

INSTITUTIONAL ASSESSMENT REPORT

POLITICAL SCIENCE / 2014

Department's Relationship to the College Mission and Strategic Plan

(completed Spring semester or on accreditation cycle)

In a paragraph or two, discuss how the department's work carries out the Mission and Strategic Plan.

Political Science is the study of governments and political behavior. It is a discipline that uses lessons from the past, including history and philosophy, but also uses contemporary scientific approaches to study current political activities. The main objective of political science is to discover the major influences that shape our world.

The department of Political Science goals are to support the mission, values and vision of the college by expanding students' factual and conceptual knowledge of political science. In addition, by providing quality instruction and a student centered learning environment, the department promotes students' intellectual, social, and personal growth, and facilitates students' development of essential employment skills, such as oral communication, written communication, team work, critical thinking, diversity appreciation, and lifelong learning. Further, the Department of Political Science supports the following Jefferson College General Education objectives: Writing and speaking clearly and concisely using edited American English; and Examining diverse historical and social events, as well as personal experiences, in order to determine possible sequences, relationships and causes.

The department of Political Science also advances the aims of the Jefferson College Strategic Plan. For example, Strategic Aim One, Student Learning and Support is supported through institutional strategy 1.1.D.: Deliver instructional flexibility to meet the learning and scheduling needs of our students. Political Science courses are offered in a variety of delivery formats: face-to-face, online, and hybrid. Face-to-Face classes are available at all locations and online courses are offered during the Fall, Winter Session, Spring, Summer, and Intersession terms. The department also supports Strategic Aim Two, Community Collaboration through institutional strategy 2.2.A: Utilize the expertise of our personnel to provide leadership in the community. Faculty members Dedric Lee and Eric Bequette assist the Jefferson County Clerk with elections through service as election supervisors at all elections. The department also facilitates community collaboration through Service Learning projects that give students the opportunity to work at various election precincts. Students who participate get first-hand experience in elections and insight into the place of elections in our democracy.

Summary of Departmental Activities, Assessment and Use of Results

(completed Spring semester or on accreditation cycle)

(may include process flowchart)

Provide a brief overview of major accomplishments since the last review and how assessment results have been used to improve services/learning outcomes.

Status of Previous Goals

An Institutional Effectiveness Review of the Political Science department was completed in the 2008-2009 academic year. The goals from that review and the status of each are listed below:

Goal 1 ~ *Create a Department of Political Science Adjunct Manual*

This goal has been achieved. The first manual was published in 2010. The manual is updated on an annual basis.

Goal 2 ~ *Create a common assessment instrument for the U.S. Constitution*

The department of political science created a multi-course assessment instrument. Data has been collected and analyzed since the fall of 2012. The instrument is a ten multiple choice question set. All Political Science faculty participate in collecting data. Overall results demonstrate that on seven questions more than 70% of students are answering the questions correctly. Two questions have between 54% and 59% answering correctly. One question has only 45% answering correctly. Faculty have shared ideas to improve scores on the three questions. For additional information please see the table in Internal Data collection on this report.

Goal 3 ~ *Integrate the use of material from the Title 6-A grant in Current Political Issues and International Relations*

The full-time faculty member continues to teach on topics related to Africa. For two years, the International Relations course included a unit on US-Morocco relations. Starting in Spring of 2014, Current Political Issues courses have been studying the Arab Spring and how it is affecting North Africa.

Goal 4 ~ *Align U.S. and Missouri Government and Constitution course goals and objectives with the new goals for meeting the expectations of the Missouri Curriculum Alignment Initiative.*

All new faculty members are given a copy of the American Government course expectations that were created by the Missouri Curriculum Alignment Initiative. It is expected that all Political Science faculty cover those objectives. The multi-course assessment instrument measures the objectives listed for American Government Course Initiative.

Departmental Activities for Period Under Review

Curriculum Development

A new course, PSC100 Missouri Constitutional Government, was proposed, approved, and implemented to meet the needs of students who have already taken an American Government Course. The Missouri Constitutional Government course provides these students with a one credit hour option to meet the Missouri Constitutional graduation requirement. This course has allowed students to avoid retaking a course. It also provides specific content related to Missouri Government.

Adjunct Instructor Support

A Political Science adjunct instructor manual was created and is updated annually. The manual provides adjunct with information about departmental policies and procedures. In addition, it provides sample tests and study guides for the instructors. The full-time faculty member also meets with adjunct instructors for a department meeting during the annual Adjunct Professional Development Seminar.

Teaching Innovations

The full-time faculty member created narrated PowerPoint slides for the online sections of Current Political Issues. The narrated slides replace video lectures that were outdated and difficult for the students to view. Another teaching innovation is the use of Films on Demand, a resource provided by the Library. This resource gives instructors access to high quality video clips pertinent to course material. The videos supplement lectures, providing students with another way to learn course concepts.

Multi-Section Assessment

A multi-section assessment of U.S. and Missouri Governments and Constitutions was developed and implemented. All political science faculty participated in collection of data. This data has been used to inform instructors of areas where students score well. Additionally, the data has been used to adjust teaching strategies to address areas of weakness. This has also encouraged sharing of teaching styles and diverse sources of information.

Service Learning and Community Partnership

The department has developed a partnership with the Jefferson County Clerk's office. Students participate in a Service Learning project in which they may serve as a voting precinct volunteer, assist the office with voter registration research, or assist with tabulating election results. The partnership provides service to the Clerk's office while facilitating student mastery of course expected learning outcomes.

Internal and External Data Collection and Analysis

(completed by Fall semester or on accreditation cycle)

Gather and analyze relevant internal and external data (link to data).

Faculty Indicators

The following table provides information regarding the instructors who teach Political Science courses:

Faculty Indicators for Political Science (PSC), School Years 2009-2014
School Terms 201001 Through 201403 (Summer 2009 through Spring 2014)

Number of Course Sections Taught	Total Students	Attrition Number ("W" Grades)	Attrition Percent	Student Credit Hours Earned	Average Students	Average GPA	Annualized 5-Year Program FTE
261	5,565	389	7.0%	12,743	21.3	2.403	85.0

Attrition % represents the number of "W" grades conferred as a percentage of ALL students.

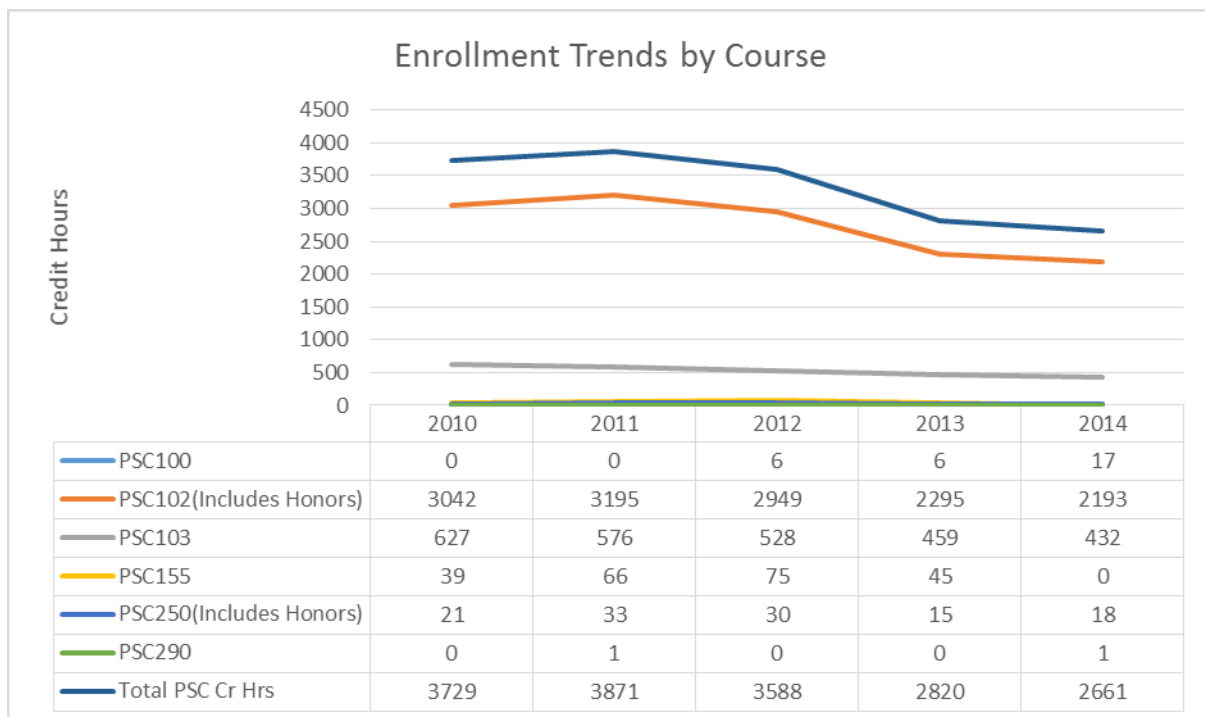
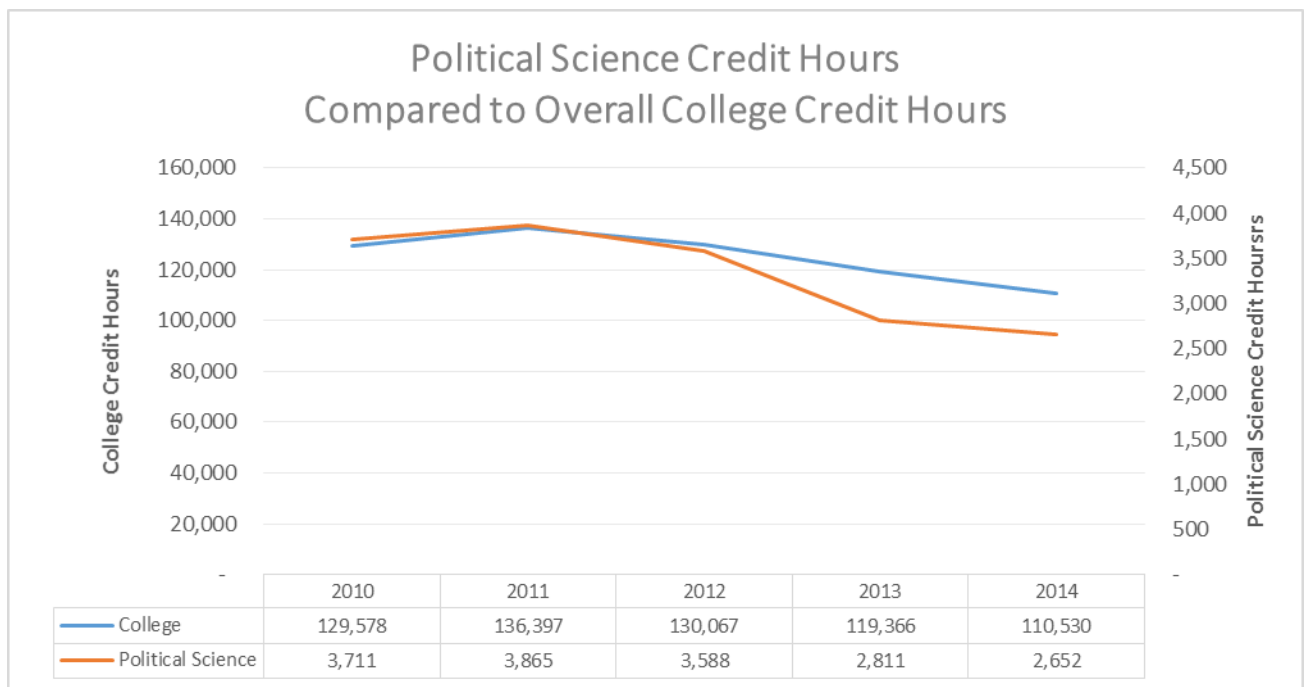
Annualized Program FTE is the number of graded credit hours divided by 150 (30 hrs/yr for 5 years).

Analysis: Sixty-four percent of students enrolled in Political Science courses during the five years under review were taught by adjunct instructors. Two adjunct faculty members had an attrition rate of twenty percent or higher and three adjunct faculty members had an average GPA above 3.0. Four of these five faculty members are no longer teaching in the department. The Division Chair met with the fifth adjunct instructor, who has a GPA of 3.3, to discuss grading criteria. The full-time faculty member will review this adjunct instructor's tests and samples of graded work and mentor him regarding grading. The full-time Political Science faculty member provides all adjunct instructors with an adjunct manual so that students enrolled in sections taught by adjunct instructors receive a quality learning experience consistent with that of students in sections taught by the full-time faculty member.

Program Enrollment Trends

The following table and chart provide enrollment data for the Political Science program:

Political Science Enrollments		
Academic Year	Seats	Credit Hours
2010	1,237	3,711
2011	1,289	3,865
2012	1,200	3,588
2013	941	2,811
2014	896	2,652



Analysis: Enrollment in Political Science courses has decreased at a rate greater than enrollment for the College overall. For the five year period under review, credit hours

generated in Political Science has declined 28.5% while overall College enrollment declined 14.7% for the same period. A course-by-course review of enrollments shows a 27.9 % decrease in PSC102 U.S. and Missouri Governments and Constitutions enrollments, which is consistent with the overall decline in PSC enrollments, but twice the decline in overall College enrollments. Enrollment in PSC103 Current Political Issues decreased 31%. However, enrollment in PSC250 Model United Nations decreased only 14%. Enrollments in PSC155 International Relations increased 15% from 2010 to 2013, but the class was cancelled in 2014 due to low enrollments. Enrollment in PSC 100 Missouri Constitutional Government has increased 183%.

It is possible that after the major election in 2012, student interest in Political Science courses waned. Students may have elected to take HST103 instead of PSC102 to meet the Constitution requirement for the associate's degree. Students may also be choosing courses in disciplines other than Political Science for elective credit. Further, decreases in enrollments at JCNW, JCA, and JC Online primarily impacted General Education enrollments, including Political Science enrollments.

Comparison of Curricular Offerings

In order to remain competitive with nearby community colleges, the full-time Political Science faculty member researched the political science course offerings at St. Louis Community College, St. Charles Community College, Mineral Area College and East Central College. Jefferson College offers more political science courses than Mineral Area College. However, St. Louis, St. Charles and East Central offer more political science courses than Jefferson. After comparing the colleges, The Jefferson College department of Political Science is beginning the process to add a State and Local Government course and eventually a Comparative Political Governments course. The addition of these two courses will be more in line with course offerings at St. Louis, St. Charles and East Central College.

Jefferson College	St. Louis Community College	St. Charles Community College	East Central College	Mineral Area College
US and Missouri Government	Introduction to American Politics	American Government	US and State Constitutions	American Political Systems
	State and Urban government	State and Local Politics	State and Local Government	
Current Political Issues	British Politics and European Politics	Comparative Politics	Comparative Politics	
International Relations	International Relations	International Relations	International Relations	
Model United Nations	US Foreign Policy	Middle East Politics		
Government		Government	Introduction to	

Internship		Internship	Political Science	
Missouri Constitutional Government	Blacks and the Political Process	European Politics	Special Topics	

Demand for Political Scientists

The department of Political Science does not offer an associate's degree in political science because political scientists are required to have a Master's or higher degree. However, Jefferson College Political Science coursework provides the foundation for students who wish to pursue the baccalaureate or master's degree in Political Science or Pre-Law. There will be a demand for more political scientists over the next ten years. *The 2014-2015 Occupational Outlook Handbook* forecasts a 21% growth for political scientists. Furthermore, there is growing interest in public policy and political issues. There will be jobs for people with extensive knowledge of political systems, institutions and policies. Students who enroll in political science courses start learning basic concepts of political systems, institutions and policies.

Survey of Adjunct Faculty

Jefferson College Library has many instructional resources that include a subscription to Films on Demand. The Political Science department wanted to discover if political science adjuncts used these videos in the classroom. Six of the seven instructors responded to the survey. Six of the seven instructors had heard of Films on Demand. Only two of the respondents had actually used the subscription. Five out of the seven were interested in learning more about our Films on Demand subscription. The other question revealed all instructors use video in the courses. Some of the videos include You Tube, Films on Demand, Annenberg Classroom and Living Room Candidates. At the August 2015 adjunct orientation, Professor Lee will demonstrate how to use Films on Demand. Professor Lee will encourage other political science faculty to share their sources of videos with each other.

PSC102 Assessment

A multi-section assessment of PSC102 U.S. and Missouri Governments and Constitutions began in the Fall of 2013 and is ongoing. A multiple choice test was designed to assess student mastery of the following outcomes and goals:

General Education Outcome: Encouraging and developing intellectual, personal and social growth

State of Missouri Curriculum for US and Missouri Government and Constitution:
Questions 2 and 9 measure Goal A-2 (A) *Identify the weaknesses of our first national government, the Articles of Confederation and why certain leaders felt it was necessary to create a new government.* Questions 1, 3, 4, 5, 6, 7, 8 and 10 measure Goal A-2 (B)

Identify both key parts of the constitution, both in the main body and amendments. The goals measured are from the State Guidelines for the Constitutional Requirement.

PSC102 Course Outcome: Outline the structure of our government, as set up in the Constitution.

Data: All political science faculty submitted data; however, data was not reported for all students enrolled in the PSC102 course. For Fall 2013, data was collected for 172 of the 365 students enrolled. For Spring 2014, data was collected for 149 of 278 students enrolled. Missing data may be due to students taking make-up exams or instructors failing to submit data for some of their sections. The following tables show the number and percentage of students who answered each question correctly:

U.S. Missouri Government Fall 2013			
Question	# Correct	# of Students	% Correct
1	102	172	59%
2	132	172	77%
3	149	172	87%
4	138	172	80%
5	140	172	81%
6	161	172	94%
7	78	172	45%
8	128	172	74%
9	93	172	54%
10	154	172	90%

U.S. Missouri Government Spring 2014			
Question	# Correct	# of Students	% Correct
1	78	149	52%
2	108	149	72%
3	130	149	87%
4	115	149	77%
5	133	149	89%
6	140	149	94%
7	60	149	40%
8	118	149	79%
9	80	149	54%
10	135	149	91%

Data Analysis: A score of 70% or higher (correct % for each question) is successful. Based on the data for Fall 2013 and Spring 2014, our students were successful on 7 of the 10 questions. On questions 2, 3, 4, 5, 6, 8 and 10, students scored 70% correct or higher. Students were not successful on questions 1, 7 and 9. The department faculty have started to exchange ideas on how students can improve on those questions scored at or below 70%.

The full-time faculty member and a part-time faculty member have shared ideas with other political science faculty on improving students' scoring on question 7. Two political science faculty members have suggested that rewording question seven might improve the number of students scoring correct on this question. The full-time faculty member will be sharing the data with other political science faculty and asking for ideas to improve scores on questions 1 and 9.

Comparison of Fall 13 and Spring 14 Data

Student scoring was consistent. Students either improved by a few percentage points or decreased by a few percentage points. A decrease of 7% scoring correctly was seen in question one from the Fall to the Spring semester. However, question five saw an improvement of 8 percentage points from the Fall to the Spring semester. The other questions saw an increase or decrease of less than 5% points.

Conclusion

The initial data demonstrates our students are successful in meeting the goals set by the State of Missouri's guidelines for the constitutional requirement. However, there is always room for improvement. Political Science faculty have and will continue to share ideas on teaching techniques in the goal of improving students' scores. Data for Fall 2014 is currently being collected.

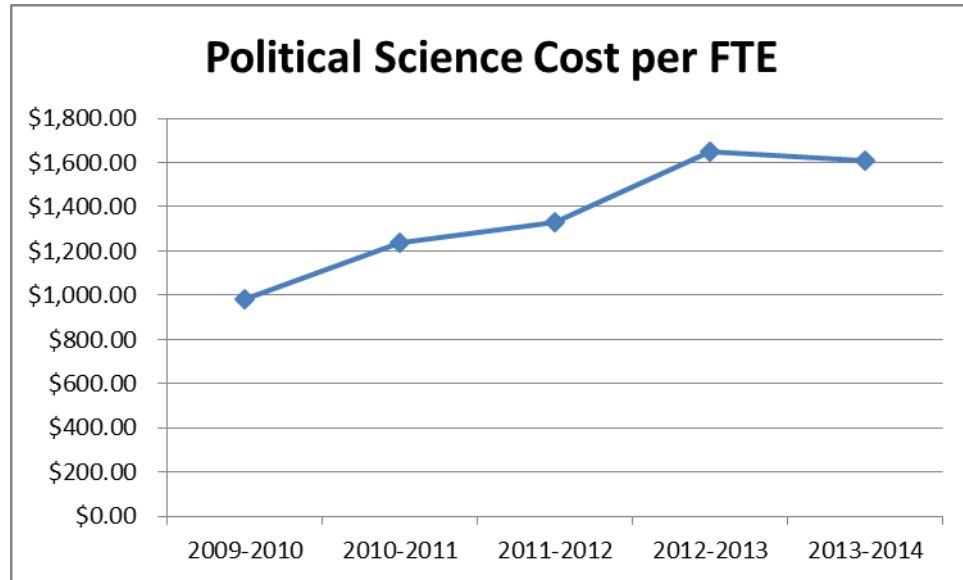
Annual Cost per FTE and Trend Analyses

(completed by Fall semester)

Provide cost per FTE and analyze for the period being evaluated.

Cost per FTE data are provided in the following table:

Year	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
Credit Hours	3,711	3,865	3,588	2,811	2,652
FTE	123.7	128.83	119.6	93.7	88.4
Program Cost	\$121,131.93	\$159,477.24	\$158,944.01	\$154,640.55	\$142,066.58
Cost per FTE	\$979.24	\$1,237.89	\$1328.96	\$1,650.38	\$1607.09



Analysis: The table and chart above show an increased cost per FTE over the period under review. The percentage of sections taught by the full-time faculty members has increased over the past five years due to declining enrollment. As College enrollment declined, fewer sections were offered as the use of adjunct faculty decreased. Full-time faculty pay per section is considerably higher than adjunct faculty pay per section. Increased costs for professional development and tuition reimbursement were also contributing factors to the increased cost per FTE.

SWOT Analysis
(completed by Fall semester)

Using the data collected and analyzed, complete a SWOT analysis. Reference and link data for each.

<p style="text-align: center;">Internal Strengths</p> <ul style="list-style-type: none"> • Highly qualified faculty • College supported professional development • Courses offered at both locations and online • Evaluation of adjunct instructors • Variety of teaching methods • Model United Nations Program • Full-time and part-time faculty rapport with County Clerk 	<p style="text-align: center;">Internal Weaknesses</p> <ul style="list-style-type: none"> • Lack of second full-time instructor • Limited course variety • Declining Political Science enrollment
<p style="text-align: center;">External Opportunities</p> <ul style="list-style-type: none"> • Expand Dual Enrollment to add Political Science classes to more high schools in Jefferson County • Expand the department's partnership with the Jefferson County Clerk's office for Internships and Service Learning • High school outreach 	<p style="text-align: center;">External Threats</p> <ul style="list-style-type: none"> • State Funding • Decreasing number of high school graduates • Changing Federal financial aid guidelines • Decreasing funding for A-Plus Scholarships

Internal Strengths

A major strength of the Political Science department is its highly qualified faculty members. All faculty members have at least a master's degree and most faculty have an MA in Political Science or International Relations. One faculty member has a Juris Doctorate degree and four faculty members have taken doctoral level courses in subjects ranging from Public Health, Political Science, American Studies and Historical Studies. The full-time professor has been

given the opportunity to take courses at the University of Missouri in Public Health and attend professional development events.

Another strength of the Political Science program is the schedule of courses. Students have access to Political Science classes at the Hillsboro campus, the Arnold location, and online. This ensures students' diverse scheduling needs are accommodated.

Support given to adjunct faculty also contributes to the strength of the program. Each adjunct is evaluated at least once every three years and the full-time faculty member also mentors adjunct faculty to facilitate course consistency across all sections. Further, to meet the diverse learning needs of students, all Political Science faculty are encouraged to use a variety of teaching methods. The faculty have acted on this suggestion. Most of the faculty incorporate group work, PowerPoint slides, and various videos and lecture to facilitate student learning. Many instructors post notes for students on Blackboard and some faculty members place quizzes online for students. Faculty members also use pertinent videos to deliver high quality instruction.

Jefferson College is one of only two community colleges whose students participate at the Midwest Model United Nations Conference. Jefferson students enroll in a three credit hour independent study course and attend the conference as part of the course. The experience provides Jefferson students with unique insight into how countries cooperate to address international concerns.

Another strength of the Political Science program is its excellent rapport with the Jefferson County Clerk's office. The full time faculty member and one part time member both serve as a Supervisory Election Judges for the Clerk's office. Another faculty member is Staff Counsel for the Missouri Court of Appeals.

Internal Weaknesses

As stated earlier in this document, enrollments in Political Science courses have decreased for the period under review. In an effort to increase enrollment in political science courses, a flier was given to academic advisors to encourage students to enroll in International Relations. Additionally, with the upcoming 2014 election, student interest in Political Science courses may increase. Another area of weakness is the relatively limited course offerings discussed previously in this document. Lastly, the department has only one full-time faculty member, which limits expertise in a variety areas. Considering the current economic climate, a request for another full-time faculty will not be made at this time.

Action Plans:

- The full-time faculty will continue to collaborate with advisors to build enrollment in Political Science courses.
- The full-time faculty member will propose two new courses: Comparative Political Governments and State and Local Government.

External Opportunities

Area school districts are working to increase the number of students earning college credits while attending high school. This presents an opportunity for Jefferson to increase dual enrollment in Political Science courses. Providing professional development for high school teachers could strengthen relationships with area districts and facilitate increased enrollments. Another opportunity for the department is created by the upcoming 2016 presidential election. Through an expanded partnership with the Circuit Clerk's office, the Political Science department has the opportunity to provide more students with authentic learning experiences through Internships and Service Learning.

Action Plans:

- The full-time faculty member will work with the Social Science Division Chair and Dean of Arts and Sciences to offer Political Science courses to additional area high schools.
- The full-time faculty member will collaborate with the Circuit Clerk to facilitate student participation in Service Learning and Internship experiences.
- The full-time faculty member will provide professional development opportunities for area high school teachers.

External Threats

Decreasing State funding for community colleges, decreasing numbers of high school graduates, changing Federal financial aid guidelines, and decreasing funding for A-Plus Scholarships are threats to the Political Science program. These threats are addressed through Institutional Committees and the College's upper administration.

External Accreditation (if applicable)

Link to accreditation report.

Not applicable to the Political Science Institutional Assessment Report.

INSTITUTIONAL ACTION PLANS for *Political Science/ 2014*

Instl or Deptl	Org Code	Aim	Obj	Instl Strategy	Action Plan Description	Indicators	Addl Res ?	Amount	Type	Onetime Expense	Annual Expense	Funding Source	FY Compl	Status	Responsible Party	Submitted by

DEPARTMENTAL ACTION PLANS for *Political Science / 2014*

Instl or Deptl	Org Code	Aim	Obj	Instl Strategy	Action Plan Description	Indicators	Addl Res ?	Amount	Type	Onetime Expense	Annual Expense	Funding Source	FY Compl	Status	Responsible Party	Submitted by
	55408	1	1.3.A		The full-time faculty will continue to collaborate with advisors to build enrollment in Political Science courses.						0		Spring 2016		Dedric Lee	
	55408	1	1.3.A		The full-time faculty member will propose two new courses: Comparative Political Governments and State and Local Government.						0		Spring 2017		Dedric Lee	
	55408	1	1.1.D		The full-time faculty member will work with the Social Science Division Chair and Dean of Arts and Sciences to offer Political Science courses to additional area high schools.						0		Spring 2017		Dedric Lee	
	55408	1	1.3.A		The full-time faculty member will collaborate with the Circuit Clerk to facilitate student participation in Service Learning and Internship experiences.						0		Fall 2015		Dedric Lee	
	55408	2	2.1.A.		The full-time faculty member will provide professional development opportunities for area high school teachers.						0		Spring 2016		Dedric Lee	

Evaluation

☒ Meets Expectations

Comments:

☐ Requires Attention and Submission of a Follow-Up Report

Comments:

☐ Does Not Meet Expectations and Requires Submission of a Follow-Up Report

Comments:

Follow-up report required by: _____

Comments: _____ (Date)

Approvals



Division Chair/Director

Comments:

1-5-15

Date




Dean

Comments:

1-5-15

Date



Vice President/President

Comments:

2-25-15

Date