



2017

Campus Compact Civic Action Plan

Jefferson 
College

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Vision/Mission

In support of our student-centered comprehensive Community College, we will infuse Civic Engagement into the Jefferson College culture and build a community of connection, caring, compassion and service within and outside of the College. This culture will be visible within the campus and the larger community of Jefferson County, as well as St. Louis City and County, surrounding counties, the State of Missouri, and beyond. Increased action opportunities woven into coursework, athletics and student clubs and organizations will aid in recognizing the College's goal of meeting the diverse needs of the students and the community. Further advancing the Vision of Jefferson College, civic action will foster each participant's intellectual, social, and personal growth. Additionally, active participation in civic engagement will further promote student success via networking with community partners by preparing students for careers, including mastery of knowledge, skills, competencies and values. These opportunities will promote inclusion and respect for diversity, assessing and responding to community needs and embracing a life of service.

As a model of excellence in its policies, practices and services, Jefferson College will serve as a leader in orchestrating civic engagement inside and outside of the campus community. In recognizing the inherent reciprocal value of civic engagement, Jefferson College will serve as a center in coordinating resources and opportunities for service to the campus family and surrounding communities.

Approach

This vision will be supported by all employees. Jefferson College will be inclusive in creating the structure by which the College will make change. Inclusion of all players at Jefferson College will include communication of the vision, the approach, and the ways in which this will be implemented through scheduled, comprehensive communication to all of the Jefferson College community.

Civic engagement will be promoted. All players will be considered as Jefferson College moves toward greater inclusion of the connection between the community members, students, faculty and learning experiences. Previously established connections will be promoted and new connections developed to enhance student learning and community connections.

Faculty (new and established) will be incentivized to include service-learning in classes. Syllabi revised during the Institutional Assessment process and during the curriculum committee meetings will be challenged to incorporate service-learning into the Expected Learning Outcomes.

Jefferson College and College stakeholders have the ability to bring about the systems, culture, and capacity to build change. This will occur via development of interactions with other members of the Civic Engagement team, interactions with students individually (at work, in the lab, and in community settings) as well as in the classroom (guest lectures, assessment of interactions, student performance, etc.).

A training handbook for community partners as well as a liability release form will be created and implemented. Minimum expectations for student performance (i.e. attendance, probation status, etc.) will be implemented as a requirement for student participation in such opportunities.

Participation in the Campus Compact Annual Survey will allow Jefferson College to document civic involvement, monitor annual changes, and compare involvement with similar institutions.

The Jefferson College participants will actively search for local, state and national grants to support civic engagement efforts. A tracking tool will be created and implemented for use by student activities advisors, athletic program coordinators, and others. The College will seek to recognize co-curricular community engagement at graduation.

COMMITMENTS

1. We empower our students, faculty, staff, and community partners to co-create mutually respectful partnerships in pursuit of a just, equitable, and sustainable future for communities beyond the campus—nearby and around the world.
2. We prepare our students for lives of engaged citizenship, with the motivation and capacity to deliberate, act, and lead in pursuit of the public good.
3. We embrace our responsibilities as place-based institutions, contributing to the health and strength of our communities—economically, socially, environmentally, educationally, and politically.
4. We harness the capacity of our institutions—through research, teaching, partnerships, and institutional practice—to challenge the prevailing social and economic inequalities that threaten our democratic future.
5. We foster an environment that consistently affirms the centrality of the public purposes of higher education by setting high expectations for members of the campus community to contribute to their achievement.



Jefferson College's Commitment to the Statements

COMMITMENT TO STATEMENT #1

Jefferson College empowers our students, faculty, staff and community partners to co-create mutually respectful partnerships in pursuit of a just, equitable, and sustainable future for communities beyond the campus – nearby and around the world.

OUTCOME

Infusion of civic engagement in Jefferson College's ongoing relationships; including students, alumni, employees, community partners and future employers

TYPE OF CHANGE

- ◆ Jefferson College will maximize opportunities for relationship building with community partners
- ◆ A culture of service will aid faculty, staff, and the College in promoting community connections both within and beyond Jefferson College

MEASURES

- ◆ Organize tracking system to document current community partners
- ◆ Develop relationships with potential community partners

IMPLEMENTATION

- ◆ Host annual "Community Connections" event as an outreach to identify and train community partners, new and existing

ASSESSMENT

- ◆ Share electronic link of community partners directory with stakeholders
- ◆ Create campaign to launch civic engagement initiative
- ◆ Completion of the Campus Compact Annual Survey to measure increased Jefferson College civic involvement and compare involvement with similar institutions

COMMITMENT TO STATEMENT #2

Jefferson College prepares our students for lives of engaged citizenship, with the motivation and capacity to deliberate, act, and lead in pursuit of the public good.

OUTCOME

Jefferson College will provide students with opportunities to become immersed in a culture of civic engagement

TYPE OF CHANGE

- ◆ Marked increase in varied service opportunities for students including service-learning projects and campus-wide projects
- ◆ Increase in student recognition for service
- ◆ Reflect on the value of immersion of in a culture of civic engagement
- ◆ Prepare our students for lives of engaged citizenship by modeling service
- ◆ Utilize faculty, staff and community leaders to engage students to actively pursue the common good through service

MEASURES

- ◆ Utilization of campus tracking system by club advisors, athletic program coordinators, student activity advisors and residential life coordinators to document hours of service participated in by students
- ◆ Designation on transcript for service-learning courses
- ◆ Co-curricular designation on transcript (including service to College)
- ◆ Designation on class schedule for service-learning courses
- ◆ Semester achievement award recognizing student service
- ◆ Recognition of students receiving achievement award at the Jefferson College Annual Honors Awards Ceremony for outstanding service designees
- ◆ Graduation attire to recognize student meeting outstanding service designation criteria
- ◆ Office of Registrar documentation of designation of service on student transcripts
- ◆ Registrar documentation of service-learning classes on course schedule
- ◆ Co-curricular designation of service achievement on transcript

IMPLEMENTATION

- ◆ Diversify service experiences to include out of region, degree specific opportunities
- ◆ Develop campus universal tracking system in coordination with campus information technology department
- ◆ Coordinate training for club advisors, athletic program coordinators, student activity advisors and residential life coordinators to learn campus tracking system
- ◆ Utilize universal tracking program to document hours of service participated in by students
- ◆ Devise and implement a co-curricular designation for service achievement on transcript (service, club, etc.)

ASSESSMENT

- ◆ Annual report documenting number of credit hours completed in service-learning courses
- ◆ Annual report documenting number of hours spent by students in service
- ◆ Annual report documenting number of students recognized for service
- ◆ Completion of the Campus Compact Annual Survey to measure increased Jefferson College civic involvement and compare involvement with similar institutions

COMMITMENT TO STATEMENT #3

Jefferson College embraces our responsibilities as place-based institutions, contributing to the health and strength of our communities – economically, socially, environmentally, educationally, and politically.

OUTCOME

Infusion of civic engagement at the program and department levels targeting courses relevant to economic, social, environmental, educational and political concerns

TYPE OF CHANGE

- ◆ Increased support for service-learning resources for faculty members
- ◆ Increased engagement in the economic, social, environmental, educational and political welfare of the community
- ◆ Jefferson College liaison responsible for the coordination and dissemination of all functions related to community service

MEASURES

- ◆ Documentation of service-learning resources
- ◆ Development of interactions with students and community partners

IMPLEMENTATION

- ◆ Each department/division will establish a ‘Lead Service Instructor’ to enhance the training opportunities and probability that faculty will include service in their course
- ◆ Trained, service qualified faculty will track and mentor full-time faculty, adjunct faculty and new faculty. Aligned with this, an expectation of service-learning will be added into specific, pre-determined courses
- ◆ A variety of service-learning courses will be offered in each division
- ◆ Create opportunities for interactions in the work, lab and community service settings
- ◆ Create opportunities for interactions in the classroom (guest lecturers, assessment of interactions, case examples, etc.)
- ◆ Connect Associate of Arts high impact educational experience, such as service-learning, to capstone opportunities

ASSESSMENT

- ◆ Central location of service-learning resources
- ◆ Identify annually trained “Lead Service Instructors” from each department/division
- ◆ Completion of the Campus Compact Annual Survey to measure increased Jefferson College civic involvement and compare involvement with similar institutions

COMMITMENT TO STATEMENT #4

Jefferson College harnesses the capacity of our institutions – through research, teaching, partnerships, and institutional practice – to challenge the prevailing social and economic inequalities that threaten our democratic future.

OUTCOME

Jefferson College employees, through research and subsequent service, positively impact the social and economic inequality within the community

TYPE OF CHANGE

- ◆ Lasting community changes made by service initiatives
- ◆ Marked increase in service opportunities for employees
- ◆ Increased support for service-learning resources for faculty members
- ◆ Recognition of service for employees
- ◆ Service-Learning trained and certified instructors

MEASURES

- ◆ Utilize universal tracking program to document hours of service completed by employees of Jefferson College
- ◆ Tracking of employee leave by Human Resources staff
- ◆ Living database of community service partners
- ◆ Measurement and documentation of long-range effects on the community by service initiatives

IMPLEMENTATION

- ◆ Development of universal tracking system to document all service activities participated in by employees
- ◆ Development of database to collect and share details of active community service partners
- ◆ Development of measuring system to track long range effects of service initiatives

ASSESSMENT

- ◆ Sharing of (i.e., publications and/or presentations) documented improvements in economic and social status for community members
- ◆ Documentation and review of data gathered as reported by zipcode
- ◆ Annual report documenting number of credit hours completed in service-learning courses
- ◆ Annual report documenting number of hours spent by employees in service
- ◆ Completion of the Campus Compact Annual Survey to measure increased Jefferson College civic involvement and compare involvement with similar institutions

COMMITMENT TO STATEMENT #5

Jefferson College fosters an environment that consistently affirms the centrality of the public purposes of higher education by setting high expectations for members of the campus community to contribute to their achievement.

OUTCOME

Jefferson College community immersed in a culture of civic engagement

TYPE OF CHANGE

- ◆ Marked increase in civic engagement involvement for all community members
- ◆ Increase in recognition for students and employees
- ◆ Increase in community connections for sustained service partnership opportunities
- ◆ Tracking of employee leave by Human Resources staff
- ◆ Living database of community service partners
- ◆ Recognition Award for Employees involved in service
- ◆ Recognition of community partners who lead the community in service
- ◆ Development of a cross-functional community-based Civic Engagement Advisory Committee

MEASURES

- ◆ Meet with Civic Engagement Advisory Committee members on an annual basis for feedback about needs in the community to develop and align opportunities, guidelines and outcomes assessment
- ◆ Utilize universal tracking system to document all service activities accomplished by members of the Jefferson College family
- ◆ Tracking of employee leave by Human Resources employees
- ◆ Living database of community service partners
- ◆ Tracking of employee leave by Human Resources staff
- ◆ Documentation of all employee service on annual employee evaluation
- ◆ Living database of community service partners

IMPLEMENTATION

- ◆ Development of Civic Engagement Advisory Committee
- ◆ Development of Campus Day of Service
- ◆ Implementation of Campus Day of Service
- ◆ Employee on the clock allowance for civic engagement opportunities up to 24 hours per year (supervisor approved)
- ◆ Development of universal tracking system to document all service activities participated in by members of the Jefferson College family
- ◆ Development of living database for community service partners

ASSESSMENT

- ◆ Annual reporting of all employee service, including all measures outlined above
- ◆ Other qualitative assessment as needed
- ◆ Annual post-service evaluation and summary by community partners
- ◆ Completion of the Campus Compact Annual Survey to measure increased Jefferson College civic involvement and compare involvement with similar institutions

COMMUNICATION

- ◆ A designation of Service-Learning courses will appear in the Class Schedule each semester
- ◆ A Designation of Service-Learning courses completed will be listed on student transcripts
- ◆ Members of the Civic Engagement Advisory Council will present annually at the Jefferson College Board of Trustees by the Civic Engagement Team meeting to keep Board members informed of accomplishments, obtain feedback and set goals for the next academic year
- ◆ An annual presentation at the Jefferson College President's Leadership Council meeting by the Civic Engagement Team will keep members informed of accomplishments, obtain feedback and set future goals
- ◆ Foster and increase connections with the Jefferson College Foundation by conducting bi-annual meetings with the Director to align schedules, share community connections and directory updates, discuss needs for funding and ideas to fill these needs
- ◆ Marked increase in Jefferson College's presence in the community as evident by increase in participation and presentations at area civic group meetings as requested (Optimist Club, Kiwanis, Rotary Club, etc.)
- ◆ Request information related to civic engagement (past projects, future opportunities) be shared with employees in President's News and Views and Vice-President's updates
- ◆ Coordinate with Director of Marketing and Public Relations to share past projects and future opportunities with the community in the Jefferson College Windjammer and local news media
- ◆ Development of MyJeffco tab for Civic Engagement information



TIMELINE AND ACCOUNTABILITY

Early in the 1960s, the citizens of Jefferson County dreamed of a public junior college which would make higher education more accessible to their community. Today, a flourishing comprehensive Community College is the product of that vision. It is a continuing success story, and one on which this community is building every day. The continuing commitment to the community is emphasized as one of the core values at Jefferson College: Community Service Leadership in the cultural, educational, economic, environmental, and social development within the community.

- ◆ For over 50 years, Jefferson College has demonstrated a deep and lasting commitment to our community. This Action Plan affirms our foundation and provides direction as we navigate future Civic Engagement responses to our vital and changing community.

Select the following link for addition information about the history of Jefferson College:

www.jeffco.edu/about-jefferson-college/history/history-jefferson-college

Jefferson College Approved as Institution of Higher Education	1963
Projects for First Service-Learning Projects offered at Jefferson College	2005
Establishment of Center for Teaching and Learning	2006
Presidential Signatory of Campus Compact Action Plan	September 9th, 2016
Participated in Campus Compact Civic Action Planning Institute	October 13th & 14th, 2016
Participated in Missouri Campus Compact Civic Action Planning Workshop	March 1st, 2017
Participated in Campus Compact Curricular Coherence Planning Retreat	March 9th & 10th, 2017
Completion of Jefferson College Civic Action Plan	September 5th, 2017
Implementation of Civic Action Plan	October 2017
Proposed Completion of Civic Action Plan	September 2022