

Wallace Community College Selma
Strategic Planning Council
Assessment Findings and Recommendation Form

Planning Year: 2016-2017

College Mission: The mission of Wallace Community College Selma is to provide high-quality learning-centered educational opportunities and services through varied instructional-delivery modes that are responsive to individual, community, and state needs.

College Mission Met: ☒ Yes ☐ No

Overall Assessment:

**Goal 1: Promote and provide teaching and learning environments and experiences that encourage the development of knowledge, skills, behaviors, and values for students in order for them to be successful in the workforce or subsequent education.
(Quality teaching/Learning)**

Findings: The committee proposed the following recommendations:

1.1

- 1) SSS-SSS makes sure transfer students are on track with all course work.
- 2) A&R- Use data collected from the graduation survey and the self-evaluation to determine how to better serve the students who come to WCCS with the intent to transfer to a senior institution
- 3) SSS-Use data gathered from Scheduling Form, trip/workshops evaluation, and a self-evaluation to determine how to better serve transfer students of WCCS
- 4) A&R and SSS personnel should establish a percentage for a WCCS transfer rate.
- 5). A&R and SSS personnel should establish a process by which they can track students after they transfer to determine their collegiate performance after they leave the college.
- 6). The College Goals and Strategies Committee recommends the hiring of a Part-time Follow-up Specialist for the tracking of WCCS transfer students.

1.2

1. Employer surveys are recommended to track student's performance in job placement after graduation.
2. Plan site visits to speak with unit managers and obtain onsite evaluations annually.

1.3

1. Revise assessment process to focus more on integrating Gen Ed competencies in both academic and technical courses.
2. Expand and develop a process for disaggregating data to extract performance of graduates on the competencies
3. Streamline the process and reduce the nine original competencies to the following five general education competencies: a) Critical Thinking; b) Communication; c) Ethical Reasoning; d) Computer Literacy; e) Diversity

1.4

1. Implement consistent process for collecting and evaluating data on the above initiatives.
2. Form an assessment task forces to focus on consistently researching/evaluating resources needed to address needs of under-prepared students.
3. Hire a Developmental Education Director to oversee the day-to-day operations of the department. Currently, the course/instructors in the Dev Ed department are being supervised by the two Arts & Science department chairs. However, there is a significant number of incoming freshmen who test into Dev. Ed. courses and the comprehensive resources required to address the needs comprehensive needs of the Dev. Ed. department are significant enough to warrant full-time personnel.
4. Integrate more activities that prepare students for the workforce or small business ownership.

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1.5

1. A recommendation is to work to integrate more General Education Competencies at the course/program level for academic and technical programs.
2. Expand integration of SLO to include more program-level SLOs in technical programs
3. Develop a process to ensure that attention is given to closing the loop and ensuring that the data is being used for program improvement.
4. Expand data evaluation practices to include the disaggregation of data by instructors for better decision-making. Provide a mechanism for each instructor to input SLO data each semester

1.6

1. Expand assessment strategies to include a system for determining the connection, if any, between the students' tutoring session and classroom success.
2. Include additional strategies for collecting qualitative data from the students and instructors to determine the connection between how students perceive their writing ability after visits to the WC and what instructors witness in the classroom environment. Then use this data to give us insight into the effectiveness of the services we offer in the WC and determine the need for additional professional development in tutoring and workshop development.
3. Establish a committee to explore additional options for the next Quality Enhancement Plan initiative.

1.7

Recommendations: No additional recommendations at this time as the program review process was recently updated. Monitor progress of the new process.

1.8

1. Add an online course for LBS101 Introduction for distance education
2. Update printers in Library
3. Update computers in Writing Lab as many of computers are not operational and some are dated
4. Incorporate more writing support resources in the curriculum by collaborating with faculty
5. Adopt another online tutoring services that will provided expanded disciplines and extended hours in availability of tutoring services
6. Provide professional development for faculty and students on how to access and leverage online tutoring services to support student learning
7. Develop additional methods to assess the effectiveness of online tutoring services
8. Develop master schedule for I.T. to evaluate and update hardware/software in campus computer labs and technology such as smartboards, projectors etc. in campus classrooms to ensure all equip is current and operational
9. Provide professional development to ensure that faculty are aware specific learning support resources the College provides to support teaching and learning in their specific areas
10. Develop a committee to review and evaluate the College's learning resources for ADA compliance and accessibility
11. Purchase new computers for the A & P Biology lab
12. Develop Student Success Center that focus on providing wrap around support services and learning resources to specifically support the needs of academically underprepared students

1.9

1. Establish a Program Development Committee to assess and evaluate local campus, community, regional and state needs to determine if, when, and what new programs should be considered for offering at the college.
2. Program Development Committee should consist of the following: Chaired by Dean of Instruction, Department Chairs, Dean of Business, Financial Aid Director, Director of Admissions & Enrollment, Institutional Effectiveness Director, ELearning Director, and SACS Liaison, Director of Library Services, Director of Information Technology, Chair of the Curriculum Committee, and Lead Instructors in various disciplines across the College.

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1.10

1. Hire an Instructional Design Coordinator to work with faculty to develop and incorporate learning strategies in their instructional platform that are specifically designed to support the needs of the learner and to help students to succeed in the overall learning process.
2. Additional peer-to-peer evaluation of instruction (traditional and online) and include more of the Learning Centered Concepts principles in evaluative tools (surveys, faculty evaluations, etc.
3. Develop faculty survey for Writing Center to evaluate how faculty perceive the impact the center services on student performance in the course
4. Incorporate evaluation questions on the end-of-semester instructor survey about the LMS (Canvas)
5. SmarThinking /Online Tutoring: 1) Recommend separate student evaluations that focus only on the online tutoring resource. 2) Recommend that faculty evaluate the quality of services offered in the tutoring resource
6. Student Coaching Services: An electronic version of the student survey will be administered starting Summer 2017; Recommend the addition of a Faculty Survey; Recommend the addition of student focus group sessions.

Recommendations:

The Strategic Planning Council agreed with most of the recommendations made by the Quality Teaching/Learning Subcommittee with the following suggestions:

- On strategy 1.3, the Council recommends that the word graduates be changed to students so that it reads: Identify college-level general education competencies and measure the extent to which students have attained them.
- On strategy 1.6, the Council recommends that the strategy be reworded to read: Develop a Quality Enhancement Plan based on institutional assessment, focuses on specific learning outcomes and supports the mission of the College.

Goal 2: Provide and promote accessible, affordable quality education and training. (Access)

Findings: 2.1

1. Continue to promote Early College and Dual Enrollment opportunities with each school system in the College's service area.
2. Continue to seek additional funding for Academic Dual Enrollment and Early College programs as well as Technical Dual Enrollment
3. Ensure the full use of the Canvas LMS in all modes of instructional delivery to include: All On-Campus Classes day, night and non-credit classes.

2.2

No recommendations

2.3

1. A more diligent role in promoting Best Robotics through additional financial and human resources capital and increase the number of schools registering Community involvement.
2. Communicate with other TRIO programs to learn about additional best practices.
3. Create focus groups to get more qualitative data from our students.

2.4

1. Signed copies of the Dual Enrollment contracts should be located in the President's office.
2. The College will comply with all state policies governing the review and signing of Dual Enrollment agreements.
3. The Technical Department will continue to seek Apprenticeship, Internships, Co-Ops and other agreements for technical students with business and industry.
4. Work with the Director of Admissions to ensure that all Orientation instructors require students to complete a STARS articulation agreement.

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2.5

Recommendations: None

2.6

The committee proposed a change to the ADA form to provide an option for an instructor to indicate that a student has refused services and what services were provided for the student. A student follow-up form needs to be created to ensure that accommodations are being made. The department chairs need to meet with the ADA coordinator to go over the process.

2.7

1. Department Chairs will meet at least twice per year to evaluate the need to implement new instructional programs.
2. The Director of Workforce Development will periodically submit recommendations for new instructional programs based on recommendations from Business and Industries and relevant data.
3. Grant opportunities and business and industry partnerships will be developed to create new instructional programs by Program Directors and the Director of Workforce Development and Faculty and Staff to assist with the implementation of new instructional programs.

Recommendations:

The Strategic Planning Council agreed with most of the recommendations made by the Access Subcommittee with the following suggestions/comments:

- On Strategy 2.7, Ms. Rosa Spencer recommended that a checklist be created to ensure that all ADA equipment is working properly. This can be added to Maintenance's checklist. Dr Griffin recommended that we bring in an ADA expert to take over the ADA responsibilities. The Council also recommends that a report be compiled of annual reviews to ensure that the College is ADA compliant.
- On Strategy 2.2, Dr. Griffin suggested that the College continues to seek additional funding to help students be able to afford dual enrollment for academic and technical programs. Youth WIOA is a funding option.
- On Strategy 2.4, the Council needs clarity on the Access Subcommittees 2nd recommendation. Does the Subcommittee mean that the College will comply with state policies in regards to reviews or just reviews for annual contracts? Also, to ensure that all students complete a STARS articulation agreement, the Council advises that be done at the orientation done before school begins. By doing so, the College will also capture the students who are enrolled to receive a certificate instead of a degree.
- On Strategy 2.6, the Council recommends the strategy be revised to read: Provide appropriate educational and support services to students with disabilities. Mr. Gourdine proposed the purchase of Quality Matters for e-learning instruction to ensure ADA compliance and Evacuation Chairs for all multistory buildings. There will be one chair in each multi-story building. These chairs will help handicapped students safely descend the stairs in case of an emergency. The cost of one chair is \$694. The committee approved this proposal.
- On Strategy 2.7, the Council feels that this strategy is a duplication and needs to be deleted.

Goal 3: Expand the development of educational and administrative technology that enhance student learning and improve college management processes and functions. (Technology)

Findings: The Technology Subcommittee proposed the following recommendations:

(3.1) No recommendations.

(3.2) Work with Perkins Budget Administrator in planning technical program computer equipment, set the campus computer/technology replacement standard to four (4) years, and update the Technology Resources Usage Policy.

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(3.3) When the Apple Swift Programming team arrives on June 22nd conduct a tour of the AVC with the ASP team to assess the feasibility of locating the Apple Swift Programming program the AVC. Work with various WCCS technical programs to repurpose existing equipment that will not be utilized by the Apple Swift Programming Initiative. Work with campus police to identify suitable clients to use the Use of Force Laboratory in the Library/Gym and evaluate the existing equipment's functionality. Identify and repair existing equipment that would be beneficial to ASP and college initiatives.

Recommendations:

- (3.2) The Council recommends that an inventory list be utilized and that it include the year the technology was purchased, the funding source, the date of replacement, and the source of funding for the replacement. In addition, the Council recommends that a functioning inventory list be sent out to Department chairs by IT each year to determine what equipment is still functioning and what equipment needs repairs.
- (3.3) the Council agrees that useable equipment from AVC should be transferred to the various technical departments if it can be used there. The Council does not agree with an evaluation to determine existing equipment's feasibility because the equipment is too outdated.

Goal 4: Provide high quality workforce development programs that meet the demands of local employers and enhance the economic development efforts of the state and the region. (Workforce and economic development)

Findings: The committee finds that the College does an adequate job of providing Workforce Development programs. However, a full-time Director of Workforce Development is needed to improve efforts to provide high quality workforce development programs that are responsive to the needs of local employers. Workforce and Economic Development Subcommittee proposed the following recommendations:

Strategy 4.1

Recommendations: For the College to hire a full time Workforce Development Director. In July of 2017, a full time Workforce Development Director was hired to address to deliver customized training programs responsive to workforce development needs in the region. The Workforce Development Director also works with internships and apprenticeships.

Strategy 4.2

Recommendations: None

Strategy 4.3

Recommendations: Continue to work with the Technical Director and Director of Workforce Development to create new training programs. Add IC3 certification in CIS 130.

Strategy 4.4

Recommendations: Continue working with newly hired Workforce Development Director to plan and coordinate activities in this area. The College has provided CPR training for Renosal and Hanil E-Hwa, Excel training for Bush Hog, and basic Microsoft Office training for a local industry.

Strategy 4.5

Recommendations: None

Recommendations:

The Strategic Planning Council agrees with most of the recommendations made by the Workforce and Economic Development Subcommittee with the following suggestions:

- On strategy 4.2, the Council recommends that the strategy be reworded to include what's going on now (ex: the Apple program) instead of referring to an area the College no longer utilizes (the AVC center). The Apple program may repurpose the AVC center in the future.
- On strategy 4.3, the Council recommends that the committee collaborate with Dr. Tracey Shannon and Mrs. Lula Snowden to develop non-credit nursing courses.
- On strategy 4.4, Mrs. Jacqueline Smith suggested that our new Workforce Development Director, Mrs. Kristi Bain, attend a Mainstreet Selma meeting to become more acclimated to area businesses.

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- On strategy 4.5, the Council suggests that the Committee work with Dr. Tracey Shannon and collaborate with Vaughn Regional Medical Center to hire our nursing assistant (PCT) students.

Goal 5: Provide staff development and training opportunities that encourage faculty and staff to become more proficient in the delivery of student services, instructional services, and operational services. (Professional Development)

Findings: The committee finds that the College has met Goal 5. The Professional Development Subcommittee proposed the following recommendations:

Remove the word “staff” from College Goal 5 so that it reads, “Provide development and training opportunities that encourage faculty and staff to become more proficient in the delivery of student services, instructional services, and operational services”.

Strategy 5.1

To ensure compliance with SACS CS 3.7.3, the College should develop and adopt a professional development calendar that offers a variety of PD offerings for both full-time and part-time faculty & staff. The college should ensure a variety of presentation renderings to include onsite and use of Webex to provide accessibility to part-time faculty and staff. All college personnel should be required to participate in a minimum of 20 hours of PD training annually excluding the fall ORI. Faculty and staff should submit the professional development profile form during their college evaluation period and any PD needs identified during the annual assessment process should be added to the calendar. Supervisors should submit a copy of the PD profile to the office of IE.

The cost of Cisco Webex is 468.00

Strategy 5.2

Department chairs should ensure that all courses are web enhanced

Add the following technology trainings to the Professional development calendar.

- 365 TRAINING
- Banner training
- Additional Canvas training
- Excel training
- Additional SPLO training
- Mobile apps
- On-line Self help

Strategy 5.3

The college should employ a presenter for professional Development once every fall and spring semester. All college personnel should be required to participate in a minimum of 20 hours of PD training annually excluding the fall ORI. The professional development profile form should be submitted by faculty & staff during their college evaluation period and any PD needs identified during the annual assessment process should be added to the calendar. Supervisors should submit a copy of the PD profile to the office of IE. 20 contact hours of Professional development in teaching/learning pertinent to post-secondary education should be a requirement of adjunct contracts and should be monitored by the Department chair. Approximate Cost of presenters: 10,000.00.

Recommendations:

The Strategic Planning Council agreed with the recommendations made by the Professional Development Subcommittee with the following suggestions/comments:

- The Council feels that strategy 5.2 is more of a technology strategy, and should be moved under Goal 3—Technology.
- On strategy 5.3, the Council recommends developing a course shell or Webex to record the presentations for new hires so that they can access the information that has been presented.

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Goal 6: Promote student success and development through services consistent with student needs, interests and abilities. (Student Focus/Services Success)

Findings: The committee finds that the College has met Goal 6. The Student Focus/Services Success Subcommittee proposed the following recommendations:

Strategy 6.1 and 6.2

1. It was recommended that the college hire a job placement officer that focuses primarily on job placement.
2. It was recommended that the college make students more aware of Veteran Services to increase the number of students receiving veteran services. See source of data for information.
3. Implement new strategies to increase the number of responses from students.
4. When changes are made, make sure that students are aware that changes have been made as a result of their feedback.

Strategy 6.3 and 6.5

1. Track retention data for each program
2. Track retention data (Fall to Fall and Fall to Spring)
3. Increase the number of students receiving coaching
4. Provide additional workshops with faculty and staff as it relates to ADA accommodations.

Strategy 6.4

Develop a process for tracking and identifying students who have transferred to senior institutions. Transfer data will be tracked in Student Clearinghouse

Recommendations:

- The Strategic Planning Council agreed with the recommendations made by the Student Focus/Services Success Subcommittee.

Goal 7: Provide access to programs and services that strengthen the educational, social and economic life of the diverse community served by the College. (Diversity)

Findings: The committee finds that the College has met Goal 7. The Diversity Committee proposed the following recommendations:

- (7.1): Provide more ESL services, bring back Holocaust Week Observance, International Student Day, Culture Day, and a College calendar;
- (7.2): Look at the socio-economic demographic of our students when looking at fees for books, have department chairs consider ways of reducing costs for books, and do a better job counseling students on the importance of preserving their financial aid during the orientation process; and
- (7.3): Fill writing lab coordinator with ESL certified individual,
Come up with methods to determine if students would benefit from a reading lab, SSS, coaching. Increase hours for Smart Thinking, use free version of Survey Monkey to conduct survey for Diversity Committee; create a link in Canvas to surveys; determine how both GED and Ready to Work can benefit transitional (developmental); and the Student Success Center, when ready, needs to play a major role in determining whether transitional (developmental) students are ready for college-level courses.

Recommendations:

- (7.1) The Council reviewed the committee's recommendations. Ms. Snowden stated that Adult Education would start providing ESL services in November. The council agreed with all other recommendations made by the committee under strategy 7.1. Dean Griffin stated that A College calendar is currently in development by student services and would be available for the fall semester.
- (7.2) The Council proposed that department chairs and directors work together to make the cost of books and supplies required more affordable for students in their programs. Mrs. Veronica Brown will add this as part of faculty development.
- (7.3) The Council agreed to filling in the writing lab coordinator position with an ESL certified person, and all other recommendations made by the committee with the exception of changing the increasing

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of hours for Smart Thinking because it will no longer be used. The college will need to increase the number of hours for Brainfuse.

**Goal 8: Provide educational opportunities that support a culture of lifelong learning.
(Community Development and Lifelong Learning)**

Findings: The committee finds that the College has met Goal 8. The committee proposed the following recommendations:

(8.1): There is a need to increase faculty/staff involvement and awareness of these opportunities; there is also a need to increase the campus participation in these events. There is a need to increase the advertisement of the opportunities; post events on marquee to be certain that students and the community are aware of these events; and no cost necessary for the recommendations.

(8.2) Provide more opportunities for lifelong learning opportunities online and/or outside of Dallas County, Provide lifelong learning opportunities that focus on Seniors such as a reading club, quilting, health management, and basic technology skills. Provide courses for special needs individuals; provide continuous educational opportunities for those who need to renew licenses or who need OSHA training; and provide entrepreneur and computer coding camps for youths.

(8.3) Update the language of the strategy to “Partner with the Alabama Community College System and local agencies in the service area of the College in offering adult education classes.” Create more career pathways opportunities via short-term skills training and create pre-bridge programs through contextualized instruction. Collaboration with Adult Education with Developmental Studies and Career Technical Programs to assist with the completion rate of the College; increase accessibility of the program by developing the online services in Adult Education; provide a recruiter for all areas of the College to inform the public about the programs available at the College; and increase the number of partnerships. The expected costs include faculty/staff salaries and benefits, books, tools, and certification vouchers.

(8.4) Train faculty/staff on the value of service learning, and increase the service learning opportunities that are integrated in the curriculum. The estimated costs include training of faculty/staff.

Recommendations:

- The council agreed with all of the recommendations made by the committee. Where the recommendations will be implemented needs to be identified.

Goal 9: Expand and enhance the image and reputation of the College through ongoing public and communication effort. (Public Relations)

Findings: : The committee finds that the College has met Goal 9. The committee proposed the following recommendations:

(9.1): The College has effectively implemented this strategy, however, the objective stated is more in line with Strategic Goal Four—Workforce and Economic Development. It is recommended that this strategy be moved for better overall configuration.

(9.2) The College has a robust presence in the community; however, many of the events need more media exposure. It is recommended that the College increase its external promotional efforts for campus-based activities.

(9.3) It is recommended that the College should interact with stakeholders using social media. Tell the story of the College through the words, actions, and examples of successful students and graduates in annual publications such as the President’s Report and the Student Highlights Newsletter.

The College should explore options to increase and improve communication with prospective students and applicants, utilizing a more HTML friendly template designed for email that is uniform and more professional looking. Facebook and emails will inform stakeholders of college events, testing options, incomplete applications, and next steps after being accepted, jump-start registration information, etc. The results will be used for future planning for revised marketing strategies. The College has received a

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proposed Facebook marketing campaign schedule with the cost being justified with an estimated boost in enrollment of 5%. Google analytics will be used to review unique page views to a dedicated wccs.edu page. Return on investment will also be determined by digital campaign impressions, clicks, and click through rates. Estimated costs is between \$3000 and \$5000.

Additional recommendations includes a yearlong publicity program to include a major news release each month that focused on at least one of the key marketing messages that are part of a branding platform.

(9.4) It is recommended that all standing committees have mandatory meeting dates for fall and spring semesters and include student representation when appropriate. Meeting minutes should be shared with the Office of Institutional Effectiveness. In addition, all survey results should continue to be utilized to improve instructional and support services provided by the College.

For course evaluations, it is recommended to make surveys available to all students every semester for each class attempted, and results should be available to instructors in a timely manner to evaluate IEPs and improve services offered. Both of these recommendations are in the process of being implemented spring 2017 per the Office of Institutional Effectiveness.

Lastly, the committee feels this strategy should not be included in Strategic Goal Nine—Public Relations. The objectives stated are more in-line with Strategic Goal Ten—Efficiency of Operations. It is recommended that this strategy be moved for better overall configuration.

(9.5) It is recommended that the College establish a method of tracking internal email and phone traffic. Our reporting facilities currently do not support such a feature, but it can be scripted into a daily download and accumulation routine. Activation and training for the 365 chat and web conferencing features along with tracking of their internal use for strategic planning reporting is also recommended.

Recommendations:

- The Council agrees with recommendations on 9.1 and 9.2.
- In the findings for 9.3, the committee stated that the College does not maintain consistency in all college-wide marketing and advertising materials to communicate a consistent message and visual identity. The Council recommends a revision of that statement. Instead of saying, the College is inconsistent; it should state the College needs to implement a marketing plan with a full-time person and budget.
- The Council agrees with recommendations for 9.4.
- Dr. Donitha Griffin made a motion for recommendation 9.5 to be removed. Ms. Rosa Spencer seconded, and the Council approved.

Goal 10: Improve efficient operations of the college. (Efficiency of Operations)

Findings: The committee finds that the College has met Goal 10. The Efficiency of Operations Subcommittee proposed the following recommendations:

Strategy 10.1, 10.2, and 10.4

1. The budget process is very important in fiscal responsibility and stewardship, therefore this mandatory function should be attached to the performance evaluation of all department directors and supervisors. Any Division/Department not submitting a department budget should not receive any new funding and the first departments to have funding reduced, when necessary to balance the overall budget.
2. The budget phase of the SPOL software should be implemented to ensure that budget requests align with departmental needs and are communicated to the Business Office in a timely manner
3. The Better Occupation Outcomes with Simulation Training is ending September 2017. The College should continue to identify and seek new grant funding as well as improve
4. fundraising efforts

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Strategy 10.3

1. The HR department in collaboration with other college departments should develop a standard on-boarding process to ensure that new employees are properly oriented to overall college policies and to the policies and procedures of the different programs and services of the College.
2. Each department should have SOPs (Standard Operating Procedures) for each function in the department. SOPs are systematic instructions that act as guidelines for employee work processes. When employees follow the SOP for a particular job, they produce a product or service that is consistent and predictable.

Strategy 10.5

1. Ensure all campus facilities are ADA compatible

Strategy 10.6

1. Recommendation is to ensure that the Director of Facilities be a standing member of the Facilities Master Plan Committee

Strategy 10.7

1. The College should continue to accelerate the initial approval process of new hire and replacement of full-time positions so that the search committees have adequate time to effectively execute the search and selection process.
2. Human Resources should continue to work and improve the orientation process so that there is an easier transition with one on one advisement with the necessary paperwork, email addresses and ethics training. It is also recommended that the College put in place a new hire orientation and a mentoring program so that the transition will be less stressful.
3. Job Descriptions should be reviewed and revised, as needed, but at least annually. The job description should be reviewed and signed during annual faculty/ staff evaluations.
4. In 2017, a more formal evaluation process should be placed in the faculty/staff handbook and/or formal training offered on the performance evaluation process.
5. The College should evaluate all employees (part-time faculty and staff).
6. Improve employee morale by using Survey Monkey to do a 90-day survey to get feedback after new employee hire.
7. Coaching and development is needed to help one meet expectations to be successful, prior to termination of employment.

Strategy 10.8

1. Operating budget request packages should include instructions and historical information. Funding requests for new initiatives should be identified separately. New personnel positions requested should be supported by a needs analysis worksheet.
2. The budget process should be automated using SPOL Technologies.
3. A formal internal review process should be developed and should be performed quarterly to ensure the accuracy of records, compliance with accounting methods, and soundness are in order to provide confidence in the strength of our financial systems.
4. The Office of Institutional Effectiveness should be included in the budget review process.
5. The departments should be notified if their budget request has been approved, amended, or denied through SPOL budget module.
6. The College should revise the grievance form and use the ACCS form.
7. The College should have a mini-orientation so that student workers will understand what is expected of them in their particular area of hire.
8. Select staff from each department of the college to train to handle software issues within that department. Create 24 hour Technology Support for students, faculty and staff.
9. To schedule Technology Committee meeting dates quarterly. Need to ensure faculty, staff, and student representation.
10. Improve process for inventory of campus equipment (portable electronics) to prevent equipment loss upon retiring or leaving the College.

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11. The College should have a minimum of two fire & safety drills each year.
12. Coordinator of Public Safety should ensure that first aid stations are stocked and cardiac defibrillators are functional.
13. Move the First Aid Room to the New Student Success Center for visibility.

Strategy 10.9

1. Decrease General Education Competencies to five (5) to include; Critical Thinking, Communication, Ethical Reasoning, Computer Information/Literacy and Diversity.
2. Integrate the five (5) general education competencies more broadly across all college curriculums, and link them in SPOL to generate an assessment report. Work with all instructional programs to identify courses and rubrics to measure the General Education Outcomes in a more consistent uniformed manner.
3. Increase the numbers of members to the assessment committee to 20 to decrease committee workload. Revise the Institutional Assessment Rubric to better align with the five (5)-column IEP plan submitted by units.
4. Develop a calendar of recommended meeting dates for subcommittees to prevent conflict in scheduling as members often serve on more than one subcommittee.

Strategy 10.10

1. Combine accreditation for the nursing programs so there is only one accreditation and not separately as ADN and LPN. This will be a cost-savings to the College in terms of expenses related to visits and the annual dues would be halved.
2. The College should begin the planning process in 2018 to review and discuss the requirements of the reaffirmation certificates. A committee of college representatives should attend all SACS-COC training to become knowledgeable of the new principles of accreditation.

Recommendations:

The Strategic Planning Council agrees with most of the recommendations made by the Efficiency of Operations Subcommittee with the following suggestions/comments:

On Strategy 10.7, Ms. Rosa Spencer recommends that the College change the application process from a manual process to an electronic process. Mrs. Jacqueline Smith informed the Council that the College is in the process of getting a software that will make the application process an electronic, automated process.

Dr. Griffin recommends a required six (6) month formal evaluation after initial hire. Mrs. Nawanya Stroud will conduct training on new evaluation forms.

Mrs. Veronica Brown suggests that the College adopt more uniform job descriptions for positions of various staff.

Mrs. Jacqueline Smith informed the Council that job descriptions will be signed by the initial hiree effective September 1, 2017.

On Strategy 10.8, the Council suggests that faculty encourage students to use their student email that is set up for them by the College.

Ms. Rosa Spencer suggests that every building should have the cardiac defibrillators. The Health and Safety committee should look into this suggestion.

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Goal 11: Maintain an ongoing program for the recruitment, retention and graduation of students. (Enrollment Management)

Findings: The committee finds that the College has met Goal 11. The Enrollment Management Subcommittee proposed the following recommendations:

Strategy 11.1 and 11.4

Recommendations: It is recommend that the college employ a college recruiter that focus on recruitment and analyze cultivate prospective student markets

Strategy 11.2

Recommendation: The College will continue to work with the State of Alabama and LEAs within the College's service to provide access and more opportunities for potential and eligible dual enrollment students.

Strategy 11.3

Recommendation: Track data on traditional and non-traditional student enrolled in E-Learning courses

Recommendations:

- The Strategic Planning Council agreed with the recommendations made by the Enrollment Management Subcommittee.


Planning Council Member Signature

7/6/17
Date


Planning Council Member Signature

7-6-17
Date


Planning Council Member Signature

7/6/17
Date


Planning Council Member Signature

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Date


Planning Council Member Signature

7/6/17
Date


Planning Council Member Signature

7/6/2017
Date


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7/6/2017
Date


Planning Council Member Signature

7/6/17
Date

Wallace Community College Selma
Strategic Planning Council
Assessment Findings and Recommendation Form


Planning Council Member Signature

7/6/17
Date


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Date


Planning Council Member Signature

7/6/17
Date


Planning Council Member Signature

7-16-17
Date


Planning Council Member Signature

7-16-17
Date


Planning Council Member Signature

7/18/17
Date

Planning Council Member Signature

Date

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Date