothing Entered

Status Narrative - Fall/Spring

Putting a program of study together and a math faculty member will have obtained 18 hours of Computer Science on the graduate level by the end of spring 2016.

O3 Outcome 3: Explore the potential for developing a program in Biostatistics.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (3)

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New Resources Required Amount

Financial Rescources for new faculty if program

implemented. $

Measures

M1 Develop plan in Biostatistics

Action Items

1. Determine regional and national demand for degree/track. 2. Design curriculum. 3. Meet with Biology Department.

Target

Program in Biostatistics

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
Complete plan by Fall 2016	In progress			Nothing Entered

Status Narrative - Fall/Spring

Communicating with Biology Department and trying to hire someone with a statistics background.

O4 Outcome 4: Explore the potential for developing a track or program in Mathematical Finance.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (3)

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New Resources Required Amount

Financial Rescources for new faculty if program implemented. $

Measures

M1 Develop plan in Mathematical Finance

Action Items

1. Determine regional and national demand for degree/track. 2. Design curriculum. 3. Meet with Business Department.

Target

Program in Mathematical Finance

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
Complete plan by Fall 2016	In progress			Nothing Entered

Status Narrative - Fall/Spring

Communicating with the Business Department to develop program.

O5 Outcome 5: Explore the potential for developing a track or program in Forensic Science

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (3)

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New Resources Required Amount

Financial Rescources for new faculty if program implemented. $

Measures

M1   Develop Plan in Forensic Science

Action Items

1. Determine regional and national demand for degree/track. 2. Design curriculum. 3. Meet with Chemistry Faculty. 4. Meet with Criminal Justice Faculty.

Target

Program in Forensic Science

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
Comnplete plan by Fall 2016	In progress			Nothing Entered

Status Narrative - Fall/Spring

Communicate with Chemistry and Criminal Justice faculty to develop program.

G3 Goal 3: Develop and foster a research environment in the Mathematics and Physcial Science Department.

Objectives

O1 Objective 1: Encourage faculty to conduct research with undergraduates.(undergraduate research projects).

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (2)

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New Resources Required Amount

Financial resources for research activities and

travel; financial incentives for faculty time towards

working with students. $

Measures

| M1 | Conduct research with undergraduates |

Action Items

Discussions/meetings about conducting research with undergraduates.

Target

Participation by students and faculty

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
At least one more faculty/student collaborative journal article submission than previous year.	In progress			Nothing Entered

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status

Status Narrative - Fall/Spring

Seeking funding to support student and faculty research during academic year.

O2 Objective 2: Encourage faculty to explore research topics in the area of teaching mathematics/physical science to underprepared students.(type of students we serve here at Gordon State)

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (2)

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New Resources Required Amount

Financial resources for travel.	$

Measures

M1 **conducting research in the area of teaching underprepared students.**

Action Items

Discussions/meetings about conducting research in the area of teaching underprepared students.

Target

Participation by faculty

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
At least one more faculty presentation than previous year.	In progress			Nothing Entered

Status Narrative - Fall/Spring

Seeking funding and apply for grants so faculty can conduct research.

Public Information Annual Plan 2015-2016

The purpose is to develop an annual plan that supports the strategic priorities, vision, mission, and core values of the College

Goals

G1 Increase use of GSC website as source of information for current and prospective students and constituients

Objectives

O1 Keep website fresh, relevant

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (5)

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New Resources Required Amount

$

Measures

M1 Google analytics, student surveys

Action Items

Work with professional photographers to maintain a fresh selection of photographs; work with campus partners in maintaining website news and information

Target

Increase traffic to website

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
25%	Fall: traffic to website shows 27.27 percent increase SPRING: Traffic up 15 percent			Exceeded

Status Narrative - Fall/Spring

G2 Promote GSC as a first choice for secondary education through increased knowledge of programs, campus offerings, students success; Share good news with constituients, supporters, friends of GSC

Objectives

O1 Increase presence in print, broadcast, other advertising/marketing mediums

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (5)

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New Resources Required Amount

| Advertising | $ |

Measures

M1 **Survey students in new cohorts; mine QR code data in advertising to track response and ROI**

Action Items

1.Continue cost-effective advertising campaign that both positions and relays message 2. Maintain partnerships with area media to ensure continued interest in campus-generated news/features. 3. Impress upon faculty to importance of sharing potential news/feature

Target

increase in website traffic based on QR code response

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
25-30%	Fall : goal not met SPRING: goal not met			Nothing Entered

Status Narrative - Fall/Spring

Fall goal not met because percentage was based on codes in ads -- we used fewer ads than anticipated due to budget restraints. SPRING: goal not met because emphasis was on billboards not print which contain QR codes

---

G3 ## Use social media sites to connect with current/prospective students

Objectives

O1 ## Keep Gordon relevent on social media

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (5)

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New Resources Required Amount

Funding for media tracking service upgrade $

Measures

M1   Google analytics; use of social media tracking service Meltwater

Action Items

Maintain social media platforms that will connect GSC with current/potential student demographic

Target

Increase involvement on social media sites

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
25%	Fall: involvement on FB site has increased 23.4 percent SPRING: involvement on FB site has increased 37 percent			Partially Met

Status Narrative - Fall/Spring

Public Safety Annual Plan

2015-2016

The purpose is to develop an annual plan that supports the strategic priorities, vision, mission, and core values of the College

Goals

G1 Identify Fire Safety Coordinators

Objectives

O1 Improve the existing Fire Safety Plan by identifying, equipping, and training personnel in every campus structure

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (1)

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New Resources Required Amount

$

Measures

M1   A passing ratio of 90% by all Fire Safety personnel

Action Items

Create a PowerPoint document and test to aid in training key personnel.

Target

All Fire Safety personnel at GSC

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
90%	Fire Safety Personnel (FSP) have been identified. Maps and evacuation routes have been placed in all classrooms. A Powerpoint has been created to instruct FSP on proper evacuation procedures.	Fire safety personnel have evacuations routes identified and clear locations to remove students and staff safely from a building in the event of an emergency.	Non-Academic: Increased Service Satisfaction	Met

Status Narrative - Fall/Spring

G2 Revise the Emergency Resposne Plan for Gordon State College

Objectives

O1 Improve the Emergency Response Plan for ICS Command Staff and BOR Personnel

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (1)

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New Resources Required Amount

| $ |

Measures

M1 A full compliance of all areas measured in annual auditing

Action Items

Using the BOR checklist, organize the ERP in the same standardized format.

Target

All Incident Command Structure personnel

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
90%	Fall - ERP was returned by the BOR. The results were very favorable with a passing rate exceding 90%.			Met

Status Narrative - Fall/Spring

The Emergency Response Plan (ERP) was revised to include new updates for GSC. The revisions were delivered to key College Personnel and a copy was forwarded to the BOR for review.

G3 **Revise the GSC Public Safety Standard Operating Procedure**

Objectives

O1 **Increase the level of understanding by Public Safety Personnel**

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (1)

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New Resources Required Amount

| | $ |

Measures

M1 Test personnel on full understanding of the Department SOP

Action Items

Create a test for all Public Safety personnel.

Target

Attain a pass ratio for tested personnel

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
100%	In progress			Nothing Entered

Status Narrative - Fall/Spring

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
		In the process of writing checks for each critical area in the policy manual. The goal is to complete a test each bi-weekly period and disseminate them to our staff. Officers are expected to obtain a 90% on each test.		

Registrar Annual Plan 2015-2016

The purpose is to develop an annual plan that supports the strategic priorities, vision, mission, and core values of the College

Goals

G1 Implement Plan component of Degree Works

Objectives

O1 Give students and academic advisors the ability to create two or four year plans outlining the coursework required to complete degree requirements and graduate from Gordon State College

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (4)

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New Resources Required Amount

Increase to travel budget to cover Kristi Hayes's

attendance at the 2016 Degree Works

Symposium and Ellucian Live conference $4000

Measures

M1   Successful release of Plan component of Degree Works for student and faculty use

Action Items

1) Attend USG/Ellucian training regarding Plan implementation 2) Complete Degree Works upgrade to version 4.1.3 or 4.1.4 (to be determined at time of upgrade) 3) Install Plan in Test database 4) Test functionality and move Plan to Production database 5) Train advisors and students

Target

academic advisors attend one of four faculty training sessions

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
70%	Fall: Working with Ellucian to resolve Degree Works 4.1.4 upgrade issues Spring: Technical lead responsibilities in transition at GSC; meeting scheduled with Ellucian representatives in April.		Student Services: Improved Services Provided.	Partially Met

Status Narrative - Fall/Spring

Fall: Kristi Hayes attended Degree Works sessions at 2015 GA Summit. Performance issues have been encountered after installation of Degree Works 4.1.4 upgrade in the Test database. We are currently working with Ellucian to resolve these issues. Progress has been affected by the staffing situation in Information Technology.
Spring: Kristi Hayes continues to work with the GSC IT department to identify and resolve issues within the Test database resulting from the 4.1.4 Degree Works upgrade. Technical lead responsibilities are currently being transitioned from Jody DeFore to Kirsten Joyner. Kristi will remain functional lead. Kristi, Jody, and Kirsten will meet with Ellucian Action Line representatives at the Degree Works Symposium in Denver, CO in April to obtain additional assistance in resolving the current issues we are experiencing in the GSC Test environment.

Target

training sessions offered for students

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
4	Fall: Working with Ellucian to resolve Degree Works 4.1.4 upgrade issues Spring: Technical lead responsibilities in transition at GSC; meeting scheduled with Ellucian representatives in April.		Student Services: Improved Services Provided.	Partially Met

Status Narrative - Fall/Spring

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G2 Meet USG mandate to provide access to eCore classes through INGRESS

Meet USG mandate to provide access to eCore classes through INGRESS

Objectives

| O1 | Prepare Gordon State College to provide access to eCore classes as a non-eCore affiliate institution through use of INGRESS |

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (5)

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New Resources Required Amount

	$

Measures

M1 **Ability of Gordon State College students to register for eCore classes by the mandated USG deadline**

Ability of Gordon State College students to register for eCore classes by the mandated USG deadline

Action Items

1) Complete scheduled USG training sessions 2) Install required updates and information in Banner Test database 3) Test and move functionality to Production database 4) Go live with access to eCore classes through INGRESS by the mandated USG deadline

Target

Information provided to students and faculty on eCore class availability and registration process

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
100%	eCore class schedule and registration process publicized to students and faculty effective Fall 2015			Met

Status Narrative - Fall/Spring

Training, installation, and testing completed. eCore registration available at Gordon State College effective Fall 2015.

G3

Study feasibility of changing readmission requirements for former students

Study feasibility of changing readmission requirements for former students

Objectives

O1 Extend period of absence allowed before students must apply for readmission to the college

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (2)

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New Resources Required Amount

$

Measures

M1 1) Research completed and evaluated 2) Proposal written and submitted through appropriate channels

Action Items

1) Review readmission policies of all USG institutions 2) Survey GSC departments for input 3) Develop proposal to extend period of absence allowed before students must apply for readmission

Target

to extend period of absence allowed before students must apply for readmission

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
Proposal Approval	Fall: Readmission policies of all USG institutions reviewed Spring: Survey seeking input from GSC departments to be administered and results evaluated in March-April.		Revised Services: Modified way service is offered, modified frequency of service, modified some other aspect of service.	Partially Met

Status Narrative - Fall/Spring

Fall: Readmission policies of all USG institutions reviewed through institution websites, catalogs, and telephone contact when needed.

O2 Extend by one or more semesters the enrollment period allowed before students must update readmission applications if they do not enroll for the term specified in the readmission application

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (2)

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New Resources Required Amount

$

Measures

M1 1) Research completed and evaluated 2) Proposal written and submitted through appropriate channels

Action Items

1) Review readmission policies of all USG institutions 2) Survey GSC departments for input 3) Develop proposal to extend enrollment period allowed for a readmission application

Target

To extend by one or more semesters the enrollment period allowed before students must update readmission applications if they do not enroll for the term specified in the readmission application

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
Approval of proposal	Fall: Readmission policies of all USG institutions reviewed Spring: Survey seeking input from GSC departments to be administered and results evaluated in March-April		Revised Services: Modified way service is offered, modified frequency of service, modified some other aspect of service.	Partially Met

Status Narrative - Fall/Spring

Fall: Readmission policies of all USG institutions reviewed through institution websites, catalogs, and telephone contact when needed.

Residence Life Annual Plan   2015-2016

The purpose is to develop an annual plan that supports the strategic priorities, vision, mission, and core values of the College

Goals

G1 Increase academic and safety awareness education through residence hall programming

Objectives

O1 Increase programs which include academic advising information

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (2)

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more educated population, prepared to face the challenges and opportunities of the 21st century.

New Resources Required Amount

| | $ |

Measures

M1 Scheduled and completed programs

Action Items

1-Meet with and obtain ideas from Student Success Center staff 2-Meet with and obtain ideas from Academic Affairs 3-Meet with and instruct Residence Life staff regarding incorporation on information 4-Distribute information during programs 5-Survey students on information

Target

Increase programs which include advising

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
4 per semester	Objective is in progress. Fall 2015 Programming Complete; Spring 2016 programs are scheduled and is pending completion.	Fall 2015-Attendance/Advertisements Spring 2016-Attendance/Advertisements		Partial Met

Status Narrative - Fall/Spring

Fall 2015-Meetings with the prospective players have been held. Programming is underway wherein 3 of 4 programs have been scheduled/completed. The learning objective for students is that they will be able to identify academic resources and utilize resources for success. Completed Programs: (1) August 2015-Degree Works Beach Party, (2) September 2015-Is this Paper Good?, (3) October 2015 Energized Brains, and (4) December 2015 Prep for Finals Spring 2016 Meetings were held with prospective players. Programming is underway and 3 of 4 programs have been scheduled/completed. The learning objective for students is that they will be able to identify academic resources and utilize resources for success. Completed Programs: (1) February 2016-Midterm

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Statu
		Madness, (2) February 2015-Don't Stress It's Just Midterms, (3) February 2015-Academic Jeopardy, and (4) March - April 2016 Selfie-Advising		

O2   Increase programs related to crime prevention, safety, and security in the residence halls

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (2)

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New Resources Required Amount

| | $ |

Measures

M1 Scheduled and completed programs

Action Items

1-Meet with Public Safety staff 2-Meet with and instruct Residence Life staff 3-Distributube information during programs 4-Survey students on information

Target

Increase programs which include safety

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
4 per semester	Target Objective is in progress. Fall 2015 programming complete; Spring 2016 programming has been scheduled and is pending completion.	Fall 2015-Attendance/Advertisements Spring 2016-Attendance/Advertisements		Partiall Met

Status Narrative - Fall/Spring

Meetings with the prospective players have been held. The learning objective for students is that they will be able to identify safety resources and utilize resources for security on campus and in the community. Fall 2015 Completed Programs: (1) August 2015-Lock It or Lose It, (2) October 2015-RAD/SAVE Self-Defense sessions, (3) October 2015-Public Safety Information Table, (4) October 2015-Lock It or Lose It, (5) December 2015-Lock It or Lose It Spring 2016 Programs: (1) February 2016-Public Safety Information Table, (2) February 2016-RAD/SAVE Self-Defense sessions, (3) February 2016-Lock It or Lose It, (4) February 2016-Speed Friending, (5) March & April 2016 Lock It or Lose It pending, (6) March & April 2016 RAD/SAVE Self-Defense sessions pending

O3   Increase programs related to mental and emotional health in the residence halls

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (2)

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New Resources Required Amount

| $ |

Measures

M1   Scheduled and completed programs

Action Items

1-Meet with Counseling staff 2-Meet with and instruct Residence Life staff 3-Distritubute information during programs 4-Survey students on information

Target

Increase programs which include health (mental and emotional)

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Stat
2 per semester	Target Objective is in progress. Fall 2015 programmming completed; Spring 2016 has been scheduled and is pending completion.	Fall 2015-Attendance/Advertisements Spring 2016-Attendance/Advertisements		Parti Me

Status Narrative - Fall/Spring

Meetings with the prospective players have been held. The learning objective for students is that they will be able to identify emotional and mental health resourc and utilize resources for success. Fall 2015 Programs: (1) August 2015-How sa are you?, (2) August 2015-Dreams, Decisions, and Destinies, (3) October 2015 Who are you?, (4) September 2015-Keep It Positive Spring 2016 Programs: (1) February 2015-Stupid Cupid for Love, (2) February 2015-Kindness Day, (3) February 2015-Motivate Yourself Throughout the Semester

G2 Incorporate maintenance reporting procedures in residence hall programming

Objectives

O1 Implement work order information into move-in materials and procedures

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (0)

New Resources Required Amount

| | $ |

Measures

M1 Completion of revisions

Action Items

1-Meet with Computer Services and Facilities for programming content 2-Create and run modules in test mode before release 3-Revise the housing webpage and related publications

Target

Add WO information to emails, letters, and move-in guides

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
100%	Target Objective is in progress.	Fall 2015-Flyers for packets Spring 2016-Flyers for packets, correspondence		Not Reported this Cycle

Status Narrative - Fall/Spring

Meetings with the prospective players have been held. The learning objective for students is that they will be able to identify facility/maintenance resources. At this time, work order information flyers are posted in each unit and temp range labels are posted above thermostats in each residence hall

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
		unit. Additionally, video links describing how to identify plumbing issues and thermostat ranges have been forwarded to all residents. Fall 2015 (1) Move-In packets (2) Video clips Spring 2016 (1) Move-In packets (2) Video and email information pending		

O2 Increase programs related to work order information in the residence halls

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (0)

New Resources Required Amount

| $ |

Measures

M1 Scheduled and completed programs

Action Items

1-Meet with Computer Services and Facilities staff 2-Meet with and instruct Residence Life staff 3-

Distritubute information during programs

Target

Increase programs which include work order/maintenance information

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
2 per semester	Target Objective was not completed for Fall 2015. Spring 2016 programming has been sceheduled and is pending completion.	Fall 2015-N/A Spring 2016-Attendance/Advertisements		Partiall Met

Status Narrative - Fall/Spring

The learning objective for students is that they will be able to identify work order resources and utilize resources for successful submission of work order requests. Fall 2015 programs: N/A-Meetings with the prospective players will need to be rescheduled/continued. The learning objective for students is that they will be able to identify work order resources and utilize resources for successful submission of work order requests. Spring 2016 programs: (1) February 2016-DIY Dorms Cozy Corner, (2) March 2016-DIY Dorms Unframe It (3) April 2016-DIY Dorms Let there be light (4) April 2016-DIY Dorms Check-Ou

School of Arts and Sciences Annual Plan 2015-2016

The purpose is to develop an annual plan that supports the strategic priorities, vision, mission, and core values of the College

Goals

G1 Goal 1: Continue to promote a four year culture

Within the last 10 years GSC has gone from exclusively awarding associate degrees to awarding both associate and baccalaureate degrees. The culture within the institution is slowly changing to reflect this change in mission. The viability and success of the College's 4-year degree programs depend upon the general consensus of all GSC employees. We all need to understand, support and market these 4-year degrees to our stakeholders.

Objectives

O1 Objective 1: Increase opportunities for undergraduate research.

Engagement has been shown to increase retention and student success. Increasing opportunities for students to be immersed in research should better prepare majors for their chosen career, stimulate interest in the fields and increase retention and success of our students.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (4)

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New Resources Required Amount

Financial resources for research. Faculty time. $

Measures

M1 Undergraduate research for faculty and students

Undergraduate research exposes students to their chosen field in an academic and practical way.

Action Items

1. Encourage more student participation in the Undergraduate Research Symposium. 2. Promote more joint research projects between faculty members and students.

Target

Number of students participating

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
10% increase	Unfortunately, we didn't achieve a 10% increase in student participation in the symposium. Only 15 students are participating which is the same as the number of students who participated in 2014. However, this is an increase in student participants over last year.		Academic: Attendance	Not Reported this Cycle

Status Narrative - Fall/Spring

The committee is considering expanding the symposium to other USG institutions in the area to create a regional symposium.

Target

Number of research projects

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
1 more resarch project than previous year	In 2014/2015, 24 students were involved in research in biology and 5 were involved in student research in History. So far, in 2015-2016 4 students in biology have been identified.		Other: Other	Met

Status Narrative - Fall/Spring

Currently, 27 students are participating in research projects with History and Biology faculty members.

O2 ## Objective 2: Increase opportunities for students to explore graduate school options.

While a baccalaureate degree is the desired degree attainment we strive for with all of our students, a graduate degree is often preferred by the student or mandated by the workforce. By providing frequent exposure to post-baccalaureate opportunities we can assure student are informed of their options.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (4)

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New Resources Required Amount

Financial resources for consumables and for

stipends. $

Measures

M1 Graduate school options

Graduate school is a viable option for many of our baccalaureate degree seeking students.

Action Items

1. Hold Graduate School symposium for the entire school in the fall. 2. Encourage each department to plan their own graduate school events.

Target

Number of students participating

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
200 + students at Graduate School Symposium	Dr. Kalisha Smith organized the Graduate School Recruitment Fair this year. The Fair held on October 8th had representatives from 30 programs, representing more than 25 schools. Dr. Smith reports that more than 200 students attended and met with graduate school representatives.		Student Services: Improved Services Provided.	Met

Status Narrative - Fall/Spring

Target

Department graduate school event

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
One graduate school event for each department	No departments have reported on this.		Student Services: Improved Services Provided.	Partially Met

Status Narrative - Fall/Spring

The History department held 2 grad school workshops. The Biology

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
		department provided students with information on summer enrichment opportunities and on the pre-doctoral symposium held by the Medical College of Georgia.		

O3

Objective 4: Promote increased emphasis on professional development among faculty.

Faculty at GSC are considered instructional faculty whose primary role is to teach, with minor emphasis on discipline research. As professionals, faculty are expected to grow in discipline knowledge and pedagogical skills.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (4)

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New Resources Required Amount

Financial resources for training delivery, and for travel. $

Measures

M1 Faculty professional development

Faculty participation in either discipline or pedagogical workshops or conferences.

Action Items

1. Encourage participation in CETL programs. 2. Provide more training opportunities on campus in various professional areas. 3. Promote increased attention to scholarly pursuits.

Target

Participation in CETL programs

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
10% increase of presentations at Teaching Matters	9 faculty participated in Teaching Matters this year.		Development or Training: Provided professional development or training	Met

Status Narrative - Fall/Spring

We will continue to encourage faculty to share their expertise with their colleagues.

Target

Training opportunities

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
Increase opportunities	At least 7 faculty, biologists attended professional development conferences. Other departments have not reported in yet.		Development or Training: Provided professional development or training	Partially Met

Status Narrative - Fall/Spring

6 faculty in History and 6 faculty in biology attended a total of 23 workshops.

Target

Scholarly activities

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
Increase scholaryly pursuits	5 faculty in biology have either contributed chapters in books or presented at professional meetings. Other departments have not reported regarding this item.		Development or Training: Provided professional development or training	Partially Met

Status Narrative - Fall/Spring

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
		Currently, there is not mechanism within the school to keep track of scholarly accomplishments within the school.		

G2 Goal 2:Increase community collaborations

Community collaborations open doors for our students and provide the community with a better understanding of the College and its value to the region.

Objectives

O1 Objective 1: Establish more internships

Internships provide students with valuable work and real life experience.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (4)

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New Resources Required Amount

Financial resources for outreach to community

partners. $

Measures

| M1 | Internships |

Field-specific internships provide students with valuable experience.

Action Items

1. Establish connections with agencies, businesses, and government entities. 2. Promote internships among baccalaureate students.

Target

Community partners

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
10% increase	Biology and History both report no results on this, one department cited "no funding".		Other: Other	Met

Status Narrative - Fall/Spring

The history department is involved with the Griffin "Killed in Action" initiative to recognize fallen soldiers.

Target

Student internships

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
1 student in each department that offers optional internships.	Biology reported 3 students participating in internships. History had 9 students participating in internships in 2014 and 4 in 2015.		Other: Other	Met

Status Narrative - Fall/Spring

Biology currently has 4 students doing internships and history has 10 students involved with internships.

O2 Objective 2: Involve community members in our academic activities.

The College sits in the midst of Barnesville and contributes to the welfare of the town. Involvement of the city with the College and the College with city initiatives is to everyone's benefit.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (4)

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New Resources Required Amount

Financial incentives for guest speakers $

Measures

M1   Community involvment

The College is and should be a part of the community. Fostering that interaction can be challenging for individual faculty, departments or Schools.

Action Items

1. Explore developing a "Speaker Series" for the school. 2. Encourage departments and faculty to invite more guest lecturers to campus. 3. Pursue service learning opportunities. 4. Examine options for community gardens.

Target

External speakers

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
5	History invites the FDR speaker every year and Biology invited a speaker from the CDC this year. Other departments have not reported in. Biology does have a speaker series.			Nothing Entered

Status Narrative - Fall/Spring

Target

Service learning projects

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
3	History created an archival/oral history project.		Academic: Student Learning Acceptable	Met

Status Narrative - Fall/Spring

The School has sponsored the development of a community garden. This is a work in progress. The Biology department sponsored it first Science Olympiad for high school students. 5 schools, 14 teams participated. Faculty also serve as science fair judges.

O3 Objective 3: Increase interdepartmental collaborations in academic degree programs and other academic events/activities.

Many of our specific disciplines have interdisciplinary applications. Many of these applications cross over into 'real world' and create interest among students and faculty.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (4)

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New Resources Required Amount

| Instructional faculty | $ |

Measures

M1 Interdepartmental collaborations

Interdepartmental collaborations exemplify real-world, interdisciplinary approaches.

Action Items

1. Explore specialized interdepartmental tracks within existing baccalaureates. 2. Promote course offerings/development that have interdepartmental appeal. 3. Encourage support of extracurricular programming of each department by each department. 4. Encourage joint collaboration of extracurricular programming.

Target

Development of new courses and tracks

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
1 new track, and 5 courses, within existing baccalaureate degrees	Biology created BIOL4700 Developmental Biology. History created HIST2000 Historical Research and Writing Other departments have proposed new courses and revised courses this fall and are awaiting approval. No new tracks have been added.		Curricular Change: Curricular change to a degree program (added a course or other requirement, changed sequence or courses).	Met

Status Narrative - Fall/Spring

Target

Attendance at department programs

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
Interdepartmental participation in 30% of departmental programs	No reports.			Not Met

Status Narrative - Fall/Spring

These goals were generated last year by my predecessor. They are laudable goals but every goal, needs an action plan and a steward. At this point I would like to see the School focus on no more than 3 mission critical goals and establish a plan going forward. Unfortunately, with SACSCOC reaffirmation looming on the horizon it will be difficult to focus on multiple goals with multiple outcomes and

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
	do it well.			

Target

Number of collaborative programs

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
1 interdepartmental collaborative program.	No reports		Other: Other	Not Met

Status Narrative - Fall/Spring

Please review previous target review. This year I intend to make my goal to identify no more than 3 school goals and the mechanism for achieving those goals. Process needs to be developed.

G3 Goal 3: Continue to expand and/or enhance course and program delivery options to increase retention and completion.

Course schedules should allow students to make progress toward degree attainment. To do so, our schedules should take into account that our students are residential, non-residential, enroll full-time, enroll part-time, work various hours and may have families dependent upon them.

Objectives

O1 Objective 1: Implement Guided Pathways to Success

Guided pathways are currently under discussion. This may not be the appropriate model for GSC.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (3)

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New Resources Required Amount

Financial Resources for classroom teaching. $

Measures

M1 Guided Pathways

GPS organizes and registers students by cohort.

Action Items

1. Establish GPS for AS in Business Administration. 2. Establish GPS for AS in Psychology. 3. Determine "milestone" courses for each discipline. 4. Explore policy or limiting number of

withdrawals from milestone courses.

Target

Establish pathways

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
1 high-impact program per school	Current changes in Area F description USG-wide has made this irrelevant.		Curricular Change: Curricular change to a degree program (added a course or other requirement, changed sequence or courses).	Partially Met

Status Narrative - Fall/Spring

Area F is currently being reviewed. The recommendation for this year is to consolidate and redefine area F.

Target

Determine milestone courses

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
1 per discipline	Faculty have been asked to develop program maps for their AS or AA degrees. Identification of milestone courses will be a part of that.		Curricular: Draft Approvals for New Curriculum	Partially Met

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status

Status Narrative - Fall/Spring

Target

Withdrawal policy

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
Draft policy	Committee is currently working on this.		Academic: Attendance	Partially Met

Status Narrative - Fall/Spring

O2   Objective 2: Increase options for adult-learners through increased alternative course delivery options.

Adult learners should be a growing market for the college. Adult learners have specific needs with regard to scheduling, possible academic deficiencies and career counseling.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (3)

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New Resources Required Amount

Financial Resources for classroom teaching and

program administration. $

Measures

M1   Options for adult-learners

Increase scheduling options for adult learners.

Action Items

1. Continue to expand half-session hybrid course offerings. 2. Continue to encourage faculty training in online course delivery. 3. Continue to promote Weekend College evolution.

Target

Train faculty in online course delivery

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
50% increase in half-session hybrids	I am currently exploring the training of faculty in online instruction. I do not want to proceed with this goal until we can guarantee the quality of instruction.		Academic: Attendance	Partially Met

Status Narrative - Fall/Spring

Target

Increase Weekend College cohorts

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
75%	We are continuing to increase the number of weekend college cohorts, however we are facing resource limitations and this may not be possible without more faculty.		Academic: Recruitment Goals	Partially Met

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
	Status Narrative - Fall/Spring			

Target

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
2 cohorts with a minimum of 20 students each	We currently have 2 cohorts and are anticipating adding another this spring.		Academic: Recruitment Goals	Met
	Status Narrative - Fall/Spring			

O3 Objective 3: Review Area F programs for potential consolidation or cancellation.

Area F and its role in the curriculum has been redefined by the BoR USG. This objective will be redefined in 2016.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (4)

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Gordon State College Mission and Strategic Plan - 2013 to 2018: 5 - Efficiency, Accountability, and Sustainability Gordon State College is committed to providing a welcoming atmosphere that attracts a diverse community and engages through academics and culture. In a dynamic economic atmosphere, Gordon State College must constantly strive to improve operational efficiencies, ensure a commitment to performance and accountability, and advance our financial and resource sustainability, in order to achieve these goals.

New Resources Required Amount

	$

Measures

M1 Area F review

Area F and its role in the curriculum has been redefined by the BoR USG. This objective will be redefined in 2016.

Action Items

1. Determine low-performing programs for cancellation. 2. Determine if like programs can be consolidated into broad categories (e.g. Social Science).

Target

Complete review process

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
Reduce by 25%	Area F has been redefined at the system level. We are still waiting for direction on how to approach this. Biology did consolidate a number of area F this past year.	Some Area Fs have been eliminated. Currently, discussions are occurring with regard as to which area F curricula should be designated as associate degree options.	Curricular: Draft Approvals for New Curriculum	Met

Status Narrative - Fall/Spring

Some Area Fs have been eliminated. Currently, discussions are occurring with regard as to which area F curricula should be designated as associate degree options.

G4   Goal 4: Increase the number of graduates in associate and baccalaureate programs.

Program viability depends upon graduates.

Objectives

O1   Objective 1: Continue to identify barriers to degree completion which students may encounter.

Identify barriers and disposition of students (do they drop out, transfer, change major, etc.)

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (2)

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New Resources Required Amount

	$

Measures

M1   Degree completion barriors

Identify barriers and disposition of students (do they drop out, transfer, change major, etc.)

Action Items

1. Conduct research to determine barriers. 2. Survey students to determine local barriers. 3. Reverse transfer option

Target

Summarize research findings

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
Conference presentation-level paper/White Paper written.	This is a new goal added for next year. I am still trying to figure this out.		Retention: Student Retention	Not Met

Status Narrative - Fall/Spring

O2 Objective 2: Address barriers to degree completion.

Many students do not complete their degrees. Are there barriers that can be addressed by the School.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (1)

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New Resources Required Amount

Financial resources for program development

(depending on barriers identified). $

Measures

| M1 | Barriers to degree completion |

Data driven research is needed to identify barriers to degree attainment (within the School's programs) and to identify possible solutions. Identify how many students declare major, change major, transfer and drop out.

Action Items

Review findings to determine which barriers can be effectively addressed.

Target

Identify and address barriers

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
2 for each department	Research not done.		Retention: Student Retention	Not Met

Status Narrative - Fall/Spring

| O3 | Objective 3: Develop promotional strategies |

Academic affairs is uniquely suited convey an understanding of our degrees. The School needs to work with other units within the college to effectively promote our degrees and increase enrollment in our baccalaureate programs.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (4)

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New Resources Required Amount

Financial resources for recruitment materials and intangibles. $

Measures

| M1 | Recruit majors

Program viability relies on sufficient numbers of students as declared majors.

Action Items

1. Work with admissions to make school collaboration at NSOs and CVDc more effective. 2. Enhance school website. 3. Determine outreach efforts to promote baccalaureate degrees among campus and to external community.

Target

Improve NSO and CVD

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
10%	NSO and CVD were very successful this fall.		Student Services: Improved Services Provided.	Met

Status Narrative - Fall/Spring

Target

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
Attendence	Online confirmation was very successful.		Student Services: Improved Services Provided.	Met

Status Narrative - Fall/Spring

Final **School of Education Annual Plan** 2015-2016

The purpose is to develop an annual plan that supports the strategic priorities, vision, mission, and core values of the College

School of Education

Goals

G1 **Integrate new State and Federal mandated requirements into the Education programs at Gordon State College**

During the past two years, there have been numerous changes in the Educator Preparation Program field

Objectives

O1 **Implement edTPA in the Spring Semester of 2015**

We tried to implement edTPA in the Spring of 2015 and were unable to manage the program with so few faculty. We decided to move our implementation of the pilot program to the Fall of 2015

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (2)

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available to each, and build a mutual respect for the benefits each brings to the partnership.

New Resources Required Amount

None to the college $300.00 to ech student $

Measures

M1 ## Pass at least 80% on the portfolios being graded

Our goal was to surpass the information available about pass rates. We targeted a rate of 80%.

Action Items

Identify 10 - 14 students that will complete the edTPA required portfolio during Spring Semester and submit them for scoring

Target

pass rate on portfolios submitted by students to outside agencies

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
100%	Since there were no results from the pilot study in the Spring of 2015, we will not be able to report results until into Spring of 2016.		New Policy: Developed and implemented new policy	Not Met

Status Narrative - Fall/Spring

Spring of 2015 we did not implement. Fall of 2015 we did implement the edTPA program as a pilot with 10 student-teachers. The 10 student-teachers were not as involved since this program was inconsequential to them. All ten did not pass for a variety of reasons. Mostly due to issues of trying to upload video and sound recordings to the assessment agency

O2   Implement edTPA in the Spring Semester of 2015

We moved the implementation date for edTPA to the FAll of 2015. There were 10 student-teachers that participated in the pilot.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (2)

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New Resources Required Amount

| none for the college | $ |

Measures

M1   All students are aware of changes and take examinations on time

We held numerous meetings and seminars to bring all of the students up to date on changes to the program. The Ethics Assessment is now a requirement to begin the program and also to exit

the program

Action Items

Meet with all Education students and inform them of changes regarding Ethics Assessment. All admitted must take Ethics assessment before Dec. 30, 2014. All graduating students must take and pass the ethics assessment beginning January 2015

Target

completion by admitted students and 100% pass rate by graduating students in Education

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
100%	100%, met objective and all students informed		New Policy: Developed and implemented new policy	Met

Status Narrative - Fall/Spring

Students in Education were required to do the following for admission to education: Pass GACE Admissions Assessment Pass GACE Ethics Assessment Apply for a PSC Account Apply for a new Pre-Service license Apply for a background check

O3 Implement the changes to licensing laws for Georgia into the education programs

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (2)

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New Resources Required Amount

	$

Measures

M1 All students in education will understand the differences in the licensing for teachers in Georgia

We held numerous meetings and seminars to inform students of changes to Policy for the State of Georgia.

Action Items

Make students aware of changes from the State of Georgia to licensing through seminars and meetings.

Target

Students are aware of the new Pre-Service license that begins in July of 2015

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
100%	Fall 2015 all students were aware and followed policy		New Policy: Developed and implemented new policy	Met

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status

Status Narrative - Fall/Spring

Fall of 2015 all students must have Pre-Service licenses and were made aware of all changes to the program mandated by the PSC

G2 Look for avenues of new students for Gordon State's School of Education. The hope is to increase the number of students in the School of Education

The Dean and some faculty actively recruited students for education at events around the State in education.

Objectives

O1 Work with Georgia Perimeter to expand the Memorandum of Understanding on transfers

MOU was developed and signed with Georgia Perimeter College

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (3)

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New Resources Required Amount

| Travel costs for two trips to Atlanta | $ |

Measures

M1 Increase in the number of transfer students from GPC

This was difficult because of the mixed messages we recieved about the recruitment of new students to the School of Education.

Action Items

Connect monthly with Dr. Ursuala Thomas at GPC to aleviate any issues or problems for students who wish to transfer. Go to GPC at least once each semester.

Target

Recruit transfer students from GPC for each cohort that begins in the fall of each year. We have signed a new MOU with GPC and will work together closely.

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
10-15	Spring 2015, MOU signed and meetings held. Fall of 2015, contact continued and students transferred to Gordon from GPC.		Non-Academic: Admissions, Strategy	Partially Met

Status Narrative - Fall/Spring

Partially met.

O2 **Visit area schools to inform FTA's (Future Teacher Association) clubs about opportunities at Gordon**

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (3)

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New Resources Required Amount

Coverage for travel to local schools within the

nine county area $

Measures

M1 More students from the local surrounding school districts will choose to attend Gordon State College for education

Action Items

Send faculty into schools to talk to classes of pre-education programs at the schools. Education is one of the Pathways open to students in 9-12 schools

Target

Increase the number of students from surrounding counties that will choose to attend Gordon State College For Education as a major.

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
10	We have been successful in attracting a wider range of students	Although numbers are down this year, theyare down across the state. We were able to admit students from other colleges to Gordon and recruit students from new counties.	Retention: Student Retention	Partially Met

Status Narrative - Fall/Spring

O3 Attend opportunites around the state to sell Gordon State College to the Public for the purpose of education students

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (3)

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Gordon State College Mission and Strategic Plan - 2013 to 2018: 3 - Retention, Progression, and

Graduation Gordon State College will increase retention (the number of students that are retained from one year to the next), graduates (the number of students who graduate from two-year and four-year programs), and the number of students who progress from Gordon State College to the next appropriate step (such as transfer to another college). By accomplishing these goals, the College will contribute to a more educated population, prepared to face the challenges and opportunities of the 21st century.

Gordon State College Mission and Strategic Plan - 2013 to 2018: 4 - Community Partnerships and Engagement Gordon State College will support and enhance pathways for the exchange of knowledge and other resources with the community, including local, regional, state, and national entities. These community partnerships will strengthen both the College and the community by increasing the resources available to each, and build a mutual respect for the benefits each brings to the partnership.

New Resources Required Amount

| Travel to career events around Georgia. | $ |

Measures

M1 More students choosing to attend Gordon State College for programs in Education

Action Items

Travel to all career programs in education that are offered around the state. There are many of these for specific organizations that try to help 9-12 and community college students find senior college placements

Target

Increase of students from counties that are at least one county removed from Lamar who choose Gordon State College for Education as a major.

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
8-10	We have 8-10 students from other counties	Total numbers are down, but areas represented are up.	Retention: Student Retention	Partially Met

Status Narrative - Fall/Spring

We wanted to expand our recruiting base to at least 2 counties out from Gordon. This would give us an area of 20 counties.

G3 Prepare for the new Middle Grades Major that will be approved in the future

Objectives

O1 Have all coursework and programin finished for the new major

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (3)

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available to each, and build a mutual respect for the benefits each brings to the partnership.

New Resources Required Amount

None $

Measures

| M1 | All courses are finished and have been approved by APC and the Faculty Senate |

Action Items

Finish work with APC on coursework for the Middle Grades Major

Target

Complet all work

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
Summer 2015	All work on the degree is finished except for the accreditation visit in November of 2016	All program materials are ready to go as soon as we receive word that the PSC (State) accepts our program. Accreditation visit was a success and Approval for the major was granted.	Student Test Scores / Performance: Improved Performance	Met

Status Narrative - Fall/Spring

Program is finished except for the PSC visit in November of 2016

O2   Prepare to host a visit by the PSC for the purposes of accreditation of the new program. Also continued accreditation for all of the secondary programs

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (2)

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New Resources Required Amount

here will ba a cost incurred for the PSC

Accreditation visit in November of 2015. Four site

visitors for three days and all expenses. $3000

Measures

M1   Both sites are complete and functional

Action Items

Have all websites and data completed. Tis includes the website www.gordonstate.edu/sec as well

as the D2L page that will house all of the assessment data for the School of Education

Target

Complete work

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
Summer 2015	All preparatory work was completed during summer 2015 and we are waiting on the PSC visit only.	All materials are complete. PSC had very few questions for our program.	Assessment: Developing baseline data	Met

Status Narrative - Fall/Spring

All early work and even off-site work with the PSC is finished. Only the PSC visit to campus remains.

O3 **Prepare new brochures and catalogue copy for the new program**

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (2)

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New Resources Required Amount

	$

Measures

M1 Have copy completed and ready for the public

Action Items

Work with Institutional Advancement on the brochures for the new program

Target

Complete work

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
Summer 2015	Completed	Brochures are finished	Non-Academic: Admissions, Recruitment	Met

Status Narrative - Fall/Spring

Copy is published

G4 Explore the possibilities of a new bacaalaureate program in Physical Educationand Health with a strength in Public Health

Objectives

O1 Create a new major for Gordon State Students in the area of PE and Health with an emphasis on Public Health

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (3)

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New Resources Required Amount

| | $ |

Measures

M1 At least 40 responses of students that indicate there is interest in a major in PE and Health at Gordon State.

Action Items

Survey all classes of PHED 1001 and 1010 in the fall of 2014 and the spring of 2016 to see if there is any interest in a program of Public Health

Target

Students that would remain at Gordon State College with the intention of majoring in PE and Health with an emphasis in Public Health.

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
40+	Not started	Not started	Curricular Change: Curricular change to a degree program (added a course or other requirement, changed sequence or courses).	Not Reported this Cycle

Status Narrative - Fall/Spring

Not started

School of Nursing and Health Sciences Annual Plan 2015-2016

The purpose is to develop an annual plan that supports the strategic priorities, vision, mission, and core values of the College

Goals

G1 To enhance nursing student's exposure to skills and experiences required in today's healthcare enviroment.

Objectives

O1 To increase student exposure to quality simulation experiences that promote skill development and critical thinking/clinical judgment.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (3)

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New Resources Required Amount

New scenarios - $5000 vSim Med Surg -

$99/student (2 year access) vSimOB -

$99/student (1 year access) vSimPeds -

$99/student (1) $5297

Measures

M1 Simulation experiences reflect coordination between faculty Students will complete an evaluation of each simulation. Clinical faculty will report increased ability to translate theory to practice.

Action Items

Simulation experiences each semester will revolve around level of student, skill development needed, and progressive scenarios that help the student build clinical judgment.

Target

simulation experiences meet the skill level and clinical needs of the student

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
100%	Ongoing			Nothing Entered

Status Narrative - Fall/Spring

Scenarios have been developed for the first three semesters of the revised nursing curriculum. The complexity and expectations of the student in each of the scenarios increases in each subsequent semester simulation. The same "patient" is used, but the problems the students face in the scenario become more challenging. The skill level and clinical needs of the student are included in the development of the scenario. Several scenarios were run for the first time this semester, and they will be tweaked based on faculty and student feedback. Spring 2016 - The scenarios from Fall have been revised based on the feedback from both students and faculty. Two new scenarios have been developed for NURS 1911 and three for NURS 2910. For the pediatric lab, one new scenario has been developed and two more revised. The students overwhelmingly agree that the simulation experience provides them with an opportunity to practice their clinical and critical thinking skills in a safe environment.

Target

students will report that the simulations were helpful in developing their clinical skills/judgment

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
85%	Ongoing			Nothing Entered

Status Narrative - Fall/Spring

Students will report on simulations at the end of the semester. Anecdotal data demonstrates that this is occurring. Spring 2016 - 74% strongly agreed that they correctly identified their patient before all procedures; 78% strongly agreed that they maintained safety throughout the simulation; 92.8% strongly agreed that they identified normal versus abnormal vital signs in their simulated patients; 83% strong agreed that they were able to complete the physical assessment with minimal input from the faculty; 75% strongly agreed that they were able to do various skills during the simulation; 88%

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
	strongly agreed that they demonstrated collaboration, teamwork, and professionalism during the simulation; 75% strongly agreed that they used the nursing process during the simulation. Comments related to critical thinking/judgment: Gave more experience and opportunity to apply classroom knowledge and critical thinking skills than any weekly clinical does; the progressive decline in the patient forces/encourages us to think of more interventions; challenges us.			

Target

clinical faculty will report progression in students applying theory to practice throughout the semester

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
80%	Ongoing			Nothing Entered

Status Narrative - Fall/Spring

Clinical faculty are currently completing clinical evaluations. Spring 2016 - The full-time and part-time faculty report an increase in the student's preparation for the clinical experiences.

O2 To provide a simulation environment conducive to student learning

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (4)

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Gordon State College Mission and Strategic Plan - 2013 to 2018: 5 - Efficiency, Accountability, and Sustainability Gordon State College is committed to providing a welcoming atmosphere that attracts a diverse community and engages through academics and culture. In a dynamic economic atmosphere, Gordon State College must constantly strive to improve operational efficiencies, ensure a commitment to performance and accountability, and advance our financial and resource sustainability, in order to achieve these goals.

New Resources Required Amount

Partition to separate two rooms in the adult lab

$1700 Training for coordinator - $5000 Faculty

training $3000 Manikin warranty - $9300 $19000

Measures

M1   Simulation labs are updated with current equipment/materials to promote learning Simulation coordinator obtains a certificate in simulation Additional faculty are trained is using the equipment and developing

scenarios

Action Items

Make upgrades in the simulation labs to better reflect the changing healthcare environment

Target

students will indicate on an end of program evaluation that simulation experiences were realistic and that the labs were up to date

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
95%	Ongoing			Nothing Entered

Status Narrative - Fall/Spring

No feedback has been received as yet - we will get feedback at the end of the semester Spring 2016 - 60% strongly agreed that the experience prepared them for some aspect of clinical experiences. Three students commented on how real life the simulation experience was. The post conference encouraged critical thinking. The simulation was also good for peer learning.

Target

new scenarios will be developed, implemented, and evaluated by the end of Spring 2016 with assistance from simulation coordinator

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
At least 4	Ongoing			Nothing Entered

Status Narrative - Fall/Spring

Four scenarios have been developed and implemented. These will be

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
	tweaked as faculty and student feedback is received. Spring 2016 - The scenarios from Fall have been revised based on the feedback from both students and faculty. Two new scenarios have been developed for NURS 1911 and three for NURS 2910. For the pediatric lab, one new scenario has been developed and two more revised.			

O3   To provide opportunities to establish and augment documentation skills in student

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (4)

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New Resources Required Amount

Docucare for 1 year is $99.95 per student - cost

will depend on # of students in the program. $

Measures

| M1 | **Students in clinical courses in the ASN program will document using electronic sharting and use the program for completing care mapping** |

Action Items

Students each semester will be able to utilize electronic documentation in simulation labs and care planning

Target

students will use electronic charting in the simulation lab and clinical experiences for documentation and for care mapping

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
100%	Met			Nothing Entered

Status Narrative - Fall/Spring

100% of the nursing students are using electronic charting either through the use of DocuCare in the first three semesters or the electronic charting

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
	system at the facility where they precept in the fourth semester. Spring 2016 - The electronic medical record was used in the simulation for three of the simulation experiences. The simulation for NURS 1910 was cancelled for the Fall due to illness of the faculty member. The electronic medical record was used by these students for documenting the care they provided in the long term facility they were assigned.			

G2 To prepare HSIA program and students for clinical practicum and certification.

Objectives

O1 To provide a seamless progression through the program with available space and faculty.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (3)

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New Resources Required Amount

ecertification training for 2 faculty and for faculty

development $10000

Measures

M1 **Students will complete the 2 years in the major in a timely fashion with courses offered in a manner where this is possible Faculty will meet accreditation standards for development and training**

Action Items

Cohort admission starting Spring 2015 Scrutinize curriculum for appropriate pre-requisites to courses and for admission criteria Maintain currency on CAHIIM requirements for accreditation and certification

Target

students who enter the program in a cohort will complete in the 2 year time frame

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
65%	Ongoing			Nothing Entered

Status Narrative - Fall/Spring

There is still a problem with students being in multiple levels in the HSIA program because of the way prerequisites are structured. Also students are able to take some courses designated for the program before they are admitted to the program. This needs to be worked out, and the program is currently working on making a standard progression of classes. Spring 2016 - The last of the students who were admitted to this program prior to the cohort development will be graduating in the Summer and Fall semesters of 2016. The first cohort admitted had so many courses completed before admission, they should be graduating in the Fall (completion in 1 year). Once the students in the Fall graduate, it will be easier to designate specific courses to be offered each semester.

Target

faculty will maintain certification and meet training requirements of the accreditation body

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
100%	Met			Nothing Entered

Status Narrative - Fall/Spring

Both faculty have attended conferences designated to help them meet certification and training needs. Spring 2016 - this was met in the Fall

O2 To provide access to electronic and paper sources to further knowledge and skills to enable students to gain employment and to successfully pass certification exams

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (3)

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New Resources Required Amount

virtual lab access for 1 year and paper medical

records $9100

Measures

M1 Students will have access to the materials in the labs and

in the classroom

Action Items

Continue Virtual Lab access for students Purchase paper medical records for practice in labs and in class

Target

students will have access to these materials

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
100%	Met			Nothing Entered

Status Narrative - Fall/Spring

Students have access to the Virtual Lab and to paper medical records. The representative for the medical records did not respond to the request, but example medical records were obtained for use in the classroom. Spring 2016 - These materials are used in 6 of the HIM courses.

Target

students will rate these materials as satisfactory or higher on a course survey

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
90%	Ongoing			Nothing Entered

Status Narrative - Fall/Spring

Students will evaluate courses/materials at the end of the semester Spring 2016 - Students report satisfaction with these materials used in the courses.

G3 To expand access to and applicants for programs in the School of Nursing and Health Sciences

Objectives

O1 To continue to implement revisions in the ASN curriculum

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (3)

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these goals.

New Resources Required Amount

	$

Measures

M1 By the end of Fall 2015, 100% of courses in revised curriculum will be fully developed 2 cohorts of students in the new curriculum - Spring 16 and Fall 16 will be evaluated against established criteria

Action Items

Admit 3rd cohort to ASN revised courses in Fall 2015 Develop and implement evaluation criteria to determine impact a change in curriculum has on the ASN program

Target

implementation of revised ASN curriculum by Spring 16

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
100%	Met			Nothing Entered

Status Narrative - Fall/Spring

The first three semesters have been implemented. The last semester to be implemented in Spring 2016. The first two semesters have been tweaked based on faculty and student input. There are ongoing meetings of the Curriculum Committee evaluating how these courses are progressing and looking for any changes that need to be made. Spring 2016 - This is the last semester of implementation for the revised curriculum. This goal has been met. The faculty will evaluate the new curriculum again at the end of the semester to identify any need for further changes.

Target

decline in ACEN established program outcomes between students in old ASN curriculum and revised curriculum in the initial cohort

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
Less than 5%	Ongoing			Nothing Entered

Status Narrative - Fall/Spring

This information is not available at this time. The first cohort will not graduate until Spring 2016. Spring 2016 - an indicator of this will be the NCLEX-RN first time passage rate after graduation.

O2 To receive initial accrediation from Commission on Accreditation on Health Information and Informatic Management (CAHIIM)

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (3)

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New Resources Required Amount

CAHIIM Site Visit Processing Fee - $8,000 Site

Visit Team Expenses - ~$1,500 $9500

Measures

M1 Self-study submitted and site visit planned/performed for initial accreditation

Action Items

Once approval given for application process, develop self-study materials for submission to CAHIIM and prepare for initial visit by agency

Target

self-study will be completed and submitted

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
100% by Fall 2015	Ongoing			Nothing Entered

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status

Status Narrative - Fall/Spring

The application for accreditation status from CAHIIM was submitted but was put on hold by the accreditation body until a program name change could be initiated through the USG. Approval for the name change was received in November 2015, and the program has 45 days to resubmit the completed application indicating that all standards by the commission are included in the program. Spring 2016 - The standards had changed enough before the self-study could be submitted, the self-study is currently being revised to meet the new standards. The plan is to have it in by the end of Spring semester.

Target

Site visit will be scheduled

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
Before Spring 2016	Ongoing			Nothing Entered

Status Narrative - Fall/Spring

This cannot be done until the application is accepted and self-student completed. Spring 2016 - This cannot be done until self-study in to accreditation body and approved to schedule site visit received.

O3   ## To develop and get approval for prelicensure BSN

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (3)

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New Resources Required Amount

$1000 application fee to Georgia Board of

Nursing; preparation of documents - $1500

$2500

Measures

M1   Program ready for implementation for Fall 2016

Action Items

a) Prospectus developed and approved by USG by Fall 2015; b) Application for development of program and full approval to begin program received from Georgia Board of Nursing in Spring 2016; d) Substantive report developed and submitted to ACEN in Spring 2016

Target

time-line maintained and program started in Fall 2016

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
100%	ongoing			Nothing Entered

Status Narrative - Fall/Spring

Received approval for program from USG Board of Regents in May 2015. Letter of Intent submitted to the Board of Nursing in November 2015. Awaiting approval by Board of Nursing. Currently working on substantive report due to ACEN in Feb 2016. Spring 2016 - Letter of intent submitted to BON in November. Still awaiting approval from BON - several revisions have been completed and submitted to original letter of intent. No feedback has been received from last revision. Substantive report cannot be submitted to ACEN until approval given by GBON.

O4 To increase recruitment efforts for RN-BSN program, HSIA program, and prelicensure nursing program

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (4)

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New Resources Required Amount

recruitment materials	$500

Measures

M1 **Increased access to clinical/practicum sites for HSIA program; develop community clinical sites for generic BSN in addition to those used in RN-BSN program Increased qualified applications to programs**

Action Items

Provide time and funding for coordinators of programs to increase recruitment efforts for both clinical sites and potential students

Target

practicum students will be placed at clinical sites appropriate for their training

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
100%	Ongoing			Nothing Entered

Status Narrative - Fall/Spring

This is being done. Both RN-BSN and HSIA coordinators are actively seeking practicum sites and maintaining current sites that have proven to be good sites for the students. Spring 2016 - Some issues with practicum sites in the Fall. Continue to actively seek additional practicum sites.

Target

qualified applications to HSIA, RN-BSN programs

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
increase by 2.5%	Ongoing			Nothing Entered

Status Narrative - Fall/Spring

Applications to HSIA are due in November for Spring admission - there were several very qualified applicants. Applicants were on par with those from last November. However, several of these applicants came to Gordon State specifically to be admitted to this program, which is a change from the last few years. RN-BSN applications are due in March for the summer admission. Spring 2016 - HIM (formerly HSIA) had more qualified applicants for the Spring admission - this program admitted 20 students. RN-BSN applications are being received until the end of March.

O5 To maintain accreditation through Accreditation Commission for Education in Nursing (ACEN) and approval from the Georgia Board of Nursing (GBON) for RN-BSN program

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (4)

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Gordon State College Mission and Strategic Plan - 2013 to 2018: 2 - A Diverse Academic Environment Gordon State College will advance the academic work of the College and the resources that support it. The synthesis of the intellectual, cultural and material resources of the campus community will support the development of effective habits of mind for all participants. The College will support the physical, technological and pedagogical resources needed to achieve this goal. This focuses resources and energies on the core educational mission of the College, and promotes the ongoing development of all of the College's stakeholders through strategic allocation of resources.

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New Resources Required Amount

$1000 application fee to ACEN; materials for

self-study - $500; site visit fee - $835/visitor =

$2505 plus accommodations - $2000; GBON

approximately $3000 $9005

Measures

M1   **Continued accreditation and GBON approval received by end of Spring 2016**

Action Items

a) Application for site visit for continued approval from ACEN submitted by March, 2015; b) Self-study completed and submitted to ACEN by December 2015; c) Site visit Spring 2016; d) Timeline established for Self-study submission and site visit by GBON

Target

timeline maintained and full approval by GBON and continued accreditation with ACEN received by end of Spring 2016

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
100%	ongoing			Nothing Entered

Status Narrative - Fall/Spring

Application for the visit was submitted to ACEN on time. The site visit is scheduled for Jan 25-27, 2016. The faculty are currently completing the self-study with plans to submit by 10 December. Spring 2016 - Site visitors from ACEN evaluated the RN-BSN program January 25-27. Unofficial results is continuing accreditation with conditions. Official notification will not be received until September.

Student Activities Annual Plan 2015-2016

The purpose is to develop an annual plan that supports the strategic priorities, vision, mission, and core values of the College

Student Activities are a part of the cultural pattern of Student Life and activities are designed to complement students' academic pursuits. Student Activities plays a vital role in the area of Student Support Services. Student Activities offers a wide variety of activities in which students are engaged. The Student Activities Program at Gordon State College includes intramural sports, student government, various clubs and organizations, campus publications, theatrical productions, concert series, leisure time activities, and other activities as decided upon by the Campus Activities Board.

Goals

G1 To increase student participation in the Annual Student Activities Survey by 10%.

Objectives

O1 Provide more events that are requested by the majority of the students who take the survey.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (2)

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Sustainability Gordon State College is committed to providing a welcoming atmosphere that attracts a diverse community and engages through academics and culture. In a dynamic economic atmosphere, Gordon State College must constantly strive to improve operational efficiencies, ensure a commitment to performance and accountability, and advance our financial and resource sustainability, in order to achieve these goals.

New Resources Required Amount

$

Measures

M1 **Measurement will simply be the number of students who participate.**

Action Items

Conduct a campus wide student survey on the types of events that are offered. Plan events according to the results of the survey

Target

participation rate in the annual survey that will be administered during the spring semester

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
10%	Fall - Not reported yet, occurs in spring. Spring - In the process of reviewing the survey questions to administer to the students in April 2016.	The office of Student Activities surveyed the students of Gordon State College to see what types of events they wanted to see on campus. The survey was available to the students for 2 weeks. During this period a total of 392 students took part in the survey which is 10..9% of the total student population of 3578 for Spring Semester. Our goal was to obtain results from 10% of the student body, so therefore we met the goal. Next year, we will promote the survey in other avenues than primarily the Activities Email in hopes to reach more students.	Non-Academic: Increased Service Satisfaction	Met

Status Narrative - Fall/Spring

Fall - The Student Activities Survey is Administered to the students in the spring semester.

G2 To input at least 75% of the participating members of Official Clubs on campus into the Razors Edge program.

Objectives

O1	To keep records of students who participated in official clubs on campus

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (2)

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New Resources Required Amount

	$

Measures

M1	Measurement will simply be the number of students who are put into the program.

Action Items

Request a list of members from the club advisors in November of each year. Input the information into the razors edge

Target

club members who want to participate in this record keeping

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
75%	Fall - requested the Club Rosters from the Club Advisors. Spring - Requested Club Rosters for Spring semester 2016.	The Office of Student Activities successfully loaded the club members who wished for their club membership to be possibly be placed on the co-curricular transcript into Razors Edge. This will be an ongoing effort in hopes that these students can contact each other and hold annual reunions later in life as well as use it for the job field.	Retention: Student Retention	Met

Status Narrative - Fall/Spring

G3 To have training for all student workers who work for Student Activities: Recreation, Game Room and Student Assistant.

Objectives

O1 To inform student workers all SARC policies and procedures so they become aware and are able to

assist patrons of the building effectively.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (3)

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New Resources Required Amount

We will need to hire more student workers for the gym in order to cover all necessary areas. $

Measures

M1 Measurement will simply be the number of students who are trained.

Action Items

Once all employees are hired, schedule a one day mandatory training session for all student employees.

Target

students on staff in the SARC will be trained.

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
100%	Fall - held staff training for all SARC workers. Spring - held staff training session on 1/5/16 for all new and returning SARC workers. Held evaluations the week of 2/22 to go over any questions the workers may have had regarding their job duties/expectations.	Student workers in the SARC were more knowledgeable in the area of Activities and the need for them to get our help dramatically decreased. In the fall semester, we had to suspend 10 students for demonstrating non-welcoming behavior in the SARC and in the Spring it was down to only 3 students. This is due to the fact that more of the SARC student employees are doing their jobs and helping with the creation of a safer and fun environment for our SARC Patrons. This will be an ongoing procedure we will take in order to keep the SARC safe for all patrons.	Non-Academic: Increased Service Satisfaction	Met

Status Narrative - Fall/Spring

For the students who worked during the Fall semester, a training was held on August 11th. A follow up staff meeting was conducted on Friday September 4th to go over any questions that SARC workers may have had. SARC stands for the Student Activity and Recreation Center.

Student Success Annual Plan 2015-2016

The purpose is to develop an annual plan that supports the strategic priorities, vision, mission, and core values of the College

Goals

G1 Continue to improve the quality of tutoring in the SSC

Objectives

O1 Apply for and receive CRLA Level 2 certification

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (3)

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New Resources Required Amount

Half-time professional assistant to free Charlie

Coile up for time-consuming application process

$10,650 ; $250 application fee $10900

Measures

| M1 | Completion and submission of application by March 2016 |

Action Items

1) Develop online D2L modules for new Level 2 training topics 2) Complete application for Level 2 certification

Target

Level 2 Certification

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
Fall 2016	Partially met			Partially Met

Status Narrative - Fall/Spring

In progress--application complete but CRLA still not accepting applications. Spring Update--CRLA just opened up for new applications. Application needs to be reviewed and submitted.

O2 Continue use of student surveys to gauge student satisfaction with tutoring services

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (3)

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New Resources Required Amount

| | $ |

Measures

M1 Percentage of respondents who report a satisfactory tutoring experience in SSC

Action Items

1) Refine survey questions 2) Train student assistants in distribution 3) Involve tutors in distribution

Target

Survey results

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
93% satisfaction rate	In progress			Partially Met

Status Narrative - Fall/Spring

Fall--surveys being distributed to tutees and entered into data base. Spring--surveys being distributed and entered. Results will be tabulated at end of Spring semester.

O3 Include more faculty in tutor training

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (3)

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New Resources Required Amount

	$

Measures

M1 Number of faculty who accept invitation

Action Items

Invite faculty as "guest speakers" during bi-weekly face-to-face training sessions, to address special content topics

Target

Faculty presentations

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
4 each semester	Partially Met			Partially Met

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status

Status Narrative - Fall/Spring

Two so far in Fall. None so far in Spring.

G2   Continue to improve the quality of SI instruction

Objectives

O1   Develop at least four online training modules for SI topics not covered in the face-to-face, pre-semester training session

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (3)

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New Resources Required Amount

$

Measures

M1 Percentage of SI Leaders who complete the online training by mid-term

Action Items

1) Choose four topics most suited to online delivery and develop online modules 2) Develop and distribute online training schedule to SI Leaders

Target

Online training

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
90% by midterm	Not Started			Not Met

Status Narrative - Fall/Spring

By end of October, training modules had not been started. By March, still not started due to lack of staffing.

O2 Increase number of SI observations from one per SI Leader to two per SI Leader/semester

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (3)

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New Resources Required Amount

$

Measures

M1 Percentage of new SI Leaders who get observed twice

Action Items

Organize observation system and schedule at beginning of semester to include one pre-midterm and one post-midterm observation

Target

new SI Leaders will be observed twice

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
90%	In progress			Partially Met

Status Narrative - Fall/Spring

One observation so far in Fall 2015. One observation so far in Spring 2016.

O3 **Use SI Post-Course survey to gauge student satisfaction with SI service**

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (3)

Gordon State College Mission and Strategic Plan - 2013 to 2018: 1 - Access with Excellence Gordon

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New Resources Required Amount

$

Measures

M1 Percentage of students who express satisfaction with SI experience

Action Items

1) Distribute SI survey to ALL students who attended at least one SI session 2) Quantify results in spreadsheet

Target

Student satisfaction

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
85%	In progress			Nothing Entered

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status

Status Narrative - Fall/Spring

Surveys to be distributed at end of semester. Surveys not yet tabulated.

G3 Improve quality and scope of SSC advising program, with a focus on intrusive advising

Objectives

O1 Improve and expand Always Alert intrusive advising program

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (3)

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New Resources Required Amount

Continued funding of Success Coach position,

currently $11,600 from Academic Affairs budget

for Mentoring, Success Coaching $11600

Measures

M1 Improved GSC retention rates

Action Items

1) Refine Always Alert program manual to improve faculty faculty understanding and participation 2) Produce 2014-2015 results report to improve faculty understanding and participation 3) Recruit at least two Academic Coaches from each department/school to help with interventions

Target

Increase retention

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
5%	In progress			Not Reported this Cycle

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status

Status Narrative - Fall/Spring

Retention rates not yet known. Do not have two faculty coaches per department in Fall or in Spring.

O2   Expand

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (3)

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New Resources Required Amount

continued funding of Success Coach position,

currently $11,600 from Academic Affairs budget

for Mentoring, Success Coaching $

Measures

| M1 | Expand |

Action Items

1) Coordinate with Tonya Coleman at the beginning of each semester to plan residence hall events 2) Schedule at least five "mobile advising" events per semester

Target

Advise and unlock students

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
60 per semester	In progress			Not Reported this Cycle

Status Narrative - Fall/Spring

Early Registration just now complete--Mobile Advising events being planned. Three mobile advising events in Fall. Three scheduled for Spring.

| G4 | Build Career Services Center through focused initiatives, services and programming targeting the Career Development needs of students. |

Objectives

| O1 | Creation of activites and events on campus that enhance and enrich the professional development skills of students. |

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (5)

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New Resources Required Amount

$1,000 travel budget for students and staff

$1,000 operating supplies budget for copies,

postage, and materials $2000

Measures

M1 Number of students in each camp.

Action Items

Development of annual career camp during the fall and spring term.

Target

Active students

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
30	Not yet.			Partially Met

Status Narrative - Fall/Spring

In Fall, 21 students attended. Spring 2016 not to be held.

M2 Number of organizations that are activately recruiting for our bachelor programs.

Action Items

Conduct spring career fair.

Target

Organizations

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
5	Met			Met

Status Narrative - Fall/Spring

Already have 13 organizations.

M3 Number of students attending off campus career fairs.

Action Items

Take students off site for fall and spring career fairs.

Target

Students

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
40	In progress			Partially Met

Status Narrative - Fall/Spring

Had 28 students for Fall event.

M4 Number of professional development sessions per academic year.

Action Items

Brown Bag Symposium quarterly Professional Development Series.

Target

Sessions

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
2	Met			Met

Status Narrative - Fall/Spring

For Fall, already have 4 PD sessions.

O2   Provide quality Career Advisement services to students.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (5)

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New Resources Required Amount

$1,500 - Annually - CNN Software $18,000 - FT

Administrative Assistant, plus benefits $19500

Measures

M1 Increase inital career advisement points of contact (POC) and follow up advisement POC's

Action Items

Enhance current system to effectively assist students with career exploration and the development of job readiness skills. Purchase CNN Career Management Software.

Target

Increase Advisement

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
30%	In Progress			Partially Met

Status Narrative - Fall/Spring

So far in Fall 2015, have 73; had 93 in 2015-2016.

M2 Trained administrative assistance .

Action Items

Hire full time administrative assistance.

Target

Train assistant to help students with Career Exploration and maintain office functions

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
By Fall 2015	Not funded.			Not Met

Status Narrative - Fall/Spring

Not funded.

O3 Promote services available within Career Services Center internally and externally.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (5)

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New Resources Required Amount

$

Measures

M1 Number of orientation and classroom visits by 30%.

Action Items

Conduct presentations during new student orientation, GFYE Courses and other disciplines as requested.

Target

Increase service

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
30%	In progress			Partially Met

Status Narrative - Fall/Spring

20 classes in Fall 2015 vs. 23 total in 204-2015. Still Spring to go. Spring not yet finished.

M2 Number of community partners to obtain additional resources for students.

Action Items

Promote center in the external community such as local chamber, fire dept, weekend college prospects and GA Association of Colleges and Employers.

Target

New community partnerships

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
4	In progress			Met

Status Narrative - Fall/Spring

Already 8 community partners.

O4 Develop robust internship program.

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (5)

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New Resources Required Amount

	$

Measures

M1 Number of bachelor programs that have formal process in place.

Action Items

Obtain internship opportunities for students.

Target

particpation for all disciplines offering bachelor programs.

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
100%	Complete			Met

Status Narrative - Fall/Spring

100% of Bachelor programs.

M2 Formal process for obtaining information available on CS website.

Action Items

Develop formal process for interns to utilize campus-wide.

Target

Information readily available on GSC CS website in an organized/user-friendly format.

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
Fall 2015	Complete			Met

Status Narrative - Fall/Spring

Process available on CS website.

O5 Develop Volunteer Program to assist with skill building for students

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (5)

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New Resources Required Amount

$

Measures

M1 Implementation of strategic plan for service learning.

Action Items

Partner with GSC Rotaract Club to increase student participation in volunteerism opportunities.

Target

Develop Volunteer Service master Calendar available for student use campus-wide

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
2 projects with 15 students	In progress			Partially Met

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status

Status Narrative - Fall/Spring

Intern currently working on project. Spring Update--rough draft of local opportunities available. Will continue to revise.

M2 Development of service learning projects for students through CS.

Action Items

Develop master volunteer calendar through CS to be used campus wide.

Target

Develop Volunteer Service master Calendar available for student use campus-wide

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
Two projects with 15 students	In progress			Partially Met

Status Narrative - Fall/Spring

Intern currently working on progress.

M2

M3 Promotion of volunteer opportunites to students.

Action Items

Assist with providing volunteer events for students.

Target

Develop Volunteer Service master Calendar available for student use campus-wide

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
2 projects with 15 students	In progress			Partially Met

Status Narrative - Fall/Spring

Intern currently working on project.

G5 Enhance testing center services to meet the needs of the GSC and local community.

Objectives

O1 Increase revenue stream by offering more GACE tests per semester

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (4)

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New Resources Required Amount

$4000 for an hourly professional proctoring

positon because we cannot use students to

proctor GACE --36 GACE tests at 90%

enrollment would yield $20,250 in proctoring

$4000

Measures

M1 1) Staffing sufficient to increased GACE offerings 2) Create advance scchedule

Action Items

1) Set up integrated testing schedule using data from the past year 2) Increase number of GACE tests per semeste

Target

GACE offerings for the Academic Year

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
36	Not met			Not Met

Status Narrative - Fall/Spring

Funding for proctor not obtained. Target will not be pursued.

O2 Survey faculty to gauge satisfaction with ADA testing program

Supported Initiatives

Standards (0)

General Education (0)

Institutional Priorities (0)

Strategic Initiatives (4)

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New Resources Required Amount

$

Measures

M1 Faculty participation in the survey

Action Items

1) Construct online survey 2) Distribute to faculty who used TC's ADA proctoring services

Target

faculty respond

Target	Status Summary - Fall/Spring	End of Year Evidence of Improvement/Closing-the-Loop	Improvement Type	Status
75%	In progress			Not Reported this Cycle

Status Narrative - Fall/Spring

Survey complete but not distributed. Spring update--will be distributed in April.