

**Labette
Community
College**

A large, faded diamond-shaped logo is centered behind the text. It features a stylized figure, possibly a person or a symbol, within the diamond shape.

**FY2012
Annual Report**

August 9, 2012

August 9, 2012

Board of Trustees:

Attached you will find Labette Community College's 2012 Annual Report. The information comes from all areas of our College in an attempt to provide you with a comprehensive view of what we have accomplished over the past year. The report starts with our Strategic Planning process so you get an idea of the big picture, including the Institutional Goals and Outcomes that the Board helped us to write. Our 5 year visions and a report showing how Labette Community College's Strategic Plan supports Kansas Board of Regents *FORESIGHT 2020* plan is also included. The last part of the process shows how the various committees' support the strategic plan.

Next, we have included our Organizational Charts to show how each area is put together, a report from each of our clubs and organizations, and a list of highlights showing how each Goal and outcome is supported by all areas of the institution. From here, we include the completed operational plans for FY2012.

Hopefully this annual comprehensive overview will serve the needs of the board. It also serves as way for us to show our transparency as required by the Higher Learning Commission. Once the annual report has been reviewed by the Board of Trustees, the information will be shared with all Labette Community College employees and adjunct instructors.

Finally, this Annual Report is a testament to the outstanding work all of our faculty, staff, and administration do every day for our students. I know you will be as pleased as I am with our results.

Sincerely,

George C. Knox, Ed.D.
President

LABETTE COMMUNITY COLLEGE STRATEGIC PLAN FY2012

VISION STATEMENT

Labette Community College will continue to enhance its standing as an exceptional College by striving for excellence in all its programs, services, and activities.

MISSION STATEMENT

Labette Community College provides quality learning opportunities in a supportive environment for success in a changing world.

CORE VALUES

Labette Community College's commitment to its mission and to the communities it serves is anchored in core values shared by students, faculty, staff, administration, and Board of Trustees. These core values guide the College community and endure through the changing needs, aspirations, and goals of the campus and the community.

Accessibility: Labette Community College values open admission for all students regardless of their educational and socio-economic backgrounds. The College provides comprehensive learning opportunities through course scheduling at a variety of times and locations and diverse delivery methods.

Accountability: Labette Community College assumes a leadership role in identifying and responding to constituent needs in education and economic development. The College incorporates institutional effectiveness and outcomes assessment measures into the strategic planning and budgeting processes.

Caring: Labette Community College genuinely cares about students and the community it serves. This outlook provides a caring, supportive and collaborative working and learning environment within the institution.

Community: Labette Community College listens to both individuals and community partners and values their input and support in shaping programs and services. Our success is in part measured by the quality and timeliness of our response and service to the community.

Revised 7/28/11

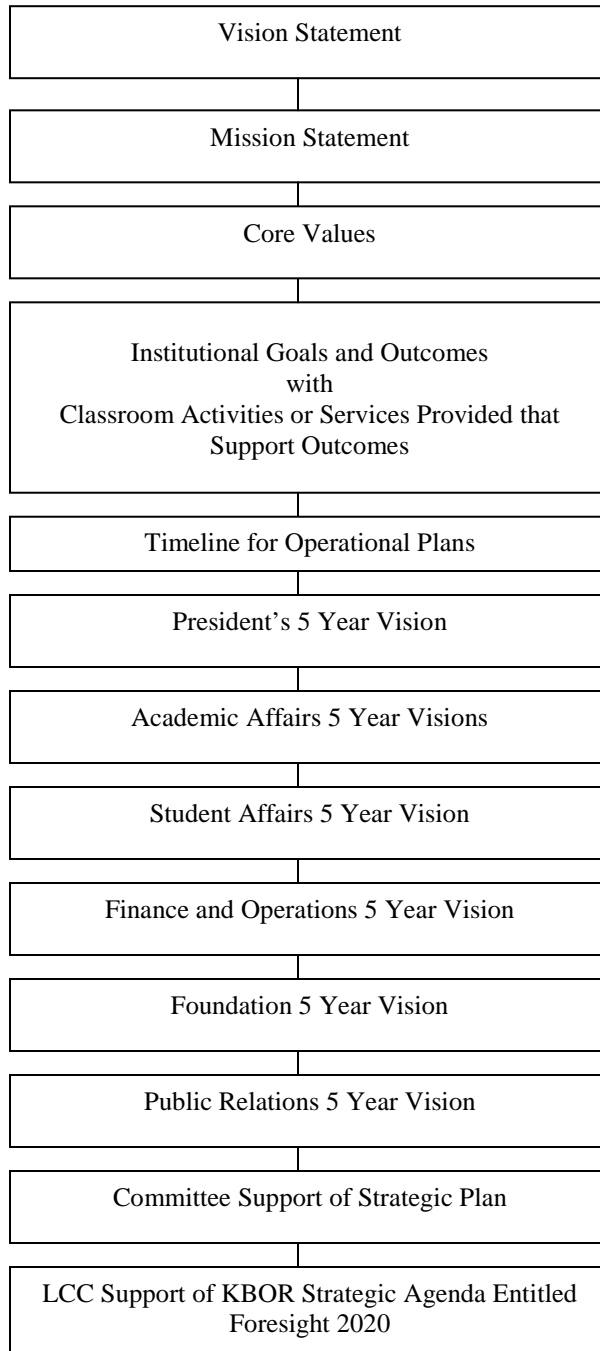
Diversity: Labette Community College values the dignity, worth, and potential of all persons and the respectful treatment of individuals who learn and work at the College. In keeping with that, the College celebrates the diversity in both our communities and our world.

Integrity: Personal honesty and reliability are essential elements at Labette Community College. The College community expects and consistently stands for integrity, ethical behavior, and personal responsibility both in words and actions.

Learning: The heart of Labette Community College is teaching and learning. Student learning is our primary goal. Every effort is made to provide programs and services that will assist students in reaching their maximum potential.

Quality: Labette Community College assists students and the community in attaining their goals through excellence in personnel, programs, activities, and technology. The College values quality in all endeavors and continuously strives for improvement, seeking new, flexible and responsive ways to achieve its mission.

STRATEGIC PLANNING PROCESS



INSTITUTIONAL GOALS

Goal 1: Student Success. Labette Community College (LCC) will provide an environment conducive to student success by all employees placing the needs of the students first.

Outcomes

- A. Cultivate a culture in which services, practices, policies, procedures, and personnel support learning as a major priority.
- B. Strive to make the student's experiences with LCC positive, nurturing, and focused on student learning and academic success.
- C. Make accessible a variety of services and programs that address learning needs.
- D. Use technology to expand opportunities for student learning and student services.

Activities/ Services that Support These Outcomes:

- 1. Advising (A,S,F)
- 2. Assessment Activities (A,S,F)
- 3. Clubs/Organizations/Student Life Activities (S)
- 4. Educational Partnerships (A)
- 5. Grant Writing (A)
- 6. Instructional Methods (A,S)
- 7. Integration of Jenzabar (A,S,F)
- 8. Library Resources (A)
- 9. Marketing (A,S)
- 10. Mentoring (A)
- 11. Professional Development (A)
- 12. Program Alignment (A)
- 13. Program Improvement/Expansion (A,S)
- 14. Post Assessment Actions (A)
- 15. Recruitment (A,S)
- 16. Student Support Services (A,S)
- 17. Student Success Center (A)
- 18. Tutoring (A,S)
- 19. Update Equipment/Technology (A,S)

A = Academic Affairs B = Board of Trustees F = Finance & Operations M = Marketing (Public Relations) P = President R = Resource Development (Foundation) S = Student Affairs
--

Goal 2: Effectiveness, Efficiency, and Seamlessness. LCC will improve learning outcomes and develop program partnerships and collaborations through continuous planning, assessment, and improvement.

Outcomes

- A. Improve and expand linkages with educational partners and community agencies for mutual benefit.
- B. Improve tracking of and access to data to meet the needs of the institution, and external contingencies.
- C. Respond to the diverse learning needs of our community.

- Continue to expand certification and short-term training programs that meet learners' needs and market demand.
 - Encourage community/business partnerships in the learning process.
 - Increase the availability of skilled workers to meet the needs of the community and the State.
- D. Engage students in contributing to the well being of their community through community service.
- E. Encourage faculty and staff to take leadership roles in community initiatives.
- F. Improve the system of defining and assessing student learning outcomes.

Activities/ Services that Support These Outcomes:

1. ABE transition to Postsecondary Education. (A)
2. Advising (A,S)
3. Articulation Agreements (A)
4. Assessment Activities (A,S)
5. Clubs/Organizations/Student Life Activities (S)
6. Community/Business Partnerships (A)
7. Concurrent/Dual Credit (A)
8. Core Outcomes Project Review (A)
9. CTE Collaboration with Area High Schools & Baccalaureate Programs (A)
10. Data Access (A)
11. Educational Partnerships (A,S)
12. Instructional Methods (A)
13. Integration of Jenzabar (F)
14. Marketing (A,S)
15. Professional Development (S)
16. Program Improvement/Expansion (A)
17. Recruitment (S)
18. Special Interest Courses (A,S)
19. Talent Search TRIO Program (S)
20. Tutoring (S)
21. Update Equipment/Technology (A)

Goal 3: Institutional Growth. LCC will plan and coordinate student enrollment, programs, services, facilities and other institutional resources to meet the needs of the communities we serve.

Outcomes

- A. Achieve targeted growth through an integrated enrollment management process.
- B. Provide quality programs and services at the main campus, the Cherokee Center, all extension sites, and online.
- C. Offer a variety of online and on-ground courses at the main campus, the Cherokee Center and all extension sites to best meet the needs of our students.
- D. Improve the utilization of human, physical, technological, and fiscal resources.

Activities/ Services that Support These Outcomes:

1. Adult Basic Education Site/Services (A)
2. Advising (A,S)

Revised 7/28/11

3. Assessment Activities (A)
4. Cherokee Center (A,S,F)
5. Committees (F)
6. Continuing Education (A)
7. Expand Course Offerings (A)
8. Financial Aid Assistance (S)
9. Housing/Facilities (A,F)
10. Integration of Jenzabar (A)
11. Marketing (P,S)
12. Mentoring (A)
13. New Courses/Programs (A)
14. Online Courses/Services (A,S)
15. Recruitment (A,S)
16. Special Interest Courses (A)
17. Student Engagement (A,S)
18. Utilizing Web for Instruction (A)

Goal 4: External Resources. LCC will increase public and private support for educational programs, capital projects, and general operations.

Outcomes

- A. Increase coordination of all fundraising activities to enhance resource synergy.
- B. Enhance student opportunities through increased scholarships and endowments.
- C. Enhance the college image to stakeholders by communicating the value and benefit of the college to the community.
- D. Promote responsible stewardship of resources and public trust.
- E. Continue to generate business and community support to increase viability of our programs.
- F. Collaborate with business and educational entities to lobby for appropriate levels of state and county support.

Activities/ Services that Support These Outcomes:

1. Capital Campaign (P)
2. City/County/Government Partnerships (A,P)
3. Community/Business Partnerships (A,P,S)
4. Educational Partnerships (A,P)
5. Grant Writing (A)
6. Marketing (A)
7. Scholarship Activities (A,F,S)

Goal 5: Institutional Climate. LCC will cultivate an organizational climate that makes learning the primary focus in every area of the college.

Outcomes

- A. Enhance the economic, academic, and social environment of the college to recruit and retain quality employees.

- B. Hire, develop, support, and empower employees throughout the organization who take an active role in student learning and success.
- C. Create an integrated and adaptable organizational structure that responds to the changing needs of learners.
- D. Promote a culture of inclusiveness, participation, collaboration, and mutual respect that recognizes and celebrates the value of contributions.
- E. Offer and support professional development programs and opportunities to enhance faculty and staff effectiveness as facilitators of learning.
- F. Strengthen the leadership skills of faculty and staff.
- G. Provide a safe, pleasant, and healthy learning environment to enhance student learning.

Activities/ Services that Support These Outcomes:

- 1. Collaboration Activities (A)
- 2. Community Service and Volunteerism (A,S)
- 3. Deferred Maintenance (F)
- 4. Distinguished Faculty and Adjunct Faculty Awards (A)
- 5. Faculty and Staff Salaries (A,F,S)
- 6. Improved Communication Activities (A,F,P,S)
- 7. In-service (A,F,S)
- 8. Monthly Special Employee Recognition (F,P)
- 9. New Hire Procedures (F)
- 10. Professional Development (A,F)
- 11. Recruitment (A,B)
- 12. Renovation/New Buildings and Facilities Enhancement (A,F,P,S)
- 13. Retiring Ceremonies (F,P)
- 14. Student Involvement (S)
- 15. Update Academic Credentials (A)

TIMELINE FOR OPERATIONAL PLANS FY2012

July 2011

1. President's Council reviews completed FY2011 Operational Plans, Committee Support of Strategic Plans, and Highlights from all areas.
2. All areas prepare a list of any items NOT completed as anticipated in the FY2011 Operational Plans that still need to be completed.
3. President's Office prepares FY2011 Annual Report for the August BOT meeting. The Annual Report consists of:
 - a) All items listed in Strategic Planning Process (page 3 of LCC Strategic Plan FY2010-2014 document)
 - b) Organizational Charts
 - c) Highlights
 - d) Completed Operational Plans
 - e) Clubs and Organizations Report
4. VP of Academic Affairs and Dean of Instruction set priorities and focus for FY2013 Operational Plans from academic areas by end of July and share them with all other administrative areas.
5. The FY2014 Academic Affairs Operational Plans will also be reviewed and shared with other administrative areas by the end of July.

August 2011

1. Board of Trustees reviews Annual Report for FY2011. (Following their review, the President's Office emails the annual report to IT to prepare PDF for October report.)
2. President's Council reviews, modifies and approves list of items not completed in FY2011 to be completed in FY2012.
3. President's Council reviews and recommends any changes to the Academic Affairs FY2013 Operational Plans.
4. Student Affairs, Finance and Operations, Foundation, and Public Relations will use the Academic Affairs FY2013 and FY2014 Operational Plans to:
Update or revise their first three areas of their Operational Plans for FY2013 and FY2014 (Objectives, Estimated Cost, and Expected Completion Date), share their reports with the other administrative areas, and submit to the President's Office by November 15.

October 2011

1. Board of Trustees reviews Report of Student Learning (Outcomes Assessment).
2. Strategic Operations Advisory Committee will review the completed FY2011 Annual Report, FY2013-2017 five year visions, and review the Report of Student Learning. The committee will also review the list of items not completed in FY2011 to add to the FY2012 Operational Plans. (Once the list is reviewed, the FY2012 Plan will be modified by the President's Office to reflect these changes and be redistributed to all areas.)
3. IT Department will convert the Annual Report and Report of Student Learning into a PDF and post it to the President's Office page on the website. The President's Office will send out an email campus wide to announce the posting of both reports.

November 2011

1. Student Affairs, Finance and Operations, Foundation, and Public Relations will submit FY2013 and FY2014 Operational Plans to President's Office and will share them with the other administrative areas.

December 2011

1. Mid-year update report of FY2012 Operational Plans by Academic Affairs departments due to Betty Story.
2. The President's Office integrates FY2013 and FY2014 Operational Plans from all areas into one plan.

January 2012

1. FY2013 and FY2014 Operational Plans from all administrative areas will be sent **by January 25 to President's Council to begin review.**
2. The Dean and Academic Vice President will share significant changes found in their review of the mid-year update report of FY2012 Academic Affairs Operational Plan with President's Council. President's Council will begin to review the FY2013 and FY2014 Operational Plans from all administrative areas.

February 2012

1. President's Council will complete their review of the FY2013 and FY2014 Operational Plans from all administrative areas and approve the FY2013 Operational Plans.
2. Strategic Operations Advisory Committee will review the FY2013 Operational Plans from all administrative areas **after President's Council completes their review.**
3. Both groups will review budget assumptions for the upcoming year.

March 2012

1. Strategic Operations Advisory Committee will complete the review of FY2013 and review FY2014 Operational Plans (Objectives, Estimated Cost, and Expected Completion Date) from all areas.
2. Vice Presidents and President will prioritize the FY2013 Operational Plans at the budget meeting. These plans will be considered as part of the budget process.

April 2012

1. President's Council reviews and revises their 5 year visions for FY2014-FY2018. (This is the first step of the next cycle.)
2. President's Office sends the revised 5 year visions to all LCC.
3. The finalized FY2013 Operational Plans will be sent to all LCC.

May 2012

1. Vice Presidents and President will prioritize the FY2013 Operational Plans at the budget meeting. These plans will be considered as part of the budget process.
2. The finalized FY2013 Operational Plans will be sent to all LCC.
3. Academic Affairs departments will:
 - a) Complete the FY2012 Operational Plan report (add Results and Comments, and change estimated costs to actual costs if possible) and submit to Betty Story.
 - b) Update the first three areas of the Operational Plans for FY2014 and write the 2015 (Objectives, Estimated Cost, and Expected Completion Date) and submit to Betty Story. Be sure to use the 5 year Visions from President, VP's and Dean for guidance. (The FY2013 plans go into effect in July 2012 while faculty members aren't under contract, so FY2015 is considered here as being 2 years out).
 - c) Submit optional 5 year visions FY2014-2018 for departments to Dean of Instruction
 - d) Complete Highlights FY2012 list on WIKI
4. Committee Chairs submit Committee Support of Strategic Plan FY2012 to Betty Story.
5. FY2013 Operational Plans that were prioritized in March are prepared in June by the President's Office for the BOT's Budget Work Session in July.

June 2012

1. All administrative areas will:
 - a) Complete the FY2012 Operational Plan reports (add Results and Comments, and change estimated costs to actual costs if possible) and submit to President's Office to prepare for President's Council in July.
 - b) Complete FY 2012 Highlights list and submit to President's Office to prepare for President's Council in July.
2. Academic Affairs VP will submit the Committee Support of Strategic Plan and FY2012 Clubs and Organizations Year-End Report and organizational chart to the President's Office to prepare for President's Council in July.
3. President's Council will review the current Strategic Plan. Any changes will be applied to the FY2014 Operational Plans.

President's Vision
Labette Community College
5 Year Vision
FY 2013-2017

PREFACE

As much as I would **not** like to write a preface to my five-year vision I feel it is necessary and prudent to do so in light of the fiscal situation the State of Kansas finds itself in as we plan our strategic direction. Since the last update of the "President's Five-Year Vision" The State of Kansas finds itself in the worst fiscal shape since 2002. We have four factors that compound any decisions we make for at least the next four to six years.

- The continued loss of any performance agreement monies;
- The legislative mandate for a new funding formula for technical education. The community college system is advocating for a formula that includes general education. The technical colleges aren't comfortable with the inclusion. The new funding model requires an additional \$58 million dollars to fund;
- A new Governor proposing a freeze on all budgets and an even greater loss of State revenue ; and
- Labette Community College is in negotiations with the Faculty Association for the renewal of their Master Agreement.

That said my priority for the FY 2012 budget year is to continue to serve our student body as we always have.

LCC Vision

Labette Community College will continue to enhance its standing as an exceptional College by striving for excellence in all its programs, services, and activities.

LCC Strategic Goals:

Goal 1: *Student Success. Labette Community College (LCC) will provide an environment conducive to student success by all employees placing the needs of the students first.*

Goal 2: *Effectiveness, Efficiency, and Seamlessness. LCC will improve learning outcomes and develop program partnerships and collaborations through continuous planning, assessment, and improvement.*

Goal 3: *Institutional Growth. LCC will plan and coordinate student enrollment, programs, services, facilities and other institutional resources to meet the needs of the communities we serve.*

Goal 4: *External Resources. LCC will increase public and private funds to support educational programs, capital projects, and general operations.*

Goal 5: *Institutional Climate. LCC will cultivate an organizational climate that makes learning the primary focus in every area of the college.*

PRESIDENT'S VISION/GOALS

These goals or visions are not in any particular order. Some have financial implications some don't. All goals surround support for our student body.

- Critical to the success of our College over the next five years will be our involvement in workforce development. Over the past 12 months there has been outstanding progress in Workforce Development. Our college must consider additional resources to enhance and advance those efforts. With the Great Plains Development Authority coming into it's own over the next 12 months, it is and will be critical to be in a position to be the institution looked to as leaders in the workforce training business.
- New programs: Looking toward the future of our vision and considering the Great Plains Development Authority, I strongly suggest that we explore the following new program possibilities:
 - Construction Trades
 - ESL Program
- Financially I think it would be in our best interest to expand the Public Relations Department to include a graphic designer. The inclusion of such a person would lower our outsourcing costs and allow a greater flexibility of design functions.
- I think that, over the next five year, it will be critical to expand our relationships and partnerships with other colleges and universities. We have begun a relationship with Independence Community college in a variety of areas and with Pittsburg State University in the area of education. We can't do it all and with continued budget constraints but it just makes sense to partner.
- Student housing continues to be a critical need for our College. It is imperative to our growth to have at least 200 beds available for housing. However this goal moves further out as the financial picture in the State of Kansas continues a downward trend.
- We anticipate beginning the building process of the new health sciences building in the spring of 2012.
- Having become a member of the new HLC Pathways cohort we have a lot of work ahead of us. This is extremely worthwhile endeavor and fully supported by the college.

**Academic Affairs Vision
Labette Community College
5 Year Vision
FY2013-2017**

LCC Vision Statement

Labette Community College will continue to enhance its standing as an exceptional College by striving for excellence in all of its programs, services, and activities.

LCC Strategic Goals

Goal 1: *Student Success.* Labette Community College (LCC) will provide an environment conducive to student success by all employees placing the needs of the students first.

Goal 2: *Effectiveness, Efficiency, and Seamlessness.* LCC will improve learning outcomes and develop program partnerships and collaborations through continuous planning, assessment, and improvement.

Goal 3: *Institutional Growth.* LCC will plan and coordinate student enrollment, programs, services, facilities and other institutional resources to meet the needs of the communities we serve.

Goal 4: *External Resources.* LCC will increase public and private funds to support educational programs, capital projects, and general operations.

Goal 5: *Institutional Climate.* LCC will cultivate an organizational climate that makes learning the primary focus in every area of the college.

The Academic Affairs Administrative Area will:

1. Address the workforce training needs of our service areas by offering courses at their places of business or on our campus, center, or extension sites.
2. Explore additional 2+2 Articulation Agreements with colleges, course and program Articulation Agreements with high schools, and expand our relationships and partnerships with other institutions.
3. Begin offering the Dental Assisting program in fall 2012 with support from the Title III Grant.
4. Implement other new programs to serve the needs of our community – especially in regard to the Great Plains Development Authority.
5. Provide a full-time/adjunct instructor ratio that allows for the best learning opportunities for our students as best we can, given the budget restraints imposed on us by legislation and KBOR mandates.
6. Improve academic programs through approved KBOR Performance Agreements, even though no new money is currently attached to these approvals and none is expected in the foreseeable future.

7. Support the college through full participation in committee work by all Academic Affairs personnel.
8. Provide course development opportunities to add and improve course offerings and delivery methods to meet the needs of our programs and students.
9. Provide for instructional growth through use of professional development funds.
10. Ensure academic program reviews accurately reflect the needs of our programs, and that the needs are pursued through the departmental operational plans.
11. Prepare for accreditation through participation in the Higher Learning Commission Pathways Cohort.
12. Provide a budget that supports the best possible learning opportunities for our students given the restraints of the fiscal situation of the state of Kansas.
13. Ensure all Career Technical Education programs utilize industry – recognized assessment tools, and ensure all programs fully participate in KBOR alignment opportunities when scheduled to do so.
14. Ensure all Adult Basic Education students are made aware of post-secondary educational and employment opportunities.
15. Ensure that Library services are available to provide adequate learning support for our students and staff.

The Instructional Office will:

1. Redefine and evaluate Student Learning Outcomes.
 - a. Participate in HLC Pioneer Pathways Assessment of Student Learning Project.
 - b. Provide professional development opportunities to support improvement of Student Learning in targeted Student Learning Outcomes.
2. Expand and enhance the General Education and Career Technical Education programs.
 - a. Expand the courses and programs available to all students: online, hybrid, weekend, and short term.
 - b. Receive full accreditation of Cherokee Campus: Academic Coordinator, student services, library.
 - c. Investigate need for and add new programs, i.e. Theater, Heavy Equipment Operator, and others.

- d. Fill open full-time positions and add full time instructor positions at the main campus and Cherokee center as needed to increase number of students being taught by full-time instructors.
 - e. Provide professional development growth opportunities for full-time and adjunct faculty through utilizing RedZone and professional development funds.
 - f. Actively participate in the program alignment process for CTE programs as scheduled.
3. Provide Seamless Education for students.
- a. Support and promote clear pathways to LCC degree and certificate programs from all corresponding programs in service area school districts.
 - b. Expand services and options to concurrent students.
 - c. Improve seamless transfer from GED/ABE program into degree programs.
 - d. Sign articulation agreements for specific programs and certificates with PSU, regent's schools, MSSU and any other interested universities allowing for smooth transfer of credits.
 - e. Cooperate with other KBOR institutions through the core competency efforts.
4. Improve Retention and Graduation of students.
- a. Continue to evaluate improvements made to College Success Skills Course.
 - b. Improve student success through the developmental course pathways.
 - c. Create an advising system that utilizes a centralized Advising Center with trained academic advisors.

Library Vision

The Labette Community College Library will continue to strive for excellence in all of its programs, services and activities by:

- 1. Ensuring that all programs, activities and sites have the appropriate services to provide learning support for our students and staff and to assist the college in obtaining accreditations by collaborating with the directors, the faculty and the administration during the acquisitions process.

2. Ensuring that the students, employees and community members of our service area have access to the most current and relevant materials by effectively utilizing local, regional, and state level resources.
3. Ensuring that the library facilities are the go to place for accessing information, studying for classes, or just to meet with others.
4. Ensuring that the integrated library system, periodical databases and the library's web presence is up-to-date, relevant and inviting to all patrons.
5. Ensuring that the library staff takes advantage of all opportunities to obtain information, assistance and professional development from local, regional, state and national resources.
6. Ensuring that the library staff realizes that all members need to be a face for Labette Community College at college and community activities in the college's service area and beyond.
7. Ensuring that the library is running efficiently by assessing its services through internal assessments and surveys.
8. Ensuring that our patrons' input is considered and that feasible suggestions that are made are implemented when making changes.
9. Ensuring that the library's presence is felt on campus and in the surrounding area by developing a marketing plan and providing events in the library throughout the years.

Adult Basic Education/GED Vision

The Labette Community College Adult Basic Education/GED program will continue to strive for success for its students by:

1. Ensuring that the community members of our service area have access to the most current and relevant ABE information.
2. Ensuring that all marketing material that is posted throughout the community and our service area is up-to date with the correct information and orientation dates for our program.

3. Ensuring that all ABE students are knowledgeable about the seamless options of transitioning into PSE or employment.
4. Collaborate with Neosho County Community College, Independence Community College, Coffeyville Community College, and Fort Scott Community College Adult Basic Education programs in writing a competitive ABE grant in FY2010.
5. Working with the LCC Foundation Director, Lindi Forbes, to establish financial support for our ABE/GED students, for testing fees, through a donation from the LCC Foundation .
6. Have a stable ongoing partnership with local WIA representative to offer WorkKeys tests and register our ABE/GED students on the KansasWorks site.
7. Have a Department of Commerce or KansasWorks employee on the LCC campus weekly.
8. Offer ABE non-credit classes to our incoming ABE students.
9. Offer College Success Skills to all ABE students.
10. Ensure that ABE personnel are aware of all professional development workshops and conferences.
11. Support all LCC students in events or activities sponsored by LCC.

Finance & Operations Vision
Labette Community College
5 Year Vision
FY2013-FY2017

PREFACE

Over the next five years a great deal of effort must be spent on preparing to build and building the new allied health building. With declining property values and no increase in state funding anticipated in the next five years budget planning is critical. We must focus on ways to reduce unnecessary expenditures and at the same time be creative in our approach to generate new revenue.

LCC Vision

Labette Community College will continue to enhance its standing as an exceptional College by striving for excellence in all its programs, services, and activities.

LCC Strategic Goals:

Goal 1: *Student Success. Labette Community College (LCC) will provide an environment conducive to student success by all employees placing the needs of the students first.*

Goal 2: *Effectiveness, Efficiency, and Seamlessness. LCC will improve learning outcomes and develop program partnerships and collaborations through continuous planning, assessment, and improvement.*

Goal 3: *Institutional Growth. LCC will plan and coordinate student enrollment, programs, services, facilities and other institutional resources to meet the needs of the communities we serve.*

Goal 4: *External Resources. LCC will increase public and private funds to support educational programs, capital projects, and general operations.*

Goal 5: *Institutional Climate. LCC will cultivate an organizational climate that makes learning the primary focus in every area of the college.*

Finance & Operations Vision

- Prepare for and build the new health sciences building.
- Increase collections from students.
- Complete renovation work on the PTA facility.
- Help the three new allied health programs get off to a good start.
- Critical to the success of our College will be our continued work on the Jenzabar system including refining our processes, fully utilizing the features of the system and training all users.
- The upcoming years will be critical to the success of the Cherokee Center. Focus on the Cherokee Center to improve our enrollment and better serve the students in this area.
- Pursue avenues to generate more revenue necessary to better serve students.
- Pursue ways to reduce our expenditures including partnerships with other educational institutions.

- Evaluate internal processes and procedures to maximize efficiency and productivity.

**Student Affairs (SA)
Labette Community College
Five-Year Vision
2013-2017**

VISION STATEMENT

Labette Community College will continue to enhance its standing as an exceptional College by striving for excellence in all its programs, services, and activities.

Labette Community College Strategic Goals

Goal 1: Student Success. *Labette Community College (LCC) will provide an environment conducive to student success by all employees placing the needs of the students first.*

Goal 2: Effectiveness, Efficiency, and Seamlessness. *LCC will improve learning outcomes and develop program partnerships and collaborations through continuous planning, assessment, and improvement.*

Goal 3: Institutional Growth. *LCC will plan and coordinate student enrollment, programs, services, facilities and other institutional resources to meet the needs of the communities we serve.*

Goal 4: External Resources. *LCC will increase public and private funds to support educational programs, capital projects, and general operations.*

Goal 5: Institutional Climate. *LCC will cultivate an organizational climate that makes learning the primary focus in every area of the college.*

Student Affairs Vision

Athletics

- Development of student housing with at least 200 beds.
- Gradual increase in scholarship dollars for each program until NJCAA limit is reached.
- Increase in recruiting dollars for programs so they can bring in additional students.
- Increase number of faculty and staff attending home athletic events.
- Expansion of facilities to better accommodate existing athletic programs.

Enrollment Management

- Increase enrollment by 1-2% each year.
- Revise the Early Academic Warning System within the Jenzabar capabilities.

Financial Aid

- Cross-training of staff to assist students.
- Increase in students applying for student aid and the application process starting sooner.
- Increase the number of federal workstudy students working at Parsons High School and Parsons Middle School through the AVID Grant and the 21st Century Grants.

Registrar

- Enhancement of degree check process with the utilization of Jenzabar.
- Enhancement of the college catalog in dvd and online format.

Student Life

- Increase in student organizations that are based on academic departments.
- Develop regular Student Life activities at the Cherokee Center.

- Increase number of faculty and staff that attend student organization events.

Student Support Services

- Work with the Tutor/Success Specialist to develop a comprehensive tutoring program that utilizes trained/certified peer tutors.
- Develop a College Success Skills course and Supplemental Instruction opportunities for participants.

Student Success Center

- Work with Student Support Services to develop a comprehensive tutoring program that utilizes trained/certified peer tutors.
- Increase total number of students receiving services and requesting tutoring.

Talent Search.

- Transition LCC Talent Search grant objectives towards more emphasis and student involvement in a rigorous curriculum that will open more scholarship opportunities for its participants.
- Develop and implement a rigorous curriculum initiative for high school participants based on the Kansas Academic Challenge Grant
- Per grant guidelines, serve 550 participants in the project's target area.
- Increase the number of parental involvement with juniors and seniors during "Parents Night" advising and enrollment activities.
- Implement connections to financial and economic literacy instruction for participants and their parents.
- Increase participant involvement in "after school" programs and the LCC Talent Search online tutoring site.

Public Relations Department
Labette Community College
5 Year Vision
2013-2017

LCC Vision

Labette Community College will continue to enhance its standing as an exceptional College by striving for excellence in all its programs, services, and activities.

LCC Strategic Goals:

Goal 1: *Student Success.* Labette Community College (LCC) will provide an environment conducive to student success by all employees placing the needs of the students first.

Goal 2: *Effectiveness, Efficiency, and Seamlessness.* LCC will improve learning outcomes and develop program partnerships and collaborations through continuous planning, assessment, and improvement.

Goal 3: *Institutional Growth.* LCC will plan and coordinate student enrollment, programs, services, facilities and other institutional resources to meet the needs of the communities we serve.

Goal 4: *External Resources.* LCC will increase public and private funds to support educational programs, capital projects, and general operations.

Goal 5: *Institutional Climate.* LCC will cultivate an organizational climate that makes learning the primary focus in every area of the college.

Public Relations VISION/GOALS

These goals or visions are not in any particular order.

- Increase signage; billboards to expand further from Parsons to target out-of-state students that live near the border.
- Utilize and increase usage of the web to promote events.
- Create the position of a full-time graphic designer within the PR department. All design work for all departments on campus would utilize this person. LCC needs to have a strong brand. A strong brand will take the marketing and to the next level which will aid in student/staff recruitment and retention. This will greatly reduce outsourcing costs.
- Continue and increase awareness for the Cherokee Center through strong marketing campaigns.
- Continue and increase collaboration with Admissions department to aid them in recruiting efforts during special on-campus events.
- Continue and increase advertising targeting specific programs.
- Public Relations Assistant will continue training on graphic design trends.

Foundation Vision
Labette Community College
5 Year Vision
FY2013-FY2017

LCC Vision

Labette Community College will continue to enhance its standing as an exceptional College by striving for excellence in all its programs, services, and activities.

LCC Strategic Goals:

Goal 1: *Student Success. Labette Community College (LCC) will provide an environment conducive to student success by all employees placing the needs of the students first.*

Goal 2: *Effectiveness, Efficiency, and Seamlessness. LCC will improve learning outcomes and develop program partnerships and collaborations through continuous planning, assessment, and improvement.*

Goal 3: *Institutional Growth. LCC will plan and coordinate student enrollment, programs, services, facilities and other institutional resources to meet the needs of the communities we serve.*

Goal 4: *External Resources. LCC will increase public and private funds to support educational programs, capital projects, and general operations.*

Goal 5: *Institutional Climate. LCC will cultivate an organizational climate that makes learning the primary focus in every area of the college.*

Foundation Vision

- Securing funding from donors/grants to build a new Health Science Building
- Increase endowment for scholarships by \$1 million
- Fully implement the Jenzabar system to track gifts, donors, and alumni. And use the data for decision-making and strategic planning.
- Build a stronger alumni donor base
- Explore options for funding the Student Commons building and Cardinal Gymnasium renovations (Phase II of Preparing a Pathway to the Future campaign)

How Labette Community College's Strategic Plan Supports KBOR's Strategic Agenda Entitled Foresight 2020

KBOR Strategic Goals

1. Achieve alignment between the state's preK-12 and higher education systems and continue to enhance alignment between higher education institutions.
2. Achieve participation in the state's higher education system that better reflects the state's demography and more fully engages adult learners.
3. Achieve measureable improvement in persistence (retention) and completion (graduation) rates for higher education institutions across the state.

LCC Activities & Services

- CTE collaboration with area high schools and alignment of postsecondary programs
- Core Outcomes Project review with area high school faculty
- Offer concurrent courses at area high schools and dual credit courses on campus enhancing seamless transition from high school to college
- GED transition to postsecondary education
- Articulation agreements with area high schools
- Provide developmental courses for under-prepared students
- Provide 2+2 and articulation agreements with transfer institutions.
- Achieve targeted growth through an integrated enrollment management process
- Enhance student opportunities through increased scholarships and endowments
- GED transition to Postsecondary Education
- Offer Adult Basic Education Program
- Talent Search TRIO Program
- Retention Committee
- Strive to make the student's experience with LCC positive, nurturing, and focused on student learning and academic success
- Offer tutoring services
- Offer Student Support Services TRIO Program
- Provide clubs/organizations and

student life activities to increase involvement/retention

4. Ensure that students earning credentials and degrees across the higher education system possess the foundational skills essential for success in work and in life.
 - Continue to expand certification and short-term training programs that meet learner' needs and market demand
 - Increase the availability of skilled workers to meet the needs of the community and the State
 - Articulation Agreements
 - Collaborate with business and educational entities to lobby for appropriate levels of state and county support
 - Business partnerships
 - Create an integrated and adaptable organizational structure that responds to the changing needs of learners

5. Enhance alignment between the work of the state's higher education system and the needs of the Kansas economy.
 - Offer simulations, internships and practicum
 - Encourage community/business partnerships in the learning process
 - Offer and support professional development programs and opportunities to enhance faculty and staff effectiveness as facilitators of learning

*KBOR has a sixth strategic goal that does not apply to community colleges. It is "Enhance the regional and national reputation of Kansas universities through aspirational initiatives.

LCC Committee Support of Strategic Plan FY2012

Goal 1: Student Success. Labette Community College (LCC) will provide an environment conducive to student success by all employees placing the needs of the students first.

Outcomes

Outcome 1A. Cultivate a culture in which services, practices, policies, procedures, and personnel support learning as a major priority.

Curriculum and Instruction Committee:

- a. *The C&I Committee reviewed curriculum to ensure appropriate learning strategies were being applied in academic courses, and aligned academic content with academic standards. The committee also evaluated course and/or program level outcomes and competencies and ensured CTE programs were meeting KBOR Perkins eligibility requirements and credentialing agency requirements.*

Distance Education Committee:

- a. *The Distance Education Committee continued to have as a major component of each committee meeting a “Great Ideas For Teaching” presentation suitable for online instruction. This included demonstrations on the use of online videos to orient students to the policies and procedures they will need to know to be successful in the course, the use of Survey Monkey, saving YouTube videos to your computer for use in online classes, and using Audacity to save and record audio files for use in online classes.*

Enrollment Management Committee:

- a. *The Enrollment Management Committee encouraged the educating of students, faculty, staff, and community about the enrollment process including financial aid, scholarship deadlines, and transferability.*
- b. *The Enrollment Management Committee set goals for LCC’s efforts to retain students to meet their educational goals.*

Green Committee:

- a. *The Green Committee is responsible for educating the students, employees and community about environmentally friendly practices.*

Library Committee:

- a. *The members of the Library Committee advised and suggested ways to improve the existing library services and offered suggestions for new ones.*
- b. *The members of the Library Committee advocated for the library in their respective departments and groups.*

Outcome 1B. Strive to make the student’s experiences with LCC positive, nurturing, and focused on student learning and academic success.

Curriculum and Instruction Committee:

- a. *The C&I Committee focused on student learning and academic success by reviewing catalog changes, revising course outcomes and competencies, and aligning program processes.*

Distance Education Committee:

- a. *The Distance Education Committee reviews all new online courses developed by new instructors and offers recommendations to experienced instructors who seek the committee's input on new online courses.*
- b. *The Distance Education Committee also reviewed the Online Instruction Handbook to ensure policies were still relevant to the needs of LCC and, where appropriate, made recommendations to the Outreach Director.*

Diversity Committee

- a. *The committee sponsored or supported eight diversity events during the year for students, faculty, and staff to encourage discussions of issues dealing with diversity.*

Enrollment Management Committee:

- a. *The Enrollment Management Committee worked to give the students a better impression of the college through helping the college to be student friendly by becoming more visible on Facebook, using QR codes, and investigating use of text messaging.*
- b. *The Enrollment Management Committee worked to identify areas of the college that have a large impact in retaining students.*
- c. *The Enrollment Management Committee worked to suggest improvements to the existing academic advising system.*

Instructional Outcomes and Assessment Committee:

- a. *The committee evaluated the results of last year's LCC Student Satisfaction Survey.*

Green Committee:

- a. *The Green Committee works to give the students a better impression of the college by helping the college to be environmentally responsible.*

Library Committee:

- a. *The Library Committee awarded prizes in the Paper of the Year. The committee members read and judged each submission.*

Outcome 1C. Make accessible a variety of services and programs that address learning needs.

Curriculum and Instruction Committee:

- a. *The C&I Committee supported COMPASS assessment for placement in math, reading and writing for all students not having the necessary ACT/SAT scores to enroll in the required math and English courses for their degree. Students completed this test in the Student Success Center on campus or at the Cherokee Center prior to enrollment, and were informed of services and programs that address learning needs.*

Distance Education Committee:

- a. *The Distance Education Committee committed to utilizing new technology in support of online education. The committee spent considerable time discussing some of the features and problems with the Jenzabar LMS. Features such as links in RedZone to other online applications, Bookmark applications, email problems and notification procedures for when email is down, ADA accommodations for online students, problems using the online grade book in RedZone, the value of an Online Teaching II course, the course statistics feature in RedZone, the notification of proctored test policies, file exchange problems in RedZone, workshops for new online students, bandwidth issues and RedZone, RedZone “timeout” issues, copy paste issues between Office and RedZone, and RedZone support of newer internet browsers.*

Enrollment Management Committee:

- a. *The Enrollment Management Committee encouraged the faculty and staff to introduce the students to the various services available on campus, such as the tutoring program.*
- b. *The Enrollment Management Committee helped departments and programs recognize areas to focus improvements to impact retention of students by investigating steps along the retention timeline.*

Green Committee:

- a. *The Green Committee encourages the faculty to introduce Green practices into the classroom.*

Outcome 1D. Use technology to expand opportunities for student learning and student services.

Curriculum and Instruction Committee:

- a. *Career/Technical Program faculty members submitted proposals to the C&I Committee for review and modification to curriculum in aligning with the needs of the industry in all areas - especially in high skills, high wage, and high demand jobs in the workplace.*
- b. *The 2011-2012 catalog was added to the LCC Website and Catalog CDs were made available to help better serve students.*

Distance Education Committee:

- a. *The Distance Education Committee continued to have as a major component of each committee meeting a “Great Ideas For Teaching” presentation suitable for online instruction. This included demonstrations on the use of online videos to orient students to the policies and procedures they will need to know to be successful in the course, the use of Survey Monkey, saving YouTube videos to your computer for use in online classes, and using Audacity to record and save audio files for use in online classes.*

Enrollment Management Committee:

- a. *The Enrollment Management Committee encouraged faculty and staff to use various forms of technology in the classroom and campus wide, through mediums such as on-line student services and RedZone Advising.*

Library Committee:

- a. *The Library Committee will continue to advise and monitor updates to the library’s revised web pages.*

Goal 2: Effectiveness, Efficiency, and Seamlessness. LCC will improve learning outcomes and develop program partnerships and collaborations through continuous planning, assessment, and improvement.

Outcomes

Outcome 2A. Improve and expand linkages with educational partners and community agencies for mutual benefit.

Curriculum and Instruction Committee:

- a. *The C&I Committee reviewed course transferability to baccalaureate degree programs with four year institutions.*
- b. *The C&I Committee reviewed courses for Workforce Education & Community Service.*

Enrollment Management Committee:

- a. *The Enrollment Management Committee partnered with area high schools, counselors, Student Support Services, Talent Search, Student Life, Athletics, faculty, and staff members on various projects and related activities/events to retain and recruit students.*

Outcome 2B. Improve tracking of and access to data to meet the needs of the institution, and external contingencies.

Enrollment Management Committee:

- a. *The Enrollment Management Committee worked with the various offices on campus to make raw data and various reports available/ accessible through the Jenzabar system.*

Instructional Outcomes and Assessment Committee:

- a. *The committee worked to improve the collection of course assessment data through revisions to the web form.*

Green Committee:

- a. *The Green Committee is working to make data and progress regarding the college's green activities trackable and accessible through the Greenhouse Gas Emissions Report*

Outcome 2C. Respond to the diverse learning needs of our community. (IOA,)

- **Continue to expand certification and short-term training programs that meet learners' needs and market demand.**
- **Encourage community/business partnerships in the learning process.**
- **Increase the availability of skilled workers to meet the needs of the community and the State.**

Diversity Committee:

- a. *The committee invited the community to events throughout the year that addressed issues of diversity.*

Outcome 2D. Engage students in contributing to the well being of their community through community service.

Outcome 2E. Encourage faculty and staff to take leadership roles in community initiatives.

Green Committee:

- a. *The Green Committee encourages faculty and staff to take a leadership role in being environmentally friendly both at the college and in the community.*

Outcome 2F. Improve the system of defining and assessing student learning outcomes.

Curriculum and Instruction Committee:

- a. *The C&I Committee reviewed and made recommendations of Outcomes and Competencies for new courses.*

Instructional Outcomes and Assessment Committee:

- a. *The committee continued to review the institutional assessment plan that uses semester data to provide course-level and program-level evaluations.*
- b. *The committee used the writing CAAP assessment, which was given at the end of the English Composition I course; the math CAAP assessment which was given at the end of the College Algebra, Math for Education, or a*

student's first college-level math course; the WorkKeys assessment, which was given at the end of the Applied Math course; and the science CAAP assessment which was given at the end of a student's first science course, to evaluate LCC students through nationally-normed data as part of the LCC assessment plan.

- c. The committee implemented the College-Writing Matrix project to evaluate student learning in written communication.*
- d. The committee revised LCC's Student Learning Outcomes.*
- e. The committee developed a plan for systematic assessment of Student Learning Outcomes.*

Goal 3: Institutional Growth. LCC will plan and coordinate student enrollment, programs, services, facilities and other institutional resources to meet the needs of the communities we serve.

Outcomes

Outcome 3A. Achieve targeted growth through an integrated enrollment management process.

Enrollment Management Committee:

- a. The Enrollment Management Committee worked with the various offices on campus that are involved with the enrollment process to make it as streamlined as possible.*
- b. The Enrollment Management Committee provided input to advising and College Success Skills areas on issues that affect retention.*

Outcome 3B. Provide quality programs and services at the main campus, the Cherokee Center, all extension sites, and online.

Curriculum and Instruction Committee:

- a. The C&I Committee reviewed a variety of program proposals generated by advisory committee recommendations and Title III proposals. Ones for this year include:*
 - 1. Dental Assistant*
 - 2. Electronics Technology*
 - 3. Athletic Training*

Enrollment Management Committee:

- a. The Enrollment Management Committee analyzed data gathered through the LCC Student Satisfaction survey to examine issues that affect retention.*
- b. The Enrollment Management Committee encouraged the development of new services and programs for use throughout the mediums in which students access our institution such as RedZone and texting.*

Library Committee:

- a. *The Library Committee advocated for the needed library services for the faculty and students in their respective departments, sites and online.*

Outcome 3C. Offer a variety of online and on-ground courses at the main campus, the Cherokee Center, and all extension sites to best meet the needs of our students.

Curriculum and Instruction Committee:

- a. *The C&I Committee reviewed and approved a variety of 30 new online and on-ground course proposals.*
- b. *The C&I Committee approved 5 new programs: Entrepreneurship Level I Certificate, Dental Assistant AAS & Certificate, Early Childhood Education & Training AAS, Electronics Technology/Technician Certificate, and Athletic Training AS.*

Outcome 3D. Improve the utilization of human, physical, technological, and fiscal resources.

Distance Education Committee:

- a. *The Distance Education Committee continued to explore the best use of the College's resources in providing online education by continuously evaluating online platforms and seeking to find a way to utilize human, physical, technological, and fiscal resources effectively. The committee also discussed the value of offering an Online Teaching II course.*
- b. *The Distance Education Committee reevaluated and revised its Purpose Statement to reflect its changing role at LCC. As the online program at LCC has grown, the role of the committee has evolved as well. There has been less of a need for the committee to approve new courses and more of a need to address in a timely manner the technical, curricular, and instructional needs of online instructors in a changing online environment.*

Enrollment Management Committee:

- a. *The Enrollment Management Committee identified areas through the LCC Student Satisfaction Survey that retention efforts will have the greatest impact, based on process analysis, student surveys, and outside research.*

Green Committee:

- a. *The Green Committee has developed email guidelines to cut down on wasted paper and implemented a plan to charge students a small fee for printing.*
- b. *The Green Committee has encouraged committees to save paper by using technology. As a result President's Council, hiring committees, strategic planning committee, and C&I committee have all adopted these practices.*
- c. *The new health science building will be a LEED Silver building.*

Goal 4: External Resources. LCC will increase public and private funds to support educational programs, capital projects, and general operations.

Outcomes

Outcome 4A. Increase coordination of all fundraising activities to enhance resource synergy.

Outcome 4B. Enhance student opportunities through increased scholarships and endowments.

Outcome 4C. Enhance the college image to stakeholders by communicating the value and benefit of the college to the community.

Outcome 4D. Promote responsible stewardship of resources and public trust.

Green Committee:

- a. Through its encouragement of environmentally friendly practices the Green Committee promotes responsible stewardship of resources and public trust.*

Outcome 4E. Encourage an innovative and entrepreneurial spirit.

Outcome 4F. Continue to generate business and community support to increase viability of our programs.

Outcome 4G. Collaborate with business and educational entities to lobby for appropriate levels of state and county support.

Goal 5: Institutional Climate. LCC will cultivate an organizational climate that makes learning the primary focus in every area of the college.

Outcomes

Outcome 5A. Enhance the economic, academic, and social environment of the college to recruit and retain quality employees.

Outcome 5B. Hire, develop, support, and empower employees throughout the organization who take an active role in student learning and success.

Enrollment Management Committee:

- a. *The Enrollment Management Committee encouraged all LCC employees to appreciate their role in retaining students through advising support.*

Outcome 5C. Create an integrated and adaptable organizational structure that responds to the changing needs of learners.

Curriculum and Instruction:

- a. *The C&I Committee served as a mechanism to respond to the needs of learners. The committee received proposals related to new course & program development, course & program alignments, and remedial prerequisites. The committee reviewed proposals for approval and submitted approved proposals to the Board of Trustees. The Board of Trustees reviewed them and voted on approval. LCC then sought approval from the Kansas Board of Regents for the approved proposals.*

Outcome 5D. Promote a culture of inclusiveness, participation, collaboration, and mutual respect that recognizes and celebrates the value of contributions.

Diversity Committee

- a. *The committee sponsored events intended to raise awareness of issues of diversity, educate and lead conversations about diversity, and provide a safe place for students, faculty, and staff to talk about diversity.*

Enrollment Management Committee:

- a. *The Enrollment Management Committee encouraged student, faculty, staff, and community organizations to work together on various projects throughout the community that benefited all entities equally.*

Outcome 5E. Offer and support professional development programs and opportunities to enhance faculty and staff effectiveness as facilitators of learning.

Distance Education Committee:

- a. *The Distance Education Committee promoted online learning by making online educators at LCC aware of free online professional development opportunities.*

Outcome 5F. Strengthen the leadership skills of faculty and staff.

Curriculum and Instruction Committee:

- a. *The C&I Committee enabled faculty and staff to take a leadership role in curriculum development.*

Distance Education Committee:

- a. *The Distance Education Committee continued to support the professional development of online education by providing new information about online learning.*

Outcome 5G. Provide a safe, pleasant, and healthy learning environment to enhance student learning.

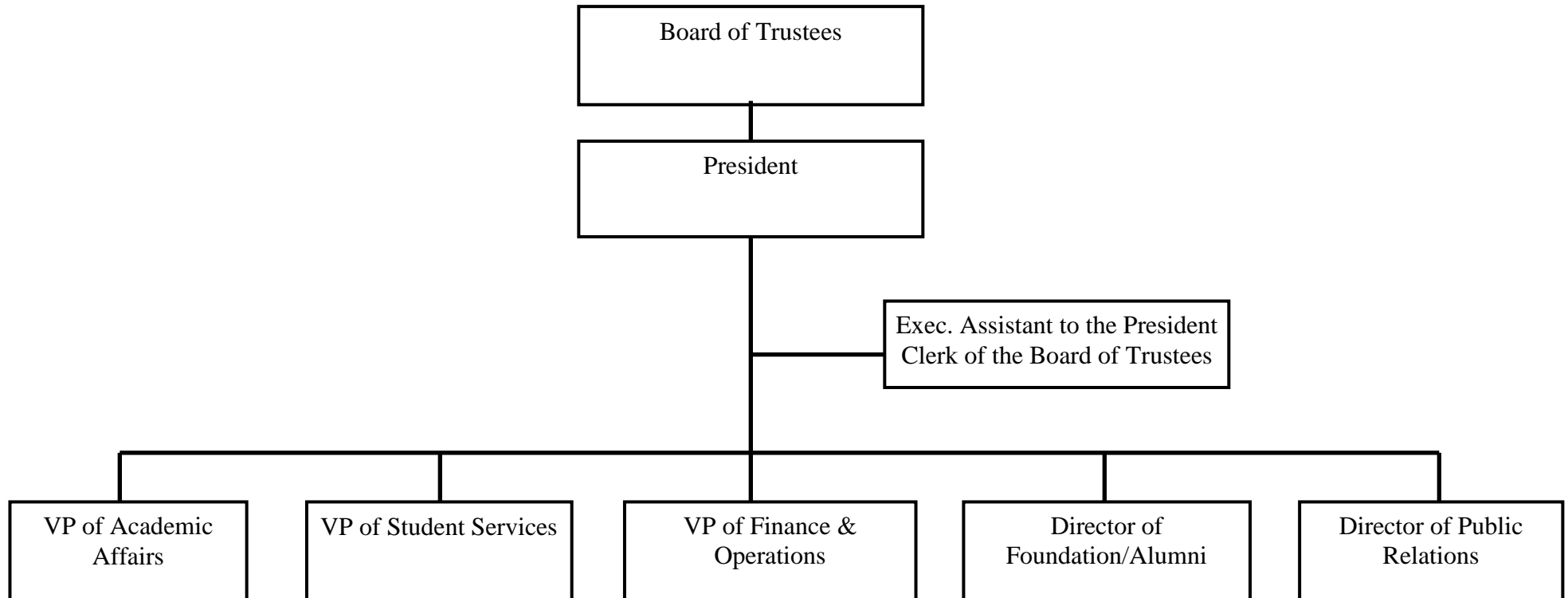
Enrollment Management Committee:

- a. *The Enrollment Management Committee believes that by keeping an institutional focus on retention, students will find a more welcoming college community.*

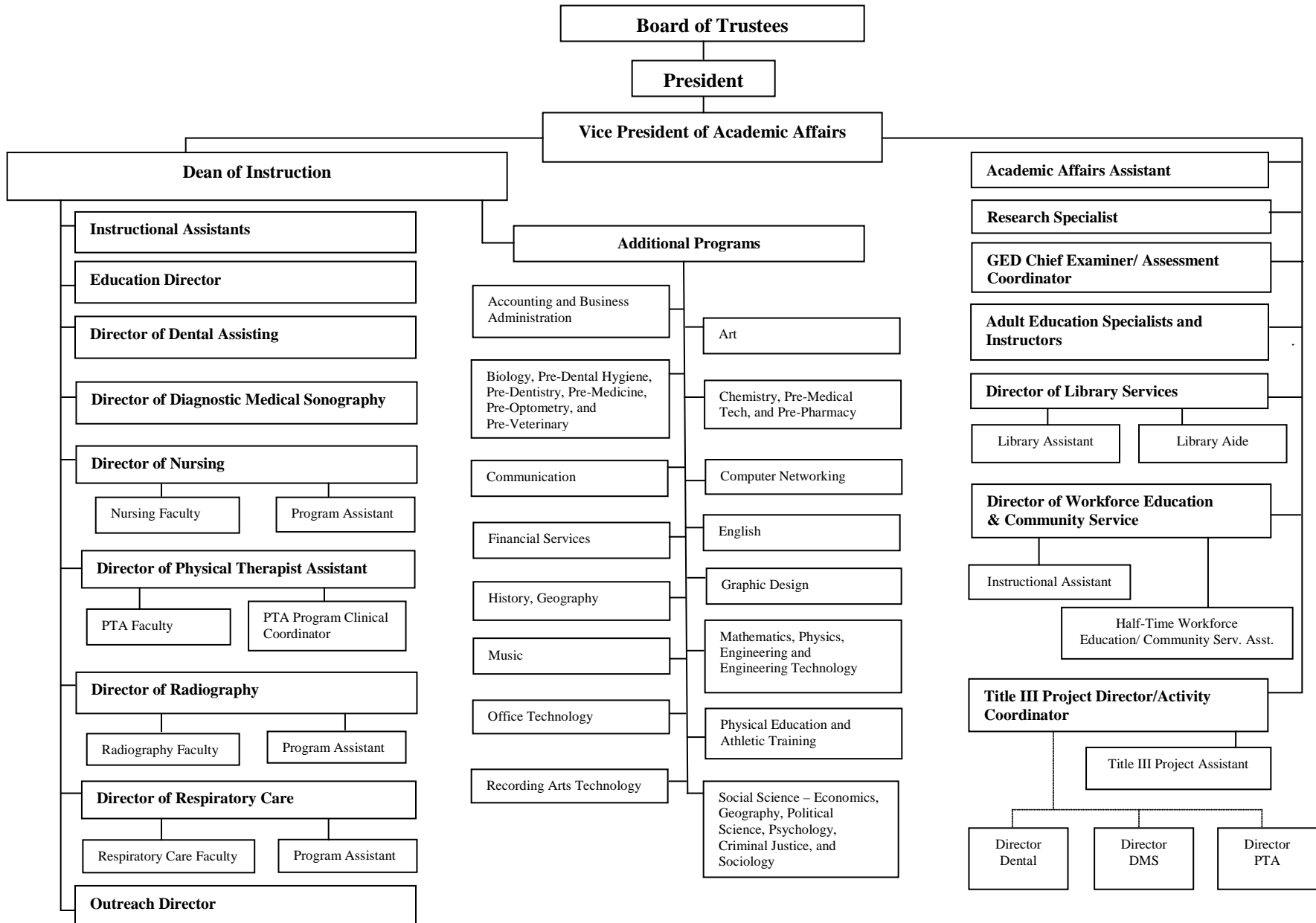
Green Committee:

- a. *The Green Committee strives to ensure a greener future by promoting a healthy learning environment which will enhance student learning.*

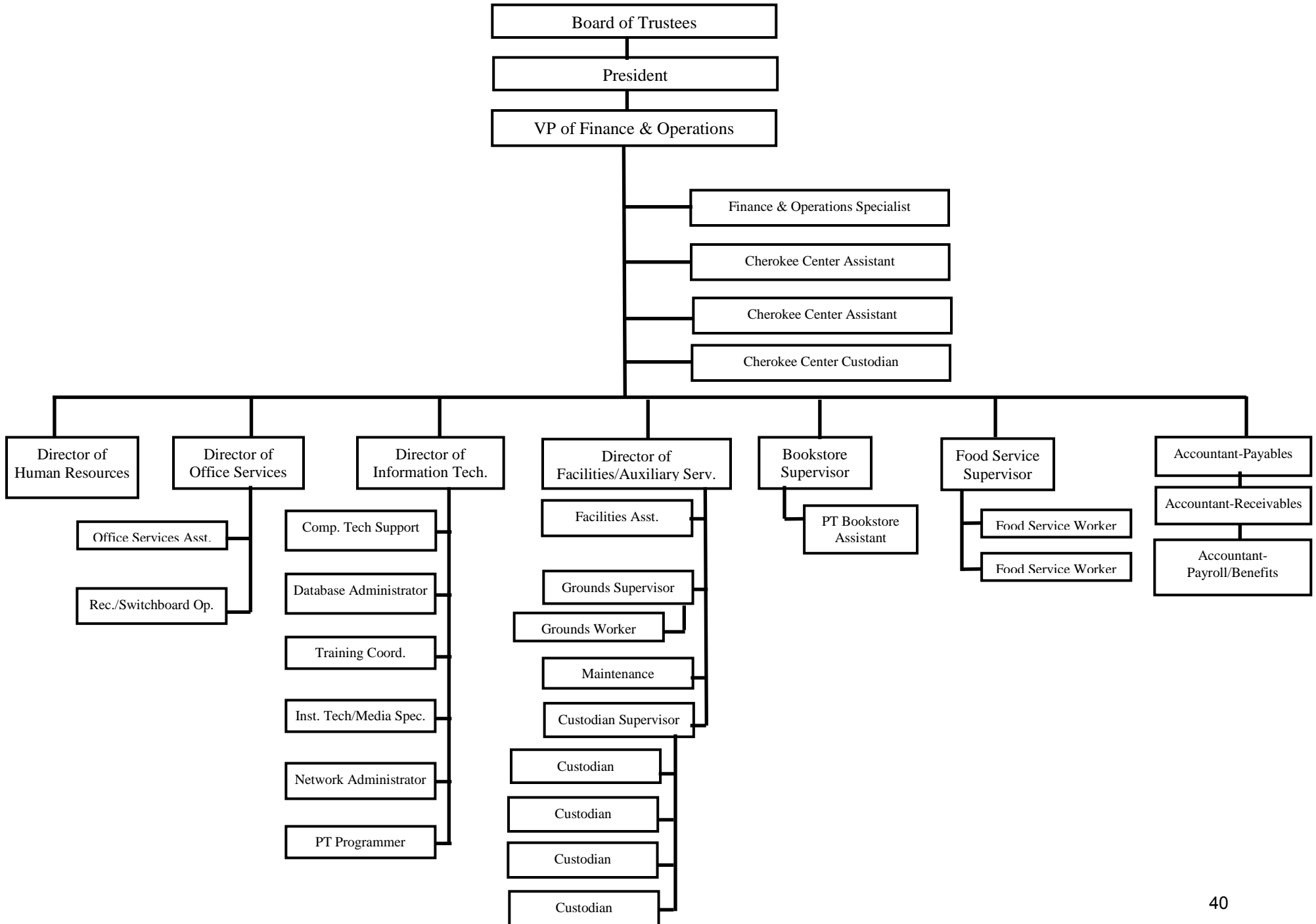
Labette Community College



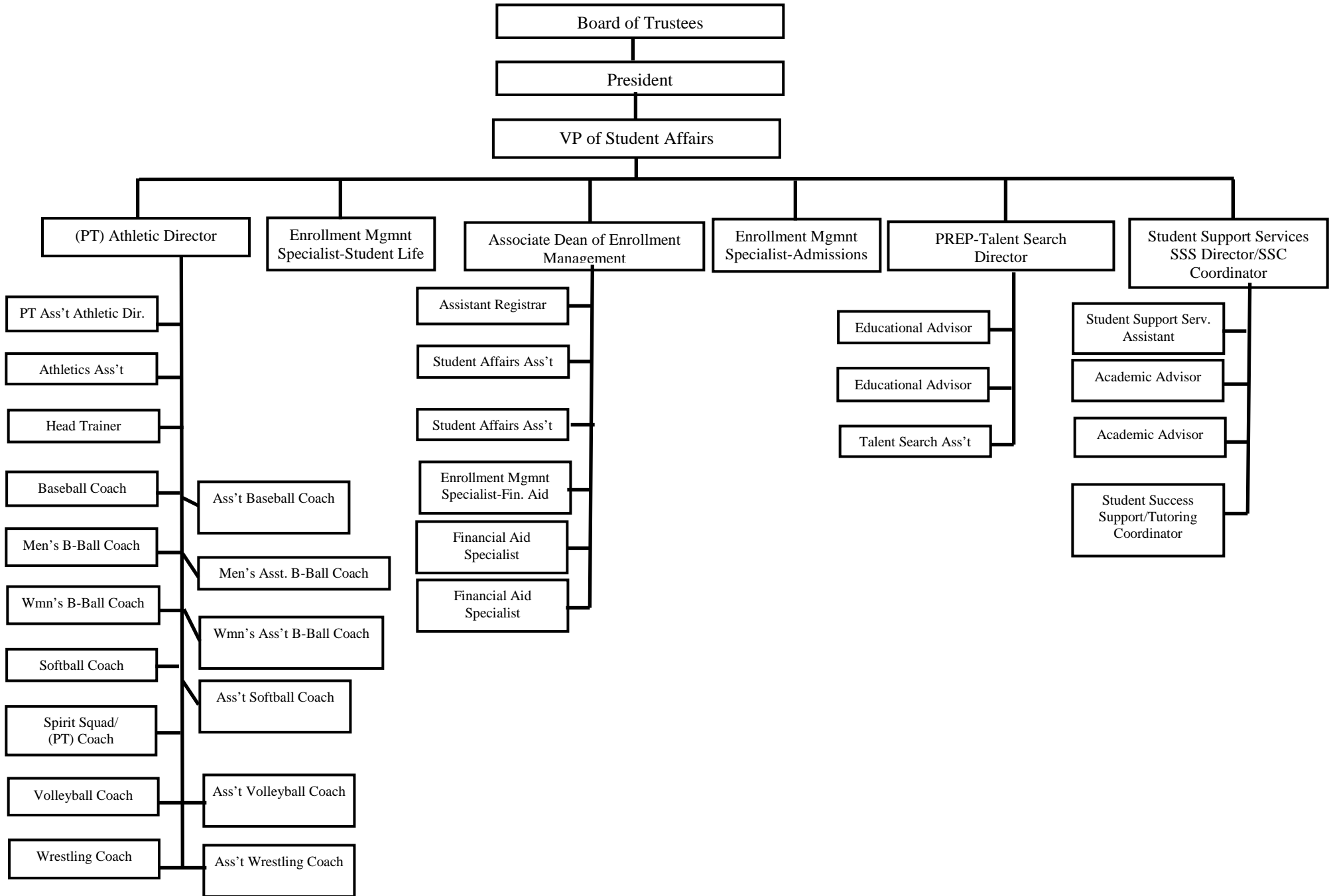
Organizational Chart: Division of Academic Affairs



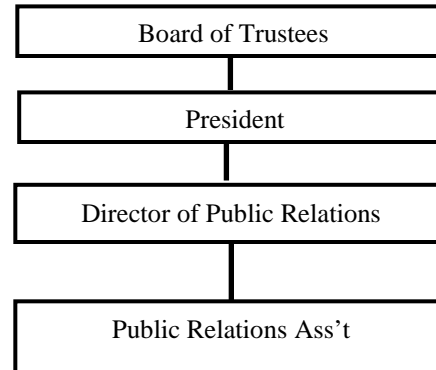
Organizational Chart: Division of Finance & Operations



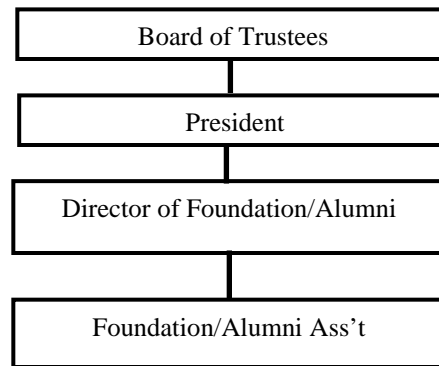
Organizational Chart: Division of Student Affairs



Organizational Chart: Division of Public Relations



Organizational Chart: Division of Foundation/Alumni



Labette Community College

FY2012 Club/Organization Report

BIOLOGY

SPONSOR: Bharathi Sudarsanam

# Members	# Meetings	# SGA , Club, & Community Service Activities	# Fund Raising Activities	# Traveled Activities
32 in Fall 34 in Spring	18 times a month	6	1	3

Student members participated in club activity Extreme Home Makeover, Kids Fall Fest, Blood Drive, Donors Appreciation Luncheon, Christmas Parade and 8th grade Cardinal Day.

English Club

SPONSOR: Elizabeth Walker

# Members	# Meetings	# SGA , Club, & Community Service Activities	# Fund Raising Activities	# Traveled Activities
15	8	1	0	0

Student members participated in club activity African American Reading Event.

FEDORAS

SPONSOR: Regena Lance

# Members	# Meetings	# SGA , Club, & Community Service Activities	# Fund Raising Activities	# Traveled Activities
12	8	1	1	1

Student members participated in club activity Fall Frenzy.

Chapter Awards:

Local Chapter Recognition – Kansas National Education Association Student Program (KNEASP)

GRAPHIC DESIGN

SPONSOR: Greg Brewer & Melissa Kipp

# Members	# Meetings	# SGA , Club, & Community Service Activities	# Fund Raising Activities	# Traveled Activities
8	2	2	0	0

Student members participated in club activity Kids Fall Fest and SGA Election Flyers.

PHI BETA LAMBDA

SPONSOR: Cathy Kibler

# Members	# Meetings	# SGA , Club, & Community Service Activities	# Fund Raising Activities	# Traveled Activities
15	7	10	2	4

Student members participated in club activities such as Welcome Back Week, Kids Fall Fest, LCC Blood Drives, Recycling, Highway Cleanup, Foundation Donor Luncheon, and the Student Organization Fair, Big Brother Big Sister Ballgame, and Final Frenzy.

Student traveled to the National Conference June 2011, Fall Leadership Conference, State Board Meeting and the State Leadership Conference in March 2012:

Phi Beta Lambda State Leadership Conference:

- 1st place Macroeconomics, Tyler Davis
 Help Desk, George Kibler
 Human Resource Management, George Kibler, Perry Myers & John Stringer
 Microeconomics, Perry Myers
- 2nd place Computer Applications, Chris Coomes
 Telecommunications, Chris Coomes
 Economic Analysis & Decision Making, Tyler Davis
 Management Analysis & Decision Making, Perry Myers
- 3rd place Networking Concepts, Chris Coomes
 Business Decision Making, Tyler Davis, Nathan McElrath & Brant Parker
 Contemporary Sports Issues, Tyler Davis
 Business Communications, Nathan McElrath
 Information Management, John Stringer

Who's Who in Kansas Phi Beta Lambda, George Kibler, Perry Myers, Brant Parker, John Stringer & Shawna Yockey.

Phi Beta Lambda National Conference: June 21-27, 2011

10 Students participated in the National Conference in Orlando Florida.

PHI THETA KAPPA

SPONSOR: Tammy Fuentez, Juliana Kepner/Tony Fuentez, and Sara Harris

# Members	# Meetings	# SGA, Club & Community Service Activities	# Fund Raising Activities	# Traveled Activities
15	17	25	5	11

Student members participated in club activities such as LCC Auction for Scholarships, LCC Blood Drives, Joplin Ronald McDonald House Dinner, Joplin Ronald McDonald House Easter Basket Collection, Holden's Hope 5K, Joplin Tornado Relief, Welcome Back Picnic, Ronald McDonald Pop Tabs, St. Jude's Change Collection, Student Organization Fair, Highway Clean up, Kid Fall Fest, Induction Ceremony, Hotel Trash Clean Up at Honors in Action Conference, Run for Funds 5K for Scholarships, St. Jude's

Memphis Marathon, LCC Christmas Baskets, Homecoming, Children’s Mercy/KC RMH Collection, Bentonville Spring Break Trip, Kansas Region Convention NUMANA, Service Project, Interview Skills Workshop, and Research Skills Workshop.

Phi Theta Kappa Awards

Individual Awards:

International Continued Excellence Distinguished Advisor Award, Tammy Fuentes
 Kansas Region Vice President of Southern District Award, John Stringer
 All Kansas Academic Team, John Stringer & Marcie Ryan
 Distinguished Member Award Distinguished Recognition, Marcie Ryan
 Distinguished Chapter Officer Award, John Stringer
 Distinguished Chapter Officer Team Award, Eric Comeaux, John Stringer, John Googe, Melanie Dunic, & Sasha Rodriguez
 Distinguished Alumni Award Honorable Mention, Sara Harris
 Achievement in Literature Winner, John Stringer
 Achievement in Art-Photography Winner, Melanie Dunic
 Achievement in Art-Photography Distinguished Recognition, Marcie Ryan
 Achievement in Art-Drawing/Painting Honorable Mention, Briana O’Neill
 Kansas Region Vice President of Correspondence, John Googe
 Kansas Region Vice President of Alumni Relations, Marcie Ryan

Chapter Awards:

International Five Star Chapter
 Most Outstanding Chapter Winner
 Kansas Region Five Star Chapter
 College Project Award Winner
 Honors in Action Award – Distinguished Recognition
 Southern District Service Award Winner
 Great Idea Award – Honorable Mention

RADIOGRAPHY CLUB

SPONSOR: Gale Brown

# Members	# Meetings	# SGA, Club & Community Service Activities	# Fund Raising Activities	# Traveled Activities
42	8	29	4	3

Student members participated in club activities such as Joplin Disaster Help, Labette County Fair, Respiratory Critical Care, National Custodial Workers, Parsons 8th Grade Day, Breast Cancer Awareness, LCHS Health Career Presentation Day, LCC Blood Drives, Kid’s Fall Fest, Operation Christmas Child, Radiology Tech Clinical Site Appreciation, LCHS Health Fair, KSRT Student Conference, KC Chiefs Game, Senior Day, Donor Luncheon Table, LCC Angel Tree, LCC Christmas Food Basket, Final Week Sponsorship with PTK Hot Chocolate & Cookies, Student Organization Fair, Library Display, LCC Homecoming, Heart Awareness, Breast Cancer Awareness, 8th Grade Day, Congenital Diaphragmatic Awareness, Holden’s Hope Project, Going Green Recycle Project.

Radiography SGA Awards

2011 Outstanding Allied Health Student Organization Service Award

Cardinal Point Award – 2nd place

2011 Who's Who in Community Colleges in America Awards: Chelsea Allen, Paula Collins, Cyndi Covell, Lyndsey Cranor, Bailey Gilbreath, Darci Kirby, Mark Metzger, Ariel McClenning, Mistry Seigel, Devon Walker & Kristen Yotz.

2011 Cardinal Awards: Chelsea Allen, Paula Collins, Lyndsey Cranor & Bailey Gilbreath

RESPIRATORY CLUB

SPONSOR: Kara McIlvain

# Members	# Meetings	# SGA, Club & Community Service Activities	# Fund Raising Activities	# Traveled Activities
26	1	2	1	1

Student members participated in club activities such as Kids Fall Fest and Breast Cancer Awareness Event "Think Pink.

SkillsUSA Organization

LEAD SPONSOR: Becky Warren

FACULTY CO-SPONSORS: Russell Head, Jack Burke, Marty Warren, Lori Ford, Melissa Kipp & Bharathi Sudarsanam

# Members	# Meetings	# SGA, Club & Community Service Activities	# Fund Raising Activities	# Traveled Activities
21	10	12	3	11

Student members participated in club activities such as Welcome Back Events, Kids Fall Fest, LCC Blood Drives, LCC Homecoming, See You at the Pole, SGA Recycle Projects, Holiday Food Drive, and Winter Coat & Hat Drive for the Homeless Shelter, Parsons Christmas Parade, Diversity Events, SkillsUSA District Leadership Conference, SkillsUSA State Leadership Conference, Movie Night, and SGA meetings.

SkillsUSA District Leadership Conference – September 2011

Served as voting delegates: Andy Rush & Katie Eccles

Individual Awards

SkillsUSA State Leadership & Skills Championships – April 2011

1st Place: Gold Medal, Residential Installation + Maintenance, Cody Howell

3rd Place: Bronze Medal, Video (TV) Production, CJ Brown & Joel Viets

Appointed to the SkillsUSA State Board of Directors (3 year term) – Becky Warren

SkillsUSA National Championships – June 2011

NOTE: Cody Howell, Electronics Technology student will be competing at the National Championships in Kansas City, MO, June 23-27, 2011 in Residential Installation + Maintenance. Results will be announced by June 28th.

SkillsUSA Chapter Awards

2012 SkillsUSA KAN DO Chapter Silver Award

STUDENT NURSE ORGANIZATION/KANS

SPONSOR: Amanda Addis/Rhonda Gilpin

# Members	# Meetings	# SGA , Club, & Community Service Activities	# Fund Raising Activities	# Traveled Activities
79	7	2	5	0

Student members participated in club activities such as Kids Fall Fest and LCC Blood Drives

Report Submitted 6/6/12

Labette Community College

Highlights FY2012

Highlights Categories:

COMMUNITY OUTREACH.....	1
FACILITIES	8
GRANTS.....	9
HONORS AND SPECIAL RECOGNITIONS.....	10
NEW AND REVISED CURRICULUM	13
NEW EQUIPMENT AND SUPPLIES.....	18
NEW INITITIVES.....	20
PARTNERSHIPS AND ADVISORY COMMITTEES	22
PROFESSIONAL DEVELOPMENT.....	25
SPECIAL RECRUITMENT EFFORTS.....	29
STUDENT SUCCESS	31
MISCELLANEOUS.....	33

COMMUNITY OUTREACH

ACADEMIC AFFAIRS

- Joe Burke participated in Community Band, Orchestra, college musical, and co-chaired the Summer Music in the Park Series.
- Joe Burke is the Employer Support for the Guard and Reserve (ESGR) Representative for the Parsons Area.
- Stella Wells and LCC sponsored 14 LCC student families with food baskets and Christmas gifts for 31 children.
- Becky Warren coordinated the SkillsUSA Scholarship State Auction
- Becky Warren serves as Secretary to the Cherryvale Ministerial Alliance
- Becky Warren serves as Secretary to the Mt. Zion Community Church
- Becky Warren serves as the Ministries Coordinator at Mt. Zion Community Church
- On the third Saturday of each month, Becky Warren works with the Mt. Zion Community Church in coordinating a dinner for the Parsons Boys shelter home & the community.
- SkillsUSA Chapter helped with the local Blood Drive.
- SkillsUSA Chapter participated in the Kids Fall Fest
- SkillsUSA Chapter donated food for the LCC Stella Wells Food Drive
- SkillsUSA Chapter helped collect coats for the homeless shelter in Parsons.
- Cathy Kibler serves on the LCHS Business Department Advisory Board
- Cathy Kibler and Elaine Guy along with one student served as judges for the Future Business Leaders of America's District Conference at Cherryvale High School

- Cathy Kibler serves as Vice President of AGS PTO
- Cathy Kibler serves as Check In/Check Out Committee Chairman for the LCC Foundation Auction for Scholarships
- Cathy Kibler Organizes and hosts the Altamont Easter Egg Hunt
- Cathy Kibler, Advisor along with nine Phi Beta Lambda students were servers at the LCC Donor Appreciation luncheon
- Phi Beta Lambda - Red Cross Blood Drive - local
- Phi Beta Lambda - Kids Fall Fest - local
- Phi Beta Lambda - Extreme Home Makeover - Joplin, MO
- Phi Beta Lambda - LCC Foundation Scholarship Auction - local
- Phi Beta Lambda - 1st Annual "Patches O'Houlihan" Dodge Ball Open, LCC gymnasium
- Tonya Bell is a member of USD 461 School Board and serves on their negotiations team. She also represents USD 461 on the Tri-County Special Education Board
- Tonya Bell is serving as the chair of the North Lawn Elementary School 6th Grade Promotion in Neodesha
- Tonya Bell participated in "Light the Night" in Wichita, KS to raise money for the Leukemia and Lymphoma society.
- Tonya Bell judged at a Forensics Tournament at Neodesha High School.
- Tonya Bell judged cheer tryouts at Neodesha High School.
- Tonya Bell judged Senior projects at Neodesha High School.
- Public Relations students held an event called "Dogs for Dogs" raising over \$120 for Proud Animals Lovers Shelter located in Parsons. The event focused on raising awareness about the needs at the shelter.
- Public Relations students handed out LCC scholarship information and free slices of pie to promote LCC scholarships.
- Public Relations students held a chili supper with live musical entertainment raising \$540 for local man, Jim Jackson, who is in need of a liver transplant.
- Department members participated in disaster relief in Joplin following the May tornado.
- Department member has been appointed as co-director of the new and ongoing Joplin Voices project (an oral history following the tornado)
- Department member serves as secretary for the local hot air balloon club.
- Department member judged at the Parsons High School forensics tournament.
- Department members participate in the Parsons Community Civic Choir
- Department members participated in the College/Community spring musical Cabaret.
- Department member led college and community members on educational tour of Ireland, Spring Break 2012.
- The Graphic Design and Art Departments co-sponsored the 25th Annual SEK High School Art Competition providing an opportunity for art and design students to showcase their talents and receive local recognition.
- Greg Brewer judged the High School Art League show.
- Melissa Kipp designed the 2012 Labette Lady Cardinal Softball schedule poster.
- Melissa Kipp designed the 2012 Homecoming poster.
- Melissa Kipp designed the 2012 SGA Elections flyer.
- Melissa Kipp designed the Ted Hill PTA Building graphic concepts for the LCC Foundation.

- Melissa Kipp designed the Nursing Club Autism 5k logo and flyer.
- Melissa Kipp designed the Labette Softball, Women's Basketball, and National Wrestling Championship posters for auction at the 13th Annual Auction for Scholarships.
- The Graphic Design Club sponsored a "Pumpkin Bowling" and coloring station at the LCC Kid's Fall Fest.
- The Library hosted a book signing by former English instructor, Mike Brotherton, and Dave Mattox with their latest book, Labette County: Then and Now.
- 1st Annual "Run for Autism" 5K and Fun Walk sponsored by the Nursing Club.
- Lori Ford attended the LCHS Health Fair and set up a booth for the event in November.
- Lori Ford presented a free workshop on Windows 7 in October to students, staff, and community members.
- Lisa Bradley presented to 60 students at LCHS on physical therapy, May, 2012
- RAT students provided production support for Jo Dee Messina concert at Parsons Municipal Auditorium.
- RAT students documented several Veteran stories as personal documentaries to be used at the Parsons Historical Museum.
- RAT department produced the "2012 Bowl for Kids Sake" commercial for Big Brothers and Big Sisters organization.
- RAT Students provided production support for the 2012 William Inge Festival in Independence.
- RAT students provided production support for Sean Jones concert at Parsons Municipal Auditorium.
- RAT department provided audio and video support for the musical Cabaret in the Thiebaud Theater.
- RAT students provided production support for the Billy Dean concert at Parsons Municipal Auditorium.
- RAT students provided production support for 2011 Donor Luncheon at Parsons Municipal Auditorium.
- RAT students documented and produced commercials for the Blues, Bikes, Balloons, and BBQ celebration.
- RAT department conducted a sound seminar at Independence First Christian Church for area churches.
- RAT students provided production support for Paul Joslin concert at Parsons Municipal Auditorium.
- RAT students provided production support for Parsons Music in the Park series.
- RAT department provided production support for Katy Days festival at Forest Park.
- Gale Brown assisted with the LCC Booth at the Labette County Fair.
- The Radiography Club provided speaker gift bags for the Respiratory Critical Care Seminar.
- The Radiography Club provided goodie bags for the LCC custodial staff in honor of National custodial Workers Day
- Gale Brown did a radiography presentation for the Parsons 8th Grade Day.
- Radiography Club students sold T-shirts and had a Breast Cancer Awareness Booth at the LCC Volleyball game. (All proceeds were donated to the LCC Relay for Life Team)

- Gale Brown did a presentation over "A Career in Radiography" to the LCHS Health Career Presentation Day for 76 high school students.
- The LCC Radiography Club donated water and snacks for the LCC Blood Drive.
- Radiography Club provided a game and a picture booth for the Kids Fall Fest. Also provided supplies with PBL for the LCC Movie Night.
- Radiography Club donated items for a shoe box for the Operation Christmas Child.
- Radiography Club organized and provided refreshments for the Radiology Tech Clinical Site Appreciation Week
- Gale Brown attended the LCHS Health Fair and set up a booth for the event.
- Radiography Club donated door prizes for the KSRT Student Conference
- Gale Brown did Radiography Presentation for Senior Day.
- The radiography Club sponsored at table at the LCC Donor Luncheon Table.
- The radiography Club provided a present for a child for the LCC Angel Tree & also collected non-perishable food items for the LCC Christmas Food Basket.
- The Radiography Club co sponsored with PTK a refreshment day for the LCC students during Finals Week.
- Gale Brown provided a booth at the Student organization Fair for the Radiography Club.
- All 2nd Year students made Pathology poster to be displayed in the LCC Library.
- Gabi Lawson and Kolby Vaughn represented our Radiography Club as candidates for the LCC Homecoming.
- The Radiography students made posters and had a booth for Heart Awareness "Wear your Red".
- The Radiography Club sold t-shirts and had an informational booth for Breast Cancer Awareness "Think Pink" with Respiratory & Booster Clubs at the LCC Basketball game. (All proceeds are to be donated for the Relay for Life Team from all clubs)
- Gale Brown did presentations for the students who attend the LCC 8th Grade Day.
- Radiography Club made posters and had an informational booth for continued awareness of the Congenital Diaphragmatic Awareness (CDH) annual Awareness "Wear Your TEAL".
- Gale Brown attended Girard Mock Interview Day.
- The Radiography Club participated in the Holden's Hope and Going Green Recycle Projects.
- Gale Brown served as the KSRT (Kansas Society of Radiologic Technologist) Professional Development Vice-Chair and has been appointed as the 2012 -2013 Professional Development Chair.
- Kara McIlvain, Respiratory Care Instructor, worked with cohorts from Springfield, Missouri to develop the 1st Critical Care and Trauma conference hosted by Labette Community College and Labette Health.
- The RC Club sponsored a "Cupcake Walk" at the Fall Festival in the Park sponsored by LCC. The graduating class students of 2012 and 2013 brought a dozen cupcakes to be given away during the cupcake walk. Kara McIlvain, instructor and Laura Grotheer, Program director, along with students from both classes staffed the event.
- The Respiratory Club donated Christmas Presents for the LCC Christmas Baskets
- The Respiratory Care and Radiology clubs gave away cupcakes at Think Pink night.

- The second year respiratory care students performed Pulmonary Function Tests for LCC employees and students in the cafeteria. The drive for COPD questionnaire was also filled out for all participants as a screening tool for COPD.
- Kara McIlvain became a member of the advisory board for the Labette County HOSA (Health Occupation Students of America) program.
- Kara McIlvain attended the LCHE HOSA Advisory Committee meeting.
- Kalynn Amundson's Social Problems class sponsored a coat and winter clothing drive for Safe Haven Outreach Mission, Inc. 12 large bags of donated items were collected for the shelter.
- Kalynn Amundson's Sociology, Marriage & Family, and Social Problems classes participated in Safe Haven Outreach Mission's first annual Tent City Awareness Marathon. There were 46 students in attendance, raising a total of \$631.00 for the mission.
- John Coughlin presented "Fugitive Slaves and American History: The Tragic Tale of Margaret Morgan" at the Parsons Senior Center for Food for Thought.
- John Coughlin presented "King Leopold II and Africa: The Curious Case of the Belgian Congo" at the Parsons Senior Center for Food for Thought.
- John Coughlin served as a historical consultant for "A Black Heritage Celebration" at the Parsons Municipal Building.
- John Coughlin went on KLKC radio to promote attendance for Food for Thought.
- John Coughlin presented "Slavery and the Trail of Tears: The Hidden Connection" at the Parsons Senior Center for Food for Thought.
- John Coughlin presented "Slavery and the Trail of Tears: The Hidden Connection" for AARP at the Parsons Senior Center for Food for Thought.
- Marty Warren, Electronics Instructor, serves on the Cherryvale Ministerial Alliance
- Marty Warren, Electronics Instructor serves as Pastor of the Mt. Zion Community Church
- On the third Saturday of each month, Marty Warren, Electronics Instructor works with the Mt. Zion Community Church in coordinating a dinner for the Parsons Boys shelter home & the community.
- John Coughlin created Food For Thought, a community outreach program designed to connect faculty to the community at large.
- Participated in SEK Business Conference in August
- Marty Warren, Electronics Instructor is also coach of Labette County High School Cross Country team; this year he was awarded SEK Cross Country Coach of the Year Award.
- MiChielle Cooper – President/Founder of Rockin' Paw Rescue & Adoption Network, Inc.

STUDENT AFFAIRS

- Student athletes volunteered to assist with the Special Olympics Rodeo, Red Cross Blood Drive, and tornado/wind damage clean up.
- Assist students with financial aid questions regardless of where the student is or will be attending college.
- Assist high school counselors with financial aid questions.
- Student Government Association (SGA) collected used cell phones and ink cartridges to donate to the Holden's Hope charity.

- SGA managed two blood drives for the Red Cross.
- SGA hosted Kids Fall Fest for community families to enjoy safe Halloween activities.
- SGA Officer's spoke with College Success Skill classes about Student Life activities at LCC.
- SGA sponsored a fall Student Organization Fair.
- Phi Theta Kappa (PTK) sponsored several events for the Ronald McDonald House, St. Jude's, and Holden's Hope throughout the year.
- PTK sponsored a speaker/ mentalist, Devin Henderson, for Cardinal Enrollment Day.
- PTK participated in several fundraising events, including Enchilada sales and the LCC Garage Sale.
- PTK sponsored a C4 signing event. (Commit to Completing Community College)
- SKILLS USA participated in fundraising events including beef jerky sales and Wal-Mart picture discount cards.
- Campus Activity Board (CAB) and Phi Beta Lambda (PBL) hosted Big Brothers Big Sisters night at a LCC basketball game.
- PBL sponsored the LCC Dodge Ball tournament as a fundraiser.
- PBL sponsored their annual Taco Mayo fundraiser.
- PBL raised money for the March of Dimes.
- CAB sponsored the annual LCC (students and staff) Kansas City Chiefs trip.
- CAB sponsored LCC Movie Nights.
- CAB sponsored Spring Fling.
- CAB co-sponsored, along with the Diversity Committee, the May diversity speaker.
- Radiography Club sponsored a Breast Cancer Awareness basketball game.
- Radiography Club offered several information booths related to the science and diseases associated with radiography.
- Respiratory Care Club sponsored a Breast Cancer Awareness volleyball game.
- SGA and PTK sponsored Homecoming.
- SGA sponsored both fall and spring Welcome Week and Final Frenzy.
- SGA and PTK co-sponsored Holden's Hope 5K, along with Pittsburg State University.
- Kansas Association of Nursing Students sponsored an Autism Awareness 5k.
- PTK, PBL, and SKILLS USA all participated in National Events; each bringing home distinguished awards.
- SGA participated in the Parsons Christmas Parade by sponsoring a LCC float.
- SGA sponsored an end of the year cook-out.
- Coordinated with a social worker from Labette County SRS to use computers in the SSC to assist county residents on public assistance to complete job applications and create resumes in order to help them transition off of public assistance.
- Director Preston Haddan serves as an economic development advisor for the City of Altamont and is a board member of the Altamont Improvement Association
- Advisor Pat Duncan is member of the Knights of Columbus and part of the area management team for the Southeast Kansas Special Olympics.
- Advisor Pat Duncan participated in the Spring 2012 College Goal Sunday at PSU

PUBLIC RELATIONS

- Serve on the United Way board
- Each member of the PR department volunteers at the annual Katy Days events through promoting the event and volunteering at booths during festivities.
- Partnered with SGA to purchase decorations and decorate a Stella Wells Christmas Tree.
- PR Assistant serves as PHS sports club sponsor, and cheer sponsor.
- LCC participates in the PRC Company Olympics
- PR Director serves on St. Patrick's Catholic School PTO and school council, and school auction committee.

FOUNDATION & ALUMNI

- Offered a free English Lecture Series to area middle school, high school, college teachers through the Gribben Endowment fund.

FACILITIES

ACADEMIC AFFAIRS

- Office moves were made to better accommodate programs.
- The Physical Therapist Assistant program moved into the new lab space at 1401 Main.
- Lisa Bradley and Trudy Hansen moved their offices to the 1401 Main building.
- The Electronics Technology/Technician Program facilities are located in the Business Industrial Incubator (BIC).

FINANCE & OPERATIONS

- Renovation to Annex bathrooms
- Renovated 1401 Main for the PTA Program

STUDENT AFFAIRS

- Constructed a new fence and added drainage tile to outfield of baseball field.
- Sanded and repainted gymnasium floor.
- The Talent Search program currently occupies office space at 308 Main, Parsons.

PUBLIC RELATIONS

- Keep offices clean and professional in appearance.

GRANTS

ACADEMIC AFFAIRS

- FY2012 Postsecondary Perkins Program Improvement Funds \$85,268
- Submitted the Final Report for the SkillsUSA/Lowe's Grant that supported the development of the new Electronics Technology/Technician Program. Grant funds that totaled \$9,995.
- Scott Zollars received a \$500 Continuing Education Grant from the Kansas Library Association – College and University Libraries Section Grants and Awards Committee

STUDENT AFFAIRS

- Awarded 109 College Completion Grants totaling \$48,522 to Student Support Services participants who met program requirements and demonstrated satisfactory progress toward their educational goals
- Talent Search will complete its first year of the current grant cycle
- The project will exceed grant participation requirements. It currently has 558 participants, 15 more than required by the grant.
- The project will exceed the grant's rigorous curriculum participation 60% minimum requirements. 74% of the project's 2012 graduates completed a rigorous program of secondary study.

FOUNDATION & ALUMNI

- Successfully met all conditions of the Kresge Challenge Grant and received \$1,000,000.
- Received Parsons Area Community Foundation Grant (\$25,000)

HONORS AND SPECIAL RECOGNITIONS

ACADEMIC AFFAIRS

- Joe Burke and Sara Harris presented at the Higher Learning Commission Annual Meeting as an Open Pathway Pioneer Institution
- LCC SkillsUSA Chapter was awarded the Silver KAN-DO Chapter Award.
- Becky Warren was appointed to serve a three year term on the SkillsUSA Board of Directors Spring 2011 – Spring 2014.
- Becky Warren was recognized as LCC Employee of the Month – October 2011
- Phi Beta Lambda received Student Organization of the Year
- The Cardinal Fedoras received the New Chapter Award at the KNEA-SP banquet.
- Department member had poem selected for inclusion in 2012 Cow Creek Review (PSU's literary publication).
- Scott Zollars was invited and attended the 2012 Mountain Plains Library Association Leadership Institute.
- Kimberley Miller was named Distinguished Faculty member for the 2011-2012 school year.
- The PTA Program achieved Candidacy from CAPTE in August 2011 thus allowing students to begin the program in the Fall of 2011
- Joel Viets and Clinton Brown received bronze medals at Skills USA for Video Production, Cody Howell received Gold for Electronics
- Radiography Club received the 2011-2012 Student Organization of the Year for the Allied Health Division.

STUDENT AFFAIRS

- **Wrestling** team honored as national champions and Coach Renfro “Coach of the Year.”
- **Women’s Basketball** hosted home playoff game and made the Region VI tournament.
- **Baseball** finished season as the 15th best hitting team in the country.
- **Softball** finished fourth in the conference and made region tournament.
- **Men’s Basketball** finished the season with 20 wins.
- Cindy Dyson was Employee of the Month
- The Top Service Student Organizations were:
 - Continued Excellence – Phi Theta Kappa
 - General Student Organization – Phi Beta Lambda
 - Health Program Organization – Radiography Club
- Broken Wing Awards – Joseph Heppler and Krystal Williams
- You Rock the Year Award – John Stringer
- Student Organization Advisor of the Year – Tammy Fuentez
- Top 20 Cardinal Awards were Susan Rachel Caldwell, Kolby Carter, Tyler Davis, Melanie Dunic, Tercya Ferreira, Joseph Heppler, Naccona Lemaster, Haleigh Perez, Rachael Pitts, Taylor Piva, Sasha Rodriguez, Marcie Ryan, Misty Seigel, Ricardo

Sanchez, Taylor Spear, John Stringer, Jerad Tanner, Tiffany Vanwinkle, Danae Whitaker, Heather Woods

- Phi Theta Kappa received the following awards:
 - International Distinguished Chapter Award - Top 25 chapter internationally
 - International Top 100 Chapter
 - International and Regional Distinguished College Project Awards
 - International and Regional Distinguished Chapter Officer Awards - John Stringer
 - International and Regional Distinguished Chapter Member Awards - Marcie Ryan
 - International and Regional Distinguished Chapter Officer Team Awards - John Stringer, John Googe, Sasha Rodriguez, Melanie Dunic, Eric Comeaux
 - International and Regional (Honorable Mention) Continued Excellence in Advising Awards - Sara Harris
 - Regional Milestone Award - Kansas Region (Tammy Fuentez, Coordinator)
 - Distinguished Regional Officer Team (John Stringer, Member)
 - Kansas Region Most Distinguished Chapter
 - Kansas Region Service Award – Southern District
 - Kansas Region Achievement in Photography Winner – Melanie Dunic
 - Kansas Region Achievement in Photography Honorable Mention – Marcie Ryan
 - Kansas Region Achievement in Painting Honorable Mention – Briana O’Neill
 - Kansas Region Achievement in Literature Winner – John Stringer
 - International Five Star Chapter
 - International Pinnacle Award
- Phi Beta Lambda received the following awards:
 - National Phi Beta Lambda - Economic Analysis & Decision Making Competition, 7th Place – Tyler Davis
 - Chris Coomes - 2nd Place Computer Applications, 2nd Place Telecommunications, 3rd Place Networking Concepts
 - Tyler Davis - 1st Place Macroeconomics, 2nd Place Economic Analysis & Decision Making, 3rd Place Business Decision Making, 3rd Place Contemporary Sports Issues
 - George Kibler - 1st Place Human Resource Management, 1st Place Help Desk, Who’s Who in Kansas Phi Beta Lambda
 - Nathan McElrath - 3rd Place Business Decision Making, 3rd Place Business Communications
 - Perry Myers - 1st Place Human Resource Management, 1st Place Microeconomics, 2nd Place Management Analysis & Decision Making, Who’s Who in Kansas Phi Beta Lambda
 - Brant Parker - 3rd Place Business Decision Making, Who’s Who in Kansas Phi Beta Lambda
 - John Stringer - 1st Place Human Resource Management, 3rd Place Information Management, Who’s Who in Kansas Phi Beta Lambda
 - Shawna Yockey - Who’s Who in Kansas Phi Beta Lambda
- Skills USA received the following awards:

- Cody Howell – National and State Gold Medals in Residential Systems Installation and Maintenance Competition
- Joel Viets & CJ Brown – State Bronze Medal in TV (Video) Production
- Silver Medal in the KAN-DO Chapter Award at State
- Recognized the following students as Students of the Month in recognition of their academic success and positive contributions to LCC: Joe Heppler, Jay French, Chris Edwards, Trenise Hayes, Monica Brown, Samantha Churning, Susan Kendrick, and Jane Blackburn
- 42 SSS participants recognized on the President's and Dean's Honor Rolls.
- 29 SSS participants graduated with Certificates or Associate Degrees.
- Recognized Eric Comeaux as the Tutor of the Year in recognition of his excellent work in the A&P Lab each semester.
 - Talent Search will exceed all grant objective requirements for 2012
- Radiography received the following awards:
 - KSRT Convention Awards April 12 & 13th 2012
 - Elizabeth Goad: 2nd Contrast Image & 2nd L5 S1 Image Competitions
 - Tyler McNutt, TJ McCall, & Katie Kness 3rd Place Ray Bowl Ranking
 - Kansas Society of Radiologic Technologists

NEW AND REVISED CURRICULUM

ACADEMIC AFFAIRS

- New Program, “Liberal Studies”
- Add course to Social & Behavioral Science Electives
 - GEOG 102 North American Geography
- Revise Compass Reading Scores to 60
- **Art**
- Course titles & course descriptions revisions:
 - ART 107 Two Dimensional Design
 - ART 108 Three Dimensional Design
- Revision to course titles, course description and update outcomes:
 - ART 120 Photography I
 - ART 121 Photography II
- **Biology**
- Revised the Biology program total credit hours to 63.
- **Child Care and Support Services Management**
- Child Care and Support Services Management Program revision:
 - EDUC 102 Childhood Obesity and Good Nutrition – New Course
 - EDUC 103 Family Child Care Business Practices – New Course
 - EDUC 104 Supporting Children’s Learning Through Play – New Course
 - Program alignment with KBOR required tiered courses
 - EDUC 101 Child Abuse and Neglect: Recognizing, Responding and Reporting
 - EDUC 106 Caring for Children with Special Needs
 - EDUC 160 Topics in Education – with variable credit
- **Communication**
- Revise curriculum outline for:
 - General Communication AA Degree
 - Photo Communication AA Degree
- The Communication Department changed program requirements allowing more flexibility in regards to the general education courses; specifically in the areas of the humanities, social sciences, and physical and natural science selections.
- **Computer Science**
- Revision to the Network Administration course outline:
 - COMP 187 Unix/Linux Administration or COMP 192 Database Concepts and Applications.
- Hybrid and/or Online Course:
 - COMP 130 Introduction to Programming
 - COMP 212 Principles of Software Design
- Revision to the Computer Science & Information Processing AS Degree course outline:
 - COMP 214 Concepts of Computer Systems or INDU 125 Fundamentals of Electronics

- Revision to prerequisite for:
 - COMP 138 Visual Basic Programming to read, “Introduction to Programming 130 or Intermediate Algebra Grade B or higher.”
- **Criminal Justice**
- Criminal Justice AS Degree curriculum revision. – Removed emphasis with concentration electives.
- **Dental Assistant**
- Revised the Dental Assistant program to align with CODA regulations:
- Dental Assistant AAS Program – 63 credit hours
- Dental Assistant Certificate B program – 40 credit hours
- DNAS 101 Fundamentals of Dental Assisting - title revision
- DNAS 110 Infection Control for Dental Practices – title revision
- DNAS 125 Dental Science – title revision
- DNAS 140 Dental Practice Management (3) – title and credit hour revision
- DNAS 111 Dental Materials I (4) – credit hour revision
- DNAS 118 Dental Radiology I (3) – credit hour revision
- DNAS 135 Chairside Assisting II (2) – credit hour revision
- DNAS 128 Dental Science II – move course to inactive listing
- DNAS 143 Dental Materials III – move course to inactive listing
- DNAS 145 Chairside Assisting III – move course to inactive listing
- DNAS 150 Chairside Assisting IV – move course to inactive listing
- **Digital Medical Sonography**
- Revised Certificates and added 4 new courses:
 - DMS 209 Intro to OB/GYN and Vascular Sonography
 - DMS 213 OB/GYN Sonography Lab
 - DMS 225 Vascular Sonography Lab
 - DMS 243 Sonography OB/GYN Registry Review
- **Education**
- Child Care and Support Management program approved through KBOR.
- **English**
- The developmental reading program has been revised and updated and has been relabeled as part of the English Department curriculum.
- Revision to course code and course numbers:
 - ENGL 93 Reading Essentials
 - ENGL 94 College Reading
- Revised student learning outcomes:
 - ENGL 93 Reading Essentials
 - ENGL 95 Writing Essentials
- **Geography**
- Reintroduced North American Geography.
- **Graphic Design**
- Revise Graphic Imaging and Interactive Graphics programs into one program called Graphic Design with two emphases to meet the Kansas Board of Regents requirements for a Career Technical Education Program.
- Graphic Design Program outline, course title and content revisions:

- GRAP 200 Portfolio Development
- GRAP 113 Packaging Design
- GRAP 122 Illustration
- GRAP 130 Advertising Design
- GRAP 216 Graphic Design Print Media
- **Music**
- Revise course title: THEA 107 Acting I
- Revise course description: MUSI 137 Exploration in Music
- Revised prerequisite & course description: NONC 021 Personal Enrichment
- New courses:
 - NONC 021 Personal Enrichment
 - MUSI 148 Guitar Ensemble I
 - MUSI 149 Guitar Ensemble II
 - MUSI 150 Guitar Ensemble III
 - MUSI 151 Guitar Ensemble IV
- MUSI 152 Children’s Music – Hybrid Course
- **Nursing**
- Revision to course number:
 - NURS 204 NCLEX-RN Review/Preparation
- Revision to course number, credit hours, prerequisite, course description, student learning outcomes and offering the course as a hybrid:
 - NURS 206 Health Assessment for Nursing Practice
- **Office Technology**
- Course prerequisites revision “Previous keyboarding skills, OTEC 101 Keyboarding Skills, or OTEC 102 College Keyboarding.
- Hybrid courses:
 - OTEC 136 Office Application: Administrative Assistant
 - OTEC 137 Office Application: Medical
 - OTEC 138 Office Application: Legal
- Hybrid courses:
 - OTEC 109 Office Machines
 - OTEC 111 Records Management
- Change in course content
 - OTEC 133 Medical Coding I
- **Physical Therapist Assistant**
- Physical Therapist Assistant course content revisions:
 - PTA 101 Introduction to PTA
 - PTA 102 PTA Kinesiology
 - PTA 103 Physical Agents and Therapeutic Interventions
 - PTA 201 Pathology for the PTA
 - PTA 105 Clinical Education I
 - PTA 204 Clinical Education II
 - PTA 205 Clinical Education III
- **Recording Arts Technology**
- Revision of course titles and course description:

- RTEC Recording Arts Business
- RTEC Exploration in Recording Arts
- ProTools 101 and 110 curriculum is being incorporated and exams are now being offered
- Media Composer 101 and 110 curriculum is being incorporated and exams are now being offered
- Recording Arts Business has been updated using the "All You Need to Know About the Music Business" text
- All department text based exams are now utilizing Red Zone.
- **Radiography**
- Revise Radiography Program concentration requirements:
 - RADI 107 Radiographic Imaging I – title change
 - RADI 109 Patient Care in Radiography I – title change
 - RADI 111 Medical Terminology for Radiography – Move course from concentration requirement to Health Care related course listing
 - RADI 115 Patient Care in Radiography II (3) – title and credit hour change
 - RADI 117 Radiographic Imaging II – title change
 - RADI 125 Principles of Physics and Equipment Operations (3) – title and credit hour change
 - RADI 127 Introduction to CT and Cross Sectional Anatomy (2) – credit hour change
 - RADI 207 Radiographic Imaging III – title change
 - RADI 209 Principles of Radiation Physics – move course to inactive listing
 - RADI 217 Radiation Protection II (2) – title and credit hour change
 - RADI 223 Critical Thinking & Analysis in Radiography (3) – title and credit hour change
 - RADI 101 Introduction to Radiography, Ethics and Law – revision to course content
 - RADI 218 Radiation Protection II (2) – New Course
- **Social Science**
- Introduced African American History Since 1877.
- Designed African American History to 1877.
- John Coughlin served as a participant in the "Kansas Core Outcomes Project" to standardize the Philosophy curriculum within the jurisdiction of KBOR.
- **Workforce Education /Community Service**
- Electronics Technology course title revisions:
 - INDU 125 Fundamentals of Electronics DC/AC (3 credits)
 - INDU 167 Fundamentals of Electronics DC/AC Lab (3 credits)
 - INDU 123 Electronic Devices (3 credits)
 - INDU 168 Electronic Devices Lab (3 credits)
 - INDU 127 Digital Logic Circuits (3 credits)
- HEAL 163 Preparation for Pharmacy Technician Certification – Online course, revise prerequisite.

STUDENT AFFAIRS

- Published a new edition of the LCC Student Life Handbook.
- Revamped the College Success Skills curriculum to expand it from a five-week course to a full-semester course.
- The project's advisors are using the 2012 summer months to update its curriculum for both middle and high school students. Both advisors will use a uniform curriculum notebook.
- The project will update its application to include parental permission for access to their child's PowerSchool records.

NEW EQUIPMENT AND SUPPLIES

ACADEMIC AFFAIRS

- Perkins Supplies: \$250
 - Video Courseware 70-640 Windows Server
- Perkins Equipment: \$15,790.00
 - Apple Inc: 10/iMac Computer workstations
- Scott Zollars worked with other librarians from across the state to help the State Library to determine which databases for statewide access to offer.
- New projectile launchers are being purchased for use in lab in Physics 1 - will interface with computer software and sensors.
- Perkins Supplies:\$11,929.85
 - Medcom Trainex Nursing DVD Packages
 - Medcom Trainex Confidentiality: Who Needs to Know
 - Medcom Trainex 8/Nursing DVD's
 - ATI Testing CMAP Software for Nursing
- 3M Medical Coding software was utilized in the spring semester for Coding I students.
- Perkins Supplies: \$3394.79
- 3M Health Information Systems: Site Lic COD and RMB Coding
- Speaking Solutions: Dragon Speaking Software
- AVID has provided RAT department with Pro Tools 10 upgrades, Complete Production Toolkits, Instrument Expansion packs, Media Composer 6 upgrades for free as a result of Russell and Daniel's Certified Instructor Status and LCC becoming an AVID Learning Partner.
- The department received 10 new computers to support the current software
- The department purchased a new field recorder for gathering foley sounds.
- Perkins Supplies: \$4771.41
- Apple Inc: Final Cut Studio
- Perkins Equipment: 25328.00
- B and H Photo Video: 2/Camcorder Kits
- Apple Inc: 11/iMac Workstation
- Sweetwater Sounds, Inc: Avid Audio Interface for PTHD
- Perkins Supplies:
- ASRT: Module Series DVD Institutional & Clinical series - \$2053.95
- C and S Solutions: Clinical Simulation Package - \$2800.00
- Purchased a Capnography Unit to meet the new guidelines for the EMT classes.

STUDENT AFFAIRS

- Purchased new display boards and viewbooks for recruitment
- Purchased bulletin board to display financial aid information.
- Through Computer Support, Talent Search purchased a back-up laptop to assist the project's educational advisors if their units malfunction.

FINANCE & OPERATIONS

- Bookstore software implementation
- Purchased interactive projection unit for faculty to try and held demos
- Cox Cable installed at the Cherokee Center for improved internet speed and TV with cable for students in lobby
- Implemented mobile wireless solution for live softball stats from the field

PUBLIC RELATIONS

- The following office equipment and marketing items have been purchased in the Public Relations office area: , promotional t-shirts and pens, new enrollment banners, new light pole banners, giveaway sport bottles

NEW INITIATIVES

ACADEMIC AFFAIRS

- Assessing student writing across the curriculum to address one of our learning outcomes, to serve as a Quality Initiative for the HLC's Open Pathway, and to serve as a goal for the KBOR Performance Agreement.
- The three new Institutional Goals for the KBOR Performance Agreement are: Improve retention and completion rates for first time degree seeking students; Improve student writing skills; and Increase number of students employed in a related field following completion of a career preparation program.
- Tonya Bell attended a City of Parsons Economic Restructuring Committee meeting to discuss a potential partnership to that would allow Advertising students and Public Relations students opportunities to work on "real world" projects to help promote Parsons businesses.
- Department member established the English Club with initially weekly meetings. The club cooperated with the Diversity Council to host an African-American Read-In. The club established by-laws and received SGA approval/budget for 2012/13.
- Lee Ann Eggers downloaded library instruction videos to Facebook and YouTube.
- Nancy Newby is working with health care directors on a common entrance test, background check research, and drug testing policy.

STUDENT AFFAIRS

- Hired an Admissions Coordinator to better assist with special events to recruit more students to attend Labette Community College.
 - Increased scholarship dollars for student athletes
 - Increased salary for assistant coaches
- Re-organized file process for quicker response to students.
- Scanning documents to server.
- Utilizing Jenzabar for graduation process.
- The Student of the Month honoree has a reserved parking space in the lot north of the Student Union that the student can use during the month in which she or he is honored.
- Each middle and high school in the project's target area has been contacted to secure permission to access their PowerSchool software to collect grades of participants. The project anticipates 100% PowerSchool access for the 2012-2013 academic year. Access to this database will allow the project staff to obtain participant G.P.A.'s online.
- The project's director and advisors will visit every middle and high school principal in the grant target area to share grant objectives and secure final approval for access to each school's PowerSchool database.

FINANCE & OPERATIONS

- Implemented different printing practices for students to reduce waste
- Import accounts receivable charges from Bookstore (eliminated manual process)
- Collected over \$125,000 through the Kansas Set Off Program from students with outstanding balances.

PUBLIC RELATIONS

- Director serves on the Green Committee.
- Seamless merger with USD 503 to combine cable channel 4 local information access channel.
- Utilize Recording Arts Technology department for filming events to use promotional video on local cable channel 4.
- New DVD college catalog design
- Partnered with Admissions staff to help recruiting efforts by attending recruiting fairs
- New brochure design

PARTNERSHIPS AND ADVISORY COMMITTEES

ACADEMIC AFFAIRS

- Child Care and Support Services Management Advisory Committee met on with 5 Business members in attendance.
- Network Administration Advisory Committee
 - Meeting – November 15, 2011
 - 5/Business members in attendance
 - Meeting – March 7, 2012
 - 7/Business members in attendance
- Dental Assistant Advisory Committee
 - Meeting - April 17, 2012
 - 6/Business members in attendance
- Financial Services Advisory Committee
 - Meeting – October 24, 2011
 - 6/Business members in attendance
 - Meeting – March 12, 2012
 - 6/Business members in attendance
- Melissa Kipp serves on the Parsons High School Visual Arts Pathway Advisory Committee.
- Graphic Design Advisory Committee
 - Meeting – November 10, 2011
 - 5/Business members in attendance
 - Meeting – April 26, 2012
 - 5/Business members in attendance
- Scott Zollars held a meeting with two of the local school librarians and the public librarian in Parsons on March 26th. The group has decided to meet quarterly to share and network and has developed a Facebook page.
- Scott Zollars reviewed some of the databases that the State Library is considering for purchase.
- Scott Zollars began work with the Two Year Academic Library Directors Council subcommittee on standards.
- Phylis Coomes completed a survey from the state library about the KICNet system used for interlibrary loan and the effectiveness of the system.
- Scott Zollars consulted with a community college president in Arkansas about how to improve the library services at LCC.
- Nursing Advisory Committee
 - Meeting – October 17, 2011
 - 10/Business members in attendance
 - Meeting – March 5, 2012
 - 8 /Business members in attendance
- Office Technology Advisory Committee
 - Meeting – October 25, 2011
 - 4/Business members in attendance

- Meeting – March 13, 2012
 - 5/Business members in attendance
- Advisory committee meetings occurred in October 2011 and April 2012
- Physical Therapist Advisory Committee
 - Meeting – October 24, 2011
 - 2/Business members in attendance
 - Meeting – March 5, 2012
 - 4/Business members in attendance
- Radiography/Sonography Advisory Committee
 - Meeting – September 23, 2011
 - 12/Business members in attendance
 - Meeting – March 16, 2012
 - 14/Business members in attendance
- Recording Arts Technology Advisory Committee
 - Meeting – November 10, 2011
 - 5/Business members in attendance
 - Meeting – May 3, 2012
 - 2/Business members in attendance
- Respiratory Care Advisory Committee
 - Meeting – October 29, 2011
 - 6/Business members in attendance
 - Meeting – February 27, 2012
 - 4/Business members in attendance
- The board was very supportive and directed the program continue to find an institution in which to articulate with so that our students could have a pathway to achieve a Bachelor of Science degree.
- Partnership with The Society for Human Resource Management SHRM and our local SEKRHA chapter leading to the Annual SKE Business Conference in Parsons generating lots of good publicity for LCC.
- MiChielle Cooper – Board of Directors Parsons Chamber of Commerce
- MiChielle Cooper – Board of Directors Parsons Community Development Corporation, Inc.
- Partnered for Fire School with Kansas State Firefighters Association, Kansas Fire and Rescue Training Institute, Parsons Fire Department, Everyone Goes Home Kansas Advocate Gary Bowker, Kansas State Fire Marshal's Office, Labette Health EMS, Parsons Police Department, FOOLS of OZ Wichita Chapter (Fraternal Order of Leatherheads Society), Chanute Fire Department, Pittsburg Fire Department, and Wilson County Hospital.
- Partnered for Law Enforcement Seminar with Kansas Department of Corrections, Joplin Police Department, Shawnee County Sheriff Department, Kansas Attorney General Office, and Pittsburg Police Department.
- Electronics Technology Advisory Committee
 - Meeting - October 12, 2011
 - 8/Business members, PSU representative and LCHS representatives and LCC Administration in attendance
 - Meeting - April 4, 2012

- 9/Business members, PSU representative and LCHS representative in attendance

STUDENT AFFAIRS

- Promotion of Katy Days as volunteer workers
- Volunteered equipment and facilities for Cal Ripken state tournament
- Assisted in many Parsons Wrestling Club fundraisers
- Director serves as a representative to Retention Committee, Enrollment Management Committee, Performance Agreement Committee, a non-voting member of Curriculum and Instruction, and as president of the Professional Staff Group.
- Academic Advisors serve on the Retention Committee, the Green Committee, and Professional Staff Group.
- Program Assistant serves on the Strategic Planning Committee and Educational Support Staff Group.
- Coordinator manages Debbie Groff Memorial Book Scholarship Committee which maintains a library of books to loan students and is supported by donations from the faculty, professional staff, and educational support staff groups.
- Director Preston Haddan serves on the Enrollment Management Committee and Financial Aid Appeals Committee.
- Advisor Pat Duncan serves on the Sick Bank Committee.

FINANCE & OPERATIONS

- The Green Committee partnered with the City of Parsons on the Take Challenge Grant competition in an effort to save energy.

PROFESSIONAL DEVELOPMENT

ACADEMIC AFFAIRS

- Joe Burke and Sara Harris attended CNCTYC fall meeting in Branson.
- Joe Burke and Sara Harris attended the HLC Annual Meeting
- Betty Story, Charlotte Eichhorn, and Lee Ann Eggers attended the AKCCOP Annual Conference at Barton Community College in Great Bend.
- Becky Warren Perkins Professional Development:
 - KBOR Data Conferences
 - KCWE Conference
 - SkillsUSA Board of Directors Meetings
 - SkillsUSA District Conference
 - SkillsUSA State Conference
 - SkillsUSA National Conference
- Cathy Kibler took three students to the Phi Beta Lambda Fall Leadership Conference in Emporia, Kansas
- Cathy Kibler and Elaine Guy took 10 students to the Phi Beta Lambda State Conference in Arkansas City, Kansas
- Cathy Kibler joined the American Accounting Association
- Tonya Bell attended the Kansas Speech Communication Association Conference.
- Tonya Bell attended the Kansas Association of School Board's "People Speak" session at Greenbush.
- Tonya Bell attended the Kansas Association of School Board Annual Convention.
- SkillsUSA State Conference
- Regena Lance met with PSU and several other colleges to work on curriculum alignment.
- Department members completed 21 hours of graduate-level coursework.
- Department members participated in Kansas Core Outcomes in Lawrence, October 2011.
- Department member participated in KADRI (Kansas Association of Developmental Reading Instructors) organizational and Board of Directors meetings.
- Department members organized, hosted, and attended the 2011 annual Gribben English Lectureship
- Department members viewed Starlink seminars.
- Melissa Kipp joined the National Association of Photoshop Professionals.
- Scott Zollars attended the fall conference of the College and University Libraries Section of the Kansas Library Association.
- Scott Zollars attended the Tilford Conference on Diversity.
- Phylis Coomes participated in the first of a series of webinars that will replace the annual statewide interlibrary loan meeting.
- Scott Zollars was invited to attend the Mountain Plains Library Association Leadership Institute.
- Scott Zollars attended the Kansas Library Association's annual conference.

- Scott Zollars, Phylis Coomes, Lee Ann Eggers, and Laurie Fehrenbach attended the annual meeting of the Southeast Kansas Library System in Iola.
- Phylis Coomes completed an ALA Library Support Staff Certification webinar.
- Lee Ann Eggers completed a webinar on the new e-book and audio book offerings from the state library.
- Dee Bohnenblust: KCADNE Fall Forum, Promoting Civility in Nursing Education, 6th Annual KNEP Clinical Teaching Institute, charting the Future of Kansas Nursing Education, National Teaching Institute, simulation conference, Refresh Leadership.
- Dee Bohnenblust: KSBN and KBOR Nursing Summit, KSBN Education and Board meetings
- Dee Bohnenblust: NLNAC site visitor and member of evaluation review panel.
- Dee Bohnenblust: Member of ANA, KSNA, N-ADN, PSU Nursing Advisory Board, Labette Center for Mental Health Board, and local high school health program advisory committees.
- Amanda Addis: Nurse Educator Institute, KCADNE, NLNAC Self-Study Forum, MSN coursework, Program Review Committee-Social Science Program, Women's Leadership Conference, Sigma Theta Tau- Nursing Honor Society, Pilot study into an interview process for the nursing program. Enrolled in MSN classes: Role of the Nurse Educator, Teaching Strategies, & Advanced Patho, enrolled in MSN classes: Curriculum Development, & Advanced Health Assessment & Clinical Reasoning for the Nurse Educator, G.I.F.T. presentation over Live Class Tech , Campaign for Action, KCADNE conference , NLNAC Preparation Webinar, Created ER Disaster Simulation, e-book webinar.
- Kristin Wagner- Graduated from MSN program, works PRN at Mercy and Girard, Preceptor for UMKC MSN student, KCADNE conference, Understanding Personality Disorders , KBOR Nurse Summit, Four State APN Annual Update, e-book webinar, Created ER Disaster Simulation, NLNAC Preparation Webinar, American Academy of Nurse Practitioners board certified.
- Jill Coomes- Simulation conference @ JCCC, Preceptor for PSU MSN student, KCADNE conference, NLNAC Preparation Webinar, working towards CNE recertification, KBOR Nurse Summit, Simulation visit at JCCC, e-book webinar
- Julie Page- Graduated from MSN program, Campaign for Action, Ethic Committee @ Labette Health, KCADNE conference, NLNAC Preparation Webinar, KBOR Nurse Summit, Participated in MSN student simulation, e-book webinar
- Kim Beachner- Graduated from MSN program, Campaign for Action, NLNAC Preparation Webinar, Participated in ER Disaster Simulation, e-book webinar
- Rhonda Gilpin- Preceptor for PSU MSN student, KCADNE conference, NLNAC Preparation Webinar, e-book webinar
- Lisa Bradley attended the APTA Education Leadership Conference in Clearwater, Florida
- Jamie Rathjen attended the KPTA Fall Conference
- Lisa Bradley attended a CAPTE Self-Study workshop in Chicago
- Lisa Bradley and Trudy Hansen attended the KPTA Spring conference, along with students

- Lisa Bradley and Trudy Hansen attended a credentialing workshop in Omaha. They are now APTA Credentialed Clinical Instructors.
- Russell Head is now a member of the Audio Engineering Society.
- Russell Head and Daniel Bley were certified as instructors at the AVID Certified Instructor Training Facility in Boston Mass.
- Daniel Bley became an Adobe Certified Associate in Photoshop CS5.
- Russell Head updated his Pro Tools certification to Pro Tools 10 HD.
- Russell Head and Daniel Bley updated their Media Composer Certifications to MC6.
- Perkins Professional Development:
 - AVID Conference
 - SkillsUSA State Conference
- Laura Grotheer, Program Director, attended the Midwest Region Health Professions Conference held at PSU in McPherson Hall. It was Co-Sponsored by PSU department of Nursing, KU Medical Center and the Area Health Education Center, Pittsburg, KS
- Laura Grotheer, Program Director, attended a WIDS meeting in Manhattan, KS sponsored by KBOR. The meeting was held in the Manhattan Area Technical School. The purpose of the meeting was on curriculum development. It was a very enlightening meeting especially in regards of outcome assessment development and follow-up.
- Kara McIlvain and Jennifer Harding attended the Kansas Respiratory Care Society Educational Seminar in Topeka Kansas. Topics covered current and cutting edge health care practices.
- Kalynn Amundson renewed membership in TRAILS (Teaching Resources and Innovation Library for Sociology).
- Kalynn Amundson attended Core Competencies meeting at K.U.
- Kalynn Amundson attended seminar at University of Arkansas - "Declare Peace in the War on Drugs?"
- Kalynn Amundson renewed membership in the American Sociological Association
- Kalynn Amundson attended Distinguished Lecture at University of Arkansas - Elie Wiesel
- Kalynn Amundson became a member of the Teaching and Learning Section of the American Sociological Association
- John Coughlin joined the Association for the Study of African American Life and History.

STUDENT AFFAIRS

- Student Affairs Assistant, Trish Larkin, attended Jenzabar Training.
- Vice President of Student Affairs, Tammy Fuentez, attended the Kansas Student Affairs Conference.
- Attended NCAA compliance meeting @ Kansas State University addressing new transfer requirements
- Attended all Region VI and KJCCC meetings
- Attended USA Funds Workshop
- Attended Federal Student Aid Conference
- Attended Webinars

Updated 8/2/12

- Attended Financial Aid Basic Training
- Attended Jenzabar Conference
- Attended KBOR Conference
- Director attended national TRiO association conference, and training related to recruiting and retaining at-risk youth.
- Advisors attended the Tilford Multicultural Leadership conference; Financial Literacy training; the College Reading & Learning Association conference on academic assistance and readiness for developmental college students; the Missouri-Kansas-Nebraska TRiO association annual conference and new professionals workshop; and the National Academic Advising Association regional workshop.
- Coordinator attended a drive-in conference and focus group for the Kansas Career Pipeline website and career planning tools.
- Director Preston Haddan attended the Council for Opportunities in Education (COE) annual conference in Washington D.C. in September, 2011.

FINANCE & OPERATIONS

- EX4.2 Platform training and upgrade

PUBLIC RELATIONS

- Attend local public relations forums/meetings

FOUNDATION & ALUMNI

- Executive Director and Assistant attended Association of Fundraising Professionals Luncheon in October
- Executive Director attended a meeting of the Kansas Community College fundraising professionals

SPECIAL RECRUITMENT EFFORTS

ACADEMIC AFFAIRS

- The Graphic Design and Art Departments co-sponsored the 25th Annual SEK High School Art Competition with approximately 150 art students from 13 area high schools in attendance.
- Melissa Kipp designed recruitment materials and motivational posters for the LCC Women's Basketball team.
- Office Tech created an OTEC Newsletter for students, advisees, and other office professionals.
- Daniel Bley produced a new promotional DVD for the department
- Kara McIlvain visited Labette County High School's health science class. The life of a respiratory therapist was discussed. Students participated in various activities such as intubating mannikins, performing bedside spirometry, and peak flow meters. Pig lungs were used to demonstrate respiration and compare healthy lungs to a smoker's lungs.
- With the help of the PR Department, current students, and graduates, the Respiratory Care Program made a commercial.
- Laura Grotheer, Program Director, has been attending recruitment dates that the admission team has put together with local high-schools.
- Laura Grotheer, Program Director, provided a "Respiratory Care" health class to Galena High School on October 12th. The Galena high school teacher is Brad Price.
- MiChielle Cooper and Nancy Newby visited area high school counselors giving each a notebook with information on all Workforce programs and promoting LCC Health Care programs.
- Recruiting for Galena Nursing Home and placing additional instructor at Quaker Hill in Baxter.
- Nancy Newby made recruiting calls for the Electronics Program.

STUDENT AFFAIRS

- Participated in KACRAO College Planning Conference events.
- Senior Day and 8th Grade Day events
- Cardinal Enrollment Days
- After Prom and Graduation scholarships and promotional items for area high schools
- Coaches have been working with admissions and financial aid to assure the students complete all necessary paperwork.
- As of July 24, 2012, Talent Search has 558 participants. 413 or 74.01% of this group are both first generation and come from families who meet the grant's limited income criteria.
- Talent Search assists the college with student advising and enrollment when requested.

PUBLIC RELATIONS

- Recruiting fairs for admissions department.
- Promoted and assisted with enrollment days
- Assisted Admissions with on-campus Cardinal Experience days.
- Two additional billboards have been purchased for advertisement.
- Have purchased yearly contracts with an additional TV station.
- Purchased a yearly contract with one more radio station.
- Increase amount of press releases being released to area media.
- Continue monthly Presidential editorials.
- Monthly instructor editorials
- Additional advertising in local magazine publication resulting in feature articles on the Cherokee Center.
- Began advising during enrollment days

FOUNDATION & ALUMNI

- Spoke to several area service organizations including: Lions, Kiwanis, Rotary

STUDENT SUCCESS

ACADEMIC AFFAIRS

- Tyler Davis placed 7th in Economic Analysis & Decision Making at the PBL National Leadership Conference at San Antonio, Texas
- Tyler Davis placed 1st in Macroeconomics, 2nd Place in Economic Analysis & Decision Making, 3rd Place in Business Decision Making and 3rd Place in Contemporary Sports Issues at the PBL State Conference
- Chris Coomes placed 2nd in Computer Applications, 2nd Place in Telecommunications and 3rd Place in Networking Concepts at the PBL State Conference
- George Kibler placed 1st in Human Resource Management, 1st Place in Help Desk and was awarded Who's Who in Kansas Phi Beta Lambda at the PBL State Conference
- Nathan McElrath placed 3rd in Business Decision Making and 3rd Place in Business Communications at the PBL State Conference
- Perry Myers placed 1st in Human Resource Management, 1st Place in Microeconomics, 2nd Place in Management Analysis and Decision Making and was awarded Who's Who in Kansas Phi Beta Lambda at the PBL State Conference
- Brant Parker placed 3rd in Business Decision Making and was awarded Who's Who in Kansas Phi Beta Lambda at the PBL State Conference
- John Stringer placed 1st in Human Resource Management, 3rd Place in Information Management and was awarded Who's Who in Kansas Phi Beta Lambda at the PBL State Conference
- Shawna Yockey was awarded Who's Who in Kansas Phi Beta Lambda at the PBL State Conference
- Our PBL Chapter was awarded 1st Place for collecting the most money for the Dimes to Dollars Competition for March of Dimes.
- Melissa Kipp's Design I class developed graphic concepts and art for the Michael Tilford Kansas Conference on Diversity and Multiculturalism.
- Melissa Kipp's Production Art class designed the postcard mailer, newspaper ad, catalog cover, and t-shirt designs for the 13th Annual Auction for Scholarships.
- Melissa Kipp's Photography II student, Nicki Tomlinson, was selected as the Fall 2011 Latzer Art Award winner for her "River" photograph.
- Melissa Kipp's Photography II student, Bev Cline, entered a photo contest and was selected from worldwide submissions as one of 200 photos for publication in the upcoming book "Dear Photograph."
- Melissa Kipp's Typography student, Ryan Hodges, was selected as the Spring 2012 Latzer Art Award winner for his "Cardinal" typographic illustration.
- Scott Zollars taught a research skills class at the Columbus extension site.
- Lee Ann Eggers has put library instruction videos on the Library's Facebook and YouTube pages.
- The Library hosted the Radiology, the Education, and the Zoology poster presentations.

- Lee Ann Eggers and Laurie Fehrenbach conducted a survey of the patrons of the library. The results will be used in future operational plans.
- Scott Zollars conducted a research skills workshop for PTK.
- The Library awarded the Paper of the Year awards with first place going to Stonewall Acridge for his paper, "Vlad the Impaler."
- The first cohort of PTA students (23) began in August 2011
- Some students attended the KPTA Spring Conference with Trudy Hansen and Lisa Bradley
- Students completed the didactic portion of their program in May 2012
- Recording Arts Technology students, Joel Viets & CJ Brown place 3rd as a team in the State SkillsUSA Competitions in TV (Video) Productions.
- Recording Arts Technology student, John Runyan placed 4th individually in the State SkillsUSA Competitions in TV (Video) Productions.
- Gale Brown & Krystal Williams attended the KSRT Student Symposium in Salina KS.
- Ashley Moore & Gale Brown had accompanied 21 second year students to Manhattan KS for the 75th Annual KSRT Conference. The following students won awards at the conference: Elizabeth Goad: 2nd Contrast Image & 2nd L5 S1 Image Competitions
- Tyler McNutt, TJ McCall, & Katie Kness 3rd Place Ray Bowl Ranking & Top Team Spirit Award: LCC Radiography
- The Radiography Club Members Received Several awards:
- 2011 - 2012 Student Organization of the Year Allied Health Service Award
- 2012 – Who's Who in Community Colleges in America Awards (28 students): Chaneya Booth, Angela Bruna, Jerry Dixon, Danene Dreese, Tiffany Gatton, Elizabeth Goad, Brian Gorman, Angela Hall, Kelli Huser, Jennifer Hutton, Abbey Johnson, Katie Kness, Monica Larkin, Gabrielle Lawson, TJ McCall, Sally Magana –Neri, Tyler McNutt, Mark Metzger, Craig Middleton, Kelci Owens, Alice Purdum, Joni Ray, Misty Seigel, Courtney Smith, Keri Vannoster, Devon Walker, Emily Wilson & Kristen Yotz
- 2012 – Top 20 Cardinal Award : Misty Seigel
- 2012 – Broken Wing Award: Krystal Williams
- Jennifer Harding and Kara McIlvain took the second year students to Freeman West in Joplin to complete orientation prior to clinicals. The students were given a tour and an introduction as to what to expect during their clinical rotations.
- Jennifer Harding and Kara McIlvain took the second year respiratory care class to the Kansas Respiratory Care Society (KRCS) Educational Seminar in Topeka, KS. Four of the students competed in the KRCS Sputum Bowl (quiz bowl) and placed 4th in the competition. All students were able to network with hospital personnel while learning about respiratory care modalities and procedures.
- Electronics Technology Student, Cody Howell, won a Gold Medal in the National and State SkillsUSA Competitions in Residential System Installation + Maintenance Competitions.
- Marty Warren, our Electronics Technology adjunct instructor, also had one of his LCHS students receive a SkillsUSA National Gold Medal.

STUDENT AFFAIRS

- The athletic department has 23 student-athletes with a 3.50 grade point average or higher: 10 baseball students, 2 women's basketball students, 7 softball students, and 4 wrestling students.
- Recognized the following students as Students of the Month in recognition of their academic success and positive contributions to LCC: Joe Heppler, Jay French, Chris Edwards, Trenise Hayes, Monica Brown, Samantha Churning, Susan Kendrick, and Jane Blackburn
- 42 SSS participants recognized on the President's and Dean's Honor Rolls.
- 29 SSS participants graduated with Certificates or Associate Degrees.
- 100% of participants grades six through 11 will advance to their next grade level.
- Talent Search currently has all 67 seniors graduated from high school. Seniors who completed college admissions and financial aid forms stand at 100%.
- 93% of the 2012 graduates are enrolled or intend to enroll in college for the fall 2012 semester.
- 74% of the 2012 graduates completed four years of a rigorous program of secondary study.
- Talent Search currently has 85 out of 86 seniors scheduled to graduate from high school. One student dropped out of high school and will not enroll in college due to pregnancy. 84 students have committed to attending college during the fall 2011 semester. The remaining four graduates are still exploring college options.
- Seniors who completed college admissions and financial aid forms will finish at 98%.
- Seniors who have enrolled in college currently stands at 94%.

PUBLIC RELATIONS

- Both members of the PR department teach College Success Skills classes to help ensure that students are comfortable and confident about college. PR assistant teaches additional speech courses as an adjunct in fall, spring, and summer.
- Ensure that all appropriate press is released when students compete, win, etc. in state and national competitions to promote student accomplishments.

FOUNDATION & ALUMNI

- Provided students with opportunities to volunteer at Foundation events. This helps donors become connected with actual students. Also allows students to be exposed to philanthropy and "plants a seed" for future giving after college.

MISCELLANEOUS

ACADEMIC AFFAIRS

- Tonya Bell conducted a brief seminar for PTK on March 5, 2012 over the topic: Interviewing for Research.
- The Communication Department took students to KLKC Radio Station in Parsons to learn about career opportunities in the field on March 27, 2012.
- The Communication Department took students to KOAM Television Station in Pittsburg to learn about career opportunities in the field on April 5, 2012.
- Tom Duran helped conduct a Diversity Meeting for all LCC employees on May 4, 2012.
- Veteran's Journey Home: Life After Afghanistan and Iraq – Dr. Lori Holyfield spoke on the difficulties veterans face as they return to their lives in the states.
- Geshe Thupten Dorjee, Ph.D. a Tibetan Buddhist monk, currently an instructor at the University of Arkansas, Fayetteville, was a guest speaker.
- John Coughlin served as a facilitator for "A Taste of Diversity: Hip-Hop - Beyond Beats and Rhymes" presented at LCC.
- John Coughlin served as a facilitator for "A Taste of Diversity: Small Town Gay Bar" presented at LCC.
- Scott Zollars revised the library web pages and included bubble descriptions on all of the databases.
- Lori Ford created advising spreadsheets for the Administrative Assistant AAS, Medical Administrative AAS, Clerical Assistant Certificate, and Medical Administrative Certificates that can be updated and emailed to students to better track and plant for future semesters.
- Jennifer Harding and Kara McIlvain took the 2nd year Respiratory Care students to Freeman West. Students were orientated to the facilities. Hospital policies and procedures were also reviewed.
- Sociology and Social Problems classes participated in Amnesty International's Global Write-A-Thon. It is a letter writing campaign that takes place in early December to coincide with International Human Rights Day.

STUDENT AFFAIRS

- Assist Athletics Department to track progress of new and returning athletes to complete financial aid files.
- Assist Athletics Department to track progress of new and returning athletes to complete enrollment process.
- Increased semester-to-semester retention rate from previous years (Fall to Spring retention rate was approximately **88%**, compared to last year's 85%)
- As of June 30, 2012, SSS staff members had logged nearly 900 hours of student contact.
- Loaned textbooks and electronic equipment to over 150 SSS participants, saving them thousands of dollars.
- Awarded 110 College Completion Grant awards totaling \$48,522.

- Sustained previous increases in SSC traffic.
- Managed and expanded the Debbie Groff Memorial Scholarship Committee. Increased the number of scholarship applicants to 237 for the 2011-12 school year, compared to 237 applicants for 10-11 school year.
- Awarded textbooks to approximately 190 students for the 2011-12 school year
- Increased number of peer tutors and number of students seeking help from peer tutors and subject-matter specialists in English and Math.
- Talent Search plans to expand its communication with participants and their parents through its Facebook site. This site is monitored daily to ensure appropriate content.

FINANCE & OPERATIONS

- Replaced Exchange Mail Server
- Set up email accounts for adjunct instructors
- IT participated in eWaste recycling

PUBLIC RELATIONS

- Continue to assist in organization and implementation of Foundation events: Auction for Scholarships, Distinguished Alumni awards, Van Meter awards, Donor luncheon.
- Take photos at graduation/pinnings, special employee recognitions, cardinal cite reception, distinguished alumni luncheon, distinguished faculty reception, retirements, some sporting events, allied health classes, auction for scholarships, and more.
- Serve as committee members for the annual auction for scholarships.

FOUNDATION & ALUMNI

- Hosted dedication of Ted Hill Physical Therapist Assistant Building
- Held 13th Annual Auction for Scholarships
- Held Donor Appreciation Luncheon and presented the Van Meter Outstanding Alumni Award
- Held Cardinal Citation Award reception and award presentation
- Successfully Completed the Pathways to the Future Capital Campaign
- Worked with architects and CMs in the planning of the new Health Science Building

Labette Community College Operational Plans

FY 2012

ACADEMIC AFFAIRS GOAL 1 OUTCOME 1A 5
STUDENT AFFAIRS GOAL 1 OUTCOME 1A 9
FINANCE & OPERATIONS GOAL 1 OUTCOME 1A..... 12
PUBLIC RELATIONS GOAL 1 OUTCOME 1A..... 13
ACADEMIC AFFAIRS GOAL 1 OUTCOME 1B..... 14
STUDENT AFFAIRS GOAL 1 OUTCOME 1B..... 19
FINANCE & OPERATIONS GOAL 1 OUTCOME 1B..... 24
ACADEMIC AFFAIRS GOAL 1 OUTCOME 1C..... 25
STUDENT AFFAIRS GOAL 1 OUTCOME 1C..... 30
FINANCE & OPERATIONS GOAL 1 OUTCOME 1C..... 35
ACADEMIC AFFAIRS GOAL 1 OUTCOME 1D 36
STUDENT AFFAIRS GOAL 1 OUTCOME 1D 43
FINANCE & OPERATIONS GOAL 1 OUTCOME 1D..... 48
ACADEMIC AFFAIRS GOAL 2 OUTCOME 2A 51
STUDENT AFFAIRS GOAL 2 OUTCOME 2A 55
FINANCE & OPERATIONS GOAL 2 OUTCOME 2A..... 59

FOUNDATION GOAL 2 OUTCOME 2A..... 60

PUBLIC RELATIONS GOAL 2 OUTCOME 2A..... 61

ACADEMIC AFFAIRS GOAL 2 OUTCOME 2B..... 62

STUDENT AFFAIRS GOAL 2 OUTCOME 2B..... 64

FINANCE & OPERATIONS GOAL 2 OUTCOME 2B..... 66

FOUNDATION GOAL 2 OUTCOME 2B..... 68

ACADEMIC AFFAIRS GOAL 2 OUTCOME 2C..... 69

STUDENT AFFAIRS GOAL 2 OUTCOME 2C..... 75

ACADEMIC AFFAIRS GOAL 2 OUTCOME 2D 76

STUDENT AFFAIRS GOAL 2 OUTCOME 2D 80

ACADEMIC AFFAIRS GOAL 2 OUTCOME 2E..... 82

STUDENT AFFAIRS GOAL 2 OUTCOME 2E..... 84

FINANCE & OPERATIONS GOAL 2 OUTCOME 2E..... 85

PUBLIC RELATIONS GOAL 2 OUTCOME 2E..... 86

ACADEMIC AFFAIRS GOAL 2 OUTCOME 2F..... 87

FINANCE & OPERATIONS GOAL 2 OUTCOME 2F 89

STUDENT AFFAIRS GOAL 3 OUTCOME 3A 90

PUBLIC RELATIONS GOAL 3 OUTCOME 3A..... 93

ACADEMIC AFFAIRS GOAL 3 OUTCOME 3B..... 94

STUDENT AFFAIRS GOAL 3 OUTCOME 3B..... 96

ACADEMIC AFFAIRS GOAL 3 OUTCOME 3C..... 97

STUDENT AFFAIRS GOAL 3 OUTCOME 3C..... 101

STUDENT AFFAIRS GOAL 3 OUTCOME 3D 102

FINANCE & OPERATIONS GOAL 3 OUTCOME 3D..... 103

FOUNDATION GOAL 4 OUTCOME 4A..... 104

PUBLIC RELATIONS GOAL 4 OUTCOME 4A..... 105

ACADEMIC AFFAIRS GOAL 4 OUTCOME 4B..... 106

STUDENT AFFAIRS GOAL 4 OUTCOME 4B..... 107

FOUNDATION GOAL 4 OUTCOME 4B..... 109

ACADEMIC AFFAIRS GOAL 4 OUTCOME 4C..... 110

STUDENT AFFAIRS GOAL 4 OUTCOME 4C..... 111

FOUNDATION GOAL 4 OUTCOME 4C..... 112

PUBLIC RELATIONS GOAL 4 OUTCOME 4C..... 113

ACADEMIC AFFAIRS GOAL 4 OUTCOME 4D 114

FINANCE & OPERATIONS GOAL 4 OUTCOME 4D..... 115

FOUNDATION GOAL 4 OUTCOME 4D..... 117

ACADEMIC AFFAIRS GOAL 4 OUTCOME 4E..... 118

STUDENT AFFAIRS GOAL 4 OUTCOME 4E..... 119

ACADEMIC AFFAIRS GOAL 4 OUTCOME 4F 120

STUDENT AFFAIRS GOAL 4 OUTCOME 4F 121

FOUNDATION GOAL 4 OUTCOME 4F..... 122

ACADEMIC AFFAIRS GOAL 5 OUTCOME 5A 123

STUDENT AFFAIRS GOAL 5 OUTCOME 5A 124
FINANCE & OPERATIONS GOAL 5 OUTCOME 5A..... 125
ACADEMIC AFFAIRS GOAL 5 OUTCOME 5B..... 126
STUDENT AFFAIRS GOAL 5 OUTCOME 5B..... 127
FINANCE & OPERATIONS GOAL 5 OUTCOME 5B 128
ACADEMIC AFFAIRS GOAL 5 OUTCOME 5D 130
ACADEMIC AFFAIRS GOAL 5 OUTCOME 5E..... 131
FINANCE & OPERATIONS GOAL 5 OUTCOME 5E 133
ACADEMIC AFFAIRS GOAL 5 OUTCOME 5F 135
FINANCE & OPERATIONS GOAL 5 OUTCOME 5F 137
ACADEMIC AFFAIRS GOAL 5 OUTCOME 5G 138
STUDENT AFFAIRS GOAL 5 OUTCOME 5G 139
FINANCE & OPERATIONS GOAL 5 OUTCOME 5G..... 140

ACADEMIC AFFAIRS**GOAL 1****OUTCOME 1A**

Goal 1: Student Success. Labette Community College (LCC) will provide an environment conducive to student success by all employees placing the needs of the students first.

Outcome 1A: Cultivate a culture in which services, practices, policies, procedures, and personnel support learning as a major priority.

Division: Instructional**Department: Biology**

Objective 1	Oil immersion microscopes need to be purchased over a period of three years. (2 nd year)	
Estimated Cost	Existing Money \$4,000 per year	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	2012 and ongoing	Department Budget: Biology
Activity/Service	Update Equipment/Technology	
Results	None	
Comments	Department used money for other needs.	

Department: Chemistry

Objective 1	Continue to improve notebooks used in six courses; Physical Science, Introduction to Chemistry, College Chemistry I, College Chemistry II, Organic Chemistry I, and Organic Chemistry II.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Prior to each offering of each course.	Department Budget
Activity/Service	Post Assessment Actions	
Results	This is done on a continuing basis.	
Comments		
Objective 2	Use Jing and a graphics tablet to develop videos of lectures for one class. In addition, revise as needed previous videos developed with Camtasia Studio and a graphics tablet.	

Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Prior to each offering of each course.	Department Budget
Activity/Service	Instructional Methods	
Results	Videos have been completed for College Chemistry I for chapters 1 through 7 (out of 9 chapters).	
Comments	So far, I have received very good comments from students about these videos.	

Department: Concurrent

Objective 1	Develop promotional materials to be displayed in high school classrooms where Concurrent courses are held. Better visibility for LCC courses and more student buy-in of LCC branding	
Estimated Cost	Existing Money \$ Outreach budget	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	1-2 years	Department Budget
Activity/Service	Marketing	
Results	No longer supported	
Comments		

Department: Nursing

Objective 1	Departmental services, practices, policies and procedures will align with National League of Nursing Accrediting Commission (NLNAC) criteria and Kansas State Board of Nursing. Implement C-Map, curriculum alignment software to ensure program alignment for NLNAC and KSBN.	
Estimated Cost	Existing Money \$ 3,000	New Money One Time \$2,280
	Grant Funded \$ Perkins	New Money Ongoing \$
Exp. Completion	FY 2012	Department Budget: Nursing
Activity/Service	Program Alignment	
Results	Complete	
Comments	C-Map was completed in all Nursing Program Courses to illustrate alignment of curriculum.	
Objective 2	Systematic evaluation plan will include all NLNAC criteria or rationale for omission.	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	FY 2012	Department Budget
Activity/Service	Assessment Activities	

Results	Complete
Comments	Systematic Evaluation Plan will be updated by nurse faculty May 2012.

Department: Online

Objective 1	Explore additional ways to provide technical support for students, perhaps with an assistant in outreach for online courses. Ensure that for accrediting purposes we provide continuous technical support for online students.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion		Department Budget
Activity/Service	Student Support Services	
Results	In progress	
Comments	Working on video tutorials to be added to the Online page. Add to 2013	

Department: Recording Arts Technology

Objective 1	Revise current course materials and supplement learning modules with interactive materials to encourage students to experiment in their spare time.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall 2011	Department Budget
Activity/Service	Instructional Methods	
Results	It works and the students are using them	
Comments	The modules are all going to have to be rebuilt to facilitate the new software and computer architecture	

Division: Library

Objective 1	Research library service requirements for Cherokee Center accreditation.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	December 2011	Department Budget
Activity/Service	Library Resources	
Results	Researched the HLC site and found documents (for example, http://www.ncahlc.org/off-campus-activity-definitions.html) that indicate that at the present time we are in compliance. However, there will need to be additional resources and staff to be in compliance and to be called a “campus”.	
Comments	http://www.ncahlc.org/off-campus-activity-definitions.html	
Objective 2	Integrate information literacy into one course’s instruction	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	unmet	Department Budget
Activity/Service	Post Assessment Actions	
Results	This was going to be done with one of Brad Huffaker’s classes. After researching this, I have discovered that this would be hard to do with just me. The logical classes would be Comp. II or another research based class, but it would not be fair to do it in just one section of a course. The project was determined to be unable to be completed.	
Comments		

STUDENT AFFAIRS**GOAL 1****OUTCOME 1A**

Goal 1: Student Success. Labette Community College (LCC) will provide an environment conducive to student success by all employees placing the needs of the students first.

Outcome 1A: Cultivate a culture in which services, practices, policies, procedures, and personnel support learning as a major priority

Division: Admissions

Objective 1	Assist Outreach Director as needed to update the Concurrent Handbook for students so that policies and procedures are clear to students and parents.	
Estimated Cost	Existing Money \$ Outreach Budget	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall 2011	Department Budget
Activity/Service	Program Improvement/Expansion	
Results	Completed	
Comments		

Division: Student Support Services

Objective 1	Continue to update and revise Student Support Services Policy and Procedure Manual to include program evaluation in all aspects of the grant.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$1000	New Money Ongoing \$
Exp. Completion	Continuous	Department Budget
Activity/Service	Assessment Activities	
Results	On-going	
Comments	The SSS Policy & Procedures manual is constantly updated as LCC policies and procedures are changed, added, and amended.	

Division: Talent Search

Objective 1	Implement a rigorous curriculum for high school participants based on KS Academic Challenge Initiative and increase participation to 25% of the program’s high school seniors. Each advisor will focus on two high schools to implement the grant’s rigorous secondary school program of study	
Estimated Cost	Existing	New Money One Time \$
	Grant Funded \$2,000	New Money Ongoing \$
Exp. Completion	Based on proposed new objectives during next grant cycle, this will be an ongoing project	
Activity/Service	Student Support Services	Department Budget
Results	Completed	
Comments	Per grant objective revision, at least 60% of all project high school seniors must be participating in a rigorous curriculum. At the end of the spring 2012 semester, LCC Talent Search rigorous curriculum participation concluded at 68%.	
Objective 2	Identify target area high schools who will support a rigorous curriculum for Talent Search high school participants. Each advisor will identify two high schools and implement rigorous curriculum. (Supporting schools will be based on grant objectives and guidelines.)	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$500	New Money Ongoing \$
Exp. Completion	Spring 2012	Department Budget
Activity/Service	Program Improvement/Expansion	
Results	Completed	
Comments	All seven target area high schools in the grant project concluded FY 2012 supporting a rigorous curriculum established by the U.S. Department of Education. This support will continue through the FY 2013 year.	

**Division: Admissions, Athletics, Financial Aid, Registrar,
Student Life, Student Support Services, Talent Search**

Objective 1	Aid students with their understanding of LCC practices and policies. (Developed objective to assist Academic
--------------------	--

	Affairs with a FY2012 Operational Plan Objective.)	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	Department Budget
Activity/Service	Student Support Services	
Results	Completed	
Comments	The CSS course was recently expanded from a 6-week course to a course meeting weekly for 15 weeks, providing students an entire semester's worth of access to an instructor who is well-versed in college practices and policies. These relationships provide each student a single point of contact when questions arise regarding the application of any LCC practice or policy.	

FINANCE & OPERATIONS	GOAL 1	OUTCOME 1A
---------------------------------	---------------	-------------------

Goal 1: Student Success. Labette Community College (LCC) will provide an environment conducive to student success by all employees placing the needs of the students first.

Outcome 1A: Cultivate a culture in which services, practices, policies, procedures, and personnel support learning as a major priority.

Division: IT

Objective 1	Continue to evaluate the Computer Use Policies for Student and College Protection	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	Department Budget
Activity/Service	Legal/procedural	
Results	Complete	
Comments	Ongoing	

PUBLIC RELATIONS GOAL 1 OUTCOME 1A

Goal 1: Student Success. Labette Community College (LCC) will provide an environment conducive to student success by all employees placing the needs of the students first.

Outcome 1A: Cultivate a culture in which services, practices, policies, procedures, and personnel support learning as a major priority.

Public Relations

Objective 1	Update style manual.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	On-going- yearly	Department Budget
Results		
Comments		

ACADEMIC AFFAIRS**GOAL 1****OUTCOME 1B**

Outcome 1B: Strive to make the student's experiences with LCC positive, nurturing, and focused on student learning and academic success.

**Division: Instructional
Department: Academics**

Objective 1	Implement Multicultural Awareness program: send representatives from the Multicultural Advisory Committee to the Tilford Conference, identify new students for participation in leadership roles, and incorporate student speakers on diversity into courses.	
Estimated Cost	Existing Money \$ 1000	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Spring 2012 – ongoing	Department Budget: VPSA, Instruction, Faculty/Staff Professional Development
Activity/Service	Program Improvement/Expansion	
Results	Sent representatives to Tilford Conference, hosted 7 local events	
Comments		

Department: Advising

Objective 1	Restructure the current Academic Advising Process & Add Summer Advising	
Estimated Cost	Existing Money \$2100	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Continuous	Department Budget: Supplemental
Activity/Service	Advising	
Results	Advising training was done during Inservices and Academic Affairs meetings.	
Comments		

Department: Mathematics / Physics

Objective 1	The department will research new ways to integrate technology including publisher supported technology into	
--------------------	---	--

	all LCC math courses.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	Department Budget
Activity/Service	Assessment Activities and Instructional Methods	
Results	Math Zone now being used in Beginning, Intermediate, and College Algebra	
Comments		
Objective 2	The department will research new ways to integrate multi-media presentations as both immediate course delivery and supplemental course delivery of materials whenever possible.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	Department Budget
Activity/Service	Assessment Activities	
Results	Adesso Notepads, Screencast, and Jing are being used to provide additional materials and presentations for online and on-ground courses.	
Comments		
Objective 3	The department will investigate new ways to improve and use the Math & Science Computer Lab and Tutorial Room (A107).	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	Department Budget
Activity/Service	Instructional Methods	
Results	A107 not being used as tutorial room anymore. Additional cart with laptops is now available in A103.	
Comments		

Department: Nursing

Objective 1	Promote listening to student concerns, allowing them to share ideas of program improvement strategies with staff and faculty through student advisement. Focus on quality of program applicants to maintain State and National 1 st time pass rates for NCLEX exams.	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$

Exp. Completion	FY 2012	Department Budget
Activity/Service	Advising and Assessment Activities	
Results	Complete; the program had 88 completed applications for fall 2012 class.	
Comments	Advisement is improving	

Department: Physical Therapist Assistant

Objective 1	Develop Student Handbook for PTA Students	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall 2011	Department Budget \$
Activity/Service	Advising	
Results	Goal met	
Comments		

Department: Radiography

Objective 1	Seek feedback from clinical instructors at the advisory meetings.	
Estimated Cost	Existing Money \$ TBD	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	Department Budget \$
Activity/Service	Assessment Activities	
Results	Revised the Graduate and Employer Surveys per suggestions from the Advisory Committee (Fall 2011)	
Comments	We have sent the revised forms out to the 2011 Graduates – October 2011.	

Department: Recording Arts Technology

Objective 1	Find avenues to display and use student audio/video projects in a positive way for LCC and the community, giving students a sense of pride and accomplishment.	
Estimated Cost	Existing Money \$ Minimal	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Spring 2012	Department Budget \$
Activity/Service	Marketing	
Results	VFW interviews and commercials are the current methods being utilized.	
Comments		

Department: Respiratory Care

Objective 1	Increase the number of courses with online component by 2 per year until all respiratory care courses have online components to help support student learning.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall 2011/Spring 2012	Department Budget \$
Activity/Service	Instructional Methods	
Results	No Longer Needed	
Comments	This has not been done and we do not look to seeing this as a workable and sustainable objective.	
Objective 2	Increase number of critical care clinical sites to increase opportunities for students to acquire optimal clinical exposure.	
Estimated Cost	Existing Money \$ Mileage	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall 2011/Spring 2012	Department Budget: Respiratory Care
Activity/Service	Educational Partnerships	
Results	Completed	
Comments	Contracted with Hillcrest in Tulsa, Oklahoma with very positive student feedback	

Division: Library

Objective 1	Survey the students' library wants and needs	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	February 2012	Department Budget \$
Activity/Service	Assessment Activities	
Results	Lee Ann has completed one survey on database usage. This was used to determine purchasing. Lee Ann and Laurie also completed a general survey for all patrons on library services. The results of the survey were used to tighten up some procedures and for future operational plans.	
Comments		

STUDENT AFFAIRS**GOAL 1****OUTCOME 1B**

Outcome 1B: Strive to make the student’s experiences with LCC positive, nurturing, and focused on student learning and academic success.

Division: Admissions

Objective 1	Work with Academic Affairs to review and update the current LCC Advisor Handbook and Advisor Training Process on a yearly basis. (Developed objective to assist Academic Affairs with a FY2012 Operational Plan Objective.)	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	August 2011-Continuous	Department Budget: DOI
Activity/Service	Advising	
Results	Completed	
Comments		
Objective 2	Assist with the integration of Career Advising & Counseling such as Kansas Career Pipeline into a variety of areas of the college. (Developed objective to assist Academic Affairs with a FY2012 Operational Plan Objective.)	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Continuous	Department Budget
Activity/Service	Advising	
Results	Completed	
Comments	Part of the College Success Skills course	
Objective 3	Evaluate and enhance Cardinal Experience Days, which provides an opportunity for all potential students to access general LCC information and to enroll in classes.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$

Exp. Completion	August 2011-Continuous	Department Budget
Activity/Service	Student Support Services	
Results	Completed	
Comments	Increased enrollment numbers for the Spring 2012 events	
Objective 4	Assist the Academic Affairs Office in the restructuring of the current Academic Advising Process. (Developed objective to assist Academic Affairs with a FY2012 Operational Plan Objective.)	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	August 2011-Continuous	Department Budget
Activity/Service	Advising	
Results	Completed	
Comments	Additional changes will be made in upcoming year to continue to enhance advising for LCC students.	
Objective 5	Continue with NACADA Institutional Membership	
Estimated Cost	Existing Money \$300.00	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	April 2011-Continuous	Department Budget: Admissions & DOI
Activity/Service	Advising	
Results	Completed	
Comments	Purchased 3 institutional memberships in Spring 2012	
Objective 6	Purchase Student Datebooks/Planners for students.	
Estimated Cost	Existing Money \$5,000.00	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	May 2011-Continuous	Department Budget: Admissions
Activity/Service	Student Support Services	
Results	Completed	
Comments		
Objective 7	Enhance enrollment process for dual and concurrent students.	
Estimated Cost	Existing Money \$1,000.00	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	August 2011, December 2011, May 2012-Continuous	Department Budget \$ Admissions

Activity/Service	Advising
Results	Completed
Comments	Students were enrolled almost 2 weeks before they were the previous year.

Division: Registrar

Objective 1	Continue to enhance the LCC Commencement as well as Allied Health Pinning Ceremonies.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Continuous	Department Budget
Activity/Service	Program Improvement/Expansion	
Results	Completed	
Comments		

Division: Student Life

Objective 1	Support Academic Affairs in the Diversity Program through sending students to the Multicultural Symposium in the fall, encouraging officers to participate in the Leadership Development Course in the spring, and providing support to students selected to speak in the classroom to their peers about diversity. (Developed objective to assist Academic Affairs with a FY2012 Operational Plan Objective.)	
Estimated Cost	Existing Money \$1000 (Not general fund)	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Spring 2012 – Ongoing	Department Budget: SGA
Activity/Service	Student Support Services	
Results	Not completed	
Comments	Time constraints and changes to the goals of the diversity committee led to this not being completed.	
Objective 2	Develop a Multicultural or Diversity Student Organization	
Estimated Cost	Existing Money \$550 (Not general fund)	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall 2011	Department Budget: CAP/Supplemental
Activity/Service	Student Support Services	
Results	Moved to FY2013 Operational Plan	

Comments		
Objective 3	Develop a “Safe Zones” Student Organization that would provide an alliance for gay and straight students.	
Estimated Cost	Existing Money \$550 (Not general fund)	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall 2012 – Ongoing	Department Budget: CAB/Supplemental
Activity/Service	Student Support Services	
Results	Moved to FY2013 Operational Plan	
Comments		

Division: Student Support Services

Objective 1	Expand the current Student Support Services academic advising plan of operation, which is currently an intensive, intrusive model to better address the needs of students at the Cherokee Center and students whose courses are primarily online.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$10,000	New Money Ongoing \$
Exp. Completion	Begin expansion in Fall 2010; full integration Fall 2011	Department Budget
Activity/Service	Advising	
Results	Completed	
Comments	Current staffing provides a SSS academic advisor on site at the Cherokee Center for up to 15 hours weekly (40% of the advisor’s time).	
Objective 2	Develop further outreach efforts at the Cherokee Center and through Jenzabar’s online course management system to support the academic needs of SSS participants whose primary attendance site is not in Parsons.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$25,000	New Money Ongoing \$
Exp. Completion	Continuous	Department Budget
Activity/Service	Student Support Services	
Results	Complete and Ongoing	
Comments	SSS Academic Advisor staffed at Cherokee Center for 40% of the work week. All SSS Academic Advisors provide a variety of methods of contact for students whose primary attendance site is not in Parsons. SSS Staff	

	is continuing to pursue additional opportunities provided through Jenzabar’s online course management system to augment their continued use of the RedZone as an advising tool.
--	---

Division: Student Success Center

Objective 1	Expand current peer tutoring model and obtain Tutor Training Certification from the College Reading and Learning Association.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$7,500	New Money Ongoing \$
Exp. Completion	Begin expansion in Fall 2010; full integration Fall 2011	Department Budget
Activity/Service	Tutoring	
Results	Completed	
Comments	Peer tutoring model has been expanded to include all general education courses and is expanding into other specialized areas as needed. Tutor Training Certification is not a goal at this time due to the cost and time commitment involved in seeking such accreditation. Our turnover rate for peer tutors is high, and we often cannot afford to wait an entire semester for them to be trained according to CRLA standards. However, we are seeking other avenues for training and certification, perhaps through TRiO programs or the Association for the Tutoring Profession.	
Objective 2	Assist the Math/Physics Department to investigate new ways to improve and use the Math & Science Computer Lab and Tutorial Room. (Developed objective to assist Academic Affairs with a FY2012 Operational Plan Objective.)	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	Department Budget
Activity/Service	Instructional Methods	
Results	Ongoing	
Comments	The SSC has partnered with the Math/Physics department to identify suitable peer tutors; however, the peer tutor’s available time has not yet overlapped with the availability of the Math & Science Computer Lab & Tutorial Room. The currently scheduled peer tutor labs take place in M302 or in the SSC.	

FINANCE & OPERATIONS	GOAL 1	OUTCOME 1B
---------------------------------	---------------	-------------------

Outcome 1B: Strive to make the student’s experiences with LCC positive, nurturing, and focused on student learning and academic success.

Division: IT

Objective 1	Continue to Supply and Maintain Media Materials	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	Department Budget
Activity/Service	Update Equipment and Technology	
Results	Complete	
Comments	Ongoing	

ACADEMIC AFFAIRS**GOAL 1****OUTCOME 1C**

Outcome 1C: Make accessible a variety of services and programs that address learning needs.

Division: Instructional**Department: Advising**

Objective 1	Continue to utilize the Early Academic Warning System for the college.	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Continuous	Department Budget
Activity/Service	Advising	
Results	No progress made; add to 2013 operational plan	
Comments		

Department: Cherokee

Objective 1	Expand tutoring services for students at Cherokee Center in Math and English.	
Estimated Cost	Existing Money \$4000	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	FY 2012	Department Budget: VPSA
Activity/Service	Tutoring	
Results	Tutoring in both areas available	
Comments		

Department: Computer Science

Objective 1	Expand lab to evening hours and hire a lab assistant for one night a week to be available to help all LCC students who come to lab.	
Estimated Cost	Existing Money \$450 per semester	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	FY 2012	Department Budget: College Workstudy
Activity/Service	Tutoring	

Results	None
Comments	No qualified help available.

Department: Early Childhood Education

Objective 1	Explore option of creating Early Childhood Education AAS degree	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall 2011	Department Budget
Activity/Service	Assessment Activities	
Results	Approved	
Comments		
Objective 2	Redesign Early Childhood Education certificate option to provide more classes with Infant/Toddler/Preschool focus	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Spring 2012	Department Budget
Activity/Service	Post Assessment Actions	
Results	Completed	
Comments	Ready to be implemented in the fall.	

Department: Education

Objective 1	Offer complete Elementary Education degree at Cherokee	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall 2011	Department Budget
Activity/Service	Program Improvement/Expansion	
Results	Not completed still need several classes. Carried over to 2013	
Comments		

Department: English

Objective 1	Establish a Writing Lab: Staffed by full-time faculty 2 hours per week during office hours.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$

Exp. Completion	FY 2012	Department Budget \$0
Activity/Service	Tutoring	
Results	Student Success Center English tutor hired for approximately 6 hours a week.	
Comments	Need better variety in times offered and in location (Cherokee). English Department will continue to advise SSC in recruitment.	

Department: Financial Services

Objective 1	Begin exploring and working with SSC to implement online tutoring services. Data can be obtained by keeping online tutoring logs and student feedback surveys.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	FY 2012	Department Budget
Activity/Service	Assessment Activities and Tutoring	
Results	No students in the last year have requested this service from me, so the need may not be acute for Financial Services majors.	
Comments	SSC has been working on various alternatives college-wide (not just for this program). There are some problems with setting up a course shell for tutoring in the RedZone, as it records students are “enrolled” in the class. Some tutoring has been accomplished through private FaceBook chat function. Other methods, such as a third party software solutions, are being investigated, but so far this is a work in progress.	

Department: Mathematics / Physics

Objective 1	The department will continue to research ways to keep the maximum number of students possible on a realistic time track to complete their sequence of math courses through completion of College Algebra.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	Department Budget \$
Activity/Service	Assessment Activities	
Results		
Comments	Based upon discussion at staff meetings, this objective is not the type of goal that is desired for operational plans and is being removed.	

Department: Network Administration

Objective 1	Add one additional Network Administration option leading to an industry-recognized credential. Will apply for	
--------------------	---	--

	grant money to expand the Network Administration program	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Spring 2012	Department Budget \$
Activity/Service	Program Improvement/Expansion	
Results	Added INDU 125 Electronics	
Comments	This course will take the place of Computer Systems Concepts	
Objective 2	Establish a system for updating Network Administration program instructional materials and providing student access to them. Would like to be in the current schedule to replace the computers every 3 years along with the rest of the labs.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$ Use tech grant	New Money Ongoing \$
Exp. Completion	Spring 2012	Department Budget \$
Activity/Service	Update Equipment/Technology	
Results	New computers were purchased fall 2011 (qty. 12)	
Comments	Computers should not have to be replaced for at least 3 years.	

Department: Office Technology

Objective 1	Offer the Medical Transcriptionist Certificate totally online	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$2,800.00 (Perkins Funding) Course development	New Money Ongoing \$
Exp. Completion	FY 2012	Department Budget \$
Activity/Service	Instructional Methods	
Results	The certificate program was approved in Spring 2011 and is listed in the new catalog.	
Comments	Certificate B is an option and all courses can be taken online or by arrangement.	
Objective 2	Investigate and offer instruction in 3M Medical Coding	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$5000 (Perkins funding if available)	New Money Ongoing \$
Exp. Completion	Ongoing to FY 2014	Department Budget: Course development money
Activity/Service	Program Improvement/Expansion	

Results	All classes are available online now.	
Comments		

Department: Physical Education

Objective 1	Evaluate and improve services available through the physical education department.	
Estimated Cost	Existing Money \$0.00	New Money One Time \$0.00
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	FY 2012	Department Budget \$
Activity/Service	Assessment Activities and Post Assessment Actions	
Results	Completed a program review during FY2012 and evaluated the program.	
Comments	Program recommendation included expanding program offerings, hiring a full time physical education instructor, and improving facilities for physical education students.	

Department: Recording Arts Technology

Objective 1	Continue creation of a database of advanced tutorials for Final Cut, Soundtrack Pro, Motion, and other software for students interested in learning additional techniques in their own time.	
Estimated Cost	Existing Money \$0	New Money One Time \$ no money just a lot of time.
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall 2012	Department Budget \$
Activity/Service	Post Assessment Actions and Tutoring	
Results	The tutorials are now going to be centered on AVID and Adobe products.	
Comments	Apple quit supporting Final Cut Studio and they don't make Soundtrack Pro now.	

STUDENT AFFAIRS**GOAL 1****OUTCOME 1C**

Outcome 1C: Make accessible a variety of services and programs and address learning needs.

Division: Admissions

Objective 1	Assist the Academic Affairs Office in the revision and reinstatement of the Early Academic Warning System for the college. (Developed objective to assist Academic Affairs with a FY2012 Operational Plan Objective.)	
Estimated Cost	Existing Money \$ Academic Affairs Budget	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Continuous	Department Budget \$
Activity/Service	Advising	
Results	Not completed	
Comments	Postponing due to changes in personnel in Admissions and Instructional Office. May look at for FY2014.	
Objective 2	Work with the Athletic Department to develop specific Athlete Enrollment Days in the summer and in preparation for the Spring semester that will assist students with enrollment, financial aid, and other student services. (Student athletes have been selected because they are a captive group that the Admissions/Financial Aid Departments are able to target with the assistance of the coaching staff.)	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	March 2011, June 2011, August 2011 – New and pre-enrollments for Summer and Fall November 2011 – pre-enrollments for Spring Continuous based on above dates	Department Budget \$
Activity/Service	Student Support Services	
Results	Completed	
Comments		

Division: Athletics

Objective 1	Work with the Admissions Department to develop specific Athlete Enrollment Days in the summer and in preparation for the Spring semester that will assist students with enrollment, financial aid, and other student services. (Student athletes have been selected because they are a captive group that the Admissions/Financial Aid Departments are able to target with the assistance of the coaching staff.)	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Continuous	Department Budget \$
Activity/Service	Student Support Services	
Results	Completed	
Comments		
Objective 2	Work with President's Council in development of a plan for dorms.	
Estimated Cost	Existing Money \$ Unknown	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Unknown	Department Budget \$
Activity/Service	Recruitment	
Results	Not Completed	
Comments	Not a current focus of the department. May look at for FY2014.	
Objective 3	Assist Financial Aid in contacting athletic recruits as soon as possible with information about FAFSA's, financial aid information, and deadlines. (Student athletes have been selected because they are a captive group that the Admissions/Financial Aid Departments are able to target with the assistance of the coaching staff.)	
Estimated Cost	Existing Money	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Continuous	Department Budget \$
Activity/Service	Recruitment	
Results	Completed	
Comments		

Division: Financial Aid

Objective 1	Contact athletic recruits as soon as possible with information about FAFSA's, financial aid information, and deadlines. (Student athletes have been selected because they are a captive group that the Admissions/Financial Aid Departments are able to target with the assistance of the coaching staff.)	
Estimated Cost	Existing Money	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Continuous	Department Budget \$
Activity/Service	Recruitment	
Results	Completed	
Comments		

Department: Student Life

Objective 1	Assist Academic Affairs in the development of an Honors Program—select coordinator. (Developed objective to assist Academic Affairs with a FY2012 Operational Plan Objective.)	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall 2011	Department Budget \$
Activity/Service	Program Improvement/Expansion	
Results	Not completed	
Comments	Not funded due to lack of grant funds	
Objective 2	Invite community programs to participate in Welcome Week and other SGA activities to increase student awareness of resources and programs available to them in the community.	
Estimated Cost	Existing Money \$1000 (Not general fund)	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	Department Budget: SGA 71 account
Activity/Service	Student Support Services	
Results	Completed	
Comments		
Objective 3	Increase the number of awareness events, such as AIDS Awareness and Domestic Violence Awareness Weeks.	
Estimated Cost	Existing Money \$1000 (Not general fund)	New Money One Time \$

	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall 2011 – Ongoing	Department Budget: CAB 71 Account
Activity/Service	Student Support Services	
Results	Completed	
Comments		

Department: Student Success Center

Objective 1	Assist General Education area in expanding tutoring services for students at Cherokee Center.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Continuous	Department Budget: VPSA
Activity/Service	Tutoring	
Results	Completed and Ongoing	
Comments	The SSS Academic Advisor who is staffed at the Cherokee Center 40% time coordinates with the Tutor Coordinator on the Main Campus to serve students in need of academic assistance at the Cherokee Center.	
Objective 2	Serve as a resource for the English Department in establishing a Writing Lab: Staffed by full-time faculty 2 hours per week during office hours. (Developed objective to assist Academic Affairs with a FY2012 Operational Plan Objective.)	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	FY 2012	Department Budget
Activity/Service	Tutoring	
Results	Completed	
Comments	An adjunct English faculty member staffs the Writing Lab in L102 six hours per week and provides outside assistance for an additional two hours per week.	
Objective 3	Serve as a resource as the Financial Services Department begins exploring implementation online tutoring services. Data can be obtained by keeping online tutoring logs and student feedback surveys. (Developed objective to assist Academic Affairs with a FY2012 Operational Plan Objective.)	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$

Exp. Completion	FY 2012	Department Budget
Activity/Service	Assessment Activities and Tutoring	
Results		
Comments		

Division: Talent Search

Objective 1	Develop and implement new curriculum based on the Kansas Academic Challenge Initiative	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$1000	New Money Ongoing \$
Exp. Completion	December 2012	Department Budget
Activity/Service	Instructional Methods	
Results	Completed	
Comments	The project has implemented rigorous curriculum criteria for FY 2012 based on grant requirements and the Kansas Qualified Admissions Precollege Curriculum. 60% of all high school participants finished FY 2012 with a G.P.A. of 3.0 or better. The final percentage for 2012 graduates with a 3.0 or better G.P.A. was 68%.	
Objective 2	To increase the number of parents involved in the program’s Parent’s Nights offered in the fall to the juniors/seniors and in the spring to other participants to 20% of each participating class. Continue to utilize high school parent/teacher conferences to meet and talk with parents of PREP participants.	
Estimated Cost	Existing Money \$ \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	November 2011; April 2012	Department Budget
Activity/Service	Recruitment	
Results	Completed	
Comments	Project advisors attended both fall and spring enrollment and parent/teacher conferences at all target area school districts resulting in an increase of parental involvement by 25%, exceeding original projections.	

FINANCE & OPERATIONS**GOAL 1****OUTCOME 1C**

Outcome 1C: Make accessible a variety of services and programs that address learning needs.

Division: IT

Objective 1	Wireless access for two additional locations – 1401 Main Building & Music/Art Building	
Estimated Cost	Existing Money \$5,000	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	FY12	Department Budget: IT Budget
Activity/Service	Update Equipment and Technology	
Results	Boosted Main Building and Health Science Building – 1401 Completed	
Comments	Music and Art Building - Move to FY13	

ACADEMIC AFFAIRS**GOAL 1****OUTCOME 1D**

Outcome 1D: Use technology to expand opportunities for student learning and student services.

Division: Instructional**Department: Chemistry**

Objective 1	Use Teach2000, a free software, which can help students with memorization. Continue to use it in Introduction to Chemistry and College Chemistry I. Begin to use it in College Chemistry II by developing files which has the memory items.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Prior to start of the class	Department Budget:
Activity/Service	Tutoring	
Results	I am cancelling this activity at this time to concentrate more on developing videos.	
Comments		

Department: Concurrent

Objective 1	Explore the use of collaborative options with the high schools and the college, including streaming video to area schools. More potential course offerings taught to high school students, but taught by full time LCC instructors. Training for our full time faculty would also be required.	
Estimated Cost	Existing Money \$	New Money \$
	Grant Funded \$	New Money \$
Exp. Completion	2-3 years	Department Budget:
Activity/Service	Instructional Methods and Educational Partnerships	
Results	Still studying options	
Comments		

Department: Diagnostic Medical Sonography

Objective 1	Develop online courses for DMS program	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$

Exp. Completion	Summer 2011	Department Budget
Activity/Service	Program Improvement/Expansion	
Results	Curriculum development completed. Online course development is ongoing. Started offering online classes in specific fields to expand to our student needs	
Comments		

Department: Early Childhood Education

Objective 1	Work with Kansas Children's Service League to add two additional online 1-credit options	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Spring 2012	Department Budget
Activity/Service	Educational Partnerships and Program Improvement/Expansion	
Results	Completed	
Comments	Added four new courses	

Department: English

Objective 1	Research Camtasia and voice recognition software for use in courses.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	FY 2012	Department Budget \$100
Activity/Service	Assessment Activities	
Results	Tabled Camtasia research.	
Comments	Three department members have and are exploring Dragon Dictation on iPad. Will adjust 2013 department budget distribution to add cost of wireless printer router or access point for department printer in order to utilize this software. Will need to have password protection.	

Department: Graphic Design

Objective 1	Incorporate Jenzabar technologies for instruction and communication with students.	
Estimated Cost	Existing Money \$0	New Money One Time \$0
	Grant Funded \$0	New Money Ongoing \$0
Exp. Completion	Ongoing	Department Budget \$
Activity/Service	Integration of Jenzabar	
Results	RedZone is utilized as a supplemental area for instruction and communication with students in several classes.	

Comments		
Objective 2	Upgrade lab computers	
Estimated Cost	Existing Money \$0	New Money One Time \$12,000 or share w/ Perkins Grant
	Grant Funded \$12,000 or share w/ LCC	New Money Ongoing \$0
Exp. Completion	07/2012	Department Budget \$ IT
Activity/Service	Update Equipment/Technology	
Results	Replaced 10 computers and updated software for entire Graphic Design lab.	
Comments	Uniformity of computers and updated software has yielded positive results for the students and instructional purposes.	

Department: Mathematics / Physics

Objective 1	Purchase additional sensors and lab pro units for use in Physics 1, Physics 2 courses. Clicker technology will offer additional assessment opportunities for instructors.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall 2011 and Spring 2012	Department Budget: Math/Physics
Activity/Service	Update Equipment/Technology	
Results	Ongoing activities such as this as per discussion at staff meetings is not what is desired for operational plans, and so this one is being removed and will be handled during normal budgeting and purchasing on a semester by semester basis.	
Comments	Add fee to physics courses to pay for this.	
Objective 2	Purchase, or get from Nursing, 24 laptop computers for A103 to use in conjunction with publisher supported technology aides (such as ALEKS, Math Zone, etc.) to be used in developmental LCC math courses	
Estimated Cost	Existing Money \$	New Money One Time \$get from Nursing
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Spring 2012	Department Budget \$
Activity/Service	Update Equipment/Technology	
Results	Additional cart with laptops is now available in A103.	
Comments		
Objective 3	Research obtaining the funding to provide 30 laptop computers for M304 to use in conjunction with publisher	

	supported technology aides (such as ALEKS, Math Zone, etc.) to be used in developmental LCC math courses	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Spring 2011	Department Budget \$
Activity/Service	Assessment Activities	
Results	No action or discussion has taken place on this item between the department and the administration.	
Comments		

Department: Music

Objective 1	Add MIDI sequencing software to computer lab.	
Estimated Cost	Existing Money \$ 750	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall 2012	Department Budget: Music Department
Activity/Service	Update Equipment/Technology	
Results	No longer supported	
Comments		

Department: Network Administration

Objective 1	Explore CISCO certification program linkages with businesses for increased learning opportunities.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Spring 2012	Department Budget \$
Activity/Service	Educational Partnerships	
Results	Not completed	
Comments	Need an adjunct instructor to help teach this course	

Department: Nursing

Objective 1	Update simulation software for faculty and student computers. Begin the implementation of clinical reference software used by faculty and students in the clinical and didactic settings.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$ 2,000 Carl Perkins	New Money Ongoing \$
Exp. Completion	FY 2012	Department Budget: Perkins
Activity/Service	Update Equipment/Technology	

Results	Complete	
Comments	Software for program hand-held computers completed.	
Objective 2	Implement the use of PDA's for students in clinical setting.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$ 0 Carl Perkins	New Money Ongoing \$
Exp. Completion	FY 2012	Department Budget
Activity/Service	Update Equipment/Technology	
Results	Complete	
Comments	Not funded through Perkins this year. Approximately 30% of 1 st semester students selected E-Books as an option for textbooks.	

Department: Office Technology

Objective 1	Investigate and plan for the health based job simulation experience by conducting benchmarking visits to other schools that have job simulation areas	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Spring 2012	Department Budget
Activity/Service	Assessment Activities	
Results	Not completed	
Comments		
Objective 2	Continue integration of voice recognition software (Dragon Speak) into course work.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$120 per computer; 21 computers in a lab. Instructional equipment \$160 Perkins money will be requested.	New Money Ongoing \$
Exp. Completion	Ongoing to Spring 2013 (It may take more than one year of funding from Perkins to achieve this goal)	
Activity/Service	Update Equipment/Technology	Department Budget \$
Results	DragonSpeak was used in Formatting in Fall 2011. It arrived towards the end of the semester but is ready to be used for Fall 2012. DragonSpeak is now installed on some computers in M305 and not just M308.	
Comments		

Department: Radiography

Objective 1	Implement changes in curriculum for both the clinical sites and for the simulation labs using the technology on hand.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$ Carl Perkins	New Money Ongoing \$
Exp. Completion	Ongoing	Department Budget \$
Activity/Service	Post Assessment Actions	
Results	Changed to e-books for all radiography courses. Interactive websites are being used for labeling anatomy in the Simulations labs.	
Comments	Began using e-books with the new students in the summer 2011 courses, and both groups of students are now using e-books for all radiography courses. Students report that they like using e-books.	

Department: Recording Arts Technology

Objective 1	Complete Thiebaud Theater adaptation for a proper audio/video soundstage.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$1000 (Perkins)	New Money Ongoing \$
Exp. Completion	Spring 2012	Department Budget
Activity/Service	Update Equipment/Technology	
Results	No funding for this project.	
Comments		

Department: Respiratory Care

Objective 1	Acquire bedside spirometry equipment to help students practice prior to entering the clinical setting.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$600 (Perkins)	New Money Ongoing \$
Exp. Completion	Spring 2012	Department Budget \$
Activity/Service	Update Equipment/Technology	
Results	No longer needed	
Comments	New bedside spirometry equipment had been purchased in Spring of 2011. New equipment not necessary at this time.	
Objective 2	Acquire additional clinical simulations	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$3,000 (Perkins)	New Money Ongoing \$

Exp. Completion	Fall 2011/Spring 2012	Department Budget \$
Activity/Service	Update Equipment/Technology	
Results	Completed	
Comments	Used grant money to acquire new clinical simulations. They were put on computers in November 2011.	

Division: Library

Objective 1	Insert library instruction videos on the library’s Facebook and MySpace pages.	
Estimated Cost	Existing Money \$0	New Money One Time \$0
	Grant Funded \$0	New Money Ongoing \$0
Exp. Completion	November 2011	Department Budget \$
Activity/Service		
Results	We no longer have a MySpace page. These were inserted on the library’s Facebook pages and on YouTube.	
Comments		
Objective 2	Enhance the library’s online periodical databases web pages with descriptions of the databases.	
Estimated Cost	Existing Money \$0	New Money One Time \$ None needed
	Grant Funded \$0	New Money Ongoing \$0
Exp. Completion	March 2012	Department Budget \$ IT
Activity/Service		
Results	The periodical databases now have rollover blurbs that describe each database.	
Comments		

STUDENT AFFAIRS GOAL 1 OUTCOME 1D

Outcome 1D: Use technology to expand opportunities for student learning and student services.

Division: Admissions

Objective 1	Assist with the improved look and maintenance of the website.	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Continuous	Department Budget
Activity/Service	Marketing	
Results	Completed	
Comments		
Objective 2	Develop a Labette Community College Facebook Page with the focus of recruitment. Also, explore advertising on Facebook.	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Continuous	Department Budget
Activity/Service	Marketing	
Results	Advertising completed; ongoing research on Facebook page	
Comments		

Department: Athletics

Objective 1	Continue to enhance the Athletic Department website. Possibly generate advertising local merchants on website.	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Continuous	Department Budget
Activity/Service	Marketing	
Results	Completed	
Comments		

Division: Financial Aid

Objective 1	Utilize the Jenzabar student emails in conjunction with mailings to communicate financial aid requirements, information, and deadlines. Mailings will be phased out.	
Estimated Cost	Existing Money \$15,000 for maintenance of Powerfaids	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Continuous	Department Budget: Financial Aid
Activity/Service	Integration of Jenzabar	
Results	Completed	
Comments		
Objective 2	Develop Financial Aid information for use on the LCC Cable Channel.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Continuous	Department Budget
Activity/Service	Marketing	
Results	Completed	
Comments		

Division: Registrar

Objective 1	Utilize the Jenzabar student emails to increase awareness of information regarding enrollment, graduation, and deadlines.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Continuous	Department Budget
Activity/Service	Integration of Jenzabar	
Results	Completed	
Comments		
Objective 2	Continue to enhance the Registrar website, especially to promote online enrolling.	
Estimated Cost	Existing Money \$ 0	New Money One Time \$

	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Continuous	Department Budget
Activity/Service	Student Support Services	
Results	Completed	
Comments		

Department: Student Life

Objective 1	Continue to maintain and update Student Life website and social networking sites.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Continuous	Department Budget
Activity/Service	Marketing	
Results	Completed	
Comments		
Objective 2	Enhance use of the Extracurricular Activities Transcripts for students through Jenzabar.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Continuous	Department Budget
Activity/Service	Integration of Jenzabar	
Results	Moved to FY2013 Operational Plan	
Comments		

Division: Student Support Services

Objective 1	Continue to update and revise the Student Support Services website. Explore expanding capabilities to connect to current and prospective students through portals on the Red Zone.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	Department Budget
Activity/Service	Marketing	

Results	Completed and Ongoing	
Comments	SSS website has been streamlined and integrated with Facebook presence to serve student needs in regard to program announcement, recruiting, and marketing of program services.	
Objective 2	Expand computer access for SSS students within the Student Success Center.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$5000	New Money Ongoing \$
Exp. Completion	Begin implementation Fall 2010; full implementation by Fall 2011	Department Budget
Activity/Service	Update Equipment/Technology	
Results	Completed	
Comments	SSS owns 18 netbook computers and 9 laptop computers which are available for limited-time student checkout to eligible SSS participants. Computers on the SSC floor have been upgraded to MS Office 2010.	
Objective 3	Develop SSS Advisor Facebook Pages for participants in the program to use for communication with their specific advisor.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Begin implementation Spring 2011; full implementation by Fall 2011	Department Budget
Activity/Service	Advising	
Results	Completed	
Comments	The SSS program maintains a Facebook page open to all SSS current and former participants and provides a means for students to connect with advisors outside of campus.	

Division: Student Success Center

Objective 1	Continue to update and revise the Student Success Center website as well as the Student Success Center presence on the Red Zone, specifically a system for students to see tutoring opportunities and request services.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	Department Budget
Activity/Service	Student Success Center	

Results	Completed and Ongoing	
Comments	The SSC is investigating using social networks such as Facebook and Twitter for meeting these objectives, rather than the RedZone. This decision is based in part on the ease of mobile phone use for Facebook and Twitter as opposed to the Red Zone.	
Objective 2	Assist the Outreach Coordinator in providing opportunities for online tutoring. Students in online courses would have access to tutoring services online. (Developed objective to assist Academic Affairs with a FY2012 Operational Plan Objective.)	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	Department Budget
Activity/Service	Tutoring	
Results	Completed and Ongoing	
Comments		

Division: Talent Search

Objective 1	Continue to update and revise the Talent Search website and social networking site so more participants and students utilize its function	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Continuous	Department Budget
Activity/Service	Student Support Services	
Results	Completed	
Comments	Financial Literacy, personal, and family budgeting was added to the Talent Search Website as a separate education component in October 2011. A financial literacy education component for the classroom was implemented at each Target Area school during the spring 2012 semester. The Talent Search Facebook site will be used to maintain a line of communication and track high school graduates starting June 1, 2012. All recent graduates have been notified and agreed to participate as Facebook Talent Search Alum for grant tracking purposes.	

FINANCE & OPERATIONS**GOAL 1****OUTCOME 1D**

Outcome 1D: Use technology to expand opportunities for student learning and student services.

Division: IT

Objective 1	Assist with Ipod implementation for nursing students (used in place of textbook)	
Estimated Cost	Existing Money	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	FY12	Department Budget
Activity/Service	Update Equipment and Technology	
Results	Completed	
Comments		

Objective 2	Install larger sound systems in two of the larger classrooms	
Estimated Cost	Existing Money	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	FY12	Department Budget
Activity/Service	Update Equipment and Technology	
Results	One Room Completed – Move One Room to FY13	
Comments		

Objective 3	Purchase two interactive projection units with digital pin to try in two classrooms	
Estimated Cost	Existing Money \$2,400	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	FY12	Department Budget: IT
Activity/Service	Update Equipment and Technology	
Results	One placed in Media Lab and Demos for faculty. Not being used by faculty.	
Comments	This would replace the need for a smart board	

Objective 4	Explore and update classroom technology (including interactive Projection Units)	
Estimated Cost	Existing Money \$ 2000	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion		Department Budget:
Activity/Service	Update Equipment/Technology	
Results	Complete	
Comments	Add comment in FY13 plan – Look at other options, possibly standardized	
Objective 5	Explore and upgrade the internet connection at Cherokee Center	
Estimated Cost	Existing Money \$	New Money One Time \$ 2,500
	Grant Funded \$	New Money Ongoing: \$1,500
Exp. Completion		Department Budget:
Activity/Service	Update Equipment/Technology	
Results		
Comments	Completed	

Division: Cherokee Center

Objective 1	Purchase television for Cherokee Center lobby and add cable service	
Estimated Cost	Existing Money \$	New Money One Time \$2600
	Grant Funded \$	New Money Ongoing \$50
Exp. Completion	Continuous	Department Budget
Activity/Service	Renovations/New Buildings and Facilities Enhancement	
Results	Completed	
Comments		

Division: ADA

Objective 1	Purchase new voice recorders for students to use.	
Estimated Cost	Existing Money \$150	New Money One Time \$

	Grant Funded \$	New Money Ongoing \$
Exp. Completion	FY12	Department Budget
Activity/Service	Student Support Services	
Results	Did not complete	
Comments	Determined students are using own devices and can borrow recorders from Student Success Center, not necessary at this time.	

ACADEMIC AFFAIRS**GOAL 2****OUTCOME 2A**

Goal 2: Effectiveness, Efficiency, and Seamlessness. LCC will improve learning outcomes and develop program partnerships and collaborations through continuous planning, assessment, and improvement.

Outcome 2A: Improve and expand linkages with educational partners and community agencies for mutual benefit.

**Division: Instructional
Department: Biology**

Objective 1	Communicate to the high school students at the junior level the requirements to be ready for college level biology and chemistry classes.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	FY 2012	Department Budget:
Activity/Service	Core Outcomes Project Review and Advising	
Results	In Spring 2012 the 8 th grade students visited the Biology Department. Several presentations were made and it was a good experience and exposure to junior high students. No funding for this activity.	
Comments		

Department: Cherokee

Objective 1	Investigate collaboration possibilities with PSU	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	Department Budget \$
Activity/Service	CTE Collaboration with Area High Schools & Baccalaureate Programs and Articulation Agreements	
Results	No progress	
Comments		

Department: Criminal Justice

Objective 1	Continue articulation agreement with colleges (MSSU & Washburn) and investigate possibility of new agreements.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	Department Budget \$
Activity/Service	Articulation Agreements	
Results	New agreement with Sterling College	
Comments		

Department: Diagnostic Medical Sonography

Objective 1	Develop an Advisory Committee for DMS program	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$200
Exp. Completion		Department Budget \$DOI
Activity/Service	Advising and Assessment Activities	
Results	The Sonography program has a new committee that will have its first meeting on March 16th, 2012.	
Comments	The program will hold two meetings annually. The meeting will be combined with Radiology program. We have combined the meeting to help share ideas to make our students thrive in the medical field.	

Department: Education

Objective 1	Explore adding 2 more articulation agreements with Elementary Education programs at 4-year schools	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$200
Exp. Completion	Spring 2012	Department Budget: DOI
Activity/Service	Articulation Agreements	
Results	Completed	
Comments	Newman, Fort Hays, Sterling and PSU	

Department: Mathematics / Physics

Objective 1	Department faculty members will increase involvement in professional organizations such as AMATYC and KAMTYC.	
Estimated Cost	Existing Money \$ Cost for dues, etc. to be paid from faculty professional development account.	New Money One Time \$

	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	Department Budget \$
Activity/Service	Educational Partnerships	
Results	Ongoing regular activities such as this one was not the goal of the operational plans process (as discussed in staff meetings) so this one is being removed and will occur as part of regular math department activities.	
Comments		

Department: Nursing

Objective 1	Sustain secondary education career clusters and career pathways for nursing to area high schools.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	FY 2012	Department Budget \$
Activity/Service	Core Outcomes Project Review and Educational Partnerships	
Results	Complete	
Comments	Program Director is on both area high schools Healthcare Program Advisory Boards.	

Department: Office Technology

Objective 1	Develop articulation agreements with area high schools	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	Department Budget \$
Activity/Service	Articulation Agreements	
Results	Not begun.	
Comments		

Department: Physical Therapist Assistant

Objective 1	Develop an Advisory Committee for PTA program	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$200
Exp. Completion	Fall 2011	Department Budget: DOI Advisory Committee
Activity/Service	Advising and Assessment Activities	
Results	Goal met	
Comments		

Department: Recording Arts Technology

Objective 1	Initiate collaboration for Live Video Production class with Avalon Video for opportunities for students to work on real-world projects in the Kansas City area.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Spring 2012 (anticipated implementation Fall 2013)	Department Budget \$
Activity/Service	Instructional Methods and Community/Business Partnerships	
Results	Students haven't been available on the occasions the companies have called.	
Comments	Businesses will keep us on their list, and keep offering opportunities for the students.	

Department: Workforce Education & Community Services

Objective 1	(WORKFORCE ED/COMM SVCS) Maintain business/education partnerships through continued jointly sponsored training, workshops, and mentoring opportunities between LCC and area employers/business professionals/educational institutions. Maintain minimum of seven workshops annually	
Estimated Cost	Existing Money \$<Incoming offsets costs>	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	
Results	Accomplished	
Comments		

STUDENT AFFAIRS**GOAL 2****OUTCOME 2A**

Goal 2: Effectiveness, Efficiency, and Seamlessness. LCC will improve learning outcomes and develop program partnerships and collaborations through continuous planning, assessment, and improvement.

Outcome 2A: Improve and expand linkages with educational partners and community agencies for mutual benefit.

Division: Admissions

Objective 1	Continue working with the advisory board consisting of high school counselors from within the area.	
Estimated Cost	Existing Money \$500.00	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Continuous	Department Budget: Admissions
Activity/Service	Educational Partnerships	
Results	Not completed	
Comments		
Objective 2	Support Academic Affairs departments who wish to collaborate with area high schools and colleges to strengthen student development and the student experience. (Developed objective to assist Academic Affairs with a FY2012 Operational Plan Objective.)	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Continuous	Department Budget \$
Activity/Service	Educational Partnerships	
Results	Completed	
Comments		
Objective 3	Assist Academic Departments who wish to attend college fairs to communicate requirements for college and their departments. (Developed objective to assist Academic Affairs with a FY2012 Operational Plan Objective.)	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$

Exp. Completion	Continuous	Department Budget \$
Activity/Service	Marketing	
Results	Completed	
Comments		
Objective 4	Support Academic Affairs in investigating collaboration possibilities with PSU. (Developed objective to assist Academic Affairs with a FY2012 Operational Plan Objective.)	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Continuous	Department Budget \$
Activity/Service	Educational Partnerships	
Results	Completed	
Comments		

Division: Athletics

Objective 1	Investigate monies for businesses and individuals to sponsor items for athletic teams, such as warm ups and other items.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Continuous	Department Budget \$
Activity/Service	Marketing	
Results	Completed	
Comments		

Division: Financial Aid

Objective 1	Work with Parsons Middle School and Parsons High School to provide work study tutors for the 21 st Century Grant and the Avid Grant.	
Estimated Cost	Existing Money \$1000.00	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Continuous	Department Budget: Workstudy
Activity/Service	Tutoring	

Results	Completed	
Comments		
Objective 2	Assist high school students with completing FAFSA's earlier through visits from Financial Aid staff to the schools.	
Estimated Cost	Existing Money	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Continuous	Department Budget \$
Activity/Service	Advising	
Results	Completed	
Comments		

Division: Student Support Services

Objective 1	Continue an advisory council for Student Support Services with representation from core constituent groups including current and former SSS participants, LCC faculty and staff members, and Parsons, Labette, and Cherokee County community members.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$1,000	New Money Ongoing \$
Exp. Completion	Continuous	Department Budget \$
Activity/Service	Community/Business Partnerships	
Results	Completed and Ongoing	
Comments		
Objective 2	Continue to partner with Admissions and other college departments to identify students eligible for Student Support Services and target recruiting efforts.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$1,000	New Money Ongoing \$
Exp. Completion	Continuous	Department Budget \$
Activity/Service	Recruiting	
Results	Completed and Ongoing	
Comments	Admissions refers eligible students who are then contacted by SSS and invited to apply; Financial Aid appeals recommends application for any student who is granted an appeal.	

Objective 3	Continue to partner with Talent Search to create a seamless transition to LCC’s Student Support Services for its eligible graduates.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Continuous	Department Budget \$
Activity/Service	Talent Search TRiO Program	
Results	Completed and Ongoing	
Comments	Talent Search students are referred to SSS on a regular basis and their applications are given priority processing upon receipt.	

Division: Talent Search

Objective 1	Strengthen partnership with target area high schools involved with the project’s rigorous secondary school study program. Support school tutoring programs involving Talent Search participants	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Spring 2012-completed	Department Budget \$
Activity/Service	Tutoring	
Results	Completed	
Comments	All target area high schools partnered with the project for FY2012, offering a rigorous curriculum that meets the requirements of the Kansas Qualified Admissions Precollege Curriculum. This partnership will continue through FY2013.	

FINANCE & OPERATIONS	GOAL 2	OUTCOME 2A
---------------------------------	---------------	-------------------

Goal 2: Effectiveness, Efficiency, and Seamlessness. LCC will improve learning outcomes and develop program partnerships and collaborations through continuous planning, assessment, and improvement.

Outcome 2A: Improve and expand linkages with educational partners and community agencies for mutual benefit.

Division: IT

Objective 1	Continue IT Directors involvement – in Kansas Community College IT Group	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	Department Budget: IT
Activity/Service	Professional Development	
Results		
Comments	Completed	
Objective 2	Continue Jenzabar Regional Users Group	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	On going	Department Budget \$
Activity/Service	Professional Development	
Results		
Comments	Completed	

FOUNDATION GOAL 2 OUTCOME 2A

Goal 2: Effectiveness, Efficiency, and Seamlessness. LCC will improve learning outcomes and develop program partnerships and collaborations through continuous planning, assessment, and improvement.

Outcome 2A: Improve and expand linkages with educational partners and community agencies for mutual benefit.

Foundation

Objective 1	Seek speaking opportunities to spread the mission of the LCC Foundation	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall 2011	Department Budget \$
Results		
Comments		

PUBLIC RELATIONS**GOAL 2****OUTCOME 2A**

Goal 2: Effectiveness, Efficiency, and Seamlessness. LCC will improve learning outcomes and develop program partnerships and collaborations through continuous planning, assessment, and improvement.

Outcome 2A: Improve and expand linkages with educational partners and community agencies for mutual benefit.

Public Relations

Objective 1	Collaborate with Communication department and students to create hands-on learning for marketing students.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	On-going	Department Budget \$
Results		
Comments		
Objective 2	Collaborate with Graphic Design department and students to create hands-on learning for marketing students.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	On-going	Department Budget \$
Results		
Comments		
Objective 3	Add one or more additional community members to the current PR Advisory committee.	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	On-going	Department Budget \$
Results		
Comments		

ACADEMIC AFFAIRS**GOAL 2****OUTCOME 2B**

Outcome 2B: Improve tracking of and access to data to meet the needs of the institution, and external contingencies.

Division: Instructional**Department: Concurrent**

Objective 1	Monitor high school students to determine concurrent participation and retention.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	Department Budget \$
Activity/Service	Concurrent/Dual Credit	
Results	No progress; move to 2013	
Comments		

Department: Diagnostic Medical Sonography

Objective 1	Establish Program Outcomes and link to Course Outcomes and General Education Outcomes	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall 2011	Department Budget \$
Activity/Service	Assessment Activities	
Results	Program outcomes established and located in the program handbook. Course outcomes were linked to program outcomes and general education outcomes.	
Comments		

Department: Nursing

Objective 1	Begin establishment of nursing alumni organization. Utilize the Jenzabar database to work with the Foundation for tracking and communicating with nursing graduates	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	FY 2012	Department Budget \$
Activity/Service	Data Access	

Results	Not complete	
Comments		

Department: Physical Therapist Assistant

Objective 1	Establish Program Outcomes and link to Course Outcomes and General Education Outcomes	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall 2011	Department Budget \$
Activity/Service	Assessment Activities	
Results	Goal met	
Comments		

Department: Workforce Education & Community Services

Objective 1	(WORKFORCE ED/COMM SVCS) Maintain BTE Reporting with KBOR on a monthly basis	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	
Results	Complete	
Comments		
Objective 2	(WORKFORCE ED) Maintain WIA Training Provider Certifications for all new and ongoing certificate programs and associate degree programs.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	
Results	Accomplished	
Comments		

STUDENT AFFAIRS**GOAL 2****OUTCOME 2B**

Outcome 2B: Improve tracking of and access to data to meet the needs of institution and external contingencies.

Department: Admissions

Objective 1	Work with the Outreach Director to monitor high school students to determine concurrent participation and retention. (Developed objective to assist Academic Affairs with a FY2012 Operational Plan Objective.)	
Estimated Cost	Existing Money \$ none	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	Department Budget \$
Activity/Service	Concurrent/Dual Credit	
Results	Completed	
Comments		

Division: Student Support Services

Objective 1	Provide ongoing professional development for SSS staff on the use of student data tracking software to improve services and student communication.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$500	New Money Ongoing \$
Exp. Completion	Ongoing.	Department Budget \$
Activity/Service	Professional Development	
Results	Completed	
Comments	Two SSS staff members completed software training in May 2012.	

Division: Talent Search

Objective 1	Continue membership in the Student Clearinghouse to better track high school graduate participants and the post-secondary institution they enroll. This tracking access will assist PREP in meeting a non-binding TRIO priority	
Estimated Cost	Existing Money \$0	New Money One Time \$

	Grant Funded \$450	New Money Ongoing \$
Exp. Completion	Annual tracking to be completed by October 2012	Department Budget \$
Activity/Service	Assessment Activities	
Results	Completed	
Comments	The project will implement the National clearinghouse database to track its first cohort of graduates attending college starting the fall 2012 semester. Implementation is scheduled to start in August 2012.	
Objective 2	Continue membership Service Contract with Compansol Services to maintain Blumen Software for student documentation and tracking	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$800	New Money Ongoing \$
Exp. Completion	Annual tracking to be completed by July 2012	Department Budget \$
Activity/Service	Assessment Activities	
Results	Completed	
Comments	Membership was renewed for FY 2013.	

FINANCE & OPERATIONS**GOAL 2****OUTCOME 2B**

Outcome 2B: Improve tracking of and access to data to meet the needs of the institution, and external contingencies.

Division: IT

Objective 1	Complete set of Queries, scripts, and Rules Base Updates to use in standard reporting.	
Estimated Cost	Existing Money \$ Staff Time	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	FY12	Department Budget \$
Activity/Service	Data Access	
Results		
Comments	Complete	
Objective 2	Review & analyze bottle necks in the Jenzabar process	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	On going	Department Budget \$
Service/Activity	Data Access	
Results		
Comments	On going – Move to FY13	
Objective 3	Customize & or write necessary Jenzabar reports	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	Department Budget \$
Service/Activity	Data Access	
Results		
Comments	On going – Move to FY13	
Objective 4	Continue Data Cleanup from Conversion	
Estimated Cost	Staff Time	
Exp. Completion	Ongoing	Department Budget \$

Service/Activity	Data Access
Results	
Comments	In process – Move to FY13

FOUNDATION	GOAL 2	OUTCOME 2B
-------------------	---------------	-------------------

Outcome 2B: Improve tracking of and access to data to meet the needs of the institution, and external contingencies.

Foundation

Objective 1	Implement the online portal for donors	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall 2011	Department Budget \$
Results		
Comments		

ACADEMIC AFFAIRS	GOAL 2	OUTCOME 2C
-------------------------	---------------	-------------------

Outcome 2C: Respond to the diverse learning needs of our community.

- **Continue to expand certification and short-term training programs that meet learners’ needs and market demand.**
- **Encourage community/business partnerships in the learning process.**
- **Increase the availability of skilled workers to meet the needs of the community and the State.**

Division: Instructional
Department: Computer Science

Objective 1	Create an e-Commerce job simulation where students “work” in a simulated business environment.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$250 Supplies (Perkins)	New Money Ongoing \$
Exp. Completion	Spring 2012	Department Budget \$
Activity/Service	Instructional Methods	
Results	Was not able to get the program started	
Comments		

Department: Early Childhood Education

Objective 1	Collaborate with Workforce Education to conduct one-day ECE conference for area preschool/daycare provider training requirements	
Estimated Cost	Existing Money \$500	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Spring 2012	Department Budget: Early Childhood 71 account
Activity/Service	Educational Partnerships	
Results	Completed on August 18 th , 2011	
Comments	Attended by 80+ participants	

Department: Graphic Design

Objective 1	Continue to seek outside community based projects to enhance student learning.	
Estimated Cost	Existing Money \$0	New Money One Time \$0

	Grant Funded \$0	New Money Ongoing \$0
Exp. Completion	Ongoing	Department Budget \$
Activity/Service	Educational Partnerships	
Results	Melissa Kipp’s Design I class developed graphic concepts and art for the Michael Tilford Kansas Conference on Diversity and Multiculturalism.	
Comments		

Department: Graphic Design

Objective 1	Solicit local businesses and agencies for design needs that could be incorporated into course curriculum.	
Estimated Cost	Existing Money \$0	New Money One Time \$0
	Grant Funded \$0	New Money Ongoing \$0
Exp. Completion	Ongoing	Department Budget \$
Activity/Service	Community/Business Partnerships	
Results	Added a member of the local industry to the Graphic Design Advisory Board.	
Comments		

Department: Nursing

Objective 1	Incorporate advisory committee comments for program improvement.	
Estimated Cost	Existing Money \$ 500	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	FY 2012	Department Budget: Nursing
Activity/Service	Program Improvement/Expansion	
Results	Complete	
Comments	Advisory committee made program recommendations to increase the use of technology in the program curriculum. See Nursing Advisory Minutes dated spring 2012.	

Department: Respiratory Care

Objective 1	Incorporate program changes based on KBOR Program alignment and CoARC requirements.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$4,490.00 From Perkins	New Money Ongoing \$
Exp. Completion	Ongoing in accordance with state and national guidelines.	Department Budget \$
Activity/Service	Program Improvement/Expansion	

Results	Completed	
Comments	Kara McIlvain developed the new courses for the new curriculum.	
Objective 1	Expand training programs to provide continuing education units to our community	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	September 2011	Department Budget \$
Activity/Service	Community\Business Partnerships	
Results	Completed	
Comments	Kara McIlvain developed Semi-annual Trauma and Critical Care Seminar	

Department: Workforce Education & Community Services

Objective 1	(WORKFORCE ED) Maintain involvement of area employers in workforce education issues through continued participation in the workforce education advisory council meetings 2-4 times annually	
Estimated Cost	Existing Money \$800 annually	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	
Results	Accomplished	
Comments		
Objective 2	(COMMUNITY SERVICES) Maintain offerings in the personal enrichment/non-credit area of 6 workshops annually based on community feedback from FY 2010 & FY 2011.	
Estimated Cost	Existing Money \$<Incoming offsets costs>	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion		
Results	Accomplished	
Comments		
Objective 3	(WORKFORCE ED) Monitor development of Manufacturing Skills Certificate from FY2009 – FY2010. Cultivate relationships with area manufacturers to continue as instructors for the program. Keep WIA filings current for this short term training opportunity. Objective of 24 students annually in FY 2012	
Estimated Cost	Existing Money \$<Incoming offsets costs>	New Money One Time \$898
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	

Results	In process	
Comments	CANCEL progress towards MFG Skills Certificate. Local manufacturer feedback has been such that they do not want a certificate program, but are more interested in individual courses related to skill-gaps in their incumbent workforce.	
Objective 4	(WORKFORCE EDUC) Monitor development of Entrepreneurship Certificate from FY2009 – FY2010 with City of Parsons Economic Development Director. Cultivate relationships with area small businesses for input on program development and to serve as an instructor base. Objective to provide an incubator environment to provide ongoing support to start up businesses, and to add 2 new businesses annually in FY 2012.	
Estimated Cost	Existing Money \$<Incoming offsets costs>	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	
Results	In progress	
Comments		
Objective 5	(WORKFORCE EDUC) Monitor development of Sustainable Agriculture Entrepreneurship Certificate from FY2009 – FY2010 with Oklahoma Food Cooperative, Mitchell Family Farm, and the Growing Growers Apprenticeship Program. Cultivate relationships with area farming community for input on program development and to serve as an instructor base. Objective for FY 2012 – 3 new Community Supported Agriculture business startups.	
Estimated Cost	Existing Money \$<Incoming offsets costs>	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	
Results	On Hold – low interest other than Master Gardener courses	
Comments	CANCEL- Demand not sufficient. Create individual course offerings instead of a certificate program.	
Objective 6	(COMM SVCS) Continue to offer 6 courses to seniors with the KU Osher Lifelong Learning Program.	
Estimated Cost	Existing Money \$5,500	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	
Results	Canceled	
Comments		
Objective 7	(WORKFORCE ED) Research “green technology” certificate program.	

Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	
Results	In process – still pending appropriate level of community support, budget, and interest.	
Comments		
Objective 8	Research “packaging” of health certificate opportunities. Create a “Health Occupations Certificate Program”.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	FY2012	
Results	On hold. Ongoing.	
Comments		
Objective 9	(WORKFORCE EDUC) Monitor success of NCCER Construction & Building Trades courses launched in Fall 2009. Objective: Continue to cultivate relationships with local construction companies. Contemplate the salability of a 15 credit hour “mini certificate” in the building trades curriculum to market to workforce and for WIA Funding.	
Estimated Cost	Existing Money \$<Incoming offsets costs>	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	
Results	Due to economy. Low interest/enrollment. Courses remain available.	
Comments		

Division: ABE/GED

Objective 1	Provide ABE students with information from the Career/Technical and Workforce Departments on campus about existing and new certificate/short-term/high demand courses being offered through LCC, and track ABE student enrollment.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	FY 2012	Department Budget \$
Activity/Service	ABE Transition to Postsecondary Education and Advising	

Results	The Transition Specialist counseled with all students during the orientation sessions of the ABE program and looked over a basic transition plan to PSE with them. This plan is revisited monthly or when new classes become available for students. If the PSE area is not available through LCC, the other area community colleges coursework are visited.	
Comments		
Objective 2	Continue to visit with employers in the area about the skills needed by their employees to be successful on the job and incorporate into curriculum.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	FY 2012	Department Budget \$
Activity/Service	Community/Business Partnerships and Program Improvement/Expansion	
Results	We sent out notices of the new orientation dates and have had referrals from area businesses.	
Comments		

STUDENT AFFAIRS	GOAL 2	OUTCOME 2C
------------------------	---------------	-------------------

Outcome 2C: Respond to the diverse learning needs of our community.

Division: Admissions

Objective 1	Work with the ABE Program to provide ABE students with information from the Career/Technical and Workforce Departments on campus about existing and new certificate/short-term/high demand courses being offered through LCC, and track ABE student enrollment. (Developed objective to assist Academic Affairs with a FY2012 Operational Plan Objective.)	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	FY 2012	Department Budget \$
Activity/Service	ABE Transition to Postsecondary Education and Advising	
Results	Completed	
Comments		

ACADEMIC AFFAIRS**GOAL 2****OUTCOME 2D**

Outcome 2D: Engage students in contributing to the well being of their community through community service.

Division: Instructional**Department: Art**

Objective 1	Implement an afterschool ceramics program for local youth maybe 2 nd through 5 th grade. Art faculty and interested students would manage the program.	
Actual Cost	Existing Money \$ Materials and classroom space for 15 - 20 kids.	500.00 per semester.
	Grant Funded \$	500.00
Exp. Completion	FY 2012	Department Budget: Art Budget
Activity/Service	Community/Business Partnerships	
Results	This has not been completed yet. I did a Saturday morning session with a group of 11 year old girls and several church leaders Fall 2011. It was a lot of fun.	
Comments	Still needs to be set up and completed. An ad in the paper would probably work.	

Department: Communication

Objective 1	Utilize Public Relations and Advertising course projects for service learning activity	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	Department Budget \$
Activity/Service	Instructional Methods and Community/Business Partnerships	
Results	The PR class completed 3 projects in the spring semester: "Get Your Piece of the Pie" focused on getting scholarship information to current and prospective LCC students. Another project increased awareness about the importance of organ donation. An event was held to raise money for a local man in need of a liver transplant. The final class project, called "Dogs for Dogs", was an effort to raise awareness about the needs of a local non-profit animal shelter in Parsons, Proud Animal Lovers Shelter.	
Comments	The PR class donated \$540 to Jim Jackson, the Parsons man in need of a liver transplant to help with medical expenses and the class donated over \$120 to P.A.L.S.	

Department: General Education

Objective 1	Provide Service-learning opportunities for Honors Program	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Spring 2012	Department Budget \$
Activity/Service	Community/Business Partnerships	
Results	No longer supported	
Comments		

Department: Graphic Design

Objective 1	Encourage and provide opportunities for students to provide design services to the community.	
Estimated Cost	Existing Money \$0	New Money One Time \$0
	Grant Funded \$0	New Money Ongoing \$0
Exp. Completion	Ongoing	Department Budget \$
Activity/Service	Community/Business Partnerships	
Results	Melissa Kipp’s Design I class developed graphic concepts and art for the Michael Tilford Kansas Conference on Diversity and Multiculturalism.	
Comments		

Department: Music

Objective 1	Have LCC singers perform at community events and area locations such as nursing homes, schools, etc.	
Estimated Cost	Existing Money \$250	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	Department Budget: DOI Mileage
Activity/Service	Community/Business Partnerships and Marketing	
Results	Completed	
Comments		

Department: Network Administration

Objective 1	Research ways to provide Network Administration students with SkillsUSA membership to improve learning outcomes through service opportunities, competition participation.	
Estimated Cost	Existing Money	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$

Exp. Completion	Fall 2011 and ongoing	Department Budget \$
Activity/Service	Program Improvement/Expansion	
Results	Very successful	
Comments	Almost all students in the Network Administration programs were SkillsUSA members	

Department: Nursing

Objective 1	Student nurses will engage in community service through class participation.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	FY 2012	Department Budget \$
Activity/Service	Community/Business Partnerships	
Results	Complete	
Comments	Program participation and partnership with PSH&TC Christmas Toy collection and Labette Health's mock ER simulation this past academic year.	

Department: Office Technology

Objective 1	Engage student participation in community thru membership in SkillsUSA and/or Phi Beta Lambda events and classroom projects.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	FY 2012	Department Budget \$
Activity/Service	Community/Business Partnerships	
Results	Students were encouraged through email and OTEC Newsletter the benefit of joining either organization. A poster has been displayed in the hallway for both.	
Comments	I was not able to get any OTEC students to join the organizations this year.	

Department: Recording Arts Technology

Objective 1	Incorporate a lesson module that asks students to create commercials or radio spots for non-profit entities (such as Red Cross) in the community.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Spring 2012	Department Budget \$
Activity/Service	Community/Business Partnerships and Marketing	

Results	This is part of the curriculum now.
Comments	Projects will be done as they come available

STUDENT AFFAIRS**GOAL 2****OUTCOME 2D**

Outcome 2D: Engage students in contributing to the well being of their community through community service.

Department: Athletics

Objective 1	Provide opportunities for student-athletes to participate in community service events.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	Department Budget \$
Activity/Service	Community/Business Partnerships	
Results	Completed	
Comments		

Department: Student Life

Objective 1	Assist Academic Departments in providing opportunities for students to engage in community service activities. (Developed objective to assist Academic Affairs with a FY2012 Operational Plan Objectives.)	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	Department Budget \$
Activity/Service	Community/Business Partnerships	
Results	Completed	
Comments		

Department: Student Support Services

Objective 1	Partner with area TRiO Programs to institute a regional TRiO-Day Celebration which focuses on students giving back to the communities which support them.	
Estimated Cost	Existing Money \$	New Money One Time \$

	Grant Funded \$1000	New Money Ongoing \$
Exp. Completion	Ongoing, annually in February	Department Budget \$
Activity/Service	Educational Partnerships	
Results	Completed and Ongoing	
Comments	Reduced funding for FY12 has limited program options for providing transportation and other planning costs.	

Results	On hold
Comments	

Division: Library

Objective 1	Encourage and monitor staff's participation in community initiatives	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	FY 2012	Department Budget \$
Activity/Service	Community/Business Partnerships	
Results	This is done monthly when I meet individually with each staff member. I have attached the sheet that has the compilation of these.	
Comments		

STUDENT AFFAIRS**GOAL 2****OUTCOME 2E**

Outcome 2E: Encourage faculty and staff to take leadership roles in community initiatives.

Department: Admissions, Athletics, Student Life

Objective 1	Assist Workforce Education and Community Services Department in staff involvement in offering one or two annual summer events at LCC partnered with USD 503 and the Parsons Recreation Commission. Objective: Have 1or 2 kid’s workshop options during summer FY 2012. (Developed objective to assist Academic Affairs with a FY2012 Operational Plan Objective.)	
Estimated Cost	Existing Money \$ Income	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	Department Budget \$
Activity/Service	Community/Business Partnerships and Educational Partnerships	
Results	Completed	
Comments		

**Division: Admissions, Athletics, Financial Aid, Registrar,
Student Life, Student Support Services, Talent Search**

Objective 2	Participate when invited by the Workforce and Community Services Department in hosting a “COMMUNITY OPEN HOUSE AT LCC” one Saturday annually. Have all faculty vested in promotion of LCC by volunteering to offer a one hour “mini-workshop” in their area of expertise on a Saturday during the summer. Objective: Tease the community with the wide range of educational opportunities now available at LCC. To increase enrollment campus-wide. (Developed objective to assist Academic Affairs with a FY2012 Operational Plan Objective.)	
Estimated Cost	Existing Money \$0 – All volunteer	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	FY 2012 summer	Department Budget \$
Activity/Service	Marketing	
Results	Not completed	
Comments	Opportunity was not offered by Workforce and Community Services	

FINANCE & OPERATIONS**GOAL 2****OUTCOME 2E**

Outcome 2E: Encourage faculty and staff to take leadership roles in community initiatives.

Division: Human Resource

Objective 1	Encourage college employees to participate in community events or organizations to improve the positive image of the college	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	On going	Department Budget \$
Service/Activity	Community/Business Partnerships	
Results	Complete	
Comments	On going	

Exp. Completion	FY 2012	Department Budget \$
Activity/Service	Program Improvement/Expansion and Assessment Activities	
Results	Complete	
Comments	Data is collected and placed in the Program Evaluation and Continuous Quality Improvement Notebook located in the program directors' office.	

STUDENT AFFAIRS**GOAL 3****OUTCOME 3A**

Goal 3: Institutional Growth. LCC will plan and coordinate student enrollment, programs, services, facilities and other institutional resources to meet the needs of the communities we serve.

Outcome 3A: Achieve targeted growth through an integrated enrollment management process.

Division: Admissions

Objective 1	Systematic recruitment packets and information sent by all areas of the college.	
Estimated Cost	Existing Money \$5000.00	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	August 2011 - Continuous	Department Budget: Admissions
Activity/Service	Recruitment	
Results	Completed	
Comments		
Objective 2	Assist Talent Search with providing FAFSA help during the school day for area high school seniors.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	November 2011, April 2012, Continuous	Department Budget \$
Activity/Service	Financial Aid Assistance	
Results	Completed	
Comments		
Objective 3	Host a contest with Graphic Design students to design recruitment shirts, folders, etc.	
Estimated Cost	Existing Money \$250.00	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	April 2011 - Continuous	Department Budget: Admissions
Activity/Service	Student Engagement	

Results	Not completed	
Comments	Budget did not allow for completion	
Objective 4	Continue pre-enrollment sessions at the area high schools for Concurrent/Dual credit high school enrollments	
Estimated Cost	Existing Money \$500.00	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	November/December 2011, April/May 2012, Continuous	Department Budget: Admissions
Activity/Service	Advising	
Results	Completed	
Comments		
Objective 5	Encourage Academic Departments to participate in high school college/career fairs as well as special enrollment events at the college. (Developed objective to assist Academic Affairs with a FY2012 Operational Plan Objective.)	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall 2011, Continuous	Department Budget \$
Activity/Service	Recruitment	
Results	Completed	
Comments		
Objective 6	Work with Community Services, and Public Relations to properly target market LCC to desired audiences.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Continuous	Department Budget: PR Budget
Activity/Service	Marketing	
Results	Completed	
Comments		

Department: Athletics

Objective 1	Continue to enhance recruitment materials and visits to promote Labette Community College and the Athletic Department.
--------------------	--

Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	Department Budget \$
Activity/Service	Recruitment	
Results	Completed	
Comments		

Department: Student Support Services

Objective 1	Target existing SSS students for course registration and enrollment, FAFSA application, and general advising issues.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$5000	New Money Ongoing \$
Exp. Completion	Ongoing	Department Budget \$
Activity/Service	Advising	
Results	Completed and Ongoing	
Comments	SSS Academic Advisors closely monitor participants' progress and provide assistance with all areas of advising, course registration and enrollment, and financial aid.	

Division: Talent Search

Objective 1	Assist the Admissions Department with providing FAFSA help and college advising during the school day for area high school seniors with emphasis on Talent Search participants	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Continuous	Department Budget \$
Activity/Service	Financial Aid Assistance	
Results	Completed	
Comments	Talent Search staff assisted Admissions as college advisors for both semesters of FY 2012.	

ACADEMIC AFFAIRS**GOAL 3****OUTCOME 3B**

Goal 3: Institutional Growth. LCC will plan and coordinate student enrollment, programs, services, facilities and other institutional resources to meet the needs of the communities we serve.

Outcome 3B: Provide quality programs and services at the main campus, the Cherokee Center, all extension sites, and online.

Division: Instructional**Department: English**

Objective 1	Increase number of English majors: Participate in Senior Days and existing college recruitment efforts.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	FY 2012	Department Budget \$
Activity/Service	Recruitment	
Results	Three new or potential English majors have been added this semester.	
Comments	Two department members were available in their offices for Senior Day November 18 – as requested by Admissions, but no prospective students were sent to the English Department. In addition, English Club has been approved as a campus organization, and the club is preparing recruitment materials for SGA. Also, the department is revising and updating the program insert for Admissions.	

Department: Mathematics / Physics

Objective 1	The department will investigate scheduling a room to use as a Math/Science Tutorial Room at the Cherokee Center.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Unknown	Department Budget \$
Activity/Service	New Courses/Programs	
Results	Done.	

Comments		
Department: Respiratory Care		
Objective 1	Develop clinical instructor materials to increase fairness/equity in evaluation systems. Offer as continuing education credit.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall 2011/2012	Department Budget \$
Activity/Service	Continuing Education	
Results	Completed	
Comments	Jennifer Harding developed for clinical instructors a reliability scoring criteria that clinical sites can use. This is a CoARC standard.	

Division: ABE/GED

Objective 1	Establish a permanent outreach site in Cherokee County, located in Columbus that would offer the same hours and services as the LCC main campus	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	FY 2012	Department Budget \$
Activity/Service	Adult Basic Education Site/Services	
Results	Due to the low enrollment in the classes at Columbus, we were unable to offer a permanent site at the CCC campus in Columbus, but have been able to hold a spot when needed to offer classes. The Bill Abernathy Longlife Learning Center in Baxter Springs, has provided us with a permanent site and volunteer to help students with needed services in Cherokee County.	
Comments		

ACADEMIC AFFAIRS**GOAL 3****OUTCOME 3C**

Outcome 3C: Offer a variety of online and on-ground courses at the main campus, the Cherokee Center, and all extension sites to best meet the needs of our students.

Division: Instructional**Department: Cherokee**

Objective 1	Investigate alternative course scheduling options (weekend, block) at Cherokee	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall 2011	Department Budget \$
Activity/Service	Cherokee Center	
Results	Weekend courses tried, not successful enough to continue	
Comments		
Objective 2	Create a two-year rotation plan for General Education Courses at Cherokee	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	2012 (carryover from FY2011)	
Results	Not needed	
Comments		

Department: Education

Objective 1	Develop one new online course for Education	
Estimated Cost	Existing Money \$ 1,300	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Spring 2012	Department Budget: VPAA- Adjuncts, Curriculum Development
Activity/Service	Online Courses/Services	
Results	Completed	

Comments	
-----------------	--

Department: Graphic Design

Objective 1	Assess current scheduling to accommodate commuting students, a wider student base, and record changes.	
Estimated Cost	Existing Money \$0	New Money One Time \$0
	Grant Funded \$0	New Money Ongoing \$0
Exp. Completion	Ongoing	Department Budget \$
Activity/Service	Assessment Activities	
Results	Increased the number of courses offered in the evenings.	
Comments		

Department: Mathematics / Physics

Objective 1	The department will implement the use of iTunesU to facilitate placement of course materials on the web for online and on-ground courses.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	Department Budget \$
Activity/Service	Utilizing Web for Instruction	
Results	Jing and Screencast and MathZone are being used in place of iTunesU. Done.	
Comments		

Department: Network Administration

Objective 1	Find more adjunct instructors so we can increase the number of online and on-ground courses in the Network Administration Program.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Spring 2012 and ongoing	Department Budget \$
Activity/Service	Recruitment and Expand Course Offerings	
Results	Difficult to find adjunct instructors. Have added 3 courses online –Comp135 Introduction to Programming, COMP 192 Database Concepts and Applications and COMP 212 Principles of Software Design. Will begin in Spring 2011 for recruiting video for TV advertisement and work with local businesses	
Comments	The increase in online courses will help with enrollment along with contacting local businesses.	

Department: Nursing

Objective 1	Nursing course exams will be placed on Redzone to enhance student learning and experience in computerized testing.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	FY 2012	Department Budget \$
Activity/Service	Integration of Jenzabar	
Results	Complete	
Comments	NURS 205, NURS 122, NURS 201 and NURS 203 all have computer based exams in place.	

Department: Online

Objective 1	Examine all programs and determine which courses are still not available online and plan development of those which can be offered online. The goal is to have more complete programs offered online.	
Estimated Cost	Existing Money \$10000	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing 2 years.	Department Budget \$ VPAA Curriculum Development
Activity/Service	New Courses/Programs and Online Courses/Services	
Results	In progress	
Comments	Still need Physical Science class online to be able to offer many degrees online.	

Department: Social Sciences

Objective 1	The Social Science faculty members will evaluate the need for new classes in their department, including special topic classes, such as the death penalty, domestic abuse or others. This evaluation will include an examination of student's needs for expanded knowledge in these areas, feasibility of offering the classes, and potential enrollment and transferability.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	If implemented, FY 2012-FY 2013	Department Budget \$
Activity/Service	Assessment Activities	
Results	After evaluation and consultation of transferability issues at the state core outcomes meeting, no new courses will be developed for economics or psychology – the current slate of classes meets student needs and transfer requirements. Kalynn is investigating offering an Intro to Social Work class.	
Comments	In order for an Intro to Social Work class to transfer to Pitt State it must be taught by an LMSW or an LCSW.	

	We are exploring the possibility of hiring a qualified adjunct to teach the course. Kalynn received a syllabus and course materials from the instructor at Pitt State to review.	
Department: Workforce Education & Community Services		
Objective 1	(WORKFORCE EDUC) Promote the utilization and expansion of the online delivery of serves and training available for non-credit courses through www.ed2go.com . Objective of 50 enrollments.	
Estimated Cost	Existing Money \$<Pays for itself>	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	
Results	Not met	
Comments		
Objective 2	(WORKFORCE EDUC) Increase the number of C.N.A. and C.M.A. instructors trained in online course delivery by 2 instructors annually.	
Estimated Cost	Existing Money \$<\$500 cont ed training budget>	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	
Results	Accomplished	
Comments		
Objective 3	(WORKFORCE EDUC) Increase the number of C.N.A. courses available during Spring and Summer semesters at convenient times to meet student demand. (Objective 120 earned certificates annually.)	
Estimated Cost	Existing Money \$<Incoming offsets costs>	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	
Results	Accomplished	
Comments		

STUDENT AFFAIRS	GOAL 3	OUTCOME 3C
------------------------	---------------	-------------------

Outcome 3C: Offer a variety of online and on-ground courses at the main campus, the Cherokee Center and all extension sites to best meet the needs of our students.

Department: Admissions

Objective 1	Support Academic Affairs in their investigation alternative course scheduling options (weekend, block) at Cherokee. (Developed objective to assist Academic Affairs with a FY2012 Operational Plan Objective.)	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	2012	Department Budget \$
Activity/Service	Cherokee Center	
Results	Completed	
Comments		

FINANCE & OPERATIONS	GOAL 3	OUTCOME 3D
---------------------------------	---------------	-------------------

Goal 3: Institutional Growth. LCC will plan and coordinate student enrollment, programs, services, facilities and other institutional resources to meet the needs of the communities we serve.

Outcome 3D: Improve the utilization of human, physical, technological, and fiscal resources.

Division: IT

Objective 1	Replace Hardware Servers on Rotation with Virtual Machines	
Estimated Cost	Existing Money \$5000 per server	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	On-going 7 servers are left to be replaced with virtual machines	Department Budget \$IT
Service/Activity	Update Technology & Equipment	
Results	Replaced exchange physical server instead	
Comments	Include in FY13 (if not already)	

Division: Office Services

Objective 1	Explore a system for tracking incoming packages until picked up or delivered	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall 2011	Department Budget \$
Service/Activity	Legal/Procedural	
Results	After research, will not pursue at this time	
Comments	This would give documented evidence of what arrived and who picked it up	

FOUNDATION

GOAL 4

OUTCOME 4A

Goal 4: External Resources. LCC will increase public and private funds to support educational programs, capital projects, and general operations.

Outcome 4A: Increase coordination of all fundraising activities to enhance resource synergy.

Foundation

Objective 1	Identify specific numbers of potential donors by target group and set donation goals	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Spring 2012	Department Budget \$
Results		
Comments		

STUDENT AFFAIRS**GOAL 4****OUTCOME 4B**

Goal 4: External Resources. LCC will increase the public and private funds to support educational programs, capital projects, and general operations.

Outcome 4B: Enhance student opportunities through increased scholarships and endowments.

Division: Admissions

Objective 1	Investigate expanding scholarship opportunities for area high school seniors through the Prom Scholarships to cover books for Labette County residents and tuition for those outside the county.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Spring 2012 - Continuous	Department Budget \$
Activity/Service	Scholarship Activities	
Results	Completed	
Comments		

Division: Athletics

Objective 1	Increase monies for scholarships for student –athletes to become more in line with the national standards.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Continuous	Department Budget \$
Activity/Service	Scholarship Activities	
Results	Completed	
Comments	Increased softball and baseball scholarships to be closer to standards as they are two departments with largest deficit compared to national standard	

Department: Financial Aid

Objective 1	Assist Academic Departments, Programs, and Activities interested in developing scholarships with information on the process and paperwork involved. (Developed objective to assist Academic Affairs with a FY2012 Operational Plan Objective.)	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	Department Budget \$
Activity/Service	Scholarship Activities	
Results	Completed	
Comments		

Division: Talent Search

Objective 1	Continue to support LCC Talent Search Book Scholarship. Provide information to prospective students through high school scholarship sessions.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing as long as institutional scholarship funds are available	Department Budget \$
Activity/Service	Scholarship Activities	
Results	Completed	
Comments	10 applications were submitted for the Talent Search Book Scholarship during the spring 2012 semester.	

FOUNDATION**GOAL 4****OUTCOME 4B**

Outcome 4B: Enhance student opportunities through increased scholarships and endowments.

Foundation

Objective 1	Identify specific grant opportunities	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	2012	Department Budget \$
Results		
Comments		

Objective 2	Work with ABE/GED to explore funding opportunities for scholarships for Adult Ed students	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	2012	Department Budget \$
Results		
Comments		

ACADEMIC AFFAIRS**GOAL 4****OUTCOME 4C**

Outcome 4C: Enhance the college image to stakeholders by communicating the value and benefit of the college to the community.

Division: Instructional**Department: Workforce Education & Community Services**

Objective 1	(COMM SVCS) Maintain availability to speak to clubs, groups, schools, and other community organizations to promote the activities of the Community Services Department. Objective: Minimum 2 times annually.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	
Results	Accomplished – On going	
Comments		

FOUNDATION GOAL 4 OUTCOME 4C

Outcome 4C: Enhance the college image to stakeholders by communicating the value and benefit of the college to the community.

Foundation

Objective 1	Increase alumni participation in the life of the college	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	ongoing	Department Budget \$
Results		
Comments		

PUBLIC RELATIONS**GOAL 4****OUTCOME 4C**

Outcome 4C: Enhance the college image to stakeholders by communicating the value and benefit of the college to the community.

Public Relations

Objective 1	Investigate working with city and/or hospital to engage community in free PR workshops to implement practices in their businesses.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	2012	Department Budget \$
Results		
Comments		
Objective 2	Continue hosting radio show-Cardinal Corner. Increase amount of guests to promote programs/events.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	On-going	Department Budget \$
Results		
Comments		

ACADEMIC AFFAIRS**GOAL 4****OUTCOME 4D**

Outcome 4D: Promote responsible stewardship of resources and public trust.

Division: Instructional

Department: Nursing

Objective 1	Prepare for NLNAC and KSBN site visit by developing and writing the self-study report.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$ 0 Carl Perkins	New Money Ongoing \$
Exp. Completion	FY 2012	Department Budget \$
Activity/Service	Program Collaboration	
Results	Complete	
Comments	Draft of Self-Study Report completed in March 2012.	

FINANCE & OPERATIONS GOAL 4 OUTCOME 4D

Goal 4: External Resources. LCC will increase public and private funds to support educational programs, capital projects, and general operations.

Outcome 4D: Promote responsible stewardship of resources and public trust.

Division: Human Resource

Objective 1	Evaluate new travel voucher process/procedure	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	December 2011	Department Budget \$
Service/Activity	Legal/procedural	
Results		
Comments	Completed	

Division: Bookstore

Objective 1	Evaluate results of book rental and add more books accordingly	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	December 2011	Department Budget \$
Service/Activity	Cost Effective/Efficiency	
Results	Completed	
Comments	Books must be kept a minimum of four years	

Division: Business Office

Objective 1	Develop internal procedure for remitting funds to Kansas Unclaimed Property
--------------------	---

Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	December 2011	Department Budget \$
Service/Activity	Cost Effective/Efficiency	
Results	In process – Move to FY13	
Comments	Sending letters and obtaining student addresses	

Division: Business Office

Objective 1	Evaluate results of Kansas Set Off Program submission	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	December 2011	Department Budget \$
Service/Activity	Cost Effective/Efficiency	
Results	Completed	
Comments	Satisfied with results	

FOUNDATION GOAL 4 OUTCOME 4D

Outcome 4D: Promote responsible stewardship of resources and public trust.

Foundation

Objective 1	Develop a plan for having a forecast of budgets for 3-5 years out	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	Department Budget \$
Results		
Comments		

FOUNDATION**GOAL 4****OUTCOME 4F**

Outcome 4F: Continue to generate business and community support to increase viability of our programs.

Foundation

Objective 1	Increase quality and frequency of communication with community, business sector, alumni and potential donors	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	ongoing	Department Budget \$
Results		
Comments		

ACADEMIC AFFAIRS GOAL 5 OUTCOME 5A

Goal 5: Institutional Climate. LCC will cultivate an organizational climate that makes learning the primary focus in every area of the college.

Outcome 5A: Enhance the economic, academic, and social environment of the college to recruit and retain quality employees.

**Division: Instructional
Department: Online**

Objective 1	Recruit and train new adjuncts for online teaching.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	Department Budget \$
Activity/Service	Recruitment and Professional Development	
Results	8 students completed and passed the Online Teaching course	
Comments		

STUDENT AFFAIRS**GOAL 5****OUTCOME 5A**

Goal 5: Institutional Climate. LCC will cultivate an organizational climate that makes learning the primary focus in every area of the college.

Outcome 5A: Enhance the economic, academic, and social environment of the college to recruit and retain quality employees.

Division: Athletics

Objective 1	Investigate ideas for increasing pay or provide incentives for Assistant Coaches.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing
Exp. Completion	Continuous	Department Budget \$
Activity/Service	Faculty/Staff Salaries	
Results	Completed	
Comments		

**Division: Admissions, Athletics, Financial Aid, Registrar,
Student Life, Student Support Services, Talent Search**

Objective 1	Provide personalized attention and support to students.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Continuous	Department Budget \$
Activity/Service	Improved Communication Activities	
Results	Completed	
Comments		

FINANCE & OPERATIONS	GOAL 5	OUTCOME 5A
---------------------------------	---------------	-------------------

Goal 5: Institutional Climate. LCC will cultivate an organizational climate that makes learning the primary focus in every area of the college.

Outcome 5A: Enhance the economic, academic, and social environment of the college to recruit and retain quality employees.

Division: Human Resources

Objective 1	Evaluate Distinguished Faculty Award Process in collaboration with Academic Affairs	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	FY12	Department Budget \$
Service/Activity	Distinguished Faculty and Adjunct Faculty Awards	
Results	Complete	
Comments		

Results	Several updates completed
Comments	

Division: Human Resources & ADA

Objective 1	Non-discrimination, ADA and Sexual Harassment Training	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Service/Activity	Legal/Procedural	
Exp. Completion	FY12	Department Budget \$
Results	Completed	
Comments		

Division: IT & Business Office

Objective 1	Red Flag/Identity Theft Training for appropriate staff	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Service/Activity	Legal/Procedural	
Exp. Completion	FY12	Department Budget \$
Results	Completed	
Comments		

Activity/Service	Update Academic Credentials
Results	Move Objective to FY 2013
Comments	Will expand learning capabilities to students as well as follow-through with goals of CoARC

FINANCE & OPERATIONS**GOAL 5****OUTCOME 5E**

Outcome 5E: Offer and support professional development programs and opportunities to enhance faculty and staff effectiveness as facilitators of learning.

Division: IT

Objective 1	Continue to Maintain Center for Innovative Instruction for Webinar and Teleconference Use.	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	On going	Department Budget \$
Service/Activity	Professional Development	
Results	Complete	
Comments	On going	
Objective 2	Continue to offer Workshops, In-service Sessions, and training for faculty and staff	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	On going	Department Budget \$
Service/Activity	Professional Development	
Results	Complete	
Comments	On going	

Objective 3	Seek additional Jenzabar training opportunities including JAM, free & lower cost webinars	
Estimated Cost	Existing Money \$8,000	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	June 2012	Department Budget \$
Service/Activity	Professional Development	
Results	Completed	
Comments		

Division: Facilities

Objective 1	Research training opportunities for facilities staff that can be held on-site.	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	On going	Department Budget \$
Service/Activity	Professional Development	
Results	Move to FY13	
Comments	Need to determine topic, possible topic of safety guidelines	

Division: ADA & Human Resources & Facilities

Objective 1	Attend an ADA training webinar on new regulations	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	On going	Department Budget \$
Service/Activity	Professional Development	
Results	Complete	
Comments		

ACADEMIC AFFAIRS GOAL 5 OUTCOME 5F

Outcome 5F: Strengthen the leadership skills of faculty and staff.

**Division: Instructional
Department: Nursing**

Objective 1	Encourage professional development in program development to enhance faculty leadership. NLN, NLNAC, KCADNE, N-OADN	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$ 1000 Carl Perkins	New Money Ongoing \$
Exp. Completion	FY 2012	Department Budget \$ 1000
Activity/Service	Professional Development	
Results	Complete	
Comments	Program faculty attended KCADNE and a NLNAC Webinar.	
Objective 2	Support leadership development of educational assistant and director through educational opportunities.	
Estimated Cost	Existing Money \$350	New Money One Time \$
	Grant Funded Perkins	New Money Ongoing \$
Exp. Completion	FY 2012	Department Budget \$
Activity/Service	Professional Development	
Results	Complete	
Comments	All nurse faculty have utilized their professional funds for educational conferences. The director has contributed to NLNAC as a site visitor and was selected as a member of the national Evaluation Review Panel (ERP). The program assistant is a member of AKCCOP.	

Department: Radiography

Objective 1	Director and faculty need to attend an accreditation seminar sponsored by JRC/ERT. (Preparation for accreditation report and site visit in 2014.)	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$ Carl Perkins - \$2,054.00	New Money Ongoing \$
Exp. Completion	Ongoing	Department Budget \$

Activity/Service	Professional Development
Results	Purchased Clinical Instructor Training Modules (6 modules). They will be used by each of our clinical instructors for continuing education credit and Certification of completion.
Comments	We will require that all clinical instructors complete the modules and have a certificate of completion on file with the program. New clinical instructors will be required to complete the training modules.

Department: Workforce Education & Community Services

Objective 1	(WORKFORCE EDUCATION) Partner with all departments within LCC to offer an in-house employee development opportunity during FY2012. Objective: All employees participate in selecting the most needed training issue to tackle.	
Estimated Cost	Existing Money \$<\$500 campus wide training budgets>	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	FY 2012	
Results	Accomplished through series of audio video conferences on various leadership topics in 2012	
Comments		

FINANCE & OPERATIONS	GOAL 5	OUTCOME 5F
---------------------------------	---------------	-------------------

Outcome 5F: Strengthen the leadership skills of faculty and staff.

Division: IT & HR

Objective 1	Directors attend leadership Parsons	
Estimated Cost	Existing Money	New Money One Time
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	June 2012	Department Budget \$
Service/Activity	Professional Development	
Results	Jody Burzinski completed Leadership Parsons	
Comments	Janice George was unable to participate due to budget – Move Janice to FY13	

Division: IT

Objective 1	Explore professional development opportunities for staff	
Estimated Cost	Existing Money \$ Unknown	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall 2011	Department Budget \$
Results	Completed	
Comments	All IT staff participated in professional development.	
Objective 2	Encourage all staff to attend one professional development session either within or outside of LCC.	
Exp Cost		
Exp Completion	2012	

Division: Human Resource

Objective 1	Evaluate training document on Performance Reviews	
Estimated Cost	Existing Money	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	March 2012	Department Budget \$
Service/Activity	Legal/Procedural	
Results	Completed	
Comments		

ACADEMIC AFFAIRS**GOAL 5****OUTCOME 5G**

Outcome 5G: Provide a safe, pleasant, and healthy learning environment to enhance student learning.

Division: Instructional**Department: Nursing**

Objective 1	Prioritize program needs for new health science building.	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	FY 2012	Department Budget \$
Activity/Service	Buildings and Facilities Collaboration	
Results	Complete	
Comments	Program faculty and director have participated in building planning meetings and site visits to other Healthcare Buildings.	

STUDENT AFFAIRS**GOAL 5****OUTCOME 5G**

Outcome 5G: Provide a safe, pleasant, and healthy learning environment to enhance student learning.

Division: Athletics

Objective 1	Investigate and utilize monies for upgrading current facilities as well as developing facilities to accommodate existing sports.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Continuous	Department Budget \$
Activity/Service	Renovation/New Buildings and Facilities Enhancement	
Results	Completed	
Comments	Completed construction of new fence and bullpens for baseball field	

