

August 26, 2013

Board of Trustees:

Attached you will find Labette Community College's 2013 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 timeline that reflects our operational planning process and our 5 year visions. 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 FY2013.

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 FY2013**

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.

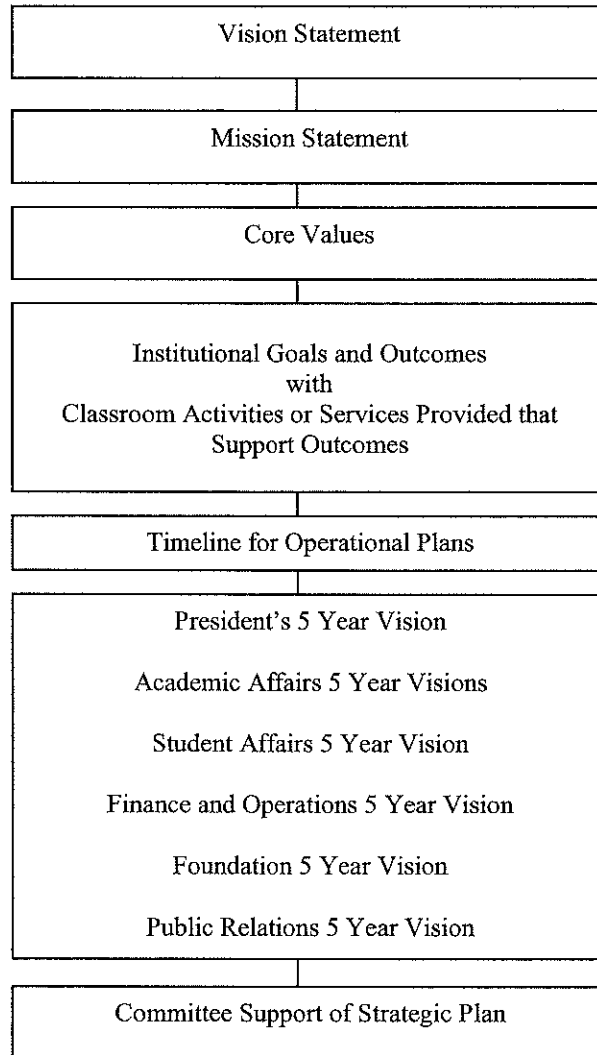
Caring: Labette Community College genuinely cares about students and the community it serves. This outlook provides a caring, supportive and collaborative working and learning environment within the institution.

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 6/30/12

- 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. Improve the system of defining and assessing student learning outcomes.
- F. Increase the availability of skilled workers to meet the needs of the community and the State.

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)

Revised 6/30/12

2. Advising (A,S)
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.

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.

Revised 6/30/12

- C. Create an integrated and adaptable organizational structure that responds to the changing needs of learners.
- D. Offer and support professional development programs and opportunities to enhance faculty and staff effectiveness as facilitators of 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 FY2013

July 2012

1. President's Council reviews completed FY2012 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 FY2012 Operational Plans that still need to be completed.
3. President's Office prepares FY2012 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 FY2011-2015 document)
 - b) Organizational Charts
 - c) Highlights
 - d) Completed Operational Plans
 - e) Clubs and Organizations Report
4. President's Office will submit the FY2013 Operational Plans prepared in June to the BOT for the BOT's Work Session in July.
5. VP of Academic Affairs and Dean of Instruction set priorities and focus for FY2014 and FY2015 Operational Plans from academic areas by end of July and share them with all other administrative areas.

August 2012

1. President's Council reviews, modifies and approves list of items not completed in FY2012 to be completed in FY2013.
2. President's Council reviews and recommends any changes to the Academic Affairs FY2014 and FY2015 Operational Plans.
3. Student Affairs, Finance and Operations, Foundation, and Public Relations will use the Academic Affairs FY2014 and FY2015 Operational Plans to:
Update or revise their first three areas of their Operational Plans for FY2014 and FY2015 (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.

September 2012

1. Board of Trustees reviews Annual Report for FY2012. (Following their review, the President's Office emails the annual report to IT to prepare PDF for October report.)

October 2012

1. Board of Trustees reviews Report of Student Learning (Outcomes Assessment).
2. Strategic Operations Advisory Committee will review the completed FY2012 Annual Report, FY2014-2018 five year visions, and review the Report of Student Learning. The committee will also review the list of items not completed in FY2012 to add to the FY2013 Operational Plans. (Once the list is reviewed, the FY2013 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 2012

1. Student Affairs, Finance and Operations, Foundation, and Public Relations will submit FY2014 and FY2015 Operational Plans to President's Office and will share them with the other administrative areas.
2. Integrate Perkins requests into Academic Affairs Operational Plans.

December 2012

1. Mid-year update report of FY2013 Operational Plans by Academic Affairs departments due to Betty Story.
2. The President's Office integrates FY2014 and FY2015 Operational Plans from all areas into one plan.

January 2013

1. FY2014 and FY2015 Operational Plans from all administrative areas will be sent from President's office 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 FY2013 Academic Affairs Operational Plan with President's Council. President's Council will begin to review the FY2014 and FY2015 Operational Plans from all administrative areas.

February 2013

1. President's Council will complete their review of the FY2014 and FY2015 Operational Plans from all administrative areas and approve the FY2014 Operational Plans for the May budget review meeting.
2. Strategic Operations Advisory Committee will begin to review the FY2014 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 2013

1. Strategic Operations Advisory Committee will complete the review of FY2014 for the May budget review meeting and review FY2015 Operational Plans (Objectives, Estimated Cost, and Expected Completion Date) from all areas.

April 2013

1. President's Council reviews and revises their 5 year visions for FY2015-FY2019. (This is the first step of the next cycle.)
2. President's Office sends the revised 5 year visions to all LCC.

May 2013

1. Vice Presidents and President will prioritize the FY2014 Operational Plans at the budget meeting. These plans will be considered as part of the budget process.
2. The finalized FY2014 Operational Plans will be sent to all LCC by the President's Office.
3. Updated Operational Plan Timeline for the next fiscal year beginning in July is sent to President's Council from the President's office.
4. Academic Affairs departments will:
 - a) Complete the FY2013 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 FY2015 and write the 2016 (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 FY2014 plans go into effect in July 2013 while faculty members aren't under contract, so FY2016 is considered here as being 2 years out).

- c) Submit optional 5 year visions FY2015-2019 for departments to Dean of Instruction
- d) Complete Highlights FY2013 list on WIKI
- 5. Committee Chairs submit Committee Support of Strategic Plan FY2013 to Betty Story.

June 2013

- 1. All administrative areas will:
 - a) Complete the FY2013 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 2013 Highlights list and submit to President's Office to prepare for President's Council in July.
 - c) Submit an organizational chart to the President's Office to prepare for President's Council in July.
- 2. Academic Affairs VP will submit the Committee Support of Strategic Plan and FY2013 Clubs and Organizations Year-End Report 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 FY2015 Operational Plans.
- 4. FY2014 Operational Plans that were prioritized at the budget meeting are prepared in June by the President's Office for the BOT's Budget Work Session in July.

UPDATED April 23, 2013

President's Vision
Labette Community College
5 Year Vision
FY 2014-2018

PREFACE

Over the past five years my preface has dealt with the difficult financial situation that the State of Kansas has found itself in. It is my belief that we are slowly climbing out of the recession that has created such a hardship on the Kansas Community College system, specifically, Labette Community College. This updated "President's Vision" will focus on our current financial state, but look forward to the possibility of additional financial improvement in the area of our community college block grant. Factors for consideration:

- The legislature has successfully passed a new funding formula that requires an additional \$58 million dollars in funding. The Kansas Board of Regents has asked that this new funding formula be phased in over a five year period. The Board of Regents is asking for 8 million dollars in new money for the 2012-2013 fiscal year;
- The Kansas Board of Regents, after a ten-year period, appears to be moving in a direction that would add new money to our community college block grant. This new money brings with it the five year old piece of legislation tying any new money to our "Performance Agreements," remembering that our "Performance Agreements" require us to stretch our goals. In the evaluation process of our "Performance Agreement" a percentage point or two can mean a loss of an undetermined part of that new money; and
- As we do yearly, Labette Community College is in negotiations with our Faculty Association for the renewal of their Master Agreement.

That said my priority for the 2013 budget is to continue to serve our student body as we always have.

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.

- For well over the last ten years we have had to deal with cut backs in positions critical to the mission of our College. As we do every budget year we examine the positions lost with regard to our financial picture. We are continually looking at those critical positions and have added a new faculty position in biology and A&P. Our needs continue to grow and not in proportion to growth in our budget. However we should give strong consideration to our need for new faculty, athletic enhancements, and facilities.
- With the new Health/Sciences building coming online, a much needed plan will be required for the renovation of the old Health/Sciences building. Strong consideration needs to be given to all programs and their space needs to better prepare our students.
- Along the same theme of outgrowing our facilities, our Multi-purpose building (gymnasium – not really designed for all of our athletic programs) has met its' capacity and serious thought needs to be given to updating and expanding our athletic facilities.
- Our workforce programs continue to be extremely successful. Expanding our offerings is needed in a planned realistic approach, but ready to answer any need that might arise with the Great Plains Development Industrial Park as it comes online. There are a host of business opportunities that Labette Community College might serve and a well planned program of growth is required.
- Continue to explore ways to enhance all programs of study, their facilities and student needs.
- As mentioned in previous vision statements we must address the needs of our international students with special attention being given to an ESL program.
- As our Cherokee Center evolves and our student body increases we need to think about our staffing and student needs.
- 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.
- 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.
- Having become a member of the new HLC Pathways cohort we have a lot of work ahead of us. This is an extremely worthwhile endeavor and fully supported by the college.

Updated 4/26/12

**Academic Affairs Vision
Labette Community College
5 Year Vision
FY2014-2018**

The Academic Affairs Administrative Area will:

1. Support and participate in the needs required of the new Health Science Building.
2. Support and participate in determining how the old Health Science Building will serve and support new program needs.
3. Prepare for accreditation through participation in the Higher Learning Commission Pathways Cohort.
4. Provide a budget that supports the best possible learning opportunities for our students at the main campus, Cherokee Center, extension sites, and online.
5. Support the college through full participation in committee work by all Academic Affairs personnel and ensure committees are accomplishing their purpose statements and highlights are shared with Academic Affairs staff.
6. Support student clubs and organizations and ensure they are accomplishing their goals.
7. Ensure all Career Technical Education programs utilize industry-recognized assessment tools, and that all programs fully participate in KBOR alignment opportunities when scheduled to do so.
8. 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.
9. Implement other new programs to serve the needs of our community – especially in regard to the Great Plains Development Authority.
10. 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.
11. Ensure that Library services are available to provide adequate learning support for our students and staff.
12. Ensure academic program reviews accurately reflect the needs of our programs, and that the needs are pursued through the departmental operational plans.

Updated 4/26/12

13. Provide a full-time/adjunct instructor ratio that allows for the best learning opportunities for our students as best we can.
14. Improve academic programs through KBOR Performance Agreements.
15. Provide course development opportunities to add and improve course offerings and delivery methods to meet the needs of our programs and students.
16. Provide for instructional growth through use of professional development funds.
17. Ensure all Adult Basic Education students are made aware of post-secondary educational and employment opportunities.
18. Address the needs of ESL students.

Instructional Office Vision

2014-2018

The Instructional Office will:

1. Continue to develop effective course, program, and Student Learning Outcome Assessment processes.
 - 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.
 - c. Develop assessment tools and processes for evaluation of all Student Learning Outcomes.
 - d. Continue to document course and program improvements as a result of outcomes data.
2. Expand and enhance the General Education and Career Technical Education programs.
 - a. Expand the courses and programs available to all students as needed, including online, hybrid, and short term.
 - b. Participate in transition to new Health Science Building and help develop plan for future use of existing Health Science building.
 - c. Provide professional development growth opportunities for full-time and adjunct faculty utilizing Red Zone and professional development funds.
 - d. Actively participate in the program alignment process for CTE programs as scheduled and identify appropriate industry-recognized assessment tools for use in program evaluation.
3. Provide Seamless Education for students that support Retention and Graduation.
 - 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 any interested college or university allowing for smooth transfer of credits.
 - e. Cooperate with other KBOR institutions through the core competency efforts for general education courses.
 - f. Improve student success through the developmental course pathway.

- g. Create an advising system that utilizes a centralized Advising system with trained academic advisors.
- h. Provide regularly scheduled advising training to everyone involved with advising students, with a focus on college completion and seamless transfer.
- i. Continue to evaluate improvements made to College Success Skills course.

Finance & Operations Vision
Labette Community College
5 Year Vision
FY2014-FY2018

PREFACE

Over the next five years we will be experiencing a gradual improvement in our financial situation, however we must continue to focus on ways to reduce unnecessary expenditures and at the same time be creative in our approach to generate new revenue. We will need to carefully analyze the needs of the college and determine priorities for allocation of new funds. The new health science building will be completed and we will need to determine the best use of the vacated space.

Finance & Operations Vision

- Complete the building phase of the new health science building and focus the long term planning to maintain both the facility and equipment needs.
- Determine the best use of the vacated health science building, the renovations necessary and a plan of action.
- Help the dental assisting program get off to a good start.
- 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.
- Carefully analysis all expenditures to make reductions wherever feasible.
- Evaluate internal processes and procedures to maximize efficiency and productivity.
- Carefully monitor changes made to the state funding formula to determine to best new programs to develop and which areas will generate the most revenue to make the best decisions for expansion.

**Student Affairs (SA)
Labette Community College
Five-Year Vision
2014-2018**

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

- Expansion of facilities to better accommodate existing athletic programs.
- Gradual increase in scholarship dollars for each program until NJCAA limit is reached.
- Increase in salary for assistant coaches
- Development of student housing with at least 200 beds.

Enrollment Management

- Make significant improvements to the admissions letter process to better communicate with potential Labette Community College students.
- Increase number of potential students visiting Labette Community College's campus.
- Development of a Student Affairs Assessment Plan.

Financial Aid

- Cross-training of staff to assist students.
- Increase in students applying for student aid and the application process starting sooner.

Registrar

- Enhancement of degree check process with the utilization of Jenzabar.
- Enhancement of the college catalog in dvd and online format.
- Set up Jenzabar for inputting transfer credits

Student Life

- Increase in student organizations that are based on academic departments.
- Develop regular Student Life activities at the Cherokee Center.
- Establish use of extracurricular transcript for students

Student Support Services

- Increase the percentage of SSS participants who complete an Associate's degree AND transfer to a four-year school after graduation
- Develop interventions for SSS participants enrolled in an Allied Health program to ensure greater retention and graduation rates
- Increase services for participants whose classes are primarily on-line and at the Cherokee Center

Student Success Center

- Reclaim physical space within the Student Success Center to provide areas for students to study in small groups
- Increase the number of supplemental instructional labs in both hours and subject areas available
- Coordinate with Academic Affairs to create services for ESL students
- Coordinate with Academic Affairs to develop services for students whose placement test scores require more than 12 hours of developmental coursework to increase the rates at which those students persist and succeed

Talent Search.

- Develop and implement a rigorous curriculum initiative for high school participants based on the Kansas Scholars Initiative.
- Transition LCC Talent Search grant objectives towards more student involvement in a rigorous curriculum that will open more scholarship opportunities for its participants.
- Ensure that at least 60% of the project's graduates each year will complete a rigorous program of secondary study.
- Per grant guidelines, serve 550 participants in the project's target area.
- Increase the number of parental involvement through high school enrollment activities.
- Implement connections to financial and economic literacy instruction for participants and their parents.
- Encourage participant involvement in remedial programs as needed.
- Ensure that at least 60% of the project's graduates will enroll in a post-secondary institution.
- Maximize high school graduate opportunities to enroll in a Southeast Kansas post-secondary institution.
- Monitor project graduates for up to six years to ensure they continue their post-secondary education until graduation.
- Continue to support the mission of Labette Community College.

Public Relations Department
Labette Community College
5 Year Vision
2014-2018

LCC Vision

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LCC Strategic Goals:

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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.
- 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.

Foundation Vision
Labette Community College
5 Year Vision
FY2014-FY2018

LCC Vision

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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)

LCC Committee Support of Strategic Plan FY2013

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

Outcomes

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

Curriculum and Instruction:

- 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:

- 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 Test proctoring strategies, the Attendance Warning features in RedZone, utilizing a Launch Page as described in the Best Practices section of the LCC Online Handbook, Saving Word documents as .rtf and .pdf files, Web 2.0 Tools and Other Helpful Apps
- b. The Distance Education Committee promoted the use of the STARLINK videos as professional development by beginning each meeting with a video. Videos viewed this semester by the committee included: Online Teaching Strategies: Keeping Them Motivated, Online Teaching Strategies: Establishing a Good Online Teaching Presence, Utilizing Web 2.0 Apps to Enhance Teaching and Learning, Online Teaching Strategies: Balancing Interaction Online, Redesigning Online Courses: Online Course Retain Students

Green:

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

Instructional Outcomes and Assessment Committee:

- a. Assessments measure learning. Various assessments are administered at the following levels: Course, Program, and Institution. The O&A committee discussed the process to link Course Outcomes to Student Learning Outcomes. This will enable a direct measure of Course Outcomes (what are taught in the classroom) to the SLOs which are Knowledge, Communication, Social Awareness, and Critical Thinking. These are the indicators for the LCC mission, "...quality learning opportunities..." These are included in the 2012 Report of Student Learning.
- b. LCC completed the second of three years of the Writing Across the Curriculum longitudinal study. The second year introduced class interventions wherein faculty changed some element of the student writing project in an effort to increase student writing style scores utilizing the Writing Matrix.
- c. Discussions have begun for the subsequent three year study which will include reading.
- d. Implemented end of semester Course and Program Summary reports enabling faculty to upload information discussed during In-Service Breakout sessions.

Library:

- a. The members of the Library Advisory Committee advised and suggested ways to improve existing library services and offered suggestions for new ones.
- b. The members of the Library Advisory 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:

- 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:

- 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 Online Director.
- c. The Distance Education Committee asked online instructors to review their test proctoring procedures and make sure students were notified with ample time of their expectation.
- d. The Distance Education Committee reviewed the proposed Best Practices section of the new LCC Online Handbook and offered suggestions regarding its content.

- e. The Distance Education Committee discussed how to best count online students for certification purposes.

Diversity:

- a. The Diversity Committee sponsored or supported multiple events during the 2012-2013 year for students, faculty and staff to promote dialogue on a range of diversity issues (Community Cinema; K-Step Transgender Speaker; Disability Awareness Simulation, SKIL Speaker, and Faculty Staff In-Service).

Enrollment Management:

- a. The Enrollment Management Committee worked to identify areas of the college that have a large impact in retaining students through administering the national Noel Levitz Student Satisfaction Inventory.

Green:

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

Instructional Outcomes & Assessment Committee:

- a. The O&A Committee discussed the next project once the Writing Across the Curriculum project is completed during the Spring of 2014. They recommended a reading project. This project would incorporate pre and post assessments with either a self-developed rubric or nationally normed instrument such as the CAAP test.

Library:

- a. The Library Advisory Committee awarded prizes in the Paper of the Year. The committee members read and judged each submission. The committee also evaluated the award criteria, seeking to improve it.

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

Curriculum and Instruction:

- 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:

- 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 discussed included things such as: the default order of past courses in RedZone, student review options of online assessments in RedZone, saving quizzes to the file cabinet in RedZone, new features for online assessments in the “More” drop down menu, due dates for online assessments in RedZone randomly changing after the Summer 2012 upgrade, scheduling of RedZone updates and upgrade timelines, random student quizzes coming in with blank answers, what instructors need to include in reports to IT of tech problems with RedZone, minimum hardware and software requirements for students taking online courses in RedZone, problems creating assignments in RedZone and cutting and pasting in and out of RedZone, the existence of Jenzabar training or webinar training for instructors in the use of RedZone, back up procedures for courses designed in RedZone, accidental deletion of courses in RedZone, saving/copying content in courses in RedZone, reporting and tracking procedures for problems in RedZone.
- b. The Distance Education Committee spent considerable time discussing the minimum criteria for an online course taught at LCC on RedZone as included in the Online Handbook’s Best Practice section to include the existence and content of a Launch Page available 1-2 weeks prior to the beginning of class, the existence and uniformity in name of certain important pages that should be present in all online courses taught in RedZone, and a clear explanation of the Methods of Instruction and Methods of Evaluation for online courses taught in RedZone.

Green:

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

Library:

- a. The Library Committee members monitored the changes in the database offerings and referred them to students and departments.

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

Distance Education:

- 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 Test proctoring strategies, the Attendance Warning features in RedZone, utilizing a Launch Page as described in the Best Practices section of the LCC Online Handbook, Saving Word documents as .rtf and .pdf files, Web 2.0 Tools and Other Helpful Apps

Diversity:

- a. The Diversity Committee collaborated with ADA Coordinator to utilize remaining FY2012 budget to purchase assistive technology devices for use by LCC students with disabilities (Kindle & accessories; LiveScribe smart pen & accessories).

Instructional Outcomes and Assessment Committee:

- a. IT created a report which links Course Outcomes to Student Learning Outcomes. This report will allow future changes to the Course Outcomes and SLOs.
- b. O&A approved the document Best Practices for Online Classes which was implemented.

Library:

- a. The Library Advisory Committee continues to advise and monitor updates to the library's 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:

- 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.

Diversity:

- a. The Diversity Committee Co-Chair collaborated with ADA Coordinator to establish contact with local agency to better serve LCC students with disabilities (Rhonda Etter/Southeast Kansas Assistive Technology Access Site @ SKIL).

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

Green:

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

Instructional Outcomes and Assessment Committee:

- a. SLOs are tracked as a function of Course Outcomes' results through IT links.

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

Diversity:

- a. The Diversity Committee collaborated with ADA Coordinator to utilize remaining FY2012 budget to purchase assistive technology devices for use by LCC students with disabilities (Kindle & accessories; LiveScribe smart pen & accessories).
- b. The Diversity Committee Co-Chair collaborated with ADA Coordinator to establish contact with local agency to better serve LCC students with disabilities (Rhonda Etter/Southeast Kansas Assistive Technology Access Site @ SKIL).

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

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

Curriculum and Instruction:

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

Instructional Outcomes and Assessment Committee:

- a. The O&A committee put in place a structure to improve and better define SLO indicators. Originally SLO indicators were courses, however, the links are now Course Outcomes.
- b. Additionally, a RedZone structure is put in place for instructors to record their intended Writing Across the Curriculum project assignments and interventions. Combined with Writing Matrix results, assignments can be better evaluated across the curriculum.
- c. O&A emphasized the use of upper level Bloom's Taxonomy in syllabi in an effort to raise course rigor.

Outcome 2F: Increase the availability of skilled workers to meet the needs of the community and the State.

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:

- a. The Enrollment Management Committee provided input to advising and College Success Skills areas on issues that affect retention.

Outcome 3B: Provide quality instruction and services at the main campus, the Cherokee Center, all extension 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:

- a. The C&I Committee reviewed and approved a variety of 7 new course proposals.
 1. Education Course: Bullying Prevention & Response 1 credit hour
 2. Sociology Courses: Basic Helping Skills 3 credit hours
Basic Helping Skills Experience 1 credit hour
 3. Music courses: Jazz Band I, 1 credit hour
Jazz Band II, 1 credit hour
Jazz Band III, 1 credit hour
Jazz Band IV, 1 credit hour
- b. The C&I Committee approved 2 new programs.
 1. Pre-BSN Professional Nursing
 2. Sociology/Social Work.

- c. The C&I Committee reviewed and approved 17 general education courses revising the outcomes and competencies to align with the Kansas Board of Regents Seamless Transfer Initiative.
 1. American Government
 2. Chemistry I and Lab
 3. College Algebra
 4. English Composition I
 5. English Composition II
 6. General Biology and Lab
 7. Introduction to Literature
 8. Introduction to Psychology
 9. Introduction to Sociology
 10. Microeconomics
 11. Macroeconomics
 12. Physical Science I and Lab
 13. Physics I and Lab
 14. Public Speaking
 15. US History to 1877
 16. US History Since 1877
 17. World Regional Geography

Library:

- a. The Library Advisory Committee advocates for the needed library services for the faculty and students in their respective departments and groups.
- b. The Library Advisory Committee provides advice on the library facilities. The members gave many ideas for the recent remodeling.

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

Distance Education:

- 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 efficacy and implementation of the Online Orientation course offered by the Online Director.
- b. The Distance Education Committee reviewed the proposed Best Practices section of the new LCC Online Handbook and offered suggestions regarding its content.

- c. The Distance Education Committee spent considerable time discussing the minimum criteria for an online course taught at LCC on RedZone as included in the Online Handbook's Best Practice section to include the existence and content of a Launch Page available 1-2 weeks prior to the beginning of class, the existence and uniformity in name of certain important pages that should be present in all online courses taught in RedZone, and a clear explanation of the Methods of Instruction and Methods of Evaluation for online courses taught in RedZone.
- d. The Distance Education Committee discussed how to best count online students for certification purposes.

Enrollment Management:

- a. The Enrollment Management Committee began the development of an advisor timeline for emails to be sent to advisees to encourage retention and graduation along with promoting the availability of tutoring and financial aid.

Green:

- a. The Green Committee has developed email guidelines to cut down on wasted paper . The Green Committee has encouraged committees to save paper by using technology. As a result President's Council, the hiring committees and the strategic planning have all adopted these practices. The new health science building will be a LEED Silver building.

Goal 4: External Resources. LCC will increase the 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:

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

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

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.

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
 1. *Faculty and Staff submitted proposals to the C&I Committee*
 2. *The C&I Committee reviewed proposals for approval.*
 3. *The C&I committee submitted approved proposals to the Board of Trustees.*
 4. *The Board of Trustees reviewed the proposals and voted on approval.*
 5. *If proposal was approved, LCC sought approval from the Kansas Board of Regents.*

Instructional Outcomes and Assessment Committee:

- a. The O&A committee put in place a structure to improve and better define SLO indicators through individual Course Outcomes.
- b. Additionally, a RedZone structure is put in place for instructors to record their intended Writing Across the Curriculum project assignments and interventions. Combined with Writing Matrix results, assignments can be better evaluated across the curriculum.

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

Curriculum and Instruction:

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

Distance Education:

- a. The Distance Education Committee promoted online learning by making online educators at LCC aware of free online professional development opportunities.
- b. The Distance Education Committee continued to support the professional development of online education by providing new information about online learning.

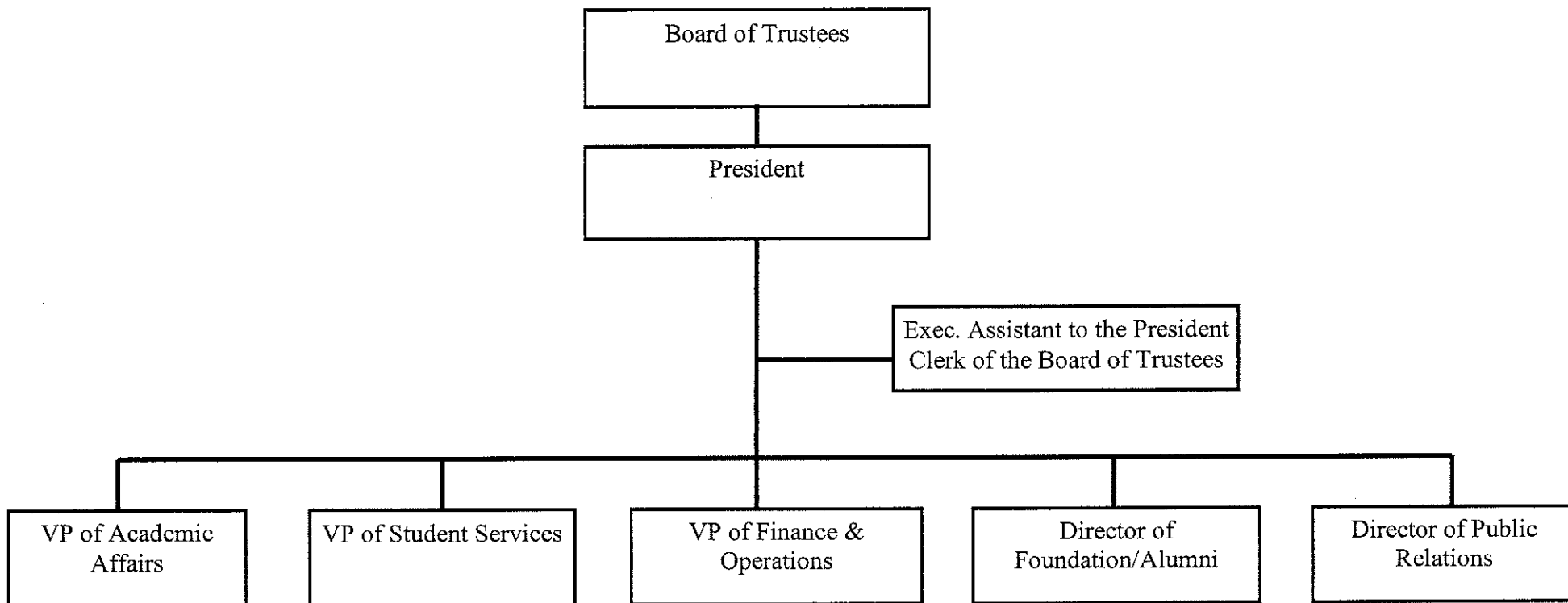
Green:

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

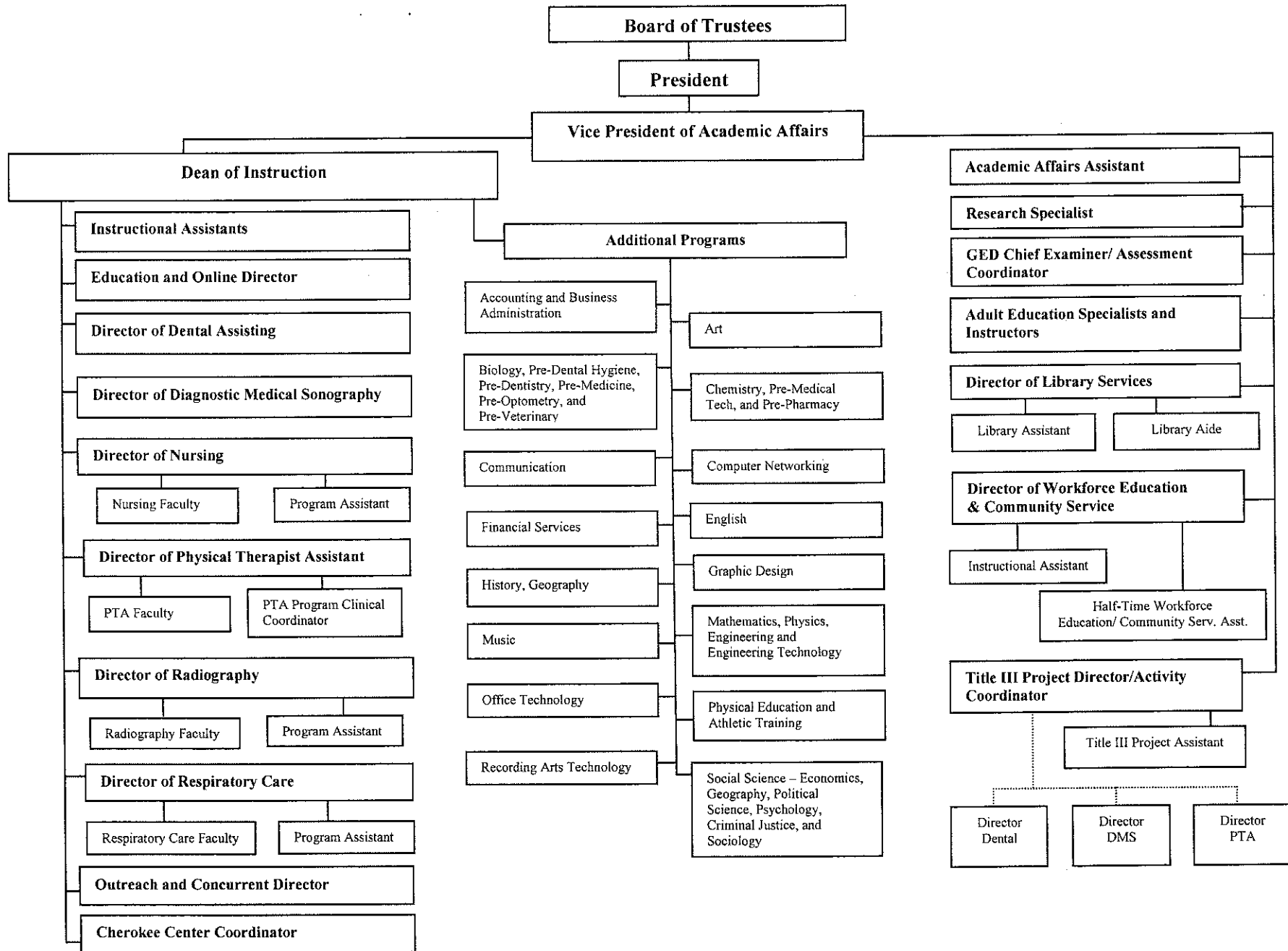
Instructional Outcomes and Assessment Committee:

- a. The O&A Committee enabled faculty and staff to take a leadership role in outcomes and assessment development.

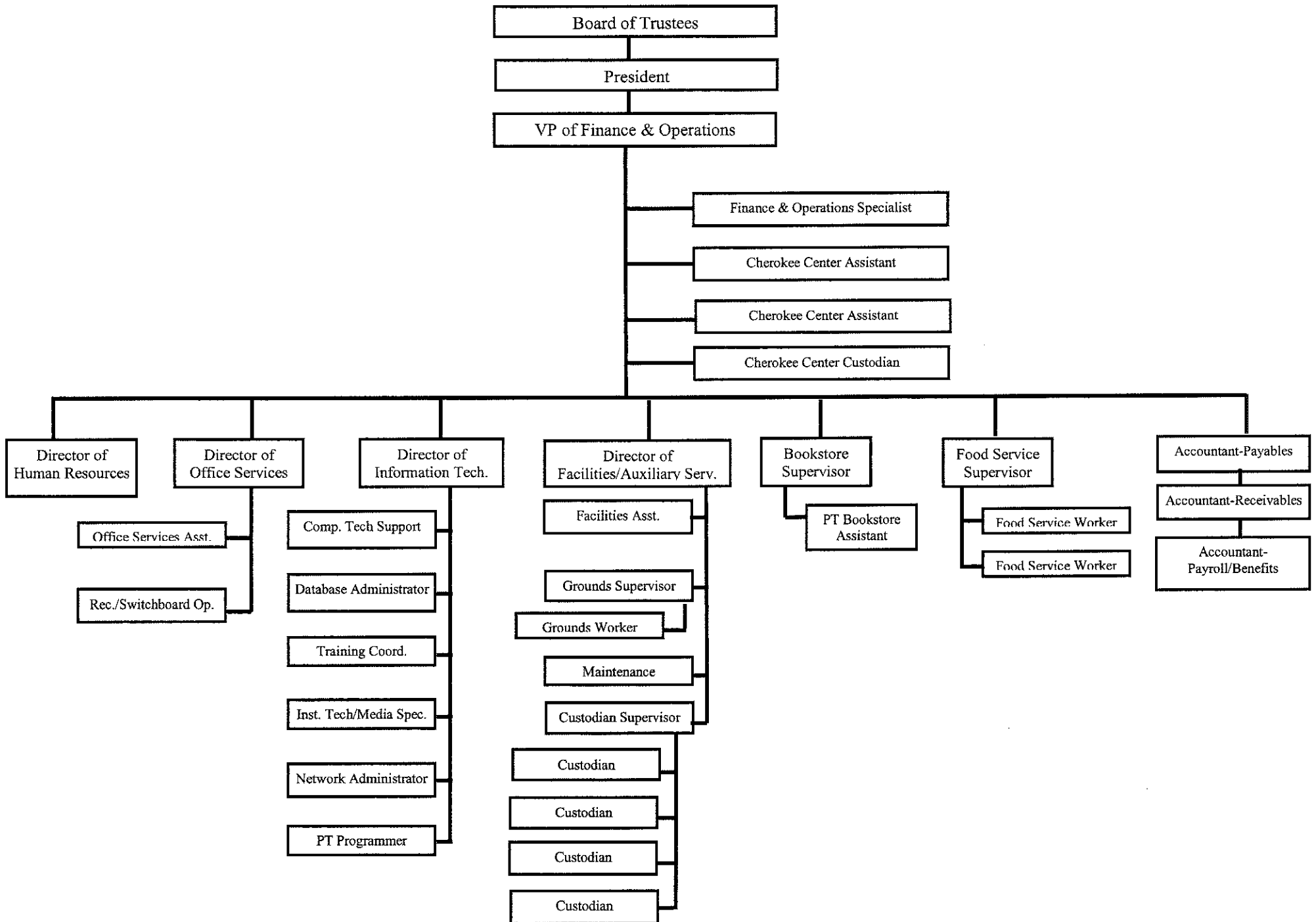
Labette Community College



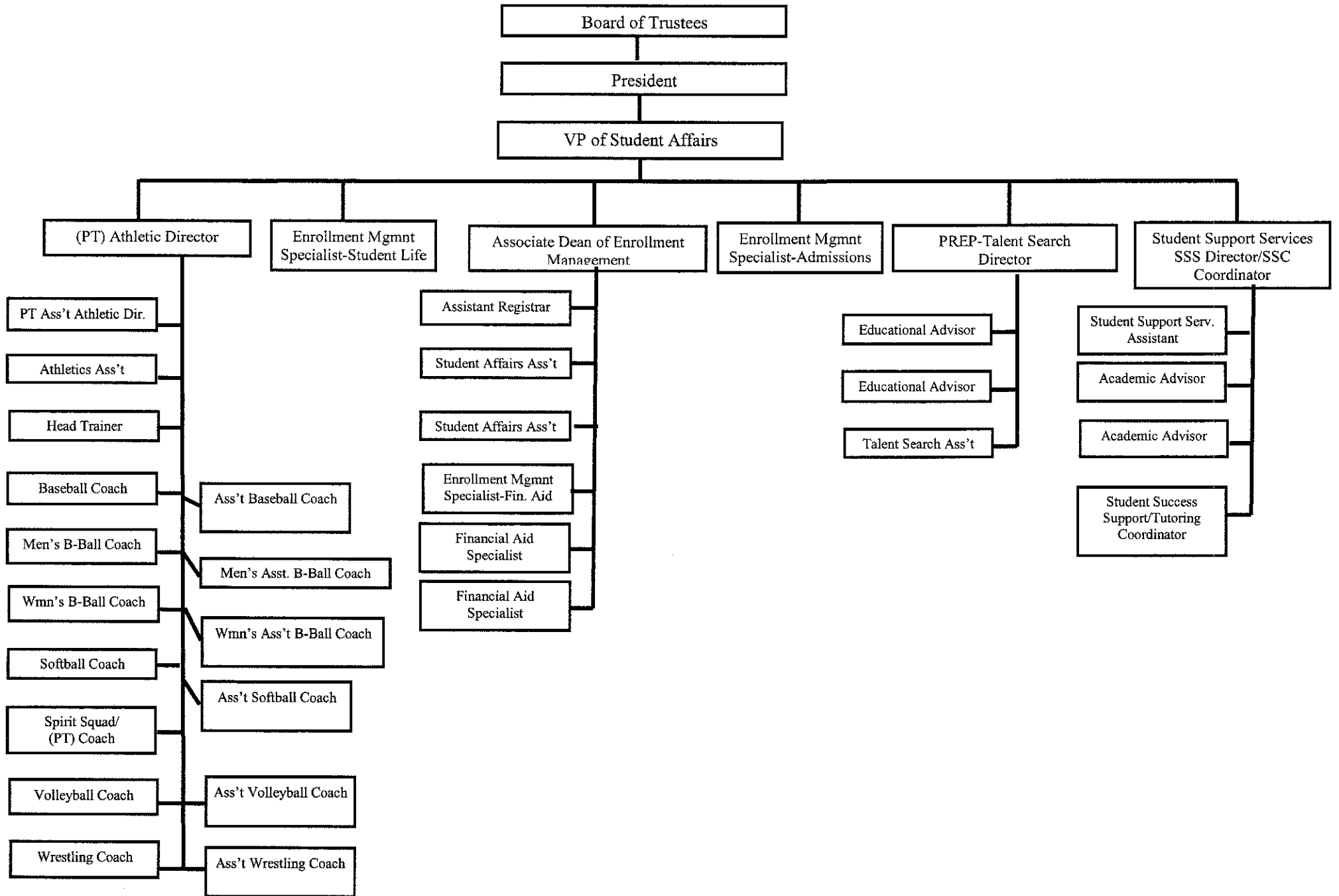
Organizational Chart: Academic Affairs



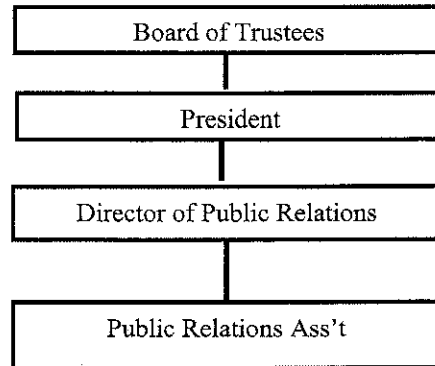
Organizational Chart: Division of Finance & Operations



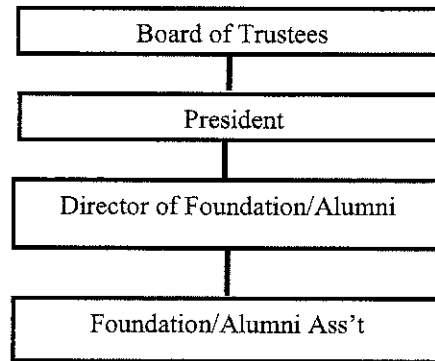
Organizational Chart: Division of Student Affairs



Organizational Chart: Division of Public Relations



Organizational Chart: Division of Foundation/Alumni



Student Organization Annual Report - FY13

Biology Club encourages intellectual and social growth for members through a variety of activities including field trips to museums, visits to University Biology Departments and other fun activities.

Advisor: Dr. Bharathi Sudarsanam (620) 820-1150

# Members	# Meetings	#SGA, Club & Community Service Activities	# of Fundraising Activities	# Traveled Activities
24	18	4	1	0

Participation: Donor Appreciation Luncheon, LCC Blood Drive, Kids Fall Festival, Forest Park Cleanup

Campus Activities Board is responsible for planning and promoting many of the extracurricular activities on campus. Check out the activities going on now!

Advisor: Melissa Nance (620)820-1178

# Members	# Meetings	#SGA, Club & Community Service Activities	# of Fundraising Activities	# Traveled Activities
14	17	19	0	3

Participation: Parsons Christmas Parade, Extreme Home Makeover Joplin Edition, Tornado Relief Efforts, Big Brothers Big Sisters Basketball Game, Breast Cancer Awareness Basketball Game, Kids Fall Festival, Finals Frenzy, Welcome Week, March Madness, Spring Fling, Wax Hands, Put it Where You Want It T-shirt Show, 8th Grade Day, Senior Days, Homecoming, Student Organization Fair, LCC Blood Drives, Holden's Hope Collections, Foundation Donor Luncheon and the Student Awards Ceremony

Cardinal Christian Fellowship fosters a nondenominational outreach for Christian fellowship on LCC campus.

Advisor: Dr. Doug Ecoff (620) 820-1151

Cardinal FEDORAs (Future Educators: Define Our Role as Superior) allows education majors to work in the community to share knowledge and engage in other educational ventures. FEDORAs also builds self-esteem, create a sense of belonging and work to develop community pride.

Advisor: Regena Lance (620) 820-1241

# Members	# Meetings	#SGA, Club & Community Service Activities	# of Fundraising Activities	# Traveled Activities
8	7	2	2	0

Participation: Kids Fall Festival and LCC Blood Drive

English Club promotes the literary arts for LCC students and offer opportunities to experience the benefits of English, writing and reading in the community.

Advisor: Elizabeth Walker (620) 820-1123.

# Members	# Meetings	#SGA, Club & Community Service Activities	# of Fundraising Activities	# Traveled Activities
12	8	2	0	1

Participation: LCC Homecoming, Ronald McDonald Pop Tab Collection

Graphic Design & Communication Club provides supplementary education in the areas of design, illustration and graphic arts. Field trips, workshops, and seminars with professionals are sponsored by the club.

Advisor: Greg Brewer (620) 820-1023

Kansas Association of Nursing Students provides input into nursing education standards, creates an opportunity for individual responsibility and leadership and prepares students for membership and participation in professional nursing organizations.

Advisor: Jill Coomes (620) 820-121

# Members	# Meetings	#SGA, Club & Community Service Activities	# of Fundraising Activities	# Traveled Activities
Fall 2012 – 76 Spring 2013 -58	10	3	3	1

Participation: Kids Fall Festival, LCC Blood Drives, LCC Donor Luncheon.

Phi Beta Lambda is the college division of Future Business Leaders of America. PBL helps members bridge the gap between the classroom and the business world by giving them an opportunity to learn firsthand about the business community.

Advisor: Cathy Kibler (620) 820-1186

# Members	# Meetings	#SGA, Club & Community Service Activities	# of Fundraising Activities	# Traveled Activities
11	7	8	4	4

Participation: Welcome Back Week, Kids Fall Festival, LCC Blood Drives, Recycling, Foundation Donor Luncheon, Student Organization Fair, Homecoming, Parsons Christmas Parade and Finals Frenzy.

Awards Received: Gold Key Chapter, 1st Place March of Dimes Fundraising Chapter.

Students 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 Results:

Tyler Davis: 3rd Place Statistical Analysis.

Brant Parker: 1st Place Macroeconomics; 1st Place Future Business Executive; 3rd Place Microeconomics.

Clayton Patton: 2nd Place Information Management; 3rd Place Computer Concepts; 3rd Place Networking Concepts.

Shawna Yockey: 1st Place Project Management; 3rd Place Management Concepts.

Tylie Baumgardner & Shawna Yockey: 3rd Place Economic Analysis & Decision Making.

Tylie Baumgardner, Brant Parker & Tyler Davis: 3rd Place Management Analysis & Decision Making.

Brant Parker & Tyler Davis: 2nd Place Business Ethics

Phi Beta Lambda National Conference Results:

Tyler Davis: 7th Place Economic Analysis and Decision Making.

Who's Who in Kansas Phi Beta Lambda: Tylie Baumgardner, Tyler Davis, Brant Parker, Shawna Yockey.

Phi Theta Kappa is the international honor society for two-year colleges. PTK membership is by invitation only. Students must have a 3.5 or better GPA to be considered.

Advisor: Tammy Fuentes (620) 820-1264

# Members	# Meetings	#SGA, Club & Community Service Activities	# of Fundraising Activities	# Traveled Activities
20	17	22	6	7

Participation: LCC Auction for Scholarships, LCC Blood Drives, Community College Completion Signing Events, Holden's Hope 5K, Dr. Risley C4 Meeting, Welcome Back Picnic, Ronald McDonald Pop Tabs, St. Jude's Change Collection, Student Organization Fair, Kids Fall Festival, Induction Ceremony, Community College Completion Videos, Run for Funds 5K for Scholarships, St. Jude's Memphis Marathon, Getting to Know the Community Day, New Member Chili Supper, Homecoming, Kansas Region Convention Hutchison Service Project, Research Skills Workshop Holden's Hope ink cartridge and cell phone collection.

Organization Awards:

International Five Star Chapter

International Distinguished Chapter

International College Project Award

International Top 100 Chapter

Most Outstanding Chapter Distinguished Recognition

Kansas Region Five Star Chapter

College Project Award Winner

Honors in Action Award – Distinguished Recognition

Service Award Winner

Great Idea Award – Distinguished Recognition

Sister Chapter Award – Honorable Mention

Life Happens Scholarship – Gold Donor

Yearbook Award – Honorable Mention

Individual Awards:

Sara Harris International Continued Excellence – Distinguished Advisor Award

Tammy Fuentez Distinguished Advisor Award Winner

Keri Thompson Kansas Region Vice President of Southern District

Achievement in Art – Photography – Distinguished Recognition

Level 2 Kansas Region Active Member Award

Brant Parker Coca-Cola Leaders of Promise Scholar

All-Kansas Academic Team

Distinguished Chapter Officer Award Winner

Distinguished Chapter Officer Award – Distinguished Recognition

Distinguished Chapter Officer Team Award – Distinguished Recognition

Achievement in Art – Ceramics/Sculpture – Honorable Mention

Five Star Competitive Edge Recognition

Level 5 Kansas Region Active Member Award

Tyler Davis	All-Kansas Academic Team Distinguished Chapter Officer Team Award – Distinguished Recognition Achievement in Art – Ceramics/Sculpture – Distinguished Recognition Five Star Competitive Edge Recognition Level 5 Kansas Region Active Member Award
Joe Heppler	Distinguished Member Award – Distinguished Recognition Level 5 Kansas Region Active Member Award
Emily Fite	Distinguished Chapter Officer Team Award – Distinguished Recognition Level 5 Kansas Region Active Member Award
John Googe	Distinguished Chapter Officer Team Award – Distinguished Recognition Level 5 Kansas Region Active Member Award
Alex Henry	Distinguished Chapter Officer Team Award – Distinguished Recognition Level 5 Kansas Region Active Member Award
Marcie Ryan	Distinguished Alumni Award – Distinguished Recognition
Wendy Lynch	Achievement in Literature – Honorable Mention Achievement in Art – Photography – Distinguished Recognition Achievement in Art – Ceramics/Sculpture – Distinguished Recognition Level 3 Kansas Region Active Member Award
Glee Clark	Achievement in Art – Photography – Distinguished Recognition
Macey Brake	Level 1 Kansas Region Active Member Award
Alice Cardona-Otero	Level 1 Kansas Region Active Member Award
Brooke Dickey	Level 2 Kansas Region Active Member Award
Kaysha Julich	Level 4 Kansas Region Active Member Award
Kayla Kabrey	Level 2 Kansas Region Active Member Award

Briana O'Neill Level 5 Kansas Region Active Member Award

Preston Patton Level 1 Kansas Region Active Member Award

Parker Robertson Level 2 Kansas Region Active Member Award

Jody Sparks Level 2 Kansas Region Active Member Award

Kandi Voorhees Level 1 Kansas Region Active Member Award

Physical Therapist Assistant Club allows currently enrolled PTA students opportunities for community involvement and leadership. Civic service activities are expected from each member to create an awareness of physical therapy to the public. The club members are involved with field trips, Kansas Physical Therapy Association conferences and end of semester parties.

Advisor: Trudy Hansen (620) 423-3411

# Members	# Meetings	#SGA, Club & Community Service Activities	# of Fundraising Activities	# Traveled Activities
20	10	5	2	1

Participation: Kids' Fall Fest, LCC Blood Drives, Holden's Hope Cartridge Collections, Ronald McDonald House Pop Tab Collection

Radiography Club allows radiography students to work together for the purpose of evaluating the quality of patient care and promote the art and science of radiological technology. *Advisor: Gale Brown (620) 820-1159*

# Members	# Meetings	#SGA, Club & Community Service Activities	# of Fundraising Activities	# Traveled Activities
35	9	29	4	4

Participation: Student Organization Meeting, Organization Fair, Breast Cancer Walk, 8th Grade Day, Breast Cancer Awareness Booth, Paint the Gym Pink for Volleyball, Cystic Fibrosis Walk, Kids Fall Festival, LCC Blood Drives, LCHS Career Day Presentation, Radiology Tech Clinical Site Appreciation, KSRT Student Conference Donation, Donor Luncheon, LCC Christmas Parade, LCC Christmas Food Basket Drive, Finalz Frenzy, Welcome Week, Heart Awareness, Radiography Poster Display, Vinita HS Career Day, LCC Homecoming, Health Careers Seminar, Think Pink Basketball, CDH Awareness Booth, Bowling for Kids' Sake, Holden's Hope, Going Green Recycle Project, Ronald McDonald Pop Tab Collection.

Organization Awards Received:

2012 & 2013 Outstanding Allied Health Student Organization Service Award

2013 KSRT Ray Bowl – 1st Place

2013 KSRT Spirit Award

Individual Awards Received:

Angela Holmes 1st Place - Barium Enema Lateral Rectum Image

2nd Place – Essay Competition “The Chemistry of Nuclear Medicine”

2nd Place – Scientific Exhibit “Post Traumatic Facet Syndrome”

2013 American Society of Radiologic Technologist Student Leadership Development Program

Aaron Metzger 2nd Place, Barium Enema Lateral Rectum Image

Angela Bruna 1st Place, Water Sinuses Image

Kayla Vulgamore 2nd Place, Water Sinuses Image

Misty Seigel 2012 Top 20 Cardinal Award

Krystal Williams 2012 Broken Wing Award

2012 Who's Who Among American Colleges and Universities: 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

Respiratory Therapy Club promotes educational and social opportunities in the health care environment, establishes communication and cooperation among students and faculty, and provides an opportunity to promote health education in the community.

Advisor: Kara McIlvain (620) 820-1172.

# Members	# Meetings	#SGA, Club & Community Service Activities	# of Fundraising Activities	# Traveled Activities
20	8	5	3	1

Participation: Kids Fall Festival, Cystic Fibrosis 5k Run/Walk, Recycling points, Think Pink LCC Breast Cancer Awareness Event, and Respiratory Awareness Week.

SkillsUSA supports students in Career Technical Education, unites students in CTE occupations, develops leadership skills, assists students in establishing realistic vocational goals and promotes high standards in trade ethics, workmanship, scholarship and safety.

Advisor: Becky Warren (620) 820-1271; Co-Advisors: Tonya Bell, Sherry Simpson, Russell Head, Jack Burke, Marty Warren, Lori Ford, Melissa Kipp, Bharathi Sudarsanam and Marty Warren.

# Members	# Meetings	#SGA, Club & Community Service Activities	# of Fundraising Activities	# Traveled Activities
21	22	10	5	20

Participation: Welcome Week, Student Organization Fair, Inspirational Speaker – Nick Scott, Kids' Fall Fest, LCC Blood Drives, Homecoming, Cardinal Christmas Float, Recycling Project, Finals Frenzy, Holiday Celebration Food/Toy Drive, Homeless Shelter Coat and Hat Drive, Stella Wells Food Drive, Professional Development Training Workshops, Job Fair for CTE programs.

Individual Awards Received:

Becky Warren Advisor Support Award

Clinton Brown	Statesman Pin
	Local Officer and State Scholarship
	District Officer
	State Officer
	First Place Gold Medal – SkillsUSA State Knowledge Test
	First Place Gold Medal – Prepared Speech Competition
	First Place Gold Medal – Television (Video) Production Competition
Joel Viets	Statesman Pin
	Local Officer Scholarship
	District Officer
	1 st Place Gold Medal – Television (Video) Production Competition
	5 th Place – SkillsUSA State Knowledge Test
Katie Eccles	Statesman Pin
	3 rd Place Tweet This
	4 th Place – SkillsUSA State Knowledge Test
	2 nd Place Silver Medal – Job Skill Demonstration Open Competition
CrShanna Seaberry	Local Officer Scholarship
Harrison Johnson	Local Officer Scholarship
	3 rd Place Bronze Medal - Television (Video) Production Competition
	8 th Place – SkillsUSA State Knowledge Test
Parker Robertson	3 rd Place Bronze Medal - Television (Video) Production Competition
	6 th Place – SkillsUSA State Knowledge Test
James Gerdes	7 th Place – Electronics Technology Competition
Matthew Wetzstein	8 th Place – Computer Maintenance Technology Competition

Sonography Club elevates the quality of patient care and promotes the art and science of sonography technology.

Advisor: Brian Vediz (620) 820-1181

Student Ambassadors are a select group of students with the mission of promoting a favorable image of LCC to its many publics, such as prospective students, current students, parents, alumni, and the community.

Advisor: Kylie Piva (620) 820-1225

Student Government Association is primarily responsible for serving the students of LCC by providing a voice between the students and other areas of the institution.

Advisor: Melissa Nance (620) 820-1178

# Members	# Meetings	#SGA, Club & Community Service Activities	# of Fundraising Activities	# Traveled Activities
8	17	19	0	3

Participation: Parsons Christmas Parade, Extreme Home Makeover Joplin Edition, Tornado Relief Efforts, Big Brothers Big Sisters Basketball Game, Breast Cancer Awareness Basketball Game, Kids Fall Festival, Finals Frenzy, Welcome Week, March Madness, Spring Fling, Wax Hands, Put it Where You Want It T-shirt Show, 8th Grade Day, Senior Days, Homecoming, Student Organization Fair, LCC Blood Drives

Academic Affairs Highlights FY2013

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Community Outreach

Academic Affairs

- Joe Burke is the Employer Support for the Guard and Reserve (ESGR) Representative for the Parsons Area.
- Educational Support Staff organized the Stella Wells Christmas Baskets for LCC Students, LCC students, faculty, and staff all supported this and helped 15 families with a total of 32 children.
- Child Care Providers Day 2012 was a success. We had 53 participants on Saturday; these participants represented 18 cities from 11 counties in Kansas. The providers were offered sessions in following areas: Pediatric CPR and First Aid, Environmental Arrangement, Disruptive Behaviors, Child Abuse and Neglect (Head Trauma), Creative Curriculum with Dramatic Play and Blocks, Working in Partnerships with families of Infants and Toddlers, SIDS (Sudden Infant Death Syndrome), Sevens Skills of Effectively working with children, Basic Child Development and updates from the Kansas Department of Health and Environment on the new rules and regulations facing Child care facilities.
- Volunteers did cleanup work to help prepare Forest Park for Katy Days Celebration.
- Becky Warren coordinated the 2nd Annual 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 Board
- 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 and the community.
- SkillsUSA Chapter helped with the Fall & Spring local Blood Drive
- SkillsUSA Chapter participated in the Kids Fall Fest
- SkillsUSA Chapter donated food for the LCC Stella Wells Food Drive
- SkillsUSA Chapter donated items to the homeless shelter in Parsons
- Phi Beta Lambda members and Advisors helped Parsons Young Professionals with their Valentine Father Daughter Dance in February 2013.
- Phi Beta Lambda Members raised over \$400 for March of Dimes.
- Cathy Kibler serves as Vice President of Altamont Grade School PTO.
- Cathy Kibler serves as Treasurer of the Altamont Methodist Church.
- Cathy Kibler provides and hosts the Altamont Community Annual Easter Egg Hunt.
- Three PBL members along with their advisor, Cathy Kibler, helped serve at the Altamont Grade School's Chicken Annie's Fundraiser on May 5.
- Tonya Bell serves as the Vice-President of USD 461 School Board and serves on the negotiations team.
- Tonya Bell is a member of the Tri-County Special Education Board.
- Tonya Bell represents Region 3 on the Kansas Association of School Boards Legislative Committee.
- Tonya Bell judged Forensics Tournament at Neodesha High School on January 26, 2013
- Tonya Bell judged cheerleading tryouts at Neodesha High School on March 14, 2013
- Tonya Bell's Public Relations students held "Rock, Walk, and Style for Lori" April 17th to raise money for local woman battling breast cancer raising over \$1,400.
- Tonya Bell presented a communications workshop to the SkillsUSA Chapter

- Allison Colson served as club secretary for the Land of Ahhh's Hot Air Balloon Club.
- Allison Colson organized and directed a small choir for St. Patrick's Church.
- Elizabeth Walker sang in the community "Messiah" at Easter.
- Melvetta Sevart sponsors and communicates with a child in Madagascar.
- 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.
- Melissa Kipp designed the 2013 Labette Lady Cardinal Softball schedule poster.
- Melissa Kipp designed the Labette Softball and National Wrestling Championship posters for auction at the 14th Annual Auction for Scholarships.
- John Coughlin facilitated "Memory Makers" at the Senior Center (Fall, 2012-Spring, 2013)
- John Coughlin spoke on "The History of post-colonial Sierra Leone" at Community Cinema (September, 2012)
- John Coughlin facilitated David Beach's presentation on Kansas Ghost Towns at Food For Thought (October, 2012).
- John Coughlin spoke on "Wealth Inequality in the United States, 1970-2000" at Community Cinema (October, 2012).
- John Coughlin spoke on "Third Parties in American History" at LCC's Third Party Debate Event (October, 2012).
- John Coughlin coordinated with Kalynn Amundson "Presidential Debate" viewing parties for LCC. (November, 2012).
- John Coughlin spoke on "Culinary Slave Culture in Antebellum America" at Community Cinema (January, 2013).
- John Coughlin spoke on "Fugitive Slaves in American History" at Food for Thought (February, 2013)
- John Coughlin spoke on "The Hegelian Dialectic in the 1960s Civil Rights Movement" at Community Cinema (February, 2013).
- John Coughlin spoke on "Fugitive Slaves in American History" at Kiwanis International (February, 2013).
- John Coughlin spoke on "Comic Books and American Culture" at Community Cinema (March, 2013).
- 1st Annual Breast Cancer Awareness Walk October 1, 2012 was a community event with healthcare booths by local affiliates. The Mercy Mobil Mammography Van was on site offering mammograms that day for qualified applicants. All proceeds will be donated to Early Detection Works and will be reserved for women in Labette County-Early Detection Works funds mammograms, but also helps with other needs while women are going through breast cancer treatment.
- Lori Ford has been working with Parsons Middle School to help create spreadsheets compiling various assessment data.
- Lori Ford presented a workshop on "Etiquette" for the SkillsUSA Chapter
- The PTA Club dipped over 400 apples during Fall Fest in Forest Park on October 30, 2012!
- Lisa Bradley spoke at the Kiwanis Club in September.
- Lisa Bradley spoke at the Rotary Club Feb. 7, 2013 about the PTA Program.
- Lisa Bradley presented at the Health Careers Seminar held at LCC on February 16, 2013.

- Lisa Bradley hosted students from Cherryvale who are interested in the PTA Program.
- The Radiography Club has participated in many community outreach projects this past year:
 - Breast Cancer Awareness Month - Donated items for the Nursing Breast Cancer Walk on 10/1/12, Provided a informational booth on 10/11/12 in front of the LCC Bookstore, and collaborated with the Volleyball Team & SGA for Paint the Gym Pink event on 10/15/12 proceeds from the t-shirt sales are being donated for the LCC Relay for Life Team. Also 2/20/13 our club collaborated once again with the Girls Basketball Team, LCC Booster Club to sponsor Think Pink event. The Booster Club, Respiratory Club and Radiography Clubs provided baskets to raise funds for the LCC Relay for Life Team.
 - Provided water for the Respiratory Club Cystic Fibrosis Walk on 10/13/12.
 - Provided a Ring Toss game during the LCC Kids Fall Fest on 10/30/12.
 - Participated in the Fall and Spring LCC Blood Drives.
 - Participated in the LCC Christmas Food Basket & Adoption of Bells project.
 - Heart Awareness Month - provided an informational booth on 2/14/13.
 - Radiography Poster Board Displays in Library for the month on February 2013.
 - Congenital Diaphragmatic Awareness (CDH) informational booth will be set up on March 27th in front of the LCC Bookstore.
 - Our club also participates in the LCC Holden's Hope Project, Going Green Recycle project, & the Ronald McDonald Pop Tab Collection projects.
 - Participated in Bowl for Kids' Sake on Saturday, April 6th.
 - Our club also provided snacks for the Spring Final Frenzy at both the Main Campus & Cherokee Center for the Spring 13 Finals.
- The Respiratory club participated in the following community outreach projects throughout the year:
 - Crafts for Kids during the LCC Kids Fall Fest
 - Provided information booth in front of the book store during Respiratory Therapy Week
 - Respiratory Therapy Poster Board displays in the library during the month of October
 - Provided baskets to raise funds during Think Pink Night to raise funds for the LCC Relay for Life Team
 - Cystic Fibrosis 5K Fun Run/Walk (partnered with PTK). Proceeds went to the Cystic Fibrosis Foundation
 - Participated in the LCC Christmas Adoption of Bells project
 - Participated in the Ronald McDonald Pop Tab Collection project
- Kalynn Amundson initiated a Community Cinema program in partnership with Independent Television Service, Inc. (ITVS). Community Cinema is a national civic engagement initiative featuring free monthly screenings of films from the Emmy Award-winning PBS series Independent Lens. Every month in 100+ cities, now including Parsons, KS, community members come together to learn, discuss, and get involved in key social issues of our time. Film screenings were followed by guest speakers from the area, addressing issues presented in the films from a local perspective.
 - September 18, 2012 - Half the Sky; Guest Speakers: Sarah Bahr, Program Director for Safehouse Crisis Center and John Coughlin, LCC history professor.

- October 23, 2012 - As Goes Janesville; Guest Speakers: Fred Gress, Parsons City Manager and Ryan Seme, LCC Director of Workforce Development
- November 13, 2012 - Solar Mamas; Guest Speaker: Robert Bartelli, LCC economics professor
- January 29, 2013 - Soul Food Junkies; Guest Speakers: Joshua Mitchell, owner of Mitchell Family Farms, Julia Valentine and Brandi Monson from the SEK Buying Club, and Sheila Simmons from the Parsons Community Garden.
- February 19, 2013 - The Powerbroker; Guest Speakers: John Coughlin, LCC history professor and Marquetts Finley, President and CEO of the Metropolitan Tulsa Urban League
- March 26, 2013 - Wonder Women! The Untold Story of American Superheroines; Guest Speakers: John Coughlin, LCC history professor and Christina Hodel, Ph.D. student in Film and Media Studies at the University of Kansas.
- April 16, 2013 - The Island President; Guest Speakers: Chance Hayes, Warning Coordination Meteorologist with the National Weather Service, and Dr. Joey Pogue, PSU communications professor and six of his graduate students.
- May 1, 2013 - The Revolutionary Optimists; Guest Speakers: Chris Miller, Program Director for Youth Volunteer Corps of Greater Kansas City, Janice George, Big Brothers Big Sisters, Yvonne Dodd, Boy's and Girl's Club, and Leona Ellis, The Rock.
- June 11, 2013 - Love Free or Die; Guest Speakers to be announced.
- The Social Problems class held a coat/winter clothing drive for Safe Haven Mission.
- The Social Problems class had a College Student Health Issues booth.
- Fire School - 152 Graduates
- Law Enforcement School - 45 Graduates
- Allied Health - 104 C.N.A. Graduates and 24 C.M.A Graduates
- Contract Workforce Training - We have offered classes for several area businesses and organizations: Conversational Spanish, Front Line Supervision, Initial Computer, Ergonomics, CPR/1st Aid/AED
- Personal Enrichment Classes - We continue to offer a considerable number of Personal Enrichment classes covering a wide variety of special interests. Some examples include Residential Landscaping, Hot Air Balloon Handling, Kick Boxing, and Knitting. By far the most requested and seemingly impactful to the quality of life for our students are the physical activity classes. Students, many of whom are over 60, enrolled in our Aquasize and Yoga classes routinely cite a marked improvement in strength and flexibility as a benefit of the classes, and a high percentage re-enroll semester after semester.
- Marty Warren, Electronics Adjunct Instructor, serves on the Cherryvale Ministerial Alliance
- Marty Warren, Electronics Adjunct Instructor, serves as Pastor of the Mt. Zion Community Church
- On the third Saturday of each month, Marty Warren works with the Mt. Zion Community Church in coordinating a dinner for the Parsons Boys shelter home and the community.

Student Affairs

- Student Ambassadors served as hosts at the Great Plains Development Authority Grand Opening.
- Red Cross Blood Drive (Student Athletes Volunteered)
- Stella Wells Christmas tree Auction (Student Athletes Volunteered)
- Special Olympics Rodeo (Coaches and Student Athletes Volunteered)
- Coaches Volunteered for Katy Days set-up and Duathlon.
- Held various camps for young athletes.
- 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.
- Present/assist with high school financial aid nights.
- 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.
- SGA sponsored a speaker/ mentalist, Devin Henderson, for Senior Day.
- PTK participated in several fundraising events, including Enchilada sales, fruit sales, and rose sales.
- PTK sponsored a C4 signing event. (Commit to Completing Community College)
- Campus Activity Board (CAB) and Phi Beta Lambda (PBL) hosted Big Brothers Big Sisters night at a LCC basketball game.
- PBL raised money for the March of Dimes.
- CAB sponsored the annual LCC (students and staff) Kansas City Chiefs trip.
- CAB sponsored trip to the Oklahoma City Thunder Game.
- CAB sponsored LCC Movie Nights.
- 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.
- 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.
- Director Preston Haddan served as a board member for the Altamont Improvement Association.

- Advisor Pat Duncan is a member of the Knights of Columbus and part of the area management team for the Southeast Kansas Special Olympics.

Public Relations

- Serve on the United Way board
- PR department volunteers at the annual Katy Days events
- Gave marketing help to the Parsons Area Concert association
- Organizes, participates in the PRC Company Olympics
- PR Director serves on St. Patrick's Catholic School school council, and school auction committee.

Facilities

Academic Affairs

- The library received grant funds from the Southeast Kansas Library System to set up a new quiet area in the library. The walls are made by a cubicle wall and a moveable whiteboard/corkboard and the seating is 50's style diner booths and tables.
- The library has used grant funds that it receives from the Southeast Kansas Library System for working with the public to purchase two benches for seating.
- The Ted Hill PTA Building dedication was held July 11, 2012.

Finance & Operations

- Zetmeir Health Science Building was constructed.
- Renovations to Main Building bathrooms
- Remodeled Graphic Design
- Sanded and restriped the gym floor
- Moved Talent Search and Title III out of 308 Main to the Main Campus
- Replaced the VCT tile in the Annex hall
- Repaired roof on the north half of the gym floor

Student Affairs

- Hung new banners in Gymnasium
- Refinished gym floor
- Replaced training room ice machine
- Coaches continue to maintain athletic fields from fundraised dollars

Foundation

- Talent Organized and Facilitated Dedication of Ted Hill PTA Building
- Organized and Facilitated Groundbreaking Ceremony for Zetmeir Health Science Building
- Served on Building Team for Zetmeir Heath Science Building

Public Relations

- Keep offices clean and professional in appearance.

Grants

Academic Affairs

- John Ford designed and taught a youth ceramics program that used a \$5,000 grant awarded by Union Pacific Foundation for the Junior Cardinal Clay Class offered during the summer to children ages 7-12.
- The library received an Extended Service Grant from the Southeast Kansas Library System in the amount of \$2337 for extending its services to the public.
- The library received a Furnishings Grant from the Southeast Kansas Library System in the amount of \$2609.51 to create a quiet area in the library.

Student Affairs

- Awarded 107 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 completed its first year for the current grant cycle.
- The project exceeded all of its grant objectives for the 2012-2013 year with 567 participants and 100% graduation rate for its high school seniors.
- 77.6% of the project's high school participants were engaged in rigorous program of secondary study.

Foundation

- Received full payment of Kresge Foundation Grant (\$1,000,000)
- Received Parsons Area Community Foundation Grant (\$25,000)
- Received grant from Gerald Miller Family Foundation (\$10,000)
- Received grant from Union Pacific Railroad (\$5,000) for Art dept. After School Ceramics Program

Honors and Special Recognitions

LCC

- LCC was recognized as a Commemorative Partner in the Vietnam War 50th Anniversary by the United States Department of Defense December 7, 2012 with a certificate and a commemorative flag. Barack Obama, President of the United States, proclaimed Vietnam War Commemoration from May 28, 2012 through November 11, 2015.
- Cardinal Pride Day in Parsons - The Parsons City Commission read a proclamation declaring Monday, March 4 as Cardinal Pride Day 2013.

Academic Affairs

- Robert Bartelli was the recipient of the Distinguished Faculty award for FY2013.
- Regena Lance was presented with February's Special Employee of the Month Award
- LCC Skills USA Chapter was awarded the Silver in the KAN-DO Chapter Activities.
- Becky Warren was presented the Advisor Support Award for SkillsUSA.
- PBL students, Brant Parker, Tyler Davis, Tylie Baumgardner, Clayton Patton and Shawna Yockey all competed in the Phi Beta Lambda State Conference in Emporia on March 1-2, 2013 and placed in the top 3 in their events and all qualified to compete in the National Leadership Conference in Anaheim, CA during June 2013.
- Phi Beta Lambda received 1st place in the Dimes to Dollars March of Dimes Competition.
- Phi Beta Lambda students were recognized at the March Board of Trustees meeting for their success at State competition.
- Phi Beta Lambda received the Top Student Organization of the Year award.
- Cathy Kibler received the Advisor of the Year award.
- Accounting and Business Administration student and Phi Beta Lambda President, Brant Parker is speaking at LCC Graduation
- Phi Beta Lambda Vice President, Tyler Davis is speaking at LCC Graduation
- Tom Duran was nominated for the Distinguished Faculty award.
- Tonya Bell received recognition at the Neodesha High School National Honor's Society Induction Ceremony as a founding member and provided the keynote address to the new inductees on March 5, 2013.
- The Diagnostic Medical Sonography Program has received accreditation by CAAHEP.
- Elizabeth Walker had a short story and a piece of creative non-fiction selected and published in PSU's annual student literary magazine, Cow Creek Review.
- Elizabeth Walker was inducted into Sigma Tau Delta, April 2013.
- Elizabeth Walker was awarded the Creative Works Distinguished Thesis Award for her thesis titled The Memory of Her.
- Scotty Zollars was accepted in to the Leadership Labette class and graduated.
- Scotty Zollars was nominated but did not receive the Distinguished Service Award from the Mountain Plains Library Association.
- Scotty Zollars was nominated for President Elect of the College and University Library Section of the Kansas Library Association.
- Phylis Coomes and Lee Ann Eggers are two of the five April 2013 Special Employees of the Month

- Seth Roach was named the 2012 Adjunct Faculty of the Year Award Recipient.
- The PTA Program received full accreditation from the Commission on Accreditation of Physical Therapy Education (CAPTE) on November 7, 2012.
- The first PTA Program class graduated November 9, 2012!
- The first PTA Program class pinning Ceremony was held December 10, 2012; 22 students were honored.
- The PTA Pinning Ceremony was held May 8, 2013 in the Theater. Twenty-one students were honored in a standing room only venue!
- Gale Brown received the March Special Employee of the Month Award.
- Gale Brown received her Ed.S Degree.
- The Respiratory Therapy Program received full accreditation from CoARC for 10 years. 11/2012
- The Respiratory Care Club received Honorable Mention for the SGA Top Student Organization of the Year.
- The Respiratory Care Club received Runner Up for the SGA PopTab Pro Award.
- Nancy Newby was the June 2013 Special Employee of the Month

Student Affairs

- **Wrestling** team honored as national champions and Coach Renfro “Coach of the Year.”
- **Men’s Basketball** hosted a region VI playoff game.
- **Softball** Made region championship game
- **Women’s Basketball** had Female athlete of the year
- **Baseball** finished in the top 30 teams in country for home-runs and shut-outs by pitchers.
- The Top Service Student Organizations were:
 - Continued Excellence – Phi Theta Kappa
 - General Student Organization – Phi Beta Lambda
 - Health Program Organization – Radiography Club
- You Rock the Year Award – Brant Parker
- Student Organization Advisor of the Year – Cathy Kibler
- Top 20 Cardinal Awards were Eric Berry, Tylie Baumgardner, Tyler Davis, Brooke Dickey, Pamela Dreese, Tercya Ferreira-Jarman, Devon Fitz, Jay D. French, Joseph Heppler, Angela Holmes, Naccona LeMaster, Brant Parker, Teri Pearce, Justin Ramirez, Jody Sparks, Taylor Spear, Tori Spear, Jenny Winter, and Kyla Woolfolk.
- Phi Theta Kappa received the following awards:
 - Regional College Project Award
 - Regional Honors in Action Award – Distinguished Recognition
 - International and Regional Distinguished Chapter Officer Awards – Brant Parker
 - International and Regional Distinguished Chapter Member Awards – Joe Heppler
 - Regional Distinguished Chapter Officer Team Award - John Googe, Tyler Davis, Emily Fite, Alex Henry, Brant Parker
 - International and Regional Continued Excellence in Advising Awards – Tammy Fuentez

- Regional Distinguished Alumni Award, Distinguished Recognition – Marcie Ryan
- Kansas Region Most Distinguished Chapter – Distinguished Recognition
- Kansas Region Service Award Winner
- Kansas Region Great Idea Award – Distinguished Recognition
- Kansas Region Yearbook Award – Honorable Mention
- Kansas Region Achievement in Photography Distinguished Recognition – Wendy Lynch
- Kansas Region Achievement in Photography Distinguished Recognition – Keri Thompson
- Kansas Region Achievement in Photography Honorable Mention – Glee Clark
- Kansas Region Achievement in Ceramics/Sculpture Distinguished Recognition – Tyler Davis
- Kansas Region Achievement in Ceramics/Sculpture Distinguished Recognition – Wendy Lynch
- Kansas Region Achievement in Ceramics/Sculpture Honorable Mention – Brant Parker
- Kansas Region Achievement in Literature Honorable Mention – Wendy Lynch
- International Five Star Chapter
- Phi Beta Lambda received the following awards:
 - Gold Key Chapter
 - First place March of Dimes Fundraiser
 - Kansas State PBL -Third place Economic Analysis and Decision Making – Tylie Baumgardner and Shawna Yockey
 - Kansas State PBL - Third place Management Analysis and Decision Making – Tylie Baumgardner, Brant Parker and Tyler Davis
 - Kansas State PBL – Second place Business Ethics – Tyler Davis, Brant Parker
 - Kansas State PBL – Third place Statistical Analysis – Tyler Davis
 - Kansas State PBL – First Place Macroeconomics – Brant Parker
 - Kansas State PBL – First place Future Business Executive – Brant Parker
 - Kansas State PBL – Third place Microeconomics – Brant Parker
 - Kansas State PBL – Second Place Information Management – Clayton Patton
 - Kansas State PBL – Third Place Computer Concepts – Clayton Patton
 - Kansas State PBL – Third place Networking Concepts – Clayton Patton
 - Kansas State PBL – First Place Project Management – Shawna Yockey
 - Kansas State PBL – Third Place Management Concepts – Shawna Yockey
 - National PBL – Seventh Place Economic Analysis and Decision Making – Tyler Davis
 - Who’s Who in Kansas PBL – Tylie Baumgardner, Brant Parker, Tyler Davis, Shawna Yockey
- Skills USA received the following awards:
 - SkillsUSA State Knowledge Test – First Place Gold Medal - CJ Brown; Fourth Place - Katie Eccles; Fifth Place – Joel Viets; Sixth Place – Parker Robertson; Eighth Place – Harrison Johnson
 - Prepared Speech Competitions – First Place Gold Medal – CJ Brown

- Job Skill Demonstration Open Competitions – Second Place Silver Medal – Katie Eccles
- Television (Video) Production Competitions – First Place Gold Medal – CJ Brown and Joel Viets; Third Place Bronze Medal – Harrison Johnson and Parker Robertson
- Electronics Technology Competitions – Seventh Place - James Gerdes
- Computer Maintenance Technology Competitions – Eighth Place – Matthew Wetzstein
- SkillsUSA State Scholarship – CJ Brown
- Advisor Support Award
- Radiography Club received the following awards:
 - Top Health Care Program Organization
 - KSRT Image Competition Barium Enema Lateral Rectum – First Place – Angela Holmes; Second Place - Aaron Metzger
 - KSRT Image Competition Waters Sinuses Image - First Place – Angela Bruna; Second Place - Kayla Vulgamore
 - KSRT Essay Competition – Second Place - Angela Holmes, “The Chemistry of Nuclear Medicine”
 - KSRT Scientific Exhibit Competition – 2nd Place – Angela Holmes “Post Traumatic Facet Syndrome”
 - KSRT Ray Bowl Competition – First Place – Team: Angela Bruna, Kelli Huser, & Jonathon Peterson
 - KSRT Conference Spirit Award
- Recognized the following students as Students of the Month in recognition of their academic success and positive contributions to LCC: Precious Beery, Laura Daniels, Melody Brown, Justin Ramirez, Danette Walker, Peggy Wilson, Brianna Gudde, Elizabeth (A.J.) Hagar and Tarial Johnson.
- 32 SSS participants recognized on the President’s and Dean’s Honor Rolls.
- 26 SSS participants graduated with Certificates or Associate Degrees.
- Recognized Tercya Ferreira-Jarman as the Tutor of the Year in recognition of.
- 100% of the project’s rigorous curriculum graduates enrolled in a post-secondary institution.

New and Revised Curriculum

Academic Affairs

- Approved syllabi updates to conform with other Regent's institutions. The syllabi include: American Government, Chemistry I, College Algebra, English Composition I, English Composition II, General Biology, Intro to Literature, Intro to Psychology, Intro to Sociology, Microeconomics, Macroeconomics, Physical Science, Physics I, Public Speaking, US History to 1877, US History since 1877, and World Regional Geography.
- Course Outcomes were linked to Student Learning Outcomes.
- Completed the second of three years for the Writing Across the Curriculum study. Interventions were added to the study in an effort to increase student writing style.
- Implemented end of semester Course and Program Summary reports enabling faculty to upload information discussed during In-Service Breakout sessions.
- Faculty are implementing Bloom's Taxonomy and Gardner's Multiple Intelligences in the classroom.
- Completed the following Program Reviews: Accounting/Business Administration, Art, Respiratory Therapy, Chemistry/Physical Science, Cherokee Center/Extension, Online Campus, and the Library Non-Academic Review.
- Implemented the document Best Practices for Online Classes.
- Redefined Master including a Master Syllabus Author and Semester syllabi.

Biology

- Online course - BIOL 120 Biology
- BIOL 120 Biology revised to match the Kansas Core Outcomes.

Chemistry

- CHEM 124 College Chemistry I aligned with KBOR Kansas Core Outcomes

Communication

- COMM 101 Fundamentals of Speech aligned with KBOR Kansas Core Outcomes

Dental Assistant

- The Dental Assistant program aligned master course syllabi with CODA and KBOR standards and provided for a logical sequence of the curriculum, updated course descriptions, outcomes and objectives.
- DNAS 151 Clinical Experience II revised credit hours from 4 to 3.

Diagnostic Medical Sonography

- Curriculum and syllabi revisions
 - Change attendance policy to reflect online policy
 - Add the Email disclaimer on Syllabi
 - Remove the word "online" from description on syllabi
 - Adding the word "and" between presentations, study guides under Methods of Instruction in syllabi 207, 225, 231, 237 and 243.

Economics

- ECON 203 Macroeconomics and ECON 204 Microeconomics aligned with KBOR Kansas Core Outcomes

Education

- Scotty Zollars revised the online Information Literacy course to be an 8-week course.
- Bullying Prevention & Response 1 credit hour course was approved by the C&I Committee.
- Curriculum Development for online and hybrid delivery:
 - EDUC 124 Infant Toddler Online
 - EDUC 125 Infant Toddler Lab Online
 - EDUC 127 Preschool Child Online
 - EDUC 128 Preschool Child Lab Online
 - EDUC 134 Pre-professional Lab Online
 - EDUC 140 Introduction to Teaching Online
- Child Care and Support Services Management Course title and course number revisions:
 - PARA 114 Applied Behavior Analysis in Education (3)
 - PARA 115 Applied Behavior Analysis in Education Practicum (1)

English

- English Department revised the outcomes on ENGL 101 Comp I, ENGL 102 Comp II, and ENGL 206 Gen Lit to match the Kansas Core Outcomes.

Geography

- Online course - GEOG 102 North American Geography
- GEOG 101 World Regional Geography aligned with KBOR Kansas Core Outcomes

History

- HIST 108 Current World Affairs Online curriculum development as an online course.
- HIST 101 American History to 1877 aligned with KBOR Kansas Core Outcomes
- HIST 102 American History Since 1877 aligned with KBOR Kansas Core Outcomes
- John Coughlin developed curriculum for HIST119: Pirates, Rum and Rebellion (A Caribbean History)

Language

- LANG 104 French I outcomes and competencies revised
- LANG 127 Spanish I outcomes and competencies revised
- LANG 128 Spanish II outcomes and competencies revised

Math

- MATH 115 College Algebra aligned with KBOR Kansas Core Outcomes

Music

- Jazz Band I-IV, 1 credit hour courses were approved by the C&I Committee.

Nursing

- Course number revision - NURS 207 Pathophysiology
- New Program offering - Pre-Professional Nursing BSN
- Nursing program removal of Applied Math option for RN-to-BSN program alignment.

Office Technology

- Records Management (2 hrs.) was changed to Records Management and Database Concepts (3 hrs.)

- Office Machines as a course has been eliminated, but the skill has been added to Business Math
- Revise course title and credit hours
 - OTEC 111 Records Management & Database Applications (3)
- Remove
 - OTEC 109 Office Machines and OTEC 123 Coordinated Office Training II from the Administrative Assistant Program
 - OTEC 109 Office Machines and OTEC 155 Word Processing Concept and Applications from the Clerical Assistant Certificate Program
 - OTEC 109 Office Machines from Medical Administrative Programs
 - OTEC 123 Coordinated Office Training from Medical Administrative Assistant program
 - OTEC 141 Career Portfolio from Medical Administrative Assistant program
- Revise credit hours :
 - Concentration Emphasis (3) in the Administrative Assistant Program
 - Concentration Electives (12) in the Administrative Assistant Program
 - Cumulative Hours total 62-64 in the Administrative Assistant Program
 - Concentration Emphasis (9) in the Clerical Assistant Program
 - Add Concentration Electives (3) to the Medical Administrative Assistant Program
 - Cumulative Hours total 63-65 in the Medical Administrative Assistant Program
- Revise course content
 - OTEC 119 Business Math
- Add Concentration Electives to the Medical Administration Assistant Program
 - OTEC 134 Medical Coding CPT (3)
 - OTEC 125 Advanced Medical Terminology (3)
 - OTEC 107 Medical Documents Formatting (3)
 - OTEC 131 Advanced Medical Transcription (3)
 - OTEC 142 Pharmacology & Laboratory Medicine for Medical Transcription (3)
 - OTEC 123 Office Training II (3)

Physical Science

- PHSC 105 Physical Science aligned with KBOR Kansas Core Outcomes
- PHSC 101 Principles of Geology revised

Physics

- Revised course descriptions and outcomes:
 - PHYS 201 Physics I
 - PHYS 205 Physics II
 - PHYS 203 Engineering Physics I
 - PHYS 208 Engineering Physics II

Physical Therapist Assistant

- Revise PTA program total credit hours to 67
- Revise Credit hour - PTA 205 Clinical Education III (7)
- Removing COMP 110 & COMP 120 from General Education Requirements replacing it by adding Computer Elective (3)
- Revise course descriptions of the following courses:
 - PTA 101 Introduction to PTA (5)

- PTA 104 Therapeutic Exercise (3)
- PTA 105 Clinical Education I (2)
- PTA 204 Clinical Education II (3)

Political Science

- POLS 105 American Government aligned with KBOR Kansas Core Outcomes

Psychology

- PSYC 101 General Psychology aligned with KBOR Kansas Core Outcomes

Recording Arts Technology

- Revised all RAT course descriptions.

Respiratory Therapy

- Respiratory Therapy increased the course term for Clinical Practice II to include the summer semester.
- Added English Composition II as an option in the general education requirements:
 - BUAD 110 Business Communications or ENGL 102 English Composition II
- Online course: RESP 148 RRT Review (2)

Social Science

- The Social Science Sociology/Social Work degree was separated. The degree offerings are now either Sociology or Social Work.
- SOCI 112 - Introduction to Social Work was reinstated and revised.
- New courses:
 - SOCI 122 Basic Helping Skills (3)
 - SOCI 123 Basic Helping Skills Experience (1)
- SOCI 101 Sociology aligned with KBOR Kansas Core Outcomes

Workforce Education, Career Training & Personal Enrichment

- HEAL 163 revised title and prerequisites
- HEAL 121 revised credit hours from 6 to 4 for compliance with KBOR directive
- HEAL 131 revised the credit hours from 5 to 3.5 and revised the prerequisite for compliance with KBOR directive

Student Affairs

- A financial literacy and basic etiquette curriculum for middle and high school participants was added in 2012.

New Equipment and Supplies

Academic Affairs

- Diversity Committee collaborated with ADA Coordinator to utilize remaining FY2012 budget to purchase assistive technology devices for use by LCC students with disabilities (Kindle & accessories; LiveScribe smart pen & accessories).
- Poly-com System
- Computer desks and chairs were replaced.
- Old drafting tables removed for the addition of a photo studio and photo studio equipment in the Graphic Design classroom.
- The physics department bought three new projectile launching systems for computer based physics labs in the Fall of 2012. The department bought new lab manuals for Vernier Labs and equipment to do experiments with the Ideal Gas Law.
- Laptops for clinical sites
- Adobe Production CS6 Software
- CPR & Intubation Mannequins
- Dynalogic Experiment Circuit Boards (5)
- Experiment Circuit Boards (5)
- Electronic Express Digital Lab Equipment

Finance & Operations

- Expanded wireless access to Building H and the Annex
- Purchased new x-ray machine
- Purchases new Sim Man
- Replaced the copier in the Business Office that is networked for scanning and printing

Student Affairs

- Designed and purchased new viewbooks for student recruitment.
- Designed and printed “in-house” new student planners for students.
- Purchased digital clock pen holders as counselor gifts.
- Ice machine for training room
- Purchased new cubicle arrangement for Academic Advisor/English Coordinator for SSC floor, giving the advisor more dedicated, private space.
- Purchased new round table for enhanced tutoring and group work within the SSC.
- Acquired two new tables for the SSC floor.
- Added 30+ textbooks to the Debbie Groff Memorial Book Scholarship Library.

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
- Updated software on the Mac computer
- Purchased a new digital SLR camera.
- Purchased ipad mini for social media marketing

New Initiatives

Academic Affairs

- Implementing Personal Information Update to help LCC track student contact information such as addresses, phone numbers, majors, etc. This data can be used in our efforts to help students with their LCC goals regarding student success or graduation.
- Pre-BSN Professional Nursing program was approved by the C&I Committee.

Student Affairs

- Improvements to Entrance/Exit Counseling
- Coding incoming transcripts
- Inputting the college schedules in Jenzabar
- The project is currently seeking PowerSchool access from all target schools it serves. This access will provide better access to participant grades and academic progress throughout a school year. Currently, the Labette County, Chetopa, Columbus, and Cherokee school districts have given LCC Talent Search PowerSchool access.

Foundation

- Received gifts of over \$300,000 for New Health Science Building through the Community Service Tax Program
- Received gifts of approx. \$200,000 for Deferred Maintenance projects through Higher Ed Tax Program

Public Relations

- Seamless merger with USD 503 to combine cable channel 4 local information access channel.
- 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

- An articulation agreement was signed with Baker University whereby Baker guarantees the acceptance of all A.A. or A.S. degree program credits, as long as the course grades are C or higher and the course number is 100 or higher.
- 2+2 Articulation agreements were signed with Kansas State University whereby K-State accepts 62 credit hours from LCC's A.A.S degrees which include Graphic Design, Networking Administration, Interactive Graphics, Recording Technology Management towards the Bachelor of Science degree in Technology Management, as long as the course grades are C or higher and the course number is 100 or higher. In addition, K-State will accept up to one-half of the required credit hours from LCC toward the bachelor's degree as long as the course grades are C or higher and the course number is 100 or higher.
- LCC and Fort Hays State University have agreed to reverse transfers whereby students can complete the LCC degree with the equivalent FHSU's courses.
- Diversity Committee Co-Chair collaborated with ADA Coordinator to establish contact with local agency to better serve LCC students with disabilities (Rhonda Etter/Southeast Kansas Assistive Technology Access Site @ SKIL).
- Becky Warren provided Perkins Training for Independence Community College.
- Cathy Kibler attended the LCHS Business Department Advisory Board meeting on Nov. 12, 2012.
- Cathy Kibler and Elaine Guy served as judges for the FBLA District Conference in Cherryvale, KS on Jan. 25, 2013
- Tori Schneider completed Bloom's Taxonomy webinar available on RedZone. 6/20/13
- Tonya Bell worked with Jim Zaleski, Director of the Parsons Chamber of Commerce, to offer internships in Public Relations.
- Scotty Zollars was part of a committee that revised the bylaws for the Two Year Library Directors Council.
- The PTA Advisory Committee met in October, 2012 and April, 2013. Clayton Kent is now treasurer and Jeff Ferguson is the chair.
- Gale Brown presented at the Kansas Society of Radiologic Technologist Student Conference in Wichita KS. 11/9/12
- Gale Brown attended the CNA and CMA pinning ceremony for the Health Science Class at LCHS. 12/17/12
- Gale Brown participated in the Girard High School Mock Interview Day. 4/17/13
- Kara McIlvain attended the CNA and CMA pinning ceremony for the Health Science Class at LCHS. 12/17/12
- The 2nd year class presented protocols to members of the Respiratory Advisory Board and LCC staff 05/02/13
- Health Science Program cooperative efforts
 - Our department has been a unifying force for the Health Science Programs at LCC. We have helped to open inter-program communication and have been involved in the sharing of mutual best practices, and the development of several new procedures. The most notable of these would be the sharing of best practices

regarding initial application and enrollment, and the development of the Health Science Drug Testing and background check policies (currently under development).

- We were a facilitative agent in the development and implementation of the first Introduction to Health Science Careers at LCC Seminar. This seminar is intended to serve several functions. The first is as a comprehensive overview and recruiting event for all health science programs. The second is to increase awareness of the competitive application process, and provide information that will allow applicants to make more informed decisions, and more effectively prepare their applications. The third is to give students an understanding of what is expected in the professional working environment. All involved feel that the seminar was a success, and plans are in place to offer the seminar at least annually in the future.
- Our department presented a segment at The Nursing program's orientation and provided information regarding what is expected in a professional clinical environment. Our initial responses have been very positive, and we anticipate being invited to present at other Health Science orientations.
- EMT - We have taken strides to rebuild our EMT course
 - Renewed partnership with Labette Health and made strategic alliances with highly recommended subject matter experts from across the state.
 - We will be offering training for any qualified individuals to become EMT instructor Coordinators beginning with the Training Officer 1 class August 5th. Labette EMS is sending six people to the class.

Student Affairs

- Coordinator of Admissions serves on the Labette Leadership Board and is a member of the Parsons Young Professionals.
- Vice President of Student Affairs serves on the Labette Youth Leadership Board.
- Coordinator of Admissions, Associate Dean for Enrollment Management, and Vice President of Student Affairs are members of KACRAO and NACADA.
- Volunteered for Katy Days
- Held MOKAN dual for potential SA's from Missouri and Kansas
- Held PMS wrestling tournament
- Had home High School baseball games at Marvel Park
- 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 Diversity Committee, and Professional Staff Group.
- Coordinator manages Debbie Groff Memorial Book Scholarship Committee which maintains a library of books to loan students that is supported by donations from the faculty, professional staff, and educational support staff groups.
- Talent search members, Preston Haddan, Michelle Dayton, and Pat Duncan, serve on the Enrollment Management Committee.

Professional Development

Academic Affairs

- Diversity Committee sponsored or supported multiple events during the year for students, faculty and staff to promote dialogue on a range of diversity issues (Community Cinema; K-Step (Kansas Statewide Transgender Education Project) Speaker; Disability Awareness Simulation, SKIL Speaker & Faculty/Staff In-Service).
- The Distance Education Committee promoted the use of the STARLINK videos as professional development by beginning each meeting with a video. Videos viewed this semester by the committee included: Online Teaching Strategies: Keeping Them Motivated, Online Teaching Strategies: Establishing a Good Online Teaching Presence, Utilizing Web 2.0 Apps to Enhance Teaching and Learning, Online Teaching Strategies: Balancing Interaction Online, Redesigning Online Courses: Online Course Retain Students
- Nicholas Allen attended the Project Director's Meeting in Washington, DC
- Joe Burke attended five KBOR/KCIA meetings in Topeka
- Joe Burke and Mark Watkins attended the CNCTYC meeting in Rogers, AR
- Joe Burke and Mark Watkins attended the HLC Annual Conference and Cohort 1 & 2, Chicago, IL
- Lori Ford, Tony Fuentez, Nancy Newby, Kelly Kirkpatrick, Regena Lance, Rebecca Roach, Kylie Piva, Lisa Bradley participated in "A Faculty Advisor Blueprint: Understanding and Supporting Their Role in Student Success Webinar."
- Tony Fuentez, Scotty Zollars, Tom Duran attended the Michael Tilford – Diversity Conference in Manhattan
- Tony Fuentez and Regena Lance attended the Deans & Directors Great Plains Region Meeting in Manhattan
- Regena Lance attended the following: ESU Transfer Day in Emporia, Jenzabar User Group in Ottawa, EQIP Conference in Salina, KSDE Annual Conference in Wichita, Jenzabar JAM in Orlando FL, and the Improving Student Learning Outcomes: Tips for Teacher Effectiveness Cengage Learning Webinar.
- Ashley Savage attended the NAFSA (International Educators) Region 2 Conference in Wichita
- Ashley Savage attended Management Skills for First Time Supervisors Conference in Wichita.
- Ryan Seme, Trudy Hansen, and Cathy Kibler attended the SEK Business Conference in Parsons
- Betty Story, Paula Weidert, Lee Ann Eggers, Gail Brown and Elaine Guy attended the AKCCOP Conference in Hutchinson
- Mark Watkins attended the CTE Workshop in Wichita.
- Mark Watkins, Ryan Seme, Regena Lance, and Tony Fuentez attended the KS Deans & Directors meeting in Parsons.
- Mark Watkins, Ryan Seme, and Scotty Zollars attended Leadership Labette meetings in Parsons, Wichita, and Topeka.
- Becky Warren attended thirteen SkillsUSA events:
 - District Conference in Fort Scott

- Leadership Conference in Hesston
 - four Board of Directors meetings in Wichita, Beloit, and Kanas City
 - State Officer Training in Topeka
 - Advisor Workshop in Hutchinson
 - State Officer meeting in Wichita
 - and competitions in Beloit, Pittsburg, Wichita, Kansas City, MO and Hutchinson
- Becky Warren attended
 - Perkins webinar
 - KBOR Meeting (Self-Evaluation) webinar
 - KHEDS webinar
 - KBOR Data Conference on Perkins Reports & Updates meeting in Topeka
 - Perkins Workshop in Wichita
 - KCWE Conference
 - Enrolled in a Business of Administration Masters Program
- Cathy Kibler and student, Brant Parker, attended Career Technical Student Organization (CTSO) Day in Topeka on January 9, 2013. An outstanding workshop was held that allowed the State officer team to work together in planning the upcoming semester and gaining leadership training.
- Elaine Guy and PBL students attended the Fall State Leadership Conference in El Dorado
- Cathy Kibler and PBL students attended the Phi Beta Lambda State Conference in Emporia
- Diane Thompson completed 11 credit hours of Master Biology courses
- Tori Schneider attended Bloom's Taxonomy webinar
- Bharathi Sudarsanam did a professional consultation at KU School of Medicine in Kansas City
- Tonya Bell attended the Kansas National Education Association Training for Presidents and Treasurers September 5, 2012.
- Tonya Bell attended the Kansas Association of School Boards Fall Education Summit at Greenbush October 3, 2012.
- Tonya Bell attended the Core Competency Meetings October 19, 2012.
- Tonya Bell attended the Kansas Association of School Board Annual Convention December 1-2, 2012.
- Tonya Bell attended the Central States Communication Association Convention April 4-6, 2013.
- SkillsUSA State Conference
- Jack completed a Computer Forensics workshop in July for CSEC (Cyber Security)
- Jack has completed 3 of 5 CSEC workshops to become certified in Cyber Security.
- Patti Harris and students attended KS Mission of Mercy (KMOM) Dental Clinic in Wichita
- Patti Harris attended ADEA American Dental Education Association Annual Conference in Seattle, WA
- Brian Vediz attended the SDMS Annual Convention in Seattle, WA
- Brian Vediz and students attended ESP Board Review in Dallas, TX
- English Department members took a total of 30 graduate-level courses.
- English Department members attended the 29th Annual Gribben English Lecture, November 2012.

- Elizabeth Walker attended the KADRI Director Board meeting in Hutchinson
- Melissa Kipp took 18 credit hours toward a graduate degree in communication.
- John Coughlin participated in the Kansas Core Outcomes Project (History) at Kansas State University (October, 2012).
- Scotty Zollars attended the College and University Libraries Section of KLA's Summer Workshop the new American Library Association Standards for Libraries in Higher Education at El Dorado
- Scotty Zollars attended the Southeast Kansas Academic Librarians Council Summer Workshop on assessment at PSU
- Scotty Zollars graduated from the Leadership Labette program.
- Scotty Zollars attended the SEKALC meeting in Chanute
- Scotty Zollars attended the College University Library Section of KS Library Association meeting in Dodge City
- Scotty Zollars attended webinars on Kansas EZ Library Refresher, ProQuest Nursing & allied Health update, and Genealogy Connect Training
- Phylis Coomes attended webinars on the state databases: Weeding, Searching, Database Refresher, and the proposed Interlibrary Loan changes on the state level.
- Lee Ann Eggers attended webinars on the state databases: Database Subscription Change, EBESCO Training, ProQuest, EBSCO, Fread & Axis 360 Demo, KS EZ Library Refresher, Kansas Library Card Overview, Kansas Library Card, Database Refresher, and ProQuest Nursing & Allied Health
- Scotty Zollars, Phylis Coomes, Lee Ann Eggers and Laurie Fehrenbach attended the annual Southeast Kansas Library System academic workshop in Fall River and the Annual meeting in Iola.
- Seth Roach attended the KMEA Conference in Wichita
- Dee Bohnenblust
 - KS Council of Nurse Educ. Practice (K-NEP)- Newman University
 - KCADNE & KCPNE-Topeka
 - NLN Education Summit-Anaheim, CA
 - NLNAC (Nation League for Nursing Accrediting Commission) Visit-Ft Smith, AR
 - KCADNE & KCPNE/ KS State Board of Nursing (KSBN)-Topeka
 - Jane Phillips Hospital Meeting-Bartlesville, OK
 - KS Commission for Nurse Education & Practice-Wichita
 - NLNAC -Tennessee
 - KS State Board of Nursing-Topeka
 - KS Organization of Nurse Leaders (KONL)-Wichita
 - KS Council of Nurse Educ. Practice (K-NEP)-Wichita
 - NLNAC- Atlanta, GA
 - KS State Board of Nursing-Topeka
 - KU Signing RN-to-BSN -Kansas City
- Amanda Addis
 - NLN Education Summit- Anaheim, CA September 19-22, 2013
 - KCADNE Concept-Based Curriculum Conference- Wichita, KS October 26-27, 2013
 - NLN- Effective Use of Technology- Wichita, KS March 8, 2013
 - Nurse Educator Institute-Branson, MO April 17-18, 2013

- Graduate with MSN from UMKC May 16, 2013
- Jill Coomes
 - NLN Education Summit- Anaheim, CA September 19-22, 2013
 - KCADNE Concept-Based Curriculum Conference- Wichita, KS October 26-27, 2013
 - NLN- Effective Use of Technology- Wichita, KS March 8, 2013
 - July 23, 2012- Kansas Action Coalition- Future of Nursing
 - July 26-27, 2012- Clinical Teaching Institute (KNEP)
- Kim Beachner
 - KCADNE Concept-Based Curriculum Conference- Wichita, KS October 26-27, 2013
 - Nurse Educator Institute-Branson, MO April 17-18, 2013
 - Kansas Regional Critical Care and Trauma Sept. 2012
 - Saving Lives Through Donation, Labette Health, Parsons, Ks., March 2013
- Rhonda Gilpin
 - KCADNE Concept-Based Curriculum Conference- Wichita, KS October 26-27, 2013
 - Nurse Educator Institute-Branson, MO April 17-18, 2013
 - KSBN Licensure & Regulation Workshop Spring 13
- Julie Page
 - KCADNE Concept-Based Curriculum Conference- Wichita, KS October 26-27, 2013
 - Nurse Educator Institute-Branson, MO April 17-18, 2013
 - Labette Health Ethics Committee Member Spring 13
 - KSBN Licensure & Regulation Workshop Spring 13
 - Labette Health Studor Liason Summer 12
- Kristin Wagner
 - ACLS-Joplin
 - 4 State Advanced Practice (APN) Update-Joplin
 - APNO (Nurse Practitioner) Conference-Branson
 - KS State Board of Nursing-Topeka
 - KU Signing RN-to-BSN -Kansas City
- Lisa Bradley attended the New Faculty Development Workshop of PT and PTA faculty July 23-28, 2012.
- Lisa Bradley Attended the KPTA Fall Conference in Kansas City September 27-30, 2012.
- Lisa Bradley attended NISOD Conference in Austin, TX
- Lisa Bradley and Trudy Hanson attended the APTA Combined Section Conference in San Diego, CA January 21-25, 2013.
- Lisa Bradley and Trudy Hansen attended the KPTA Spring Conference in Wichita with 20 students April 4-7, 2013.
- Trudy Hansen attended the APTA Educational Leadership Conference in Greenwich, CT October 4-8, 2012.
- Gale Brown, Ashley Moore, and Tammy Kimrey attend the Radiologic West Coast Educators Conference in Orlando FL February 25 - March 1, 2013.
- Gale Brown, Ashley Moore, and Tammy Kimrey will be traveling to the Kansas Society of Radiologic Technology Conference in Dodge City, KS with 20 LCC Radiography Students to the state conference on April 4 - 5th, 2013.
- Gale Brown attended ACCKAP Conference in Hutchison KS April 24 - 26th, 2013.

- Gale Brown, Ashley Moore, and Tammy Kimrey attended the KSRT Annual Conference in Dodge City with students.
- SkillsUSA State Conference
- Jennifer Harding and Kara McIlvain attended the Kansas Respiratory Care Society Seminar with students in Wichita, Kansas, April 10-12, 2013
- Jennifer Harding and Kara McIlvain attended the 2nd Semi-Annual Critical Care and Trauma Seminar hosted by LCC; September 7th, 2012. We had three internationally known speakers; Dr. Timothy Woods from Cox Health in Springfield, Missouri, Michael Gentile, Associate in Research at Duke University, and Dr. Nader Habashi, from the University of Maryland. Also speaking were Dr. Chase from Springfield, MO and Dr. Fetterolf from Wichita.
- Jennifer Harding and Kara McIlvain participated in a Webinar held by the Commission on Accreditation for Respiratory Therapy April 29, 2013
- Jennifer Harding participated in a Webinar held by the Commission on Accreditation for Respiratory Care, May 6th, 2013, "What Every Director of Clinical Education (DCE) Needs to Know"
- Kara McIlvain attended the Board Review Professional Development in Hutchinson
- Robert Bartelli had an article published in the Wisconsin Business Education Journal.
- Kalynn Amundson attended the American Sociological Association conference in Denver Aug 16-Aug 19, 2012.
- Kalynn Amundson attended a transgender education workshop presented by the Kansas Statewide Transgender Education Project (K-STEP) at the Pittsburg Public Library on September 9, 2012.
- Kalynn Amundson attended the Kansas Core Outcomes Meeting, October 19, 2012.
- Kalynn Amundson attended an online workshop, Using the Flipped Classroom Model to Increase Student Engagement and Results, on March 28, 2013.
- Ryan Seme attended the Economic Outlook meeting at PSU,
- Ryan Seme attended KS Skills Summit in Wichita,
- Ryan Seme attended KS Council for Workforce Education Fall Conference in El Dorado, and
- Ryan Seme attended Kansas Workforce Summit in Topeka
- Ryan Seme, Marty Warren and students attended the Business Industry Tour/Flight Safety in Broken Arrow, OK
- Ryan Seme received CWDP Certification
- Ryan Seme took courses on Project Management
- Nancy Newby and Carol Rabig regularly attend training sessions with the Kansas Department for Aging and Disability Services in order to better administer our allied health offerings
- Nancy Newby attended additional advisor training to help out during peak enrollment
- Allied Health Staff - our department has implemented an online instruction and best practices training program for our Allied health instructors. We have seen a marked improvement of the quality of online course shells as a result of these efforts
- Electronics: SkillsUSA State Conference

Student Affairs

- The Coordinator of Admissions, Vice President of Student Affairs, and Associate Dean for Enrollment Management attended the KACARO Conference.
- The Vice President of Student Affairs attended the NAFSA Region II Conference for International Student Education.
- Attended All KJCCC/Region VI meetings
- Attend Federal Student Aid Conference
- Attend USA Funds Workshops
- Attend KASFAA Conference
- Attend NASFAA Conference
- Attend JAM (Jenzabar Training)
- All staff attended MAEOPP annual conference with special focus on recruiting and retention strategies for underserved populations.
- Director attended Higher Education Program meetings with Department of Education officials in Washington, DC.
- Advisors attended trainings on serving the needs of foster and at-risk youth, and academic advising.
- Assistant attended state conference with focus on training new TRiO professionals.
- Advisor attended training on COMPASS testing administration.
- Project Director, Preston Haddan, attended the 2012 MAEOPP Conference and the 2013 HEP Conference.

Foundation

- Lindi Forbes attended a grant seminar provided by the Southeast Kansas Community Foundation
- Lindi Forbes attended a Leadership Summit by the Kansas Leadership Center

Public Relations

- Attend local public relations forums/meetings
- PR director was a graduate of the Southeast Kansas Regional Leadership Academy
- PR director attended a leadership conference at the Kansas Leadership Center

Special Recruitment Efforts

Academic Affairs

- Becky Warren presented SkillsUSA in the College Success Classes to recruit for SkillsUSA Members.
- The SkillsUSA Local Officer Team traveled to Labette County High School and presented the importance of leadership roles in SkillsUSA both at secondary and postsecondary levels.
- Becky Warren traveled across the State to SkillsUSA District Meeting recruiting CTE instructors to participate in SkillsUSA.
- The Graphic Design and Art Departments co-sponsored the 25th Annual SEK High School Art Competition with approximately 100 art students from 12 area high schools in attendance.
- The library designated one student use computer to be dedicated to patrons needing ADA accommodations.
- Gale Brown presented to the LCHS Health Career classes at LCHS. 11/5/12
- Gale Brown presented to the Vinita High School Career Day in Vinita OK. 2/11/13
- Gale Brown presented at the LCC Health Career Seminar. 2/16/13
- Kara McIlvain visited two Health Careers classes at Labette County High School September 25, 2012. The respiratory therapy career and dangers of smoking were discussed.
- Kara McIlvain presented at the LCC Health Career Seminar. February 16, 2013

Student Affairs

- In Fall 2012, Admissions hosted two 8th Grade Days, Senior Day, and a KACARAO College Planning Conference.
- In Spring 2013, Admissions hosted three Cardinal Enrollment Days, TRiO Day, and College Exploration Day.
- Admissions provided numerous high schools with After Prom and After Graduation promotional items and scholarships.
- Worked with Financial aid and Admissions to assure all student athletes complete all necessary documents for the purpose of financial aid.
- 25.4% of LCC Talent Search's high school graduates attended LCC during the Fall 2012 semester.
- 77.6% of the project's high school seniors graduated completing a rigorous program of secondary study. 100% of all seniors graduated.
- Talent Search participated in all of the college's special enrollment days in 2012 and 2013.
- A special Talent Search day was held on LCC's campus in February 2013.

Public Relations

- Recruiting fairs for admissions department.
- Promoted and assisted with enrollment days
- Assisted Admissions with on-campus Cardinal Experience days.
- 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

Student Success

Academic Affairs

- SkillsUSA State Competition results: SkillsUSA Knowledge Test: CJ Brown 1st place, Katie Eccles 4th place, Joel Viets 5th place, Parker Robertson 6th place, and Harrison Johnson 8th place. Prepared Speech Competitions: CJ Brown 1st place. Job Skill Demonstration Open Competitions: Katie Eccles 2nd place. Television (Video) Production Competitions: CJ Brown and Joel Viets 1st place, Harrison Johnson and Parker Robertson 3rd place. Electronics Technology Competitions: James Gerdes 7th place. Computer Maintenance Technology Competitions: Matthew Wetzstein 8th place. SkillsUSA State Scholarship was awarded to CJ Brown. LCC Skills USA Chapter was awarded the Silver in the KAN-DO Chapter Activities. Becky Warren was presented the Advisor Support Award for SkillsUSA.
- The LCC SkillsUSA State Fall Leadership awards were: Joel Viets – Statesmen Award & served as a Voting Delegate, Katie Eccles – Statesmen Award and 3rd place in the “Tweet This” Competitions, and CJ Brown – Statesmen Award, served as a Voting Delegate & was elected to serve on the 2012-2013 SkillsUSA State Officer Team.
- PBL student, Tylie Baumgardner, placed 3rd in Management Analysis & Decision Making and Economic Analysis & Decision Making and received a Kansas PBL Who's Who Award
- PBL student, Tyler Davis, placed 2nd in Business Ethics, 3rd in Statistical Analysis and Management Analysis & Decision Making and received Kansas PBL Who's Who Award
- PBL student, Brant Parker, placed 1st in Future Business Executive and Macroeconomics, 2nd in Business Ethics, 3rd in Microeconomics and Management Analysis & Decision Making and received a Kansas PBL Who's Who Award
- PBL student, Clayton Patton, placed 2nd in Information Management, 3rd in Networking Concepts and Computer Concepts
- PBL student, Shawna Yockey, placed 1st in Project Management, 3rd in Management Concepts and Economic Analysis & Decision Making and received a Kansas PBL Who's Who Award
- Brant Parker received the "You Rock the Year Award" from SGA
- Brant Parker was accepted into Johns Hopkins University
- Network Administration student, Matthew Wetzstein competed in the Computer Maintenance Technology Competitions at the State SkillsUSA Competitions and placed 8th.
- Criminal Justice student, Katie Eccles, place 2nd in the State SkillsUSA Competition in Job Demonstration. (Silver Medalist)
- Criminal Justice student, Katie Eccles earned the SkillsUSA Statesmen Pin at the SkillsUSA Leadership Conference
- English Major Brooke Dickey was co-Homecoming Queen, sponsored by the English Club.
- Graphic Design students Devon Haynes, Ryan Hodges, Debbie Moody, Briana O'Neill, and Tori Weaver were recognized as “Who’s Who Among College Students” at the LCC Student Awards.
- The library offered word games and copies of the Constitution for Constitution Day.

- The library hosted poster presentations by Education, History, Nursing, Office Technology, Physical Therapy Assistant, Radiography, and Respiratory Therapy departments.
- Scotty Zollars conducted a research talk to PTK on one of their projects.
- Phylis, Lee Ann and Scotty Zollars helped to judge the Radiography paper entries for state competition.
- The library had a display honoring the wrestling team for their back-to-back championships.
- The Library presented two first place, one second and one third place winners with prizes in the annual Paper of the Year awards.
- Student's displayed their posters educating others about Physical Therapist Assistants.
- Laura Daniels, 1st year Radiography Student received the Student of the Month sponsored by the Student Success Center for the month of in the 2012 - 2013 school year.
- Angela Holmes, 2nd Year Radiography Students has been chosen into the American Society of Radiologic Technologist Student Leadership Development Program and will be attending the program in Albuquerque New Mexico in June 2013.
- During the KSRT Conference in Dodge City KS the following students received the following awards: Image Competition Winners - Angela Holmes 1st & Aaron Metzger 2nd place Contrast Image Category & Angela Bruna 1st, Kayla Vulgamore 2nd Place Waters Sinuses Image Category Angela Holmes won 2nd place in essay competition, 2nd Scientific Exhibit Competition. Ray Bowl Competition Angela Bruna, Kelli Huser, & Jonathon Peterson won 1st Place. Also LCC won the Spirit Award at the conference as well.
- At the LCC SGA Awards Ceremony held on April 25th, our Radiography Club and members won several awards. Rad Club received 2nd place Cardinal Point Award & received the Student Organization of the Year for the Allied Health Division. Who's Who Among Student Awards: Angela Bruna, Angela Holmes, Gabi Lawson, Johnathon Peterson, Josh Seaver, Kylie Angleton, Laura Daniels, Mackayla Wells Top 20 Cardinal Awards: Angela Holmes
- SkillsUSA National Championship: Clinton (CJ) Brown and Joel Viets placed 3rd in the nation giving them a Bronze medal in the Television Video Production Competitions.
- Recording Arts Technology students competed in the State SkillsUSA Championship Competitions:
 - CJ Brown & Joel Viets place 1st as a team in TV (Video) Productions. (Gold Medalist)
 - Parker Robertson & Harrison Johnson placed 3rd as a team in TV (Video) Productions. (Bronze Medalist)
 - CJ Brown placed 1st in Prepared Speech (Gold Medalist)
 - CJ Brown place 1st in SkillsUSA Knowledge (Gold Medalist)
- Recording Arts Technology students attended the SkillsUSA Leadership Conference.
 - CJ Brown, and Joel Viets received the Statesmen Pin
- Recording Arts Technology students held officer positions in SkillsUSA
 - CJ Brown served as local, district & State officer
 - Joel Viets served as local & district officer
 - Harrison Johnson served as local officer

- Jennifer Harding and Kara McIlvain traveled with the students to Freeman Hospital in Joplin to tour the hospital and review hospital policies in preparation for clinicals. October 21, 2012
- The second year students traveled to the Kansas Respiratory Therapy Seminar in Wichita Kansas and participated in the Quiz Bowl. The students placed first and second place. April 10, 2013
- Electronics student, James Gerdes competed in the Electronics Technology Competitions at the State SkillsUSA Competitions and placed 7th.

Student Affairs

- Twenty-Five Labette Student Athletes were named All Conference for Academics. 3.5 G.P.A. or better. Eight Softball, Eight Baseball, Four Women's Basketball, Two Men's basketball, and Three Wrestlers.
- Recognized the following students as Students of the Month in recognition of their academic success and positive contributions to LCC: Precious Beery, Laura Daniels, Melody Brown, Justin, Ramirez, Danette Walker, Peggy Wilson, Brianna Gudde, Elizabeth (A.J.) Hagar, Tarial Johnson.
- 32 SSS participants recognized on the President's and Dean's Honor Rolls.
- 26 SSS participants graduated with Certificates or Associate Degrees.
- Recognized Tercya Ferreira-Jarman as the Tutor of the Year in recognition of her work with first- and second-year nursing students.
- 100% of participants grades six through eleventh will advance to their next grade level.
- 100% of Talent Search's 96 high school seniors graduated.

Public Relations

- Department members teach College Success Skills classes to help ensure that students are comfortable and confident about college.
- Ensure that all appropriate press is released when students compete, win, etc. in state and national competitions to promote student accomplishments.
- Coordinate Cherokee Center cookouts for students

Technology

Finance & Operations

- Upgraded to Jenzabar EX 4.5 Platform
- Upgraded PowerFaid (Financial aid software)
- Upgraded to JICS 7.5.5 and E-Learning 1.0
- Implemented new Polycom IDL

Miscellaneous

Labette Community College

- Walk the Park Day, Hat Day and Ugly Sweater Day was held for fun and fitness. Those who walked around the park twice, the approximate length of a mile, got a freshly polished apple, compliments of our Nursing Department!
- PBL along with PTK held a bake sale during the Chamber of Commerce Balloons, Bikes and Barbeque event in October, 2012.
- PBL in conjunction with SGA participated in Kids Fall Festival in October, 2012
- PBL in conjunction with SGA participated in the Red Cross Blood Drive in October, 2012 and February 2013
- Tonya Bell took students to KOAM Television Station in Pittsburg to learn about career opportunities in the field on April 2, 2013.
- Tonya Bell conducted a brief seminar for Skills USA on April 3, 2013 over Prepared Speaking and Extemporaneous Speaking for Skills competition.
- Tonya Bell took students to KLKC Radio Station in Parsons to learn about career opportunities in the field on April 30, 2013.
- Teaching Changes in Spreadsheets online: Course Launch Page created, weekly pages revised and content changed, several Jing videos added to provide illustrations
- Teaching Changes in CIS Onground: Moved more to a seminar format--handouts used rather than note-taking, more computer hands-on activities
- English Club took nine students to a poetry reading at PSU in March.
- Melissa Kipp invited Max Good, local photographer and Graphic Design Advisory Board Member, to speak with Photography I and Digital Photography students about nature photography.
- Melissa Kipp invited Tori Hazen, student photographer, to speak with Digital Photography students about portrait photography.
- In November, students in Records Management took a field trip around several offices at LCC to learn about records management and archival practices at the college.
- Office Applications students created greeting cards, name cards, and bookmarks for LCC Office Professionals
- Office Applications students created "career boards" that were displayed in Library for month of April
- Office Applications students created banners that were hung in recognition of Administrative Professionals Week
- Office Applications students created professional organization PowerPoint's which were then used as a bulletin board displays
- 3M software was used in Coding I class
- OPAC assessment software is used to assess students' work in Office Applications, Records Management, Office Machines, and Computer Concepts
- CAPTE was here for an onsite visit Sept 8-12, 2012 as part of the accreditation process.
- All 20 students attended the Kansas Physical Therapy Association Spring Conference in Wichita, KS April 4-7, 2013.

Student Affairs

- Provide special information and/or presentations to Health Care Programs.
- Design webpage for regarding graduation and the graduation process.
- Maintained semester-to-semester retention rate from previous years (Fall to Spring retention rate was approximately 84%)
- SSS participant contacts have increased from an average of 10 per student for the 11-12 academic year to nearly 30 per student for the 12-13 academic year.
- Sustained previous increases in SSC traffic and enacted procedures to better document student usage of SSC services.
- Amended Academic Honesty procedure to document and decrease incidence of cheating in the SSC.
- Managed and expanded the Debbie Groff Memorial Scholarship Committee.
 - 12-13 year applications: 358
 - 11-12 year applications: 258
 - 10-11 year applications: 237
 - 09-10 year applications: 183
- Talent Search will continue to use Facebook as a primary communication tool with its participants.

Foundation

- Held 14th Annual Auction for Scholarships: We received donations of in-kind gifts totaling \$26,661. The revenue from the auction was \$47,452. We were up in revenue compared to last year and we kept our expenses to a minimum so we will be able to provide approximately \$2000 more for student scholarships.
- Held Donor Appreciation Luncheon and presented the Van Meter Outstanding Alumni Award
- Held Cardinal Citation Award reception and award presentation
- Organized and Facilitated a free presentation for the Gribben Endowment Series – “Biloxi Blues”
- Organized free English Lecture Series to area middle school, high school, college teachers through the Gribben Endowment fund.
- Made a presentation at the Kansas Workforce Education/ Community Service conference at LCC

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.

Lafayette Community College OPERATIONAL PLAN

FY 2013

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Labette Community College OPERATIONAL PLAN

FY 2013

ACADEMIC AFFAIRS	GOAL 1	OUTCOME 1A
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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. (3 rd year) Supported by student fees	
Estimated Cost	Existing Money \$4,000 per year	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	2013	Department Budget: Biology
Activity/Service	Update Equipment/Technology	
Results	Money was not used for microscopes	
Comments	Money used for other purchases.	

Department: Chemistry

Objective 1	Use the appropriate software and hardware to develop videos of lectures for one class. In addition, revise as needed previous in-house videos.	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Prior to each offering of each course.	Department Budget: Chemistry
Activity/Service	Instructional Methods	
Results	Videos for College Chemistry I have been completed, although they will probably need some revision.	
Comments	This summer, I plan to work on College Chemistry II Videos.	

Division: Library

Objective 1	Develop a research skills class/workshop for ABE and incoming students	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money One Time \$
Exp. Completion	FY 2013	Department Budget:
Activity/Service	Student Success Center	
Results	Not completed	
Comments	Discussed suggested topics with Karen Barger and Library Committee.	

Division: Library		
Objective 3	Make one computer station ADA compatible.	
Estimated Cost	Existing Money \$	New Money One Time \$500.00
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	FY 2013	Department Budget: ADA
Activity/Service	Update Equipment/Technology	
Results	Completed 5-22-2013. A sign is purchased and has arrived. The computer is identified. Dana has put the stuff on the desktop and screensaver and increased the screen print size.	
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.	
Estimated Cost	Existing Money \$ 10,000	New Money One Time \$
	Grant Funded \$1,000	New Money Ongoing \$
Exp. Completion	2013	Department Budget: Nursing & Perkins
Activity/Service	Program Alignment	
Results	Complete	
Comments	KSBN Site Visit 11/27/2012 and NLNAC Site Visit 2/19-21/2013	

Department: Online		
Objective 1	Add two online courses	
Estimated Cost	Existing Money \$ (est. \$1,300 per 3 credit hr. course)	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	On going	Department Budget: Overload or Adjunct
Activity/Service	Instructional Methods	
Results	Completed	
Comments	Approved adding Biology and North American Geography as online courses	

Department: Online		
Objective 2	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	FY2013 (Carryover)	Department Budget
Activity/Service	Student Support Services	
Results	These will be continually updated.	
Comments	Working on video tutorials to be added to the Online page	

Department: Recording Arts Technology		
Objective 1	Create a database of stock audio and foley samples for students to use in their projects, allowing students to dedicate more time to the quality of the project rather than the gathering of material. Will need more storage space for media soon.	
Estimated Cost	Existing Money \$0	New Money One Time \$500.00
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Spring 2013 and ongoing	Department Budget: Recording Arts
Activity/Service	Library Resources	
Results	Started doing this but will not continue because of the cancellation of the program. There was no money used.	
Comments		

Activity/Service	Program Improvement/Expansion	
Results	Completed and Ongoing	
Comments		
Objective 3	Recruit scholar participants in grades nine through twelve for the Talent Search Scholars Program.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$500	New Money Ongoing \$
Exp. Completion	Fall 2012	Department Budget: Talent Search
Activity/Service	Program Improvement/Expansion	
Results	Completed	
Comments	High school counselors are collaborating with TS advisors with enrolling students in rigorous courses	

Department: Dental Assistant

Objective 1	Develop Student Handbook for Dental Assistant students	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	August 2012	Department Budget:
Activity/Service	Advising	
Results	The student handbook was completed in August 2012.	
Comments	There will be revisions to the handbook which are being prepared 12/6/2013.	

Department: English

Objective 1	Evaluate other schools' literary magazines and research feasibility of creating our own. Approach other humanities departments about collaborating on this project.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	2013	Department Budget: English
Activity/Service	Collaboration Activities	
Results	Evaluation and research is ongoing.	
Comments	If published in-house (print shop), expenses should not be prohibitive.	

Department: General Education

Objective 1	Provide support for new theater program.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Spring 2013	Department Budget: Various
Activity/Service	Program Improvement/Expansion	
Results	Musical did not occur in FY2013	
Comments	Intent not for new theater program but for a musical. 12.4.12 MW	

Department: Mathematics / Physics

Objective 1	The department will implement new ways to integrate technology including publisher supported technology into all LCC math courses.	
Estimated Cost	Existing Money \$ N/A	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	Department Budget: Math
Activity/Service	Assessment Activities and Instructional Methods	
Results	The department is researching Mc-Graw Hills new online homework platform Connect Math. Connect Math will replace the MathZone platform.	
Comments		

Department: Office Technology

Objective 1	Develop student surveys for all courses to receive input from students.	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	FY 2013	Department Budget:
Activity/Service	Assessment Activities	
Results	This was not done.	
Comments	I think this was set forth by previous office technology coordinator, and I overlooked it as something to be done. I know individual instructors provide surveys to students to help them improve teaching.	

Department: Physical Education

Objective 1	Continue to monitor student progress and evaluate student progress in advisee meetings.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	2013	Department Budget:
Activity/Service	Advising, Mentoring	
Results	Students are continuing to graduate at a high rate with an associate degree.	
Comments		

Department: Physical Therapist Assistant

Objective 1	Elicit graduate input for program improvement through questionnaires sent out at 1 year anniversary date.	
Estimated Cost	Existing Money	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall 2012, Spring 2013	Department Budget:
Activity/Service	Assessment Activities, Post Assessment Actions and Program Improvement	
Results	Questionnaire has been developed and was given to the first cohort of 12-1-12.	
Comments		

Department: Radiography

Objective 1	Provide professional development for Clinical Instructors by conducting a training seminar.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$ 2,054.00 Carl Perkins	New Money Ongoing \$
Exp. Completion	Fall 2012	Department Budget: Perkins
Activity/Service	Professional Development	
Results	Purchased Clinical Instructor Training Modules (6 modules). Each of our clinical instructors will completed the 6 modules for continuing education credit and they will receive a Certification of completion form the A.S.R.T..	
Comments	During the Fall 2012 advisory meeting, clinical instructors were to report their progress for completing the 6 modules. Clinical Instructors are to complete all 6 modules by the Spring 2013 Advisory meeting and have a certificate of completion on file with the program.	

	Will be purchasing 13 more modules for the rest of the clinical instructors.	
Department: Recording Arts Technology		
Objective 1	Develop a peer feedback system for each student project that gives constructive criticism and positive reinforcement from their fellow classmates. Project critiqued in place. Currently used in video classes soon to be used in audio also.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Spring 2013	Department Budget:
Activity/Service	Instructional Methods	
Results	This is in place and classmates are doing it.	
Comments		

FINANCE & OPERATIONS	GOAL 1	OUTCOME 1B
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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	Begin Research and Implementation of better ID for Online Learning	
Estimated Cost	Existing Money \$?	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion		
Activity/Service	Update Equipment/Technology	
Results	The legislation in this area is still making decisions. We will want any solution to fix any requirements they might impose. Therefore, this project is still being researched. Continue in FY14	
Comments		

Objective 2	Integrated wireless connectivity solution into LED sign in the annex to allow for easy programming by PR.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion		
Activity/Service	Update Equipment/Technology	
Results	Complete Fall 2012	
Comments		

Division: Business Office

Objective 1	Implement pending aid through Nelnet	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion		

Updated 6/25/2013

Activity/Service	
Results	The implementation is complete, however, there are some errors in the application we are working with the vendor to get fixed.
Comments	

STUDENT AFFAIRS	GOAL 1	OUTCOME 1B
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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	Develop a new LCC Student Datebook/Planner to be produced “in house” for the 2012-2013 academic year.	
Estimated Cost	Existing Money \$2000	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall 2012	Department Budget: Admissions
Activity/Service	Student Support Services	
Results	Completed	
Comments		

Department: Student Life

Objective 1	Work with the Diversity Committee to establish a Multicultural Student Organization.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall 2012	Department Budget: Student Life
Activity/Service	Club/Organizations/Student Life Activities	
Results	Not Completed	
Comments	Change in staff so focus was on training and completing already established events	
Objective 2	Work with the Diversity Committee to establish a regular schedule of events for students and staff for the 2012-2013 academic year.	
Estimated Cost	Existing Money \$1000	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall 2012	Department Budget: General Education and Student

		Life
Activity/Service	Student Support Services	
Results	Completed	
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	Spring 2013	Department Budget: CAB/Supplemental
Activity/Service	Student Support Services	
Results	Not Completed	
Comments	Change in staff so focus was on training and completing already established events for Spring 2013	

Division: Student Success Center

Objective 1	Support the ABE/GED program in having all ABE students will complete a survey, before exiting the ABE program, ensuring the student's experience was positive and focused on student learning. These results will be compiled and reviewed to ensure their learning experience was successful.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	2013	Department Budget: ABE/GED
Activity/Service	Student Success Center	
Results	Completed	
Comments		

Division: Student Support Services

Objective 1	Expand the current Student Support Services academic advising plan of operation to address the needs of students whose courses are primarily online.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$5,000	New Money Ongoing \$
Exp. Completion	2013	Department Budget: Student Support Services

Updated 6/25/2013

Activity/Service	Advising
Results	Ongoing
Comments	Advisors are gathering information regarding best practices for serving online students and implementing a variety of tactics to improve services provided to these students.

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	FY2013 (Carryover)	Department Budget
Activity/Service	Program Improvement/Expansion	
Results	Complete	
Comments	Students can take all required concentration courses for an Elementary Education Degree at the Cherokee Center.	

Department: General Education

Objective 1	Add full-time Biology instructor	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$80,000
Exp. Completion	FY 2013	Department Budget: Full-time Instructor
Activity/Service	Program Improvement/Expansion	
Results	Completed	
Comments	Hired a new Biology instructor. 12.4.12 MW	

Department: Graphic Design

Objective 1	Identify additional 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		Department Budget:
Activity/Service	Educational Partnerships	
Results	No outside community-based projects were identified.	
Comments	Changed to develop job shadowing opportunities	

Department: Network Administration

Objective 1	Explore alternative delivery options for Network Administration programs, including collaborative partnerships and offering programs or courses at other sites. I will be working with IT departments in the local area to find onsite training for the students.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall 2012	Department Budget:
Activity/Service	Educational Partnerships	
Results	Contacted Doug Stacey at Labette Health, will work with him to set up student training on site for FY2014	
Comments	Ongoing, have made contact with Jeff Hamby with Day & Zimmerman	

STUDENT AFFAIRS GOAL 1 OUTCOME 1C

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

Division: Talent Search

Objective 1	Secure classroom space and additional student time in schools for participants in the Talent Search Scholars Program.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$500	New Money Ongoing \$
Exp. Completion	2013	Department Budget: Talent Search
Activity/Service	Instructional Methods	
Results	Completed and Ongoing	
Comments	All but two schools have agreed to provide either a classroom or library space for instructional time with participants. One school has only lunch time available requiring the advisor to work with participants during that time. The other provides a small room, the only space available in that school.	
Objective 2	Initiate coordination of grade tracking and referral to school-sponsored after school and tutoring services for participants enrolled in rigorous curriculum.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	2013	Department Budget: Talent Search
Activity/Service	Tutoring	
Results	Completed	
Comments		

ACADEMIC AFFAIRS GOAL 1 OUTCOME 1D

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

**Division: Instructional
Department: Accounting Business**

Objective 1	Purchase the most current QuickBooks software for the Computer Accounting course. This will be updated every two years	
Estimated Cost	Existing Money \$1000	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Before Spring 2013 semester	Department Budget: IT
Activity/Service	Update Equipment/Technology	
Results	This software has been purchased and loaded into the computers in M305	
Comments		

Department: Biology

Objective 1	Reallocate six laptops for use by the students to view computer simulations of all the systems in the organisms.	
Estimated Cost	Existing Money \$	New Money One Time \$ reallocation
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	FY 2013	Department Budget \$IT
Activity/Service	Update Equipment/Technology and Instructional Methods	
Results	Did not get laptops for the labs.	
Comments	We desperately need for hands on experiences using these laptops.	

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 (Carryover)	Department Budget:
Activity/Service	Instructional Methods and Educational Partnerships	
Results	We had 1 class last fall in collaboration with NCCC using stream video but haven't done any with our full time faculty. Still working.	
Comments		

Department: General Education

Objective 1	Provide innovative technology for interested faculty members	
Estimated Cost	Existing Money \$	New Money One Time \$ 1,000
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Spring 2013	Department Budget: DOI
Activity/Service	Update Equipment/Technology	
Results	Computer to R. Gouvion. 12.4.12 MW	
Comments	Innovative tech provided through Pro. Development funds \$600.	

Department: History

Objective 1	Continue to integrate new electronic media options for historical study into class presentations and activities, as well as student assignments.	
Estimated Cost	Existing Money \$ N/A	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	Department Budget:
Activity/Service	Instructional Methods	
Results	Efforts will continue but new media utilized was successful with regard to maintaining rigor and stressing information retention.	

Comments	Current faculty member resigning, so new goals may be necessary to implement for incoming faculty.
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Division: Library

Objective 1	Develop Tip of the Month podcasts	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	FY 2013	Department Budget:
Activity/Service	Professional Development	
Results	Not completed	
Comments		

Department: Mathematics / Physics

Objective 1	Continue to use and expand use of Jing and the Notepads	
Estimated Cost	Existing Money \$ TBD	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Spring 2013	Department Budget: DOI
Activity/Service	Update Equipment/Technology	
Results	Addeso Notepads continue to be used to produce Jing Videos which play an integral role in the instructional material used in the Online College Algebra, Elementary Stastics, and Intro To Analytical Processes courses. These videos are also used to supplement many on ground math courses as well.	
Comments		

Department: Office Technology

Objective 1	Investigate, incorporate, and use existing and emerging technology in both on-ground and online courses. Add a student fee to pay for this cost	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	Department Budget: Office Technology
Activity/Service	Update Equipment/Technology	
Results	3M software was added and OPAC assessment software was purchased.	
Comments		

Department: Online

Objective 1	Provide opportunities for online tutoring. Students in online courses would have access to tutoring services online.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	Department Budget \$ Student Affairs
Activity/Service	Tutoring	
Results	On-going	
Comments	Considering an online writing center	

Department: Respiratory Therapy

Objective 1	Update intubation equipment including mannequin head (maintenance).	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$3157.00	New Money Ongoing \$
Exp. Completion	Spring 2013	Department Budget: Perkins
Activity/Service	Update Equipment/Technology	
Results	Completed - Intubation equipment purchased with Perkins Grant Money	
Comments		

FINANCE & OPERATIONS	GOAL 1	OUTCOME 1D
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Outcome 1D: Use technology to expand opportunities for student learning and student services.

Division: IT

Objective 1	Explore and update classroom technology (including interactive Projection Units)	
Estimated Cost	Existing Money \$ 2000	New Money One Time \$
	Grant Funded \$7624	New Money Ongoing \$
Exp. Completion		
Activity/Service	Update Equipment/Technology	
Results	Purchased and installed two new SmartBoards. Implementing Raptivity Software. Implemented new Polycom IDL.	
Comments		
Objective 2	Avid Partnership Program for Recording Arts	
Estimated Cost	Existing Money	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$1000
Exp. Completion		
Results	Complete	
Comments		
Objective 3	Upgrade QuickBooks	
Estimated Cost	Existing Money \$390.23	New Money One Time \$1000
	Grant Funded \$	New Money Ongoing \$
Exp. Completion		
Results	Complete 01/2013	
Comments		
Objective 4	Expanded Wireless Network Access – Health Science Building / Annex	
Estimated Cost	Existing Money	New Money One Time \$
	Grant Funded \$	New Money Ongoing

Updated 6/25/2013

Exp. Completion	
Results	Complete 01/2013
Comments	

STUDENT AFFAIRS GOAL 1 OUTCOME 1D

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

Division: Financial Aid

Objective 1	Increase communication with students utilizing student email, RedZone, and the LCC website.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	June 2013	Department Budget: Financial Aid
Activity/Service	Integration of Jenzabar	
Results	Completed	
Comments		

Division: Student Success Center

Objective 1	Redesign the Student Success Center webspace and add a space to the RedZone to foster greater student interaction and publicize tutoring services.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	2013	Department Budget: Student Support Services
Activity/Service	Tutoring	
Results	Completed and Ongoing	
Comments	Currently using resources through Facebook pages to notify LCC students of tutoring services available.	

Division: Talent Search

Objective 1	Contract with Compansol for online Blumen documentation services for advisors while visiting target schools.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$5000	New Money Ongoing \$
Exp. Completion	2013	Department Budget: Talent Search

Updated 6/25/2013

Activity/Service	Update Technology/Equipment	
Results	Completed	
Comments		
Objective 2	Expand online tutoring services on the Talent Search website.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall 2012	Department Budget: Talent Search
Activity/Service	Tutoring	
Results	Completed	
Comments		

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: Accounting/Business Administration

Objective 1	Improve articulation to KBOR universities	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Continue through Spring 2015	Department Budget:
Activity/Service	Educational Partnerships	
Results	Ongoing	
Comments		

Department: Biology

Objective 1	Meet with human resources at Labette Medical Center and explore areas and times available for observation for pre-allied health and medical students.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	2013	Department Budget:
Activity/Service	Community/Business Partnerships	
Results	Not completed because the faculty member no longer works here.	
Comments		

Department: Diagnostic Medical Sonography

Objective 1	Continue alignment of departmental accreditation guidelines to CAAHEP standards	
Estimated Cost	Existing Money 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall 2012, Spring 2013	Department Budget:
Activity/Service	Advising and Assessment Activities	
Results	The curriculum has been completely redesigned to fit the CAAHEP procedures and to make our program a streamline process.	
Comments	The DMS program has become accredited by CAAHEP. We are approved until 2018. The students are taking their boards and passing now that we have been approved.	
Objective 2	Report progress of program after 1 st year to Advisory Committee	
Estimated Cost	Existing Money	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall 2012, Spring 2013	Department Budget:
Activity/Service	Advising and Assessment Activities	
Results	We have successfully submitted our curriculum to our accrediting body CAAHEP and received initial accreditation status. We had our 1 st year advisory meeting this month. The committee has been updated with all the required and recommended changes to our program. We had several members give suggestions and lots of questions.	
Comments	The DMS program will continue to grow stronger as the students hear we have a program at LCC. I have already noticed the interest in Sonography from the new Radiology students applying that want to pursue our program. The new class starting in the fall of 2013 has five to six students interested. The committee is current on all topics.	

Department: Graphic Design

Objective 1	Expand collaboration with area high schools and colleges to strengthen student development and the student experience at LCC.	
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	A K-State 2+2 Degree program has been established to assist students in the transfer of their two-year degree to a four-year program. PSU Graphics Imaging Technology Department has now established a 2+2 Degree Program with LCC as well.	
Comments	Efforts are being made to establish this type of agreement with Pittsburg State University.	
Objective 2	Solicit additional 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	Educational Partnerships	
Results	No outside community-based projects were identified as of this point.	
Comments		

Department: History

Objective 1	Work with local community groups, museums and historical agencies to develop class activities that enhance student appreciation for local history and advance research contributions on local topics.	
Estimated Cost	Existing Money \$ N/A	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	Department Budget: 0
Activity/Service	Community/Business Partnerships	
Results	Efforts were made to promote field trip to Kansas City Federal Reserve for a historical talk on the role of Founding Finance. Abandoned due to a number of ancillary issues related to faculty resigning.	
Comments	Current faculty member resigning, so new goals may be necessary to implement for incoming faculty.	

Department: History		
Objective 2	Promote and coordinate service learning opportunities for students within the region in historical restoration, archival work, or museum exhibits	
Estimated Cost	Existing Money \$ N/A	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	Department Budget: 0
Activity/Service	Community/Business Partnerships	
Results	In progress	
Comments	Current faculty member resigning, so new goals may be necessary to implement for incoming faculty.	
Objective 3	Encourage students to enter federal, state, or local historical competitions for presenting original historical papers, artwork, or research.	
Estimated Cost	Existing Money \$ N/A	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	Department Budget: 0
Activity/Service	Educational Partnerships	
Results	Have emailed students within history sections	
Comments	Current faculty member resigning, so new goals may be necessary to implement for incoming faculty.	
Objective 4	Pursue experts and those with firsthand experience of key events, to provide presentations of historical interest annually. Schedule these public events to align with important historical anniversaries.	
Estimated Cost	Existing Money \$ N/A	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	Department Budget: 0
Activity/Service	Program Improvement/Expansion, Community/Business Partnerships	
Results	Begun to integrate this into Community Cinema event at LCC	
Comments	Current faculty member resigning, so new goals may be necessary to implement for incoming faculty.	

Department: Nursing

Objective 1	Re-evaluate 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 2013	Department Budget:
Activity/Service	Assessment Activities	
Results	Complete	
Comments	Working with LCHS students with dual general education program requirements.	

Department: Physical Therapist Assistant

Objective 1	Report progress of program after 1 st year to Advisory Committee	
Estimated Cost	Existing Money	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall 2012, Spring 2013	Department Budget:
Activity/Service	Advising and Assessment Activities	
Results	Progress of program reported to Advisory Committee in October 2012.	
Comments		

Department: Recording Arts Technology

Objective 1	Develop articulation with area high schools.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall 2012 and ongoing	Department Budget:
Activity/Service	Articulation Agreements	
Results	Tried it but the program was cancelled and no there was no reason to pursue it.	
Comments	Have contacted both the high school and Altamont high school and haven't had any contact with either. Both expressed interest in going forward but nothing is happening. Meeting with Sherri Bowen from PHS 11/7/12.	

Department: Workforce Education & Community Services

Objective 1	Maintain business/education partnerships through continued jointly sponsored training, workshops, and mentoring opportunities between LCC and area employers/business professionals/educational institutions. Maintain seven workshops annually. Create new offerings as demand occurs.	
Estimated Cost	Existing Money \$ <Incoming offsets costs>	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	Department Budget: Workforce
Activity/Service	Community/Business Partnerships	
Results	Completed	
Comments		
Objective 2	Promote ed2go online courses as a solution to corporate training needs for individual and small groups of employees.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	FY2013	Department Budget:
Activity/Service	Marketing	
Results	Completed	
Comments	We will continue to promote ed2go	

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: Human Resources

Objective 1	Host Southeast Kansas Human Resource Association monthly meeting and luncheon	
Estimated Cost	Existing Money \$	New Money One Time \$125
	Grant Funded \$	New Money Ongoing \$
Exp. Completion		
Activity/Service		
Results	Moved to FY 2014	
Comments	Meeting canceled due to weather.	

Division: IT

Objective 1	Installed New Polycom Soundstations in Media Center and Presidents Office	
Estimated Cost	Existing Money \$	New Money One Time \$424
	Grant Funded \$	New Money Ongoing \$
Exp. Completion		
Activity/Service		
Results	Complete 09/2012	
Comments		

STUDENT AFFAIRS

GOAL 2

OUTCOME 2A

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

Division: Talent Search

Objective 1	Develop a random sampling for juniors and seniors per Department of Education requirements and student tracking system using Blumen software.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$500	New Money Ongoing \$
Exp. Completion	Fall 2012	Department Budget: Talent Search
Activity/Service	Assessment	
Results	Completed.	
Comments	Decided to track all project graduates. Proposal approved by Department of Education. Project tracking for all graduates completed for this year.	

PUBLIC RELATIONS GOAL 2 OUTCOME 2A

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

Public Relations

Objective 1	Initiate internships with departments (i.e. Graphic Design), to better prepare students to make a seamless transition to workforce with additional experience upon graduation.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	2013-?	
Results		
Comments		
Objective 2	Update speaker's bureau list and have LCC employees give presentations within the community to continue positive reaction of LCC in the community.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	On-going	
Results		
Comments		

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

Foundation

Objective 1	Identify potential partners and their interests and potential for giving	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall 2012	
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 (Carryover)	Department Budget \$
Activity/Service	Concurrent/Dual Credit	
Results	We have seen an increase in concurrent enrollment and retention.	
Comments		

Department: Workforce Education/Community Services

Objective 1	Implement a plan to compile all pertinent data as a part of our yearly planning session. This data will be formatted in excel for easy retrieval and use on the next program review. We will do this to avoid finding ourselves unable to retrieve data due to a database change, or some other such event.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	FY2013	Department Budget \$
Activity/Service	Data Access	
Results	In process	
Comments		

Department: Workforce Education/Community Services		
Objective 2	Segment the accounting processes to more accurately match the operational methods three separate areas of operation, Workforce Education, Corporate Training, & Community Service.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	FY2013	Department Budget \$
Activity/Service	Data Access	
Results	In process	
Comments		

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: Business Office

Objective 1	Report on Kansas Set-Off Program Dollar amount we have sent to them and dollar amount we have collected	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion		
Activity/Service		
Results		
Comments		

Division: IT

Objective 1	Research and possibly implement Fieth Document imaging and management software (In conjunction with Student Affairs)	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion		
Activity/Service		
Results	Research Complete – Cost prohibited at this time.	
Comments		
Objective 2	Purchase and Implement expanded SAN to allow for Data Growth	
Estimated Cost	Existing Money \$ 0	New Money One Time \$17,000
	Grant Funded \$	New Money Ongoing \$
Exp. Completion		

Updated 6/25/2013

Activity/Service	
Results	Equipment Purchase and install Complete – Configuration in Progress
Comments	

PUBLIC RELATIONS GOAL 2 OUTCOME 2B

Outcome 2B: Integrate LCC's annual planning with budgeting and resource allocation.

Public Relations

Objective 1	Attend Public Relations based conferences to keep current on latest trends in advertising and marketing to best utilize advertising dollars.	
Estimated Cost	Existing Money \$ 500-2000	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	2013	
Results		
Comments		

Objective 2	New technology. Office camera, electronic sign, computer	
Estimated Cost	Existing Money \$ 2000 +	
	Grant Funded \$	
Exp. Completion	2013	
Results		
Comments		

ACADEMIC AFFAIRS GOAL 2 OUTCOME 2C

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

**Division: Instructional
Department: Early Childhood Education**

Objective 1	Explore possibility of co-sponsoring with Independence Community College ECE program a regional conference for the Kansas Association for the Education of Young Children	
Estimated Cost	Existing Money \$	New Money One Time \$500
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Spring 2013	Department Budget: Education
Activity/Service	Educational Partnerships	
Results	On-going, looking at an event the first part of August on the Independence campus, since we can no longer host events here on Saturdays.	
Comments	Have met once with Eva Harkes from ICC to discuss future plans.	

Department: Network Administration

Objective 1	Recruit at least three new business representatives for the Network Administration program advisory committee.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall 2012	Department Budget:
Activity/Service	Business Partnerships	
Results	Was able to get 2 new advisors on the committee	
Comments	Will work with them in setting up promotion of the program - ongoing	

Department: Respiratory Therapy

Objective 1	Develop continuing education courses to update area respiratory therapists in current practices.	
Estimated Cost	Existing Money \$ Course development, application cost for CEU approval	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall 2012/Spring 2013	Department Budget: Respiratory Care
Activity/Service	Business Partnerships	
Results	Completed	
Comments	No Longer Needed – Semi-Annual Critical Care and Trauma Seminar initiated in FY 2012. Will continue every other year.	

Department: Workforce Education & Community Services

Objective 1	Maintain offerings in the personal enrichment credit and/or /non-credit area of 6 workshops annually based on community feedback from FY 2010 - FY 2012. Create 3 new community service workshops in FY 2013.	
Estimated Cost	Existing Money \$ <Incoming offsets costs>	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	2013	Department Budget: Workforce
Activity/Service	Community Partnerships	
Results	Complete	
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	Establish an afterschool ceramics program for local youth maybe 2 nd through 5 th grade. Art faculty and interested students would manage the program.	
Estimated Cost	Existing Money \$ Materials and classroom space for 15 - 20 kids.	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	FY2013	Department Budget: Art
Activity/Service	Community Partnerships	
Results	This project is in progress. We just need to set a time for the class to start and do some advertising.	
Comments	I still need to find at least one good helper or else the class would need to be pretty small. There are some things like bending down to help someone or offer corrections to form while they are throwing on the potter's wheel that I cannot do any more – it causes me back pain if I do it over and over. I would have to have a helper if we were going to offer potter's wheel experiences for children.	

Department: Communication

Objective 1	Utilize Public Relations and Advertising course projects for additional service learning activity.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Spring 2013	Department Budget: DOI
Activity/Service	Instructional Methods/ Community Service and Volunteerism	
Results	The LCC Public Relations class hosted a fundraising event to raise money for a Parsons woman, Lori Jaramillo, who was diagnosed with breast cancer and had no medical insurance. "Rock, Walk, and Style for Lori" took place at Salonika and Our Father's Vineyard in Parsons. The salon offered haircuts, pink extensions, and mini manicures (all proceeds will go to Lori). A cancer "awareness walk" was held followed by a cookout and live entertainment for all participants. Breast cancer detection information was given to all who attended. The event raised over \$1400 for Lori.	
Comments	Community members and organizations are always extremely receptive to the PR students work. Throughout this process, students learned to utilize a variety of public relations practitioner tools: project proposals based on research, event planning, and event promotion including writing press releases, public service announcements for radio and television, mailers, posters, "unconventional marketing avenues", and utilizing websites, social networking, and the third screen to promote an event.	

Department: Graphic Design

Objective 1	Encourage and provide additional 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 Partnerships	
Results	Still seeking to identify and partner with area businesses and community groups for student opportunities.	
Comments	Did not meet objective.	

Department: Nursing

Objective 1	Student nurses will engage in community service through additional class participation.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	FY 2013	Department Budget:
Activity/Service	Community/Business Partnerships	
Results	Complete	
Comments		

Department: Recording Arts Technology

Objective 1	Offer a seminar for local churches and other community members that will teach basic sound system principles.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall 2012	Department Budget: Recording Arts
Activity/Service	Community Partnerships	
Results	Have done this for the last several years and it is ongoing.	
Comments		

Department: Respiratory Therapy

Objective 1	Offer Asthma Camp or some other type of Asthma education “day” in conjunction with regional Respiratory Care Society	
Estimated Cost	Existing Money \$300	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Spring 2013	Department Budget: Respiratory
Activity/Service	Community/Business Partnerships	
Results	Not completed	
Comments	The program conducts COPD screening, which is in line with the Kansas Respiratory Care Society. The Regional Respiratory Care society does not conduct an “Asthma Education Day”	

ACADEMIC AFFAIRS GOAL 2 OUTCOME 2E

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

**Division: Instructional
Department: Concurrent**

Objective 1	Use COMPASS testing results to analyze success of concurrent instruction and student success to obtain a better picture of how well concurrent courses match regular LCC courses taught on our campuses.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing (Carryover)	Department Budget: IT Testing
Activity/Service	Assessment Activities	
Results		
Comments		

Department: Financial Services

Objective 1	Continue the outcomes review for all classes offered this academic year. This will complete all courses in the 2 year rotation. Make changes to the outcomes as necessary and as recommended. Bring changes before the Advisory Committee for final review.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	FY 2013	Department Budget:
Activity/Service	Program Improvement/Expansion and Assessment Activities	
Results	The Financial Services Advisory Committee reviewed the learning outcomes for three classes. No changes were recommended at this time.	
Comments		

Division: Library

Objective 1	Distribute survey to alumni to assess satisfaction of library services
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Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money One Time \$
Exp. Completion	FY 2013	Department Budget:
Activity/Service	Community Partnerships	
Results	Not completed	
Comments		

Department: Office Technology

Objective 1	Evaluate results of OPAC testing and implement curriculum and instruction changes.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	FY 2013	Department Budget:
Activity/Service	Assessment Activities	
Results	Students were asked to take various assessments throughout various courses: Office Machines, Office Applications, Records Management, and Computer Concepts; this has been good evaluation techniques to identify areas students are weak in and to give them practice in sitting for employment tests	
Comments	See Goal 1, Objective 1 above.	

Department: Physical Therapist Assistant

Objective 1	Evaluate, update and improve PTA curriculum per outcomes assessments.	
Estimated Cost	Existing Money	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall 2012, Spring 2013	Department Budget:
Activity/Service	Assessment Activities and Program Improvement	
Results	Ongoing	
Comments	Next time we will include assessment results.	

Department: Radiography

Objective 1	Research, identify, and implement classroom technology upgrades to improve student learning. Continued evaluation of E-textbooks
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Updated 6/25/2013

Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	2012	Department Budget: Radiography
Activity/Service	Update Equipment/Technology	
Results	Purchased new iRespond testing software for student electronic testing and the Faculty and Director will implement the use of this software on the Fall 2012 comprehensive exams. All radiography courses are using e-books.	
Comments	We will continue to add more tests to iRespond each year. Revised the Graduate Survey to add a question regarding assessing e-book usage for program. (Fall 2012)	

PUBLIC RELATIONS GOAL 2 OUTCOME 2E

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

Public Relations

Objective 1	Promote community speaking opportunities and encourage LCC employees to attend/present at community events.	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	On-going	
Results		
Comments		

ACADEMIC AFFAIRS GOAL 2 OUTCOME 2F

Outcome 2F: Increase the availability of skilled workers to meet the needs of the community and the State.

**Division: Instructional
Department: Concurrent**

Objective 1	Use CAAP testing results to analyze success of concurrent instruction and student success to obtain a better picture of how well concurrent courses match regular LCC courses taught on our campuses.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing (Carryover)	Department Budget: IT Testing
Activity/Service	Assessment Activities	
Results	Wasn't able to measure this either. Going to look into other alternative ways to analyze.	
Comments		

Department: Office Technology

Objective 1	Explore opportunity to market career paths to meet the needs of local workers; focus on virtual assistant, computer support specialist, and accounting clerks—not as separate degree programs but instead as career paths with the courses we have available.	
Estimated Cost	Existing Money \$ to be determined	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Spring 2012	Department Budget: Public Relations
Activity/Service	Assessment Activities	
Results	So far, this has not gone very well. Computer Support Specialist was not encouraged by our administration because of all the KBOR requirements now to designate a new degree; even though we offer the courses already for a degree, the red tape has now made it difficult to offer such programs.	
Comments		

Department: Workforce Education & Community Services

Objective 1	Monitor development of Entrepreneurship Certificate from FY 2010 – FY 2011 with City of Parsons Economic Development Director. Cultivate additional 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 in FY 2013.	
Estimated Cost	Existing Money \$<Incoming offsets costs>	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	Department Budget: Workforce
Activity/Service	Business Partnerships	
Results	In process	
Comments	LCC will partner with ICC to offer the “Who Owns the Ice House?” entrepreneurship program.	

Comments		
Objective 3	Hire a Director of Admissions (which was lost due to budget cuts) which is vital to the success of recruitment for LCC.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$35,000
Exp. Completion	Fall 2012	Department Budget: Admissions
Activity/Service	Recruitment	
Results	Completed	
Comments		
Objective 4	Institute new letter process through the Jenzabar Admissions module	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall 2012	Department Budget: Admissions
Activity/Service	Recruitment	
Results	Completed	
Comments		

PUBLIC RELATIONS

GOAL 3

OUTCOME 3A

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

Public Relations

Objective 1	Work closely with Community Services, Admissions, and Foundations to properly target market LCC to desired audiences.	
Estimated Cost	Existing Money \$ advertising budget	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	On-going	
Results		
Comments		

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 instruction and services at the main campus, the Cherokee Center, all extension sites, and online.

Division: Instructional

Department: Art

Objective 1	Present Program Review to LCC Board of Trustees	
Estimated Cost	Existing Money	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall 2012	Department Budget:
Activity/Service	Assessment Activity	
Results	Completed	
Comments		

Department: Chemistry

Objective 1	Present Program Review to LCC Board of Trustees	
Estimated Cost	Existing Money	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Spring 2013	Department Budget:
Activity/Service	Assessment Activity	
Results	This was accomplished	
Comments		

Department: English

Objective 1	Research feasibility of National Writing Program satellite site at LCC.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Spring 2013	Department Budget:
Activity/Service	Assessment Activities and New Courses/Programs	
Results	NWP has had government funds withdrawn.	
Comments	Not feasible at this time. Tabled until the NWP receives national funding again.	

Department: Extension/Online/Concurrent

Objective 1	Present Program Review to LCC Board of Trustees	
Estimated Cost	Existing Money	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Spring 2013	Department Budget:
Activity/Service	Assessment Activity	
Results	Online Program review is completed; extension and concurrent are on separate time frame.	
Comments	I don't think Extension, Online and Concurrent should all be combined at this time.	

Department: Office Technology

Objective 1	Analyze existing courses being offered to complete degrees via Cherokee, online, and evening; seek to establish a schedule of rotated classes over a two-year period.	
Estimated Cost	Existing Money \$ to be determined	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Spring 2012	Department Budget:
Activity/Service	Assessment Activities	
Results	This continue to be in the works. Most classes are offered online, and we have offered a couple of hybrid and evening courses to better accommodate students. Day courses offered one afternoon a week seem to do pretty well as opposed to MWF classes.	
Comments		

Department: Respiratory Therapy

Objective 1	Present Program Review to LCC Board of Trustees	
Estimated Cost	Existing Money	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Spring 2013	Department Budget:
Activity/Service	Assessment Activity	
Results	Completed	
Comments	Next Program Review to be completed in three years with follow-ups completed annually	

Department: Workforce Education & Community Services

Objective 1	Present Program Review to LCC Board of Trustees	
Estimated Cost	Existing Money	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall 2012	Department Budget:
Activity/Service	Assessment Activity	
Results	Completed	
Comments		

STUDENT AFFAIRS

GOAL 3

OUTCOME 3B

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

Department: Student Success Center

Objective 1	Offer additional supplemental instructional labs for students attending at the main campus and the Cherokee Center for English and Math.	
Estimated Cost	Existing Money \$ Unknown at this time.	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	2013	Department Budget: Math/Science and SSC
Activity/Service	Cherokee Center	
Results	Completed	
Comments	Rebecca Roach (English) and Brenda Thenikl (Math) provide these services for Cherokee Center students.	
Objective 2	Expand supplemental instructional opportunities for students attending online in Social Science.	
Estimated Cost	Existing Money \$ Unknown at this time.	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	2013	Department Budget: Student Success Center
Activity/Service	Online tutoring	
Results	Completed	
Comments	Students enrolled in online Social Science courses were given contact information for a peer tutor who could review written work on-line and off-line through student email.	

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	Support Dental Assisting Program at Cherokee	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	FY 2013	Department Budget \$
Activity/Service	Student Support Services	
Results	Dental Assisting program continues successfully. Attempting to increase program enrollment to 10 students.	
Comments	Cherokee Center classroom renovation funds came from Title III. 12.4.12 MW	

Department: Network Administration

Objective 1	Increase the number of online and extension courses in the Network Administration program.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Spring 2013	Department Budget:
Activity/Service	Program Improvement	
Results	Offered Intro to Network, Intro to Programming and Network Admin I online in FY2012-2013.	
Comments	Increase in enrollment was noted. Will be offering more online courses in the future.	

Department: Nursing

Objective 1	Nursing program courses will have Jenzabar supplemental options for their courses, replacing time spent in classroom teaching and focusing on clinical critical thinking skills. Introduce e-books as an option for student learning. Create a technology replacement plan for the department of nursing.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	FY 2013	Department Budget:
Activity/Service	Program Improvement	
Results	Complete	
Comments	E-books are used in all nursing program courses.	

Department: Physical Education

Objective 1	Expand online PE course offerings.	
Estimated Cost	Existing Money \$	New Money One Time \$1800.00
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	2013	Department Budget: Online Adjunct Salaries
Activity/Service	Instructional Methods	
Results	Attempted to expand online offerings in Physical Education and Athletic Training degree but was informed no budget was in place for this request. We did have an adjunct develop a hybrid course, but no compensation was used for that development..	
Comments	The course was developed to meet the needs of our students increasing enrollment in PE and Athletic Training. We will attempt to bring the course in the online format with next FY14 budget.	

Department: Social Science

Objective 1	If new classes are implemented (as detailed in the 2012 Operational Plan): the Social Science faculty members will evaluate the completed courses for enrollment and continued feasibility issues.	
Estimated Cost	Existing Money \$ none	New Money One Time \$ none
	Grant Funded \$ none	New Money Ongoing \$ none
Exp. Completion	FY 2013	Department Budget: \$0
Activity/Service	Assessment Activities	
Results	The new Intro to Social Work class was implemented Fall 2012. Two other Sociology classes, Basic Helping Skills and Basic Helping Skills Experience were offered Spring 2013. These classes will be required for the Sociology/Social Work programs. Faculty will continue to assess new offerings and curriculum changes.	
Comments		

Department: Workforce Education & Community Services

Objective 1	Promote the utilization and expansion of the online delivery of services and training available for non-credit courses through www.ed2go.com . Objective of 50 enrollments in FY 2013.	
Estimated Cost	Existing Money \$<Pays for itself>	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	Department Budget: Workforce
Activity/Service	Online Courses/Services	
Results	Actually had 8 enrollments	
Comments		
Objective 2	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	Department Budget: DOI
Activity/Service	Recruitment	
Results	Complete	
Comments	We have increased the number of instructors and conducted 2 training sessions for adjuncts.	

Department: Workforce Education & Community Services		
Objective 3	Increase the number of C.N.A. courses available during Spring and Summer semesters at convenient times to meet student demand. (Objective 130 earned certificates annually in FY 2013.)	
Estimated Cost	Existing Money \$<Incoming offsets costs>	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	Department Budget: Workforce
Activity/Service	Program Improvement	
Results	128 earned certificates	
Comments	Partnering with high schools & increasing average class size to 10	

ACADEMIC AFFAIRS GOAL 3 OUTCOME 3D

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

**Division: Instructional
Department: Graphic Design**

Objective 1	Implement a lighting studio for photography classes.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$0	New Money Ongoing \$0
Exp. Completion	Ongoing	Department Budget: Graphic Design
Activity/Service	Physical Resources	
Results	Space has been allocated and resources have been procured for the lighting studio to be implemented.	
Comments	The lighting studio will be operational at the beginning of the Spring 2013 semester.	
Objective 2	Assess current classroom configuration and resources for optimal instruction and student learning.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$0	New Money Ongoing \$
Exp. Completion	June 2013	Department Budget:
Activity/Service	Physical Resources	
Results	Computer workstations and outdated drafting tables have been replaced along with the addition of the photo studio allowing for classroom reconfiguration and optimal instruction and student learning.	
Comments	A smartboard has also been purchased (but not installed yet) for optimal instruction and student learning.	

Exp. Completion		
Activity/Service		
Results	Complete – Currently Implementing	
Comments		
Objective 5	Participate in eWaste Project	
Estimated Cost	Existing Money \$50.00	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion		
Activity/Service		
Results	Complete 04/2013	
Comments		

Division: Bookstore

Objective 1	Research software program to streamline procedures/make current software work	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion		
Activity/Service		
Results	Current Software company has gone out of business. Decisions have not been made on the direction of the software thus far.	
Comments		

Division: Food Service

Objective 1	Research eco-friendly paper products	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion		
Activity/Service		

Results	Completed research. Cost prohibitive at this time. Using cups made of recycled material.	
Comments		
Objective 2	Take leftover food from caterings to local homeless shelter	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion		
Activity/Service		
Results	Completed - ongoing	
Comments		
Objective 3	Recycle cardboard boxes	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion		
Activity/Service		
Results	Due to time involved this has been done sporadically. In FY14 will work with Facilities to coordinate efforts.	
Comments		
Objective 4	Advertise lower calorie meal options.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion		
Activity/Service		
Results	Incorporated healthy options into the menu.	
Comments		
Objective 5	Work with SGA to offer a refillable LCC cup that students and staff can use to get a refill at a discounted price.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion		
Activity/Service		
Results	Completed.	
Comments		

Objective 6	Update LCC website to promote catering.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion		
Activity/Service		
Results	Currently working with PR on this project. Will be completed FY14.	
Comments		

Division: Office Services

Objective 1	Research & possibly implement electronic system for tracking packages until picked up or delivered	
Estimated Cost	Existing Money \$	New Money One Time \$2000
	Grant Funded \$	New Money Ongoing \$500
Exp. Completion		
Activity/Service		
Results	Dropped; mainly due to space limitations.	
Comments	Scanning would speed up the process of documenting what packages arrived and who picked it up	
Objective 2	Begin an inventory of all LCC copiers	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$0	New Money Ongoing \$
Exp. Completion		
Activity/Service		
Results	Inventory Completed.	
Comments	This may allow a savings on purchasing supplies in bulk and let us know where additional copier needs are.	
Objective 3	Begin an inventory of all LCC fax machines	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion		
Activity/Service		
Results	Inventory Completed.	

Comments	This may allow a savings on purchasing supplies in bulk.	
Objective 4	Replace Business Office copier	
Estimated Cost	Existing Money \$ 12,000 – 15,000	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion		
Activity/Service	Update Equipment/Technology	
Results	Completed.	
Comments	Replace one of the four large copiers that Offices Services is in charge of.	

Division: Human Resources

Objective 1	HR Director attend workshop or seminar on the following topics – Work Comp, FMLA, Employment Law	
Estimated Cost	Existing Money \$350	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion		
Activity/Service		
Results	Attended Employment Law 3-26-13 and Viewed FMLA Webinar 3-12-13	
Comments		
Objective 2	Benefits, payroll accountant attend workshop or seminar on the following topics – Work comp, FMLA	
Estimated Cost	Existing Money \$350	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion		
Activity/Service		
Results	Viewed FMLA Webinar 3-12-13	
Comments		
Objective 3	Implement 403b quarterly enrollment for new employees	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	December 2012	

Activity/Service		
Results	Completed	
Comments		
Objective 4	Document payroll process and procedure	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	June 30, 2013	
Activity/Service		
Results	Still in Process – Continue to FY2014	
Comments		

Division: Business Office

Objective 1	Document accounts payable process and procedure	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	December 30, 2012	
Activity/Service		
Results	Completed.	
Comments		

Division: Facilities

Objective 1	Graphic Design – Construct new photo area and replace existing drafting tables with regular tables and chairs in the north end of the building. In the south end of the building, replace and relocate the computer tables. This will require the electrical to be rearranged.	
Estimated Cost	Existing Money \$ 15,000	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	August 2012	
Activity/Service		
Results	Completed.	

Comments		
Objective 2	Gym – Repair leaks in roof on the north half of the gym	
Estimated Cost	Existing Money \$ 8,000	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	June 30, 2012	
Activity/Service		
Results	Completed. South half will be done in FY14.	
Comments		
Objective 3	Gym – Replace the HVAC duct going into the public restrooms and install air conditioning equipment	
Estimated Cost	Existing Money \$ 19,000	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion		
Activity/Service		
Results	Completed at a cost of \$4,690.	
Comments		
Objective 4	Gym – Repair or replace the exhaust fan located in the public restrooms.	
Estimated Cost	Existing Money \$ 2,000	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion		
Activity/Service		
Results	Completed at no cost. Fan is now on timer.	
Comments		
Objective 5	Gym – Replace the toilet partitions located in the men’s public restroom	
Estimated Cost	Existing Money \$ 2,000	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion		
Activity/Service		
Results	Completed -- staff sanded and repainted existing partitions.	
Comments		
Objective 6	Gym – Sand and restripe the basketball/volleyball floor.	

Estimated Cost	Existing Money \$ 25,000	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion		
Activity/Service		
Results	Completed.	
Comments		
Objective 7	Upgrade the controls software for the HVAC system	
Estimated Cost	Existing Money \$ 1,500	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion		
Activity/Service		
Results	New Facilities Director decided this was not necessary at this time.	
Comments		
Objective 8	Main Campus - Replace existing obsolete fire alarm system	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$50,000 (tax credit)	New Money Ongoing \$
Exp. Completion		
Activity/Service		
Results	Funding not available.	
Comments	Cost depends on system, engineering and how much of existing system can be reused.	
Objective 12	Annex – Replace hallway vct floor tile.	
Estimated Cost	Existing Money \$ 4,000	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion		
Activity/Service		
Results	Completed.	
Comments		
Objective 13	Repaint lower half of the Thiebaud Theater.	
Estimated Cost	Existing Money \$ 3,000	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$

Exp. Completion		
Activity/Service		
Results	Completed, paint was touched up by staff.	
Comments		
Objective 14	Purchase new campus-wide security equipment.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$50,000	New Money Ongoing \$
Exp. Completion		
Activity/Service		
Results	No grant funding available. 7 additional cameras will be added with the new building. In FY14 we will add 2 more cameras at the Cherokee Center on the south and west sides of the building.	
Comments	Beginning, up to \$50,000, check on grants	

STUDENT AFFAIRS

GOAL 4

OUTCOME 3D

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

Division: Athletics

Objective 1	Build an indoor baseball and softball storage and training facility.	
Estimated Cost	Existing Money \$0	New Money One Time \$55,000
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Spring 2013	Department Budget: Baseball/Softball 71 acct.
Activity/Service	Recruitment	
Results	Not Completed	
Comments	Discussion for possible options in a new fundraising campaign	

ACADEMIC AFFAIRS

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.

Division: Instructional

Department: English

Objective 1	Explore grant possibilities to provide a dedicated computer lab for Comp I, Comp II, and writing tutorial lab.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Spring 2013	Department Budget:
Activity/Service	Grant Writing	
Results	No grants have been identified.	
Comments	A dedicated computer lab is still needed.	

PUBLIC RELATIONS

GOAL 4

OUTCOME 4A

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

Public Relations

Objective 1	Promote annual scholarship auction.	
Estimated Cost	Existing Money \$ Approximately \$500	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Spring 2010	
Results		
Comments		
Objective 2	Continuation of helping acquire donations, decorations, and event planning for annual scholarship auction.	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Spring 2010	
Results		
Comments		

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

Foundation

Objective 1	Develop a plan for increasing the level of Board participation in fundraising process and activities	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Summer 13	
Results		
Comments		

STUDENT AFFAIRS

GOAL 4

OUTCOME 4B

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

Division: Athletics

Objective 1	Increase scholarship dollars by 5% for the Athletic Department over the previous fiscal year.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$10,000
Exp. Completion	Spring 2013	Department Budget: Scholarships
Activity/Service	Scholarship Activities	
Results	Completed	
Comments		

FOUNDATION GOAL 4 OUTCOME 4B

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

Foundation

Objective 1	Conduct research to identify other successful fundraising models the could be adapted and utilized by the LCC Foundation	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	2012	
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: Network Administration

Objective 1	Work with Public Relations to help increase the marketing for the Network Administration program. Setup workshops so the community can come in and have the students with them on computer maintenance.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Spring 2013	Department Budget: Public Relations
Activity/Service	Marketing	
Results	In the process of working with PR in setting up promotion of Network Administration degree.	
Comments	Hope to have video ready for Fall 2013 semester. Working in outline for the promotional video.	

Department: Workforce Education & Community Services

Objective 1	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	Department Budget: Workforce
Activity/Service	Community/Business Partnerships and Educational Partnerships	
Results	Complete for 2013 and is ongoing	
Comments	We have been active presenters to schools, the Senior Center, Kiwanis, and Rotary	

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	Extension advertising	
Estimated Cost	Existing Money \$500-2000	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	2013	
Results		
Comments		
Objective 2	Online advertising	
Estimated Cost	Existing Money \$800-2500	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	2013	
Results		
Comments		
Objective 3	Continue specific marketing for the Cherokee Center	
Estimated Cost	Existing Money \$ 500-2000	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	2013	
Results		
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	Collaborate with LCC Public Relations and Marketing plans	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	
Results		
Comments		

ACADEMIC AFFAIRS GOAL 4 OUTCOME 4D

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

**Division: Instructional
Department: Nursing**

Objective 1	NLNAC and KSBN program compliance with limited follow up reports per site visit.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$ 2,000 Carl Perkins	New Money Ongoing \$
Exp. Completion	FY 2013	Department Budget: Perkins
Activity/Service	Educational partnerships	
Results	Complete	
Comments	KSBN approved both RN and PN programs for 8 and 5 years. NLNAC will act on the site visitors' recommendation of 8 years with no follow-up report in June 2013.	

FINANCE & OPERATIONS GOAL 4 OUTCOME 4D

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

Division: Office Services

Objective 1	Search for ways to conserve resources	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	
Activity/Service	Helped department to scan documents for meetings. This is an ongoing item.	
Results	Reduction in consumption of paper, toner and inks.	
Comments	Need to work with all areas of the College.	

FOUNDATION GOAL 4 OUTCOME 4D

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

Foundation

Objective 1	Review Investment policies yearly	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	
Results		
Comments		

ACADEMIC AFFAIRS GOAL 4 OUTCOME 4E

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

Division: Library

Objective 1	Offer 2 happenings in the library to LCC and the community during the each semester. Some of these expenses may be funded by grants from the Southeast Kansas Library System.	
Estimated Cost	Existing Money \$34	New Money One Time \$
	Grant Funded \$500	New Money Ongoing \$
Exp. Completion	FY 2013	Department Budget: Library
Activity/Service	Community/Business Partnerships and Educational Partnerships	
Results	This was cut due to budget cuts. We still have had some Food Days but not a specific event. We had Popcorn Day and Halloween Food Days.	
Comments		

Division: Instructional

Department: Nursing

Objective 1	LCC Nursing Alumni organization will be established.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	FY 2013	Department Budget:
Activity/Service	Community/Business Partnerships. Partnership with LCC Foundation Office	
Results	Not complete	
Comments	LCC Foundation/Alumni has other priorities for the college.	

FOUNDATION GOAL 4 OUTCOME 4F

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

Foundation

Objective 1	Revisit lists of past, present and potential donors and businesses	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$8 million	New Money Ongoing \$
Exp. Completion	Fall 2012	
Results		
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	Draft and conduct HR survey of services expected/needed, image	
Estimated Cost	Existing Money \$	New Money One Time \$100
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Spring 2012	
Activity/Service		
Results	Completed	
Comments	Use Survey Monkey	

STUDENT AFFAIRS GOAL 5 OUTCOME 5A

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

Division: Athletics

Objective 1	Increase the salary of the Assistant Coaches by 5% over the previous fiscal year.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$4,000
Exp. Completion	Spring 2013	Department Budget: Scholarships
Activity/Service	Faculty/Staff Salaries	
Results	Completed	
Comments		

ACADEMIC AFFAIRS

GOAL 5

OUTCOME 5B

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

Division: Library

Objective 1	Send one staff member to a state conference or meeting. Some of these expenses may be funded by grants from the Southeast Kansas Library System.	
Estimated Cost	Existing Money \$800	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	FY 2013	Department Budget: Library
Activity/Service	Professional Development	
Results	This was cut due to budget cuts.	
Comments		

FINANCE & OPERATIONS GOAL 5 OUTCOME 5B

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

Division: Human Resource

Objective 1	Update New Employee Orientation DVD	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	August 2012	
Activity/Service	New Hire Procedures	
Results	Completed	
Comments		

Division: Human Resources

Objective 1	Gather and enter ethnicity and degree tracking on adjuncts for entry into HRIS system	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion		
Activity/Service		
Results	Ongoing	
Comments		

ACADEMIC AFFAIRS GOAL 5 OUTCOME 5D

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

**Division: Instructional
Department: English**

Objective 1	Research feasibility of creating online site for community college English instructors for active learning ideas.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	2013	Department Budget:
Activity/Service	Professional Development	
Results	The college is unable to host an outside public website at this time.	
Comments		

Division: Library

Objective 1	Actively participate in 2 state conferences and one National Conference	
Estimated Cost	Existing Money \$1,140	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	2013	Department Budget: Library
Activity/Service	Educational Partnerships	
Results	I will not be attending a national conference as I went to one in May. I attended the CULS conference in Dodge City in October . The KLA has been cancelled for Spring and will be moved to Fall next year. I also attended a KLA Summer workshop.	
Comments		

Department: Nursing

Objective 1	Maintain professional development to enhance faculty leadership. NLN, NLNAC, KCADNE, N-OADN	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$5,000	New Money Ongoing \$
Exp. Completion	FY 2013	Department Budget: Perkins
Activity/Service	Professional Development	
Results	Complete	
Comments	Coomes and Addis attended NLN Education Summit fall 2012, All but one, nurse faculty attended KCADNE Fall 2012. Gilpin, Page, Beachner, and Addis attended National Conference April 2013.	
Objective 2	Maintain leadership development for educational assistant and director through educational opportunities.	
Estimated Cost	Existing Money \$2,000	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	FY 2013	Department Budget: Nursing
Activity/Service	Professional Development	
Results	Complete	
Comments	Bohnenblust attended NLN Education Summit Fall 2012, Simpson attended Skills USA conference fall 2012	

Department: Online

Objective 1	Offer Workshops which support redevelopment of older online courses to make use of new opportunities.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	Department Budget: Outreach
Activity/Service	Professional Development	
Results	Completed	
Comments	Have used the in-service opportunities for these workshops and the new Best Practices will help with this.	

Department: Physical Therapist Assistant

Objective 1	Assure faculty competence in educational methodology and instructional design per supervisor, student and peer evaluations.	
Estimated Cost	Existing Money	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall 2012, Spring 2013	Department Budget:
Activity/Service	In-service and Professional Development	
Results	Completed	
Comments	Director attended a conference for the development of new PT and PTA Program faculty in July 2012. Clinical Coordinator attended the Educational Leadership conference and is enrolled in the CTE bachelor's program at PSU.	

Department: Radiography

Objective 1	Provide professional development for director and faculty – National seminar and JRC/ERT update	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$ 3000	New Money Ongoing \$
Exp. Completion	Spring 2013	Department Budget: Perkins
Activity/Service	Professional Development	
Results	Completed	
Comments	Faculty and director attended the West Coast Educators Conference in Feb 25 –March 1 st in Orlando Florida. Faculty used their Professional Development funds, Director used budgeted travel funds.	

Department: Workforce Education/Community Services

Objective 1	Create a larger pool of potential instructors over the next five years by Increasing internal and external opportunities for professional development that results in industry recognized professional designations in key areas such as Emergency Medical Technician, Training Officer 1 & 2, & Instructor Coordinator certificates.	
Estimated Cost	Existing Money \$1,500-3,000	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	FY2013	Department Budget: Workforce Ed/Comm Service
Activity/Service	Professional Development	
Results	Ongoing	
Comments	We have trained a new Yoga instructor to continue the Yoga class based on an expressed need among LCC employees. We are currently recruiting for EMT instructors, and will be facilitating Training Officer classes in FY2014.	

FINANCE & OPERATIONS

GOAL 5

OUTCOME 5D

Outcome 5D: Offer and support professional development programs and opportunities to enhance faculty and staff effectiveness as facilitators of learning and strengthen leadership skills

Division: Human Resources

Objective 1	Present one webinar or training session per semester for all supervisors on employment law topic	
Estimated Cost	Existing Money \$250	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion		
Activity/Service		
Results	Completed	
Comments	Ongoing – not necessarily on employment law.	
Objective 2	Conduct ADA training for adjunct faculty	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion		
Activity/Service		
Results	Completed	
Comments		
Objective 3	Conduct sexual harassment training for adjunct faculty	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion		
Activity/Service		
Results	Completed	
Comments		

Updated 6/25/2013

Objective 4	Research a fair process for 360 evaluations	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion		
Activity/Service		
Results	President's Council decided not to do this.	
Comments		

