

**Operational Unit Plan: 4-E**  
**Social Science/Business Technology**  
(Revised 2006)

The Social Science/Business Technology Department is committed to helping the college fulfill the following mission:

**Chipola College Mission**

Chipola is a comprehensive public college whose mission is to provide accessible, affordable, quality educational opportunities to the residents of Calhoun, Holmes, Jackson, Liberty and Washington counties and to all others who choose to attend. The college creates a student-oriented atmosphere of educational excellence and maintains an intellectual environment which inspires the full development of each individual's goals, abilities, and interests. Because there is no substitute for quality instruction, the college empowers faculty members to establish and achieve the highest possible standards. The college also promotes a strong working relationship with communities, businesses, state agencies, and other educational institutions.

Chipola provides the following:

- Educational programs which include general and pre-professional classes leading to the Associate in Arts degree for transfer into baccalaureate degree programs;
- Selected baccalaureate degree programs which produce educated and capable professionals;
- Workforce Development programs leading to Associate in Science degrees, Associate in Applied Science degrees, and Certificates of Training to prepare students for careers;
- Continuing Education programs related to professional and personal development; and
- A broad range of enrollment and student services and instructional and administrative support to facilitate student success.

*—Adopted June 15, 2004*

**Statement of Unit Purpose**  
**Social Sciences and Business/Technology**

Purpose: The purpose of the Social Science/Business Technology Department is to provide a quality education in a friendly atmosphere with individual attention to the needs of students. The Department is committed to providing excellent instruction and support in social science and business technology. The Department provides learning opportunities which help the students of Chipola College to obtain the skills and knowledge necessary to pursue their life's work and to become productive members of society.

The Social Science and Business/Technology Department is committed to documenting its effectiveness in achieving the following goals:

	2002-2003	2003-2004	2004-2005	2005-2006	2006-2007
<b>4-E.1 Provide quality teaching Social Science and Business/Technology Dept. at all levels of instruction.</b>					
1. Average GPAs of Chipola College graduates in the State University System. (Source: Articulation Report) Expected Outcome: 2.5 or higher	2.82	2.99	3.04	3.15	
2. Percentage of students who report those Social Science faculties are always or usually “good teachers.” (Source: Annual Student Evaluation Report, by Department—Item 14) Expected Outcome: 90% or more	---	---	57%	97.2	
3. Percentage of students who report those Business faculties are always or usually “good teachers.” (Source: Annual Student Evaluation Report, by Department—Item 14) Expected Outcome: 90% or more	---	---	55%	96.2	
4. Percentage of students earning a grade of C or better in Social Science classes. (Source: Grade Distribution Reports) Expected Outcome: 85% or more	86.9%	--	87%	86%	
5. Percentage of students earning a grade of C or better in Business/Technology classes. (Source: Grade Distribution Reports) Expected Outcome: 80% or more	82.3%	--	81.6%	80.7%	
6. Percentage of graduating students satisfied with teaching at Chipola. (Source: Graduating Student Survey Results) Expected Outcome: 95% or more	100%	97%	98%	100%	
7. Percentage of enrolled students satisfied with teaching in Social Science classes. (Source: Current Student Survey Results) Expected Outcome: 90% or more	97%	97%	96%	Data Not Available	
8. Percentage of enrolled students satisfied with teaching in Business/Technology classes. (Source: Current Student Survey Results) Expected Outcome: 90% or more	92%	95%	94%	Data Not Available	
9. Percentage of Social Science and Business faculty meeting SACS requirements. (Source: Hiring Policies/Human Resources Files) Expected Outcome: 100%	100%	100%	100%	100%	
<b>4-E.2 Schedule classes at times and places to accommodate students from the Chipola College district.</b>					
1. Percentage of enrolled students who report that classes are offered at appropriate times and places. (Source: Current Student Survey) Expected Outcome: 95% or more	---	94%	92%	100%	
2. Number of Social Science courses offered at non-traditional times or in flexible format. (evening, Saturday, early morning, video-taped, on-line, broadcast, other distance learning) (Source: annual class schedule)	8	8	8	15	

	2002-2003	2003-2004	2004-2005	2005-2006	2006-2007
Expected Outcome: 7 or more					
3. Number of Business/Technology courses offered at non-traditional times or in flexible format. (evening, Saturday, early morning, video-taped, on-line, broadcast, other distance learning) (Source: class schedule) Expected Outcome: 20 or more	24	24	27	29	
<b>4-E.3 Accommodate a variety of student abilities and academic backgrounds by offering a wide range of courses from developmental through advanced.</b>					
1. Number of Honors classes in the Social Science and Business/Technology Departments. (Source: Honors Report) Expected Outcome: 4	4	4	4	5	
2. Percentage of entering students placed according to placement test scores. (Source: Enrollment Report) Expected Outcome: 100%	100%	100%	100%	100%	
<b>4-E.4 Offer laboratory and tutorial assistance to students outside the classroom.</b>					
1. Percentage of students indicating that Social Science teachers were always or usually “available for individual help outside of class. (Source: Annual Student Evaluation Report, by Department— Item 9) Expected Outcome: 95% or more	---	---	---	96.3%	
2. Percentage of students indicating that Business and Technology teachers were always or usually “available for individual help outside of class.” (Source: Annual Student Evaluation Report, by Department—Item 9) Expected Outcome: 95% or more	---	---	----	96%	
3. Percentage of Social Science full-time faculty with active websites on which students can access course information. (Source: College website) Expected Outcome: 100%	25%	60%	100%	100%	
4. Percentage of full-time Business/Technology faculty with active websites on which students can access course information. (Source: College website) Expected Outcome: 100%	100%	100%	100%	100%	
<b>4-E.5 Assist with academic advising and course placement to help ensure student success.</b>					
1. Number of students advised by Social Science faculty. (Source: Advising Report by Advisor Number, Annual Summary) Expected Outcome: 50 or more	77 (spg. '03)	---	---	177	
2. Number of students advised by Business/Technology faculty. (Source: Advising Report by Advisor Number, Annual Summary) Expected Outcome:	104 (spg. '03)	---	---	108	
3. Percentage of Social Science and Business/Technology faculty trained in advising, attending annual advising updates, and able to register students on-line. (Source: Department Files, Advising Report by Advisor Number) Expected Outcome: 100%	100%	100%	100%	100%	

	2002-2003	2003-2004	2004-2005	2005-2006	2006-2007
<b>4-E 6. Foster service learning and other Social Science related activities.</b>					
1. Number of students attending the Social Science Film Series (Source: Department files) Expected Outcome: 250 or more	200	315	325	350	
2. Number of students participating in New Friends and other community outreach projects. (Source: Department Files and New Friends Records) Expected Outcome: 150 or more	140	182	155	150	

Underlined below are elements of the “Chipola College Philosophy and Purpose” which relate most directly to the work of the Social Science and Business/Technology

### **Chipola College Philosophy**

Chipola is a comprehensive public community college whose primary purpose is to provide accessible, affordable, quality educational opportunities to the residents of Calhoun, Holmes, Jackson, Liberty and Washington counties and to all other who choose to attend. The college creates a student-oriented atmosphere of educational excellence and maintains an intellectual environment which inspires the full development of each individual’s goals, abilities, and interests. Because there is no substitute for quality instruction, the college empowers faculty members to establish and achieve the highest possible standards. The college also promotes a strong working relationship with communities, businesses, state agencies, and other educational institutions.

--Revised 1996

### **Relationship of the Social Science/Business Technology Department To College Programs**

The Social Science and business/Technology Department assists the college in providing the following programs:

- Educational programs which include general and pre-professional classes leading to the Associate in Arts degree for transfer into baccalaureate degree programs;.
- Workforce development programs leading to the Associate in Science degree to prepare students for jobs in their communities and the Certificate of Training to develop or upgrade career skills;
- A broad range of student services and instructional and administrative support to facilitate student success;

As a result of annual evaluation and assessment, the Social Science and Business/Technology Department intends to implement the following plan of activities to increase its effectiveness. These activities help the college address the strategies in its *2005-06 Annual Plan* and include other activities to increase unit effectiveness during the next year.

**2005-06 Annual Operational Unit Plans of Activities to Increase the Effectiveness  
of the Social Science and Business/Technology Department**

**Vol. III, Operational Unit No. 4E**

**Social Science and Business/Technology Department**

<b>2005-2006 Activities to Increase the Effectiveness of the Social Science and Business/Technology July 1, 2005 -- June 30, 2006</b>	<b>Completed</b>	<b>Comments</b>
1. Continue to expand service learning opportunities for students	Yes	
2. Continue with the supervisory responsibilities of the social science and business department.	Yes	
3. Schedule business and social science department meeting on a PRN (as needed) basis.	Yes	
4. Continue to recruit adjunct faculty to teach in the business and social science department	Yes	1 new adjunct faculty recruited.
5. Establish e-mail accounts for adjunct faculty to increase their accessibility to students.	Yes	
6. Request that adjunct faculty prepare class syllabi prior to the beginning of the fall semester.	Yes	
7. Request input from departmental employees relative to how to increase departmental effectiveness.	Yes	
8. Increase community partnerships	Yes	
9. Have all transcripts and files updated for all faculties.	Yes	
10. Update all syllabi in compliance with new standards.	Yes	
11. Evaluate and update outcome measures for all planning units and revise operation unit plans as required.	Yes	
12. Continue to assist in identifying and collecting instructional and library resource materials to support all programs.	Yes	
13. Continue to recruit and hire adjunct faculty with appropriate credentials.	Yes	
14. Continue to evaluate all faculties through classroom visits.	Yes	
15. Continue to evaluate all faculties through student evaluation.	Yes	
16. Provide grant writing or other assistance with Development and Planning Office as requested.	Yes	
17. Purchase appropriate software and hardware to improve technology.	Yes	
18. Request that all full-time faculties develop web pages and maintain web presence.	Yes	

<p align="center"><b>2005-2006 Activities to Increase the Effectiveness of the Social Science and Business/Technology July 1, 2005 -- June 30, 2006</b></p>	<p align="center"><b>Completed</b></p>	<p align="center"><b>Comments</b></p>
19. Ensure that the department assistants are trained to assist faculty with web-enhanced instruction.	Yes	
20. Improve student-faculty communication by asking all full-time faculties to post duty schedules on their web pages.	Yes	
21. Encourage faculty to schedule classes for Library visits for general and/or subject-specific training in library research skills, or schedule sessions at classroom sites.	Yes	
22. Improve assessment by increasing collection of program-specific data.	Yes	
23. Monitor closely course failure/passing rates and grade distributions at the department level.	Yes	
24. Assist in working with community groups to identify programs of study which would meet community need, such as paraprofessional cohort.	Yes	
25. Further refine the following existing BS and AS degrees or certificate programs: <i>Certificate concentrations:</i> Legal Office Systems Medical Office Systems Office Management Technology Word Processing Legal Secretarial	Yes	
26. Complete installation of instructor resources (VCR, scanner, projector, etc.) in all classrooms in Business/Technology Building, including VD/CD-RW drives for all instructor stations.	Yes	
27. Complete installation of shelving and cabinets in Business/Technology Building.	Yes	
28. Continue to assist district school systems in complying with the "No Child Left Behind" law by creating flexible schedule of classes for Paraprofessionals/teacher aides.	Yes	
29. Continue to accommodate students by offering classes and registering students at other locations in the district.	Yes	
30. Continue to accommodate students by offering a variety of afternoon, evening, and flexible format classes.	Yes	The Business and Social Science Division are now offering Saturday classes.

<p style="text-align: center;"><b>2005-2006 Activities to Increase the Effectiveness of the Social Science and Business/Technology July 1, 2005 -- June 30, 2006</b></p>	<p style="text-align: center;"><b>Completed</b></p>	<p style="text-align: center;"><b>Comments</b></p>
<p>31. Investigate possibilities of Partnerships with IRS.</p>	<p style="text-align: center;">Yes</p>	
<p>32. Investigate possibilities of developing a mentoring program for Chipola's students.</p>	<p style="text-align: center;">Yes</p>	