September 1, 2016

Board of Trustees:

Attached you will find Labette Community College's 2016 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 Core Values and Core Value Outcomes that the Board helped to write. The following Timeline shows when the Operational Plans are completed and the Organizational Charts provide clarity of how the various areas are comprised. We then look at the Highlights over the past year and review the results of the Student Satisfaction Survey. The detailed Operational Plans are next and comprise the bulk of this report. We then provide a report about the accomplishments of our Clubs and Organizations followed by the Program Reviews that came before the board this year. The last part of the report contains our KBOR Performance Agreement, a document showing how our LCC Committees support our Core Values, and ends with our 5 Year Visions.

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 works of all our faculty, staff, and administration. I know you will be as pleased as I am with our results.

Sincerely,
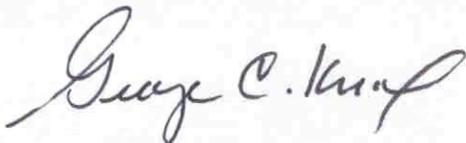
George C. Knox, Ed.D.
President

LABETTE COMMUNITY COLLEGE
STRATEGIC PLAN FY2016

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 VALUE OUTCOMES

Core Value 1: Student Learning: Labette Community College makes every effort to provide collegial programs and services by providing a caring and qualified faculty/staff to assist all students and community members in attaining the foundational skills and knowledge essential for success in work and in life, in a supportive and accountable environment.

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

Core Value 2: Education for a Globally Connected World: Labette Community College promotes the diversity in our communities and our world by valuing the dignity, worth, and potential of all persons; by using diverse delivery methods and evolving technology; and by improving the communities we serve through civic engagement opportunities.

Outcomes
A. Improve and expand linkages with educational partners and community agencies for mutual benefit.
B. Respond to the diverse learning needs of our community.
C. 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. 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.

Core Value 3: Continuous Improvement: Labette Community College strives for continual institutional improvement through strategic planning, program and department reviews, outcome assessments, professional development, performance agreements, policy and procedure updates, and campus environment enhancement.

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Outcomes

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A. Improve the system of defining and assessing student learning outcomes.
B. Hire, develop, support, and empower employees throughout the organization who take an active role in student learning and success.
C. Offer and support professional development programs and opportunities to enhance faculty and staff effectiveness as facilitators of learning and strengthen leadership skills.
D. Improve the utilization of human, physical, technological, and fiscal resources.

Core Value 4: Integrity and Transparency: Labette Community College operates in an environment of integrity and transparency through honest ethical practices, open communication, and accountability, for transactions with all constituencies.

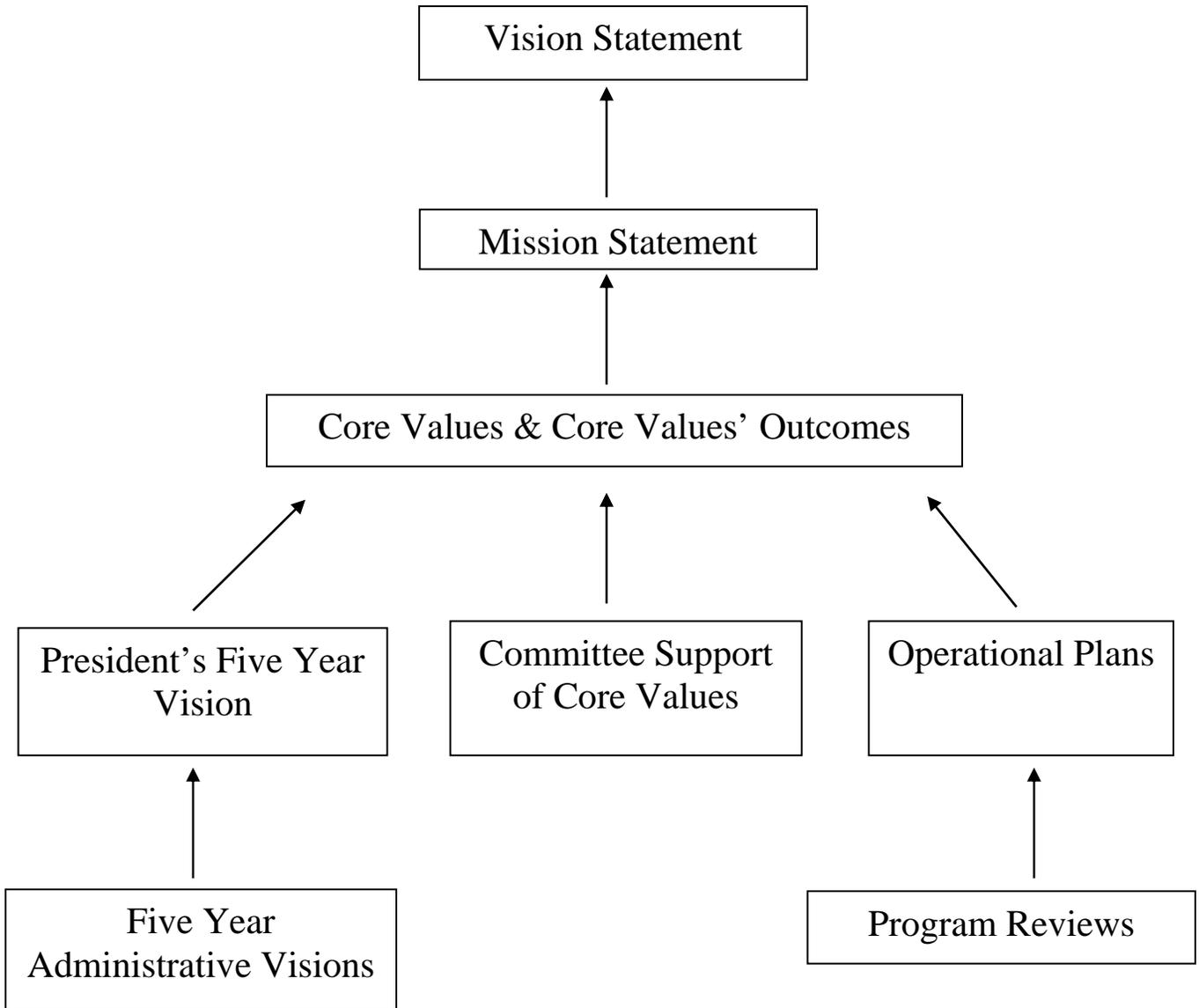<div align="center">

Outcomes

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A. Improve tracking of and access to data to meet the needs of the institution and external contingencies.
B. Promote responsible stewardship of resources and public trust.
C. Enhance the college image to stakeholders to generate business and community support by communicating the value and benefit of the college.
D. Strengthen internal communication practices.

Core Value 5: Sustainability of the Institution: Labette Community College encourages innovation and personal growth, maintains financial accountability, supports student retention and success, and plans strategically for the future, while adhering to state, federal, and governing agency guidelines.

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Outcomes

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A. Achieve targeted growth through an integrated enrollment management process.
B. Enhance student opportunities through increased scholarships and endowments.
C. Enhance the economic, academic, and social environment of the college to recruit and retain quality employees.

Strategic Planning Process

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                    │    Vision Statement     │
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                    │    Mission Statement    │
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          │   Core Values & Core Values' Outcomes        │
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│ President's Five   │ │ Committee Support  │ │ Operational Plans  │
│ Year Vision        │ │ of Core Values     │ │                    │
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│ Five Year          │                       │ Program Reviews    │
│ Administrative      │                       │                    │
│ Visions            │                       │                    │
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TIMELINE FOR OPERATIONAL PLANS FY2016

July 2015
1. All administrative areas will:
   a) Update the FY2016 Plans, including additional Carryover plans from FY2015.
   b) Complete the FY2015 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.
   c) Complete FY 2015 Highlights list and submit to President's Office to prepare for President's Council in July.
   d) Submit an organizational chart to the President's Office to prepare for President's Council in July.
2. President's Council reviews completed FY2015 Operational Plans, Committee Support of Strategic Plans, and Highlights from all areas.
3. President's Office prepares FY2015 Annual Report for the September BOT meeting. The Annual Report consists of:
   a) Strategic Plan Document
   b) Timeline
   c) Organizational Charts
   d) Highlights
   e) Completed Operational Plans
   f) Clubs and Organizations Report
   g) Program Reviews (list of completed program reviews FY2015)
   h) KBOR Performance Agreement
   i) Committee Support of Core Values
   j) 5-Year Visions
5. Academic Affairs area set priorities and focus for FY2017 and FY2018 Operational Plans from academic areas by end of July and share them with all other administrative areas.
6. The prioritized FY2016 Operational Plans will be sent to all LCC after the BOT budget work sessions.

August 2015
1. President's Council reviews, modifies and approves carry over report containing list of items not completed in FY2015 to be completed in FY2016.
2. Prior to in-service, President's Council reviews and recommends any changes to the Academic Affairs FY2017 and FY2018 Operational Plans.
3. Student Affairs, Finance and Operations, Foundation, and Public Relations will use the Academic Affairs FY2017 and FY2018 Operational Plans to:
    Update or revise their first three areas of their Operational Plans for FY2017 and FY2018 (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 2015
1. Board of Trustees reviews Annual Report for FY2015. (Following their review, the President's Office emails the annual report to IT to prepare PDF for October report.)

October 2015
    2. Board of Trustees reviews Report of Student Learning.
    3. Strategic Operations Advisory Committee will review the completed FY2015 Annual Report, FY2017-2021 five year visions, and review the Report of Student Learning. The committee will also review the list of items not completed in FY2015 to add to the FY2016 Operational Plans. (Once the list is reviewed, the FY2016 Plan will be modified by the President's Office to reflect these changes and be redistributed to all areas.)
    4. 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 2015
    1. Student Affairs, Finance and Operations, Foundation, and Public Relations will submit FY2017 and FY2018 Operational Plans to President's Office and will share them with the other administrative areas.

December 2015
    1. Mid-year update report of FY2016 Operational Plans by Academic Affairs departments due to Betty Story.
    2. The President's Office integrates FY2017 and FY2018 Operational Plans from all areas into one plan.

January 2016
    1. FY2017 and FY2018 Operational Plans from all administrative areas will be sent by January 25 to President's Council to begin review.
    2. Academic Affairs area will share significant changes found in their review of the mid-year update report of FY2016 Academic Affairs Operational Plan with President's Council. President's Council will begin to review the FY2017 and FY2018 Operational Plans from all administrative areas.

February 2016
    1. President's Council will complete their review of the FY2017 and FY2018 Operational Plans from all administrative areas (including the Carryover Report to FY2016) and approve the FY2017 Operational Plans.
    2. Strategic Operations Advisory Committee will begin to review the FY2017 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 2016
    1. Strategic Operations Advisory Committee will complete the review of FY2017 and review FY2018 Operational Plans (Objectives, Estimated Cost, and Expected Completion Date) from all areas.
    2. President's Council will review the current Strategic Plan. Any changes will be applied to the FY2018 Operational Plans.

April 2016
    1. President's Council reviews and revises their 5 year visions for FY2018-FY2022. (This is the first step of the next cycle.)
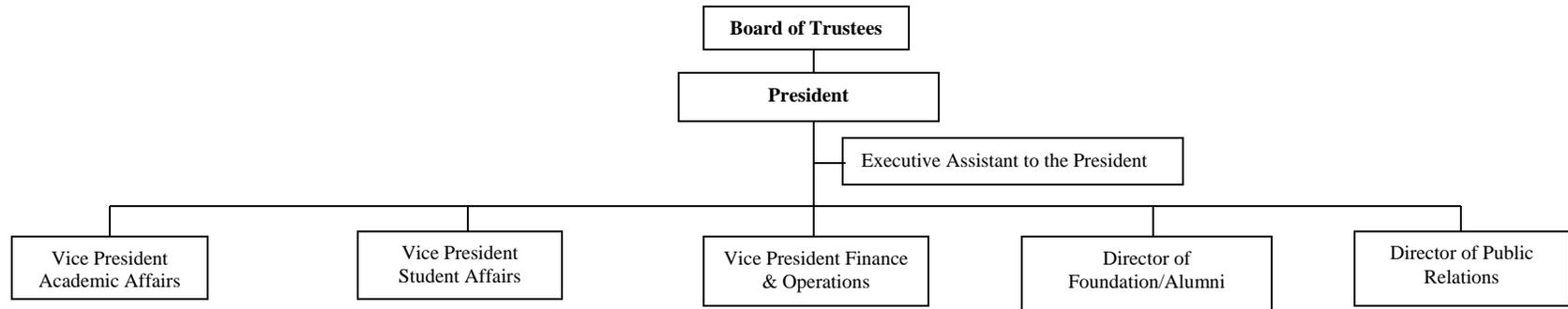   2. President's Office sends the revised 5 year visions to all LCC.
May 2016

1. Vice Presidents and President will reprioritize the FY2017 Operational Plans (including the Carryover Report to FY2016) at the budget meetings beginning in May. These plans will be considered as part of the budget process.
2. Academic Affairs departments will:
   a) Complete the FY2016 Operational Plan report (add Results and Comments, and change estimated costs to actual costs if possible) and submit to Academic Affairs Assistant.
   b) Academic Affairs Assistant, combine all Academic Affairs FY2016 Operational Plans.
   c) Academic Affairs Assistant, complete Academic Affairs FY2016 Carryover Report and insert them into the FY2017 Academic Affairs Operational Plans after review by VP, DOI, and CTE Director.
   d) Update the first three areas of the Operational Plans for FY2018 and write the FY2019 (Objectives, Estimated Cost, and Expected Completion Date) and submit to Academic Affairs Assistant. Be sure to use the 5 year Visions from President, VP's and Dean for guidance. (The FY2017 plans go into effect in July 2016 while faculty members aren't under contract, so FY2019 is considered here as being 2 years out).
   e) Faculty will complete Highlights FY2016 list on WIKI.
3. Committee Chairs submit Committee Support of Strategic Plan FY2016 to Betty Story.
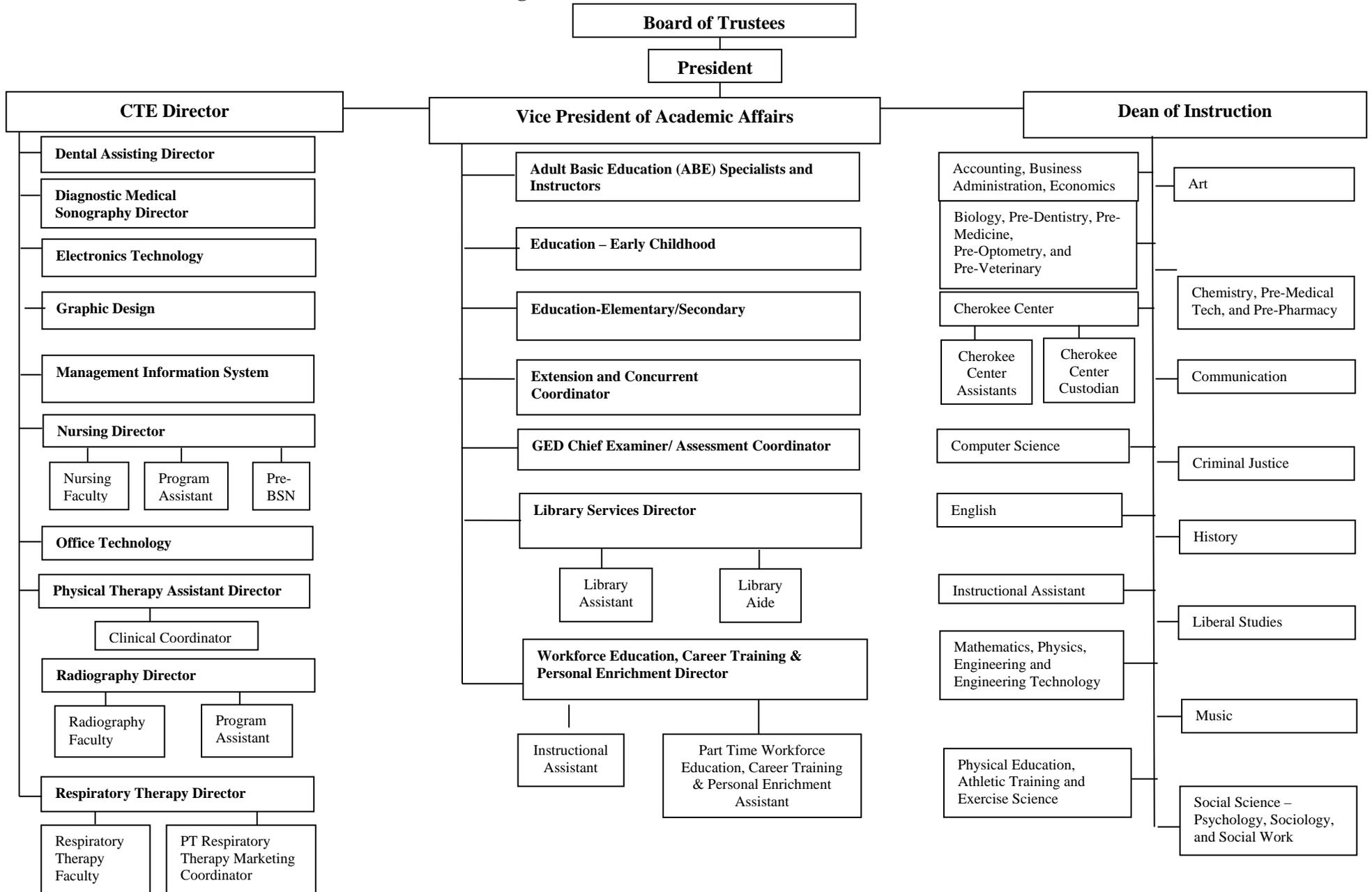
June 2016
1. FY2017 Operational Plans that were prioritized in May are prepared in June by the President's Office for the BOT's Budget Work Session in July.
2. All administrative areas will:
   a) Complete the FY2016 Operational Plan reports (add Results and Comments, and change estimated costs to actual costs if possible) and submit to President's Office to prepare for President's Council in July.
   b) Complete FY 2016 Highlights list and submit to President's Office to prepare for President's Council in July.
   c) CTE Director integrates Perkins requests into Academic Affairs Operational Plans.
3. Academic Affairs VP will submit the Committee Support of Strategic Plan and FY2016 Clubs and Organizations Year-End Report and organizational chart to the President's Office to prepare for President's Council in July.
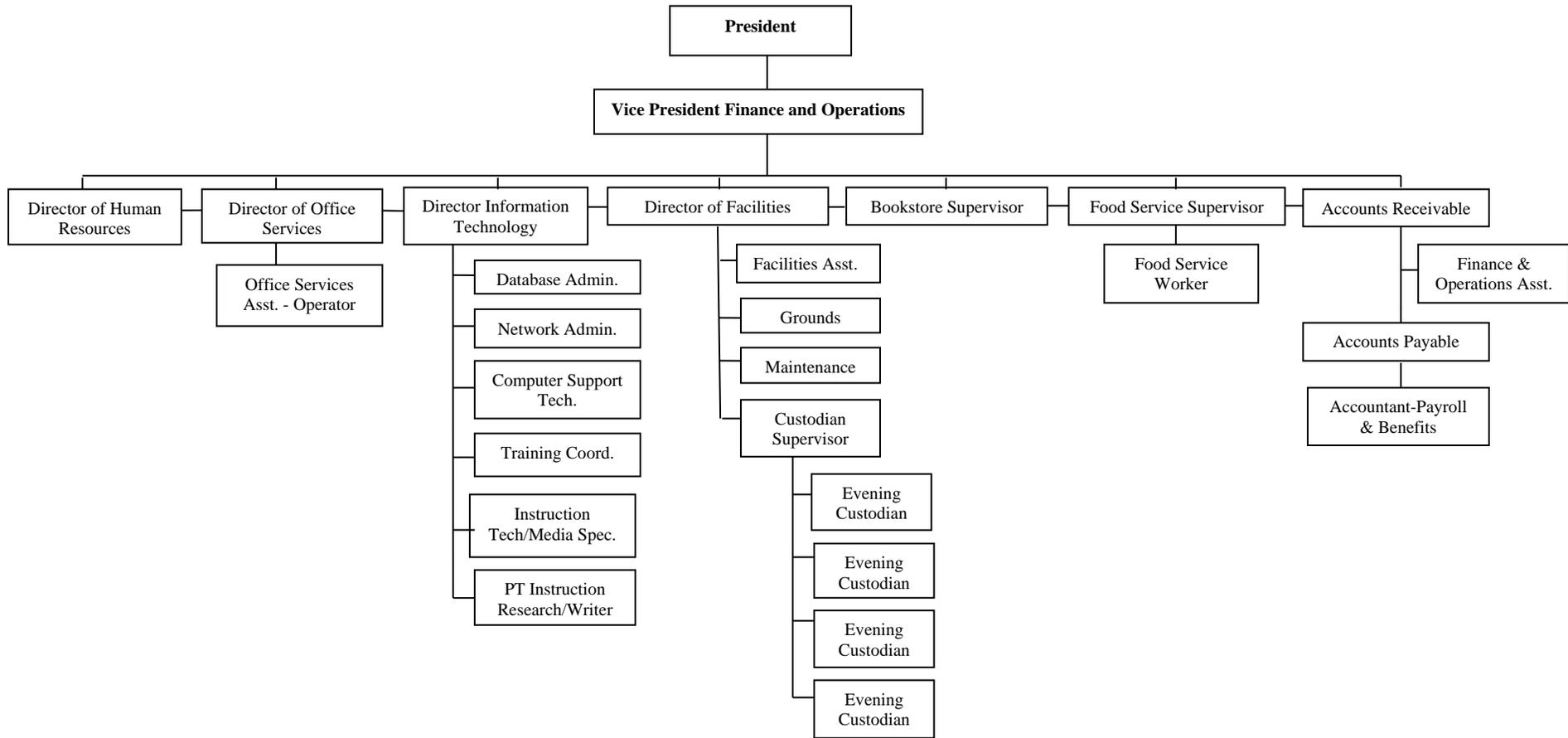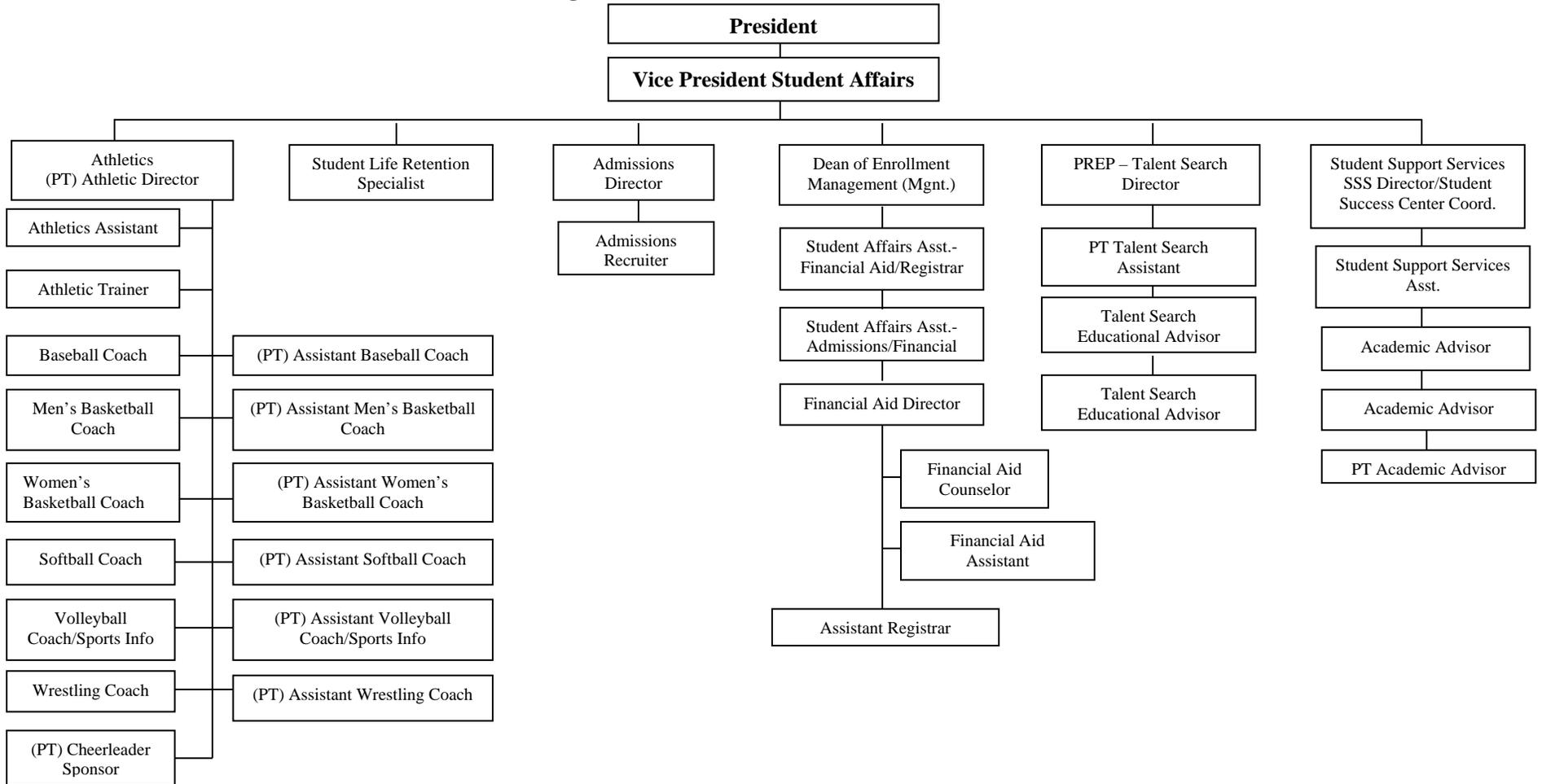
Organizational Chart: Office of the President FY17

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                    │  Board of Trustees  │
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                    │      President      │
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                               ├──────────┤ Executive Assistant to the President │
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Vice President Academic Affairs	Vice President Student Affairs	Vice President Finance & Operations	Director of Foundation/Alumni	Director of Public Relations

Organizational Chart: Academic Affairs FY2017

Board of Trustees

President

CTE Director	**Vice President of Academic Affairs**	**Dean of Instruction**

CTE Director

- **Dental Assisting Director**
- **Diagnostic Medical Sonography Director**
- **Electronics Technology**
- **Graphic Design**
- **Management Information System**
- **Nursing Director**
  - Nursing Faculty
  - Program Assistant
  - Pre-BSN
- **Office Technology**
- **Physical Therapy Assistant Director**
  - Clinical Coordinator
- **Radiography Director**
  - Radiography Faculty
  - Program Assistant
- **Respiratory Therapy Director**
  - Respiratory Therapy Faculty
  - PT Respiratory Therapy Marketing Coordinator

Vice President of Academic Affairs

- **Adult Basic Education (ABE) Specialists and Instructors**
- **Education – Early Childhood**
- **Education-Elementary/Secondary**
- **Extension and Concurrent Coordinator**
- **GED Chief Examiner/ Assessment Coordinator**
- **Library Services Director**
  - Library Assistant
  - Library Aide
- **Workforce Education, Career Training & Personal Enrichment Director**
  - Instructional Assistant
  - Part Time Workforce Education, Career Training & Personal Enrichment Assistant

Dean of Instruction

- Accounting, Business Administration, Economics
- Biology, Pre-Dentistry, Pre-Medicine, Pre-Optometry, and Pre-Veterinary
- Cherokee Center
  - Cherokee Center Assistants
  - Cherokee Center Custodian
- Computer Science
- English
- Instructional Assistant
- Mathematics, Physics, Engineering and Engineering Technology
- Physical Education, Athletic Training and Exercise Science
- Art
- Chemistry, Pre-Medical Tech, and Pre-Pharmacy
- Communication
- Criminal Justice
- History
- Liberal Studies
- Music
- Social Science – Psychology, Sociology, and Social Work

Organizational Chart: Finance and Operations FY17

President

Vice President Finance and Operations

- Director of Human Resources
- Director of Office Services
  - Office Services Asst. - Operator
- Director Information Technology
  - Database Admin.
  - Network Admin.
  - Computer Support Tech.
  - Training Coord.
  - Instruction Tech/Media Spec.
  - PT Instruction Research/Writer
- Director of Facilities
  - Facilities Asst.
  - Grounds
  - Maintenance
  - Custodian Supervisor
    - Evening Custodian
    - Evening Custodian
    - Evening Custodian
    - Evening Custodian
- Bookstore Supervisor
- Food Service Supervisor
  - Food Service Worker
- Accounts Receivable
  - Finance & Operations Asst.
  - Accounts Payable
    - Accountant-Payroll & Benefits

Organizational Chart: Student Affairs FY17

President

Vice President Student Affairs

Athletics (PT) Athletic Director	Student Life Retention Specialist	Admissions Director	Dean of Enrollment Management (Mgnt.)	PREP – Talent Search Director	Student Support Services SSS Director/Student Success Center Coord.

Athletics (PT) Athletic Director
- Athletics Assistant
- Athletic Trainer
- Baseball Coach — (PT) Assistant Baseball Coach
- Men's Basketball Coach — (PT) Assistant Men's Basketball Coach
- Women's Basketball Coach — (PT) Assistant Women's Basketball Coach
- Softball Coach — (PT) Assistant Softball Coach
- Volleyball Coach/Sports Info — (PT) Assistant Volleyball Coach/Sports Info
- Wrestling Coach — (PT) Assistant Wrestling Coach
- (PT) Cheerleader Sponsor

Admissions Director
- Admissions Recruiter

Dean of Enrollment Management (Mgnt.)
- Student Affairs Asst.- Financial Aid/Registrar
- Student Affairs Asst.- Admissions/Financial
- Financial Aid Director
  - Financial Aid Counselor
  - Financial Aid Assistant
  - Assistant Registrar

PREP – Talent Search Director
- PT Talent Search Assistant
- Talent Search Educational Advisor
- Talent Search Educational Advisor

Student Support Services SSS Director/Student Success Center Coord.
- Student Support Services Asst.
- Academic Advisor
- Academic Advisor
- PT Academic Advisor

Organizational Chart: Division of Public Relations FY17

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                    │    President      │
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                    │ Director Public  │
                    │   Relations      │
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                    │ Public Relations │
                    │  Graphic Design  │
                    │    Specialist    │
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Organizational Chart: Division of Foundation/Alumni FY17

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        │      President      │
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        │      Director       │
        │  Foundation/Alumni  │
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        │  Foundation/Alumni  │
        │      Assistant      │
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Labette Community College Highlights FY2016
July 1, 2015 – June 30, 2016

Contents

I.   Student Success

- Phi Beta Lambda students placed in the following events at the State Phi Beta Lambda Conference in March: Ty Ellis: 1st Place-Sales Presentation and Integrated Marketing Campaign, 2nd Place-Job Interview and Marketing Analysis & Decision Making; Joshua Ghering: 1st Place-Public Speaking, 2nd Place-Accounting Analysis & Decision Making and Emerging Business Issues; Bonnie Howell: 1st Place-Business Decision Making, 2nd Place-Client Services and Emerging Business Issues, 3rd Place-Social Media Campaign; Kortney Kirkland: 1st Place-Business Decision Making and Integrated Marketing Campaign, 2nd Place-Marketing Analysis & Decision Making; Levi Sprague: 1st Place-Retail Management, 2nd Place-Financial Concepts, Accounting Analysis & Decision Making, Emerging Business Issues and Integrated Marketing Campaign; Shawna Yockey: 1st Place-Entrepreneurship Concepts and Business Decision Making, 2nd Place-Integrated Marketing Campaign, 3rd Place-Social Media Campaign. Also recognized were Ty Ellis, Joshua Ghering and Kortney Kirkland for Who's Who in Kansas Phi Beta Lambda.
- Nancy Newby reported that Samantha Vore, a senior at Oswego High School, currently enrolled in General Literature for concurrent credit, placed second in the 2016 Joplin Globe Writing contest for her short story entitled "Double Dog Deal". Samantha plans to major in creative writing.
- Kendra Gifford was nominated for Homecoming Queen by the Dental Assisting Club.
- Members support an English Scholarship fund, have made cafeteria lunch card donations for needy students and have made donations to food for students in the Print Shop.
- The Library hosted poster presentations from the Nursing Department.
- Lee Ann Eggers posted new videos and tutorials to our web pages, Facebook and Twitter.
- Nursing class of 2015 passed the NCLEX-RN Board Exam on the first attempt with a 100% pass rate. The Nursing faculty were awarded the Special Employee Recognition in honor of this achievement.
- Cheryl Smith said students gave 22 flu shots and will do about 30 more the week of October 18th.
- On April 7th & 8th, the following students received the following awards in the Kansas Society of Radiologic Technologist Competitions that was hosted in Hays, Kansas. Megan Herder--1st Place, Lateral Scapula and she receive the Overall Outstanding Image Award. Jill Troy—1st Place RAO Stomach & 2nd place Lateral Scapula.
- Scientific Exhibit Winners– Bria Maples 1st Place, "Desmoplastic Fibroma" , Hunter Kellar 2nd Place " Widow Maker of Coronary Artery of the Heart" & Jill Troy 3rd Place "Osteosarcoma"
- KSRT Ray Bowl Competition –1st Place with the following students representing LCC: Jill Troy, Emily Fatout & Whitney Wolken. Whitney Wolken also received the highest written score from all student participants in the Ray Bowl written competition.
- Megan Thompson will be serving as the SGA President for the 2015-2016 school year.
- Held 16th Annual Auction for Scholarships: We received donations of in-kind gifts totaling $29,126. The revenue from the auction was $44,560.

II.   Community Outreach (Benefits Community)

- Joe Burke participated in the Kiwanis Club Pancake Feed to raise funds in support of Parsons Youth.

- Mark Watkins, Dee Bohnenblust, Sue Brouk, and George Knox participated in the Rotary Chili Feed to raise funds in support of Parsons projects.
- Cathy Kibler serves on the LCC Foundation Auction for Scholarships Committee, the Altamont United Methodist Church treasurer, and the Altamont Grade School PTO treasurer.
- The Phi Beta Lambda Club sponsored a game station at the LCC Kids Fall Fest, a Prematurity Awareness Day in February for March of Dimes, provided sandwiches for two LCC sponsored Blood Drives, and provided a basket for a raffle to raise money for Cancer during the Hunting for a Cure event held during Basketball season.
- Cathy Kibler helped work the LCC Sponsored Blood Drive.
- Cathy Kibler, the Introduction to Business class and several members of the Phi Beta Lambda Club participated in packaging meals for the Millions Meals event hosted by the SGA.
- The Art and Graphic Design departments hosted the 29th Annual High School Art Competition and Exhibition at the LCC Gym in April for 10 area high schools.
- Tom Duran serves as an Elder for the Lighthouse Tabernacle Church in Pittsburg.
- Tonya Bell serves on the USD 461 School Board, as Vice-President of Tri-County Special Education Board member, and the President for the Neodesha Booster Club.
- Tonya Bell judged Forensics Tournament at Cherryvale High School.
- Tonya Bell's Public Relations students held "Miles for Meals 5K Glow Run" raising approximately $1300 and numerous household items/toiletries for the LCC Student Pantry.
- Leigh Ann Martin and the Dental Assisting Club assisted the Community Health Center of SE Kansas with their annual dental school screenings at Westside Elementary
- Leigh Ann Martin, Missy Carson and the Dental Assisting Club volunteered at KMOM (Kansas Mission of Mercy dental clinic)
- Allison Colson led a tour to Europe in 2015, and plans a tour to Croatia in May 2017.
- Members participate in the Speakers Bureau, support the Tolen Park Sculptures, and support the LCC Food Pantry, serve on the LCC Gallery Committee, and participate in Community dance and yoga.
- Melissa Kipp judged the 2016 Pittsburg State University Crimson Creative Awards.
- The Graphic Design Club sponsored a games station at the LCC Kids Fall Fest.
- Melissa Kipp served as the 2015 Labette County Fair open class and 4-H photography judge.
- The Library contributed children's books to the Volleyball Philippine Library Project.
- Spoke with Kiwanis Club about exercise science and athletics in February 2015.
- LCC Radiography Club hosted the Breast Cancer Awareness Booth and Dig Pink with the LCC Volleyball team in October and we collaborated with the LCC Booster Club to host the Hunting for a Cure Event. $701.00 will be donated to the LCC Relay for Life Team.
- The Radiography Club participated in the Fall and Spring LCC Blood Drives, collected and donated items for the LCC Christmas Food Basket and Adoption of Bell project, and hosted a campus and off campus collection for the Parsons Animal Shelter and over 60 items were donated for the animal shelter. In February the club also hosted a Heart & Diabetes Awareness event and in April they hosted a Congenital Diaphragmatic Hernia Awareness Booth.
- Gale Brown and several members of the Radiography Club participated in packaging meals for the Millions Meals event hosted by the SGA.

- Respiratory Therapy Club hosted the annual CF run/walk on October 31st. Over $2000 was raised.
- LCC Respiratory Therapy department has put together a Makenzie's Mile/Ally's Hope 5k color run/1 mile walk for Cystic Fibrosis Saturday, October 31st at Forest Park in Parsons. All proceeds go to the Cystic Fibrosis Foundation.
- Kalynn Amundson and Tim Miller organized and hosted the 4th season of Indie Lens Pop-Up (formerly Community Cinema). Films screened: Stray Dog, Autism in Love, In Football We Trust, Black Panthers: The Vanguard of the Revolution, and Peace Officer.
- Fall 2015 - Social Problems students participated in service learning projects for the Salvation Army in Joplin and Wesley House in Pittsburg.
- Spring 2016 - Social Problems students participated in service learning projects for Julianna's Daycare, Wesley House, and Westridge Assisted Living.
- The Workforce Department played an instrumental role in Labette County's effort to become an ACT certified Work Ready Community. The College became an authorized testing center, and a driving force to market the effort and gain support from area employers.
- Ryan Seme assisted in the annual Kiwanis pancake feed and served as the 2016 club president.
- The Workforce Department has helped to facilitate a joint venture with the Department for Children and Families to offer a GOALS class on the main campus. The purpose of the class is to help the chronically underemployed develop skills and improve trainability in order to gain access to higher levels of technical training and more lucrative employment.
- The Workforce Department hosted the 30th annual LCC fire School. Over 110 area firefighters were trained during the 3 day event.
- Academic Advisement for general public
- Participates in) Kids Fall Fest
- Help with Red Cross Blood Drive
- Business Showcase
- Volunteered for Red Cross Blood Drives
- Volunteered for Stella wells Xmas tree delivery
- Special Olympics Rodeo volunteers
- Katy Days Volunteers
- Babe Ruth Volunteer
- Assisted Disabled Veterans in Relocating
- Assist all students with financial aid questions regardless of where the student plans to attend college.
- Assist high school counselors with financial aid questions
- Continue to update our webpage to be more student friendly
- Award scholarships as they are submitted
- SGA managed two community blood drives for the Red Cross.
- SGA hosted Kids Fall Fest for community families to enjoy safe Halloween activities.
- SGA sponsored a fall Student Organization Fair.
- SGA/CAB and the Admissions Department hosted the Cardinal Crawl, a local business showcase on campus.
- SGA/CAB partnered with the C3 Committee to host a Drunk Driving Simulator on Campus.
- SGA and CAB sponsored Homecoming Week events and coronation ceremonies.

- SGA and CAB sponsored "Paint the Town Red" and "Paint the Campus Red" events during Homecoming Week.
- SGA and CAB sponsored fall and spring Welcome Week and Finals Frenzy.
- SGA hosted a meal-packaging event that yielded over 10,000 meals to fight world hunger.
- CAB sponsored the annual LCC (students and staff) Kansas City Chiefs trip.
- CAB sponsored LCC Movie Nights and free popcorn on campus to coincide with Movie Nights.
- Phi Theta Kappa (PTK) sponsored several events for the Ronald McDonald House and St. Jude's throughout the year.
- PTK hosted, stocked and coordinated a campus Food Pantry for students.
- PTK raised money for St. Jude's.
- PTK completed three regional service projects.
- PTK hosted presentations at Kiwanis and Rotary Clubs.
- Dental Assisting Club assisted with community dental screening at local elementary schools.
- Dental Assisting Club volunteered at the Kansas Mission of Mercy Dental Clinic.
- Respiratory Therapy Club hosted the Cystic Fibrosis Walk.
- Biology Club hosted science presentations to 3rd Grade Students.
- KANS collected Christmas gifts for the Parsons State Hospital and Training Center.
- KANS completed fundraisers that benefitted Labette Health Women's Health Fund and autism charities.
- Student Organizations sponsored halftime contests at home basketball games.
- PBL raised money for the March of Dimes.
- PBL assisted with the Hunting for a Cure Cancer Awareness event.
- Radiography Club provided Candy Bags for the Garfield Elementary Halloween march.
- Radiography Club offered several information booths related to the science and diseases associated with radiography.
- Radiography Club hosted several cancer awareness events throughout the semester.
- Radiography Club formed a team for Bowl for Kids' Sake.
- Radiography Club presented at the MeadowView grade school leadership program.
- Student Ambassadors hosted several recruitment and enrollment days.
- Presented college and career information to the DCF Youth Career Advising seminar
- Provided resume and cover letter reviews free of charge to community members
- Conducted mock interviews for area high school students interested in applying to LCC's health science programs
- Director and Assistant volunteer extensively with Stella Wells registration and distribution
- Director serves as Recording Secretary for local chapter of Beta Sigma Phi sorority
- Academic Advisor serves on the Executive Board of the Future Business Coalition
- The project implemented a grant funded tutoring pilot activity at Oswego and Pittsburg High Schools during the spring 2016 semester.
- The project sponsored a spring TRIO Day resulting in seven seniors enrolling at LCC after the event.
- Donor Appreciation Luncheon and presented the Van Meter Outstanding Alumni Award
- Held Cardinal Citation Award reception and award presentation
- Organized free English Lecture Series to area middle school, high school, college teachers through the Gribben Endowment fund

- Made a presentation to Parsons Lions Club, Parsons Soroptimist Club, and lead many tours of the Zetmeir Building

III.   Facilities

- Connected the dental lab with the neighboring classroom to expand enrollment and make room for our newest donation of a panoramic machine. Construction will start during the summer months and will be finished before the start of the fall semester.
- Renovated/remodeled the exercise science and physical education building.
- Added weight room equipment via generous donation by Sophia Zetmeir.
- Admissions
- Admissions Recruiter's office space was moved to the "new" Advising Center located on the 2nd floor of the Student Union Building
- New Cages (In Progress) for baseball and softball.
- Refinish gym floor
- Replacement of Wrestling All-American Boards
- Continually meeting on phase II of Capital Campaign (athletic Facility).
- Continue to maintain athletic fields with personal and fundraised dollars.
- Advising Center (L102) was converted to Conference Room 1
- Relocated the Advising Center to better assist Students
- Renovated and named the bookstore, "The Bird's Nest"
- Added a charging station in the Cardinal Café

IV.   Grants

- The Eastern Kansas Adult Education program on Labette Community College's campus received a $2,000.00 grant from the Parsons Area Community Foundation Grant Program. The money will be used to help Adult Education/GED students pay for a portion of their Official GED Test fees.
- LCC received a Carl Perkins Grant of $89,539.00
- The Library received an Extended Services Grant from the Southeast Kansas Library System for offering services to the public in the amount of $1790.25 and a grant from the State Library of Kansas to reimburse us for purchasing the Kansas Notable Books for 2015.
- Student Support Services grant, worth approximately $1.4 million over five years, was approved in July 2015
- Awarded 110 College Completion Grant awards to eligible SSS participants, totaling $51,584 who met program requirements and demonstrated satisfactory progress toward their educational goals.
- The project exceeded its grant objectives for the 2015-2016 grant year with 571 participants and a 100% graduation rate for its high school senior class, totaling 71.
- 100% of all project participants grades 6 through 11 advanced to the next grade level.
- 84% of high school participants are engaged in a rigorous program of secondary study.
- 64.5% of 2016 graduates have indicated their intent to enroll in a post-secondary institution this coming fall semester
- Talent Search successfully submitted its grant application in February 2016
- The grant was submitted with 57 pages, nine pages less than the mandated minimum of 65.
- Secured grant from PACF for Adult Ed

V.   Honors/Special Recognition

- LCC is 5th in the nation as Best Community Colleges of 2015 according to SmartAsset.
- Mandi Lever, LCC student, won the Child Photographer of the Year award at Focus '15 in October. It is a print competition sponsored by Professional Photographers of the Ozarks.
- Cathy Kibler received the Elaine Guy Award of Distinction for Advising
- Tom Duran received the 2015-2016 Distinguished Faculty Award
- Tonya Bell named "Neodesha Chamber Volunteer of the Year".
- Leigh Ann Martin was recognized as the Employee of the Month (September)
- Dental Assistant Program was granted full accreditation without reporting duties. Next site visit is in 2020.
- Melissa Kipp was nominated for the Distinguished Faculty Award
- The nursing staff, Dee, Jill, Rhonda, Kim, Julie and Cheryl were presented with the October Special Employee of the Month Award in recognition of the 100% first-time pass rate achieved by the 2015 graduates.
- Sherry Simpson was the LCC Special Employee of the Month for May.
- The LCC Radiography Club received honors during the SGA Awards Ceremony in April: they received the Cardinal Point Award and the Top Student Organization Continued Excellence Award.
- The LCC Radiography Program received an extended three year accreditation award from the JRCERT which allows the program to be accredited until the year 2022.
- Admissions Coordinator recognized as Special Employee of the Month in January 2016
- 10 Academic All- Americans
- Sierra Marquez Softball NJCAA Pinnacle of Excellence Status 4.00
- Micah Elrod Baseball Alix Boulanger Softball NJCAA Award For Superior Academic Achievement
- Kendall Morisett, Abigail Shirley Softball Aaron Davis, Josh Stephens Baseball Elizabeth Arnold, Merce Puig Ferrer Volleyball NJCAA Award for Exemplary Academic Achievemnet
- Alex Brake NJCAA National Pitcher of the Year
- 12 All Conference Selections
- 4 All Region Selections
- Rhonda Baker completed the NASFAA Professional Judgement training and passed the test.
- Theresa Hundley served on the Leadership Labette Board.
- Student Government Association Honors/Special Recognitions
- Malina Kipp and Bianca Rodriguez were both recognized as Cardinal Alumni Leader Award Recipients.
- Megan Thompson was a Cardinal Alumni Leader Award Nominee.
- Malina Kipp, Kelsie Coltrane, Megan Thompson and Bianca Rodriguez were recognized as Who's Who Recipients and Top 20 Cardinals.
- Radiography Club Honors/Special Recognitions
- 2016 Student Organization Award for Continued Excellence
- 2015 KSRT Convention Awards
- Lydia Lance – 1st Place Waters View Sinus Film
- Cassie Wallace – 2nd Place Waters View Sinus Film; 1st place Pelvic Kidney Case
- Chelsea Bockover – 3rd Place Waters View Sinus Film; 2nd Place Y-View Shoulder

- Jordan Craft – 1st place Y-View Shoulder
- Audra Beason – 3rd place Y-View Shoulder
- Kristi Martin – 2nd Place Posterior Oblique L-Spine
- Joshua Ayers – 2nd Place RAO Esophagus Contrast
- Phi Theta Kappa Honors/Special Recognitions
- International Five Star Chapter
- International Top 100 Chapter
- Most Outstanding Chapter- Distinguished
- Kansas Region Five Star Chapter
- College Project Award Winner
- Honors in Action Award Winner
- Service Award Winner
- Great Idea Award Winner
- Sister Chapter Award – Honorable Mention
- 2015 International Convention Awards
- Keri Thompson – International Distinguished Regional Officer
- Sydney Pemberton – International Distinguished Regional Officer
- Keri Thompson, Sydney Pemberton, Kynzi Edings, Kaleb Furr, Samantha Terrell – International Distinguished Chapter Officer Team
- Adele Bohn, Kendall Elliot – All Kansas Academic Team
- Tanim Dillon – Distinguished Chapter Officer Award Winner
- Kynzi Edings - Distinguished Chapter Officer Award Winner – Distinguished Recognition
- Grace Workman - Distinguished Chapter Member Award Winner
- Tanim Dillon, Kynzi Edings, Sydney Pemberton, Megan Thompson – Distinguished Chapter Officer Team Award – Distinguished Recognition
- Tanim Dillon, Robert Queen – Achievement in Literature – Distinguished Recognition
- Rebekah Elliot – Achievement in Literature Winner
- Grace Workman, Sydney Pemberton, Megan Thompson – Achievement in Art Honorable Mentions
- Megan Thompson – VP Kansas Region
- Tanim Dillon, Megan Thompson – 5 star Competitive Edge Recognition
- Kynzi Edings – Alumni Association Scholarship Winner
- Dental Assisting Club Honors/Special Recognitions
- Leigh Ann Martin – September Employee of the Month
- Kendra Gifford – LCC Homecoming Nominee
- Phi Beta Lambda Honors/Special Recognitions
- Gold Key Chapter
- Kansas State PBL Awards
- Ty Ellis – 1st place sales presentation, 1st place integrated marketing campaign, 2nd place job interview, 2nd place marketing analysis and decision making, Who's who in KS PBL
- Kortney Kirkland – 1st Place Business Decision Making, 2nd place marketing analysis and decision making, Who's Who in KS PBL
- Joshua Ghering – 1st Place Public Speaking, 2nd place accounting analysis and decision making, 2nd place emerging business issues, Who's who in KS PBL
- Bonnie Howell – 1st place business decision making, 2nd place client services, 2nd place emerging business issues, 3rd place social media campaign

- Levi Sprague – 1st Place Retail Management, 2nd place integrated marketing campaign, 2nd place accounting analysis and decision making, 3nd place emerging business issues, 2nd place financial concept
- Shawna Yockey – 2nd place intergrated marketing campaign, 1st place entrepreneurship concepts, 2nd place business decision making, 3rd place social media campaign
- Recognized Kortney Kirkland as the Tutor of the Year for her work with students at LCC.
- Honored the following students as Students of the Month in recognition of their academic achievements and contributions to LCC: Bethany Baker, Jamie Baughman, Michael Powell, Megan Thompson, Kelsie Coltrane, Marleigh Head, Therese Mitchell
- 40 SSS participants recognized on the President's and Dean's Honor Rolls.
- 41 SSS participants graduated with Certificates or Associate Degrees.
- Presented nine Special Employee of the Month awards

VI.   New Equipment/Supplies

- Dr. Pinamonti in Pittsburg, KS generously donated a panoramic machine to the program.
- Upgraded graphic design lab with Adobe Creative Cloud software.
- The Library went live with ByWater Solutions as their tech and hosting support for their KOHA ILS
- The Exercise Science and Physical Education program renovated space and added a new weight room to be used as lab space in conjunction with Labette Community College athletic teams.
- The Radiography Program received Perkins funding to purchase new diversity dvd's and some trauma equipment.
- The Respiratory Therapy Department gained a new transport ventilator to use in the lab and for recruiting. This was purchased with Perkins Grant money.
- The sonography department received a refurbished portable sonography machine.
- The EMT program received a tremendous amount of support from Labette Health EMS. LCC received 2 fully stocked EMS bags, a cot, three large boxes of consumables, and access to Labette Health ambulances for class training evolutions.
- Scanning Technology on iPad and Admissions Coordinator's iPhone for use at the KACRAO sponsored College Planning Conferences
- New Batting Cages in Progress
- New infield dirt for Baseball and Softball
- Dugout for Softball
- Financial Aid purchased coin pouches for promotional materials.
- CAB purchased a prize wheel that can be used in prize giveaways.
- CAB purchased an additional canopy to be used during outdoor events.
- Added several volumes of General Education textbooks to Debbie Groff Memorial Book Scholarship library for student use.
- Purchased 4 new laptop computers for student checkout on a bi-weekly basis.
- Purchased 10 scientific calculators for student checkout on a semester basis.
- Added several volumes of General Education textbooks to loan library for student use.

VII. New Initiatives

- Personal Training and Fitness Management course began working with faculty and staff in the new LCC weight room. Students in the course were allowed to pre-test and develop workout routines for faculty and staff who volunteered to take part. The new LCC weight room was available on MWF for students to practice working with clients (faculty and staff) on exercise technique and strength training routines. Sixteen faculty and staff member and six students participated in the program.
- Began to form a Physical Education and Fitness Club. The new club will be available to students in the Fall 2016.
- The Respiratory Program initiated "Flipping the Classroom" in January of the Spring semester
- Partnered with Jock's Nitch to improve apparel sales in The Bird's Nest
- Hired a PTA Director and Clinical Coordinator to restart the program
- Implemented a payment plan for high school students
- Implemented a late fee to improve student collections
- Transitioned to Accuplacer for student placement testing
- Collaborated with Student Housing Team
- Prepared RFP for Athletic Campaign, worked closely with Terry Snapp and others at Hartsook on beginning of Pre-Campaign Assessment process

VIII. New/Revised Curriculum

- Accounting and Business Administration degrees revised the program curriculum for the 2016-2017 academic year.
- Curriculum changed to improve the transfer of the program.
- FINA 129 Introduction to Financial Planning course number and title changed to BUAD 205 Personal Finance. The course description and course outcomes were revised to align with KCOG requirements and the course will be designated as a General Education Elective (under the "Other" category).
- ART 130 Art Appreciation approved for online delivery
- COMP 205 Special Topics in Computing/Robotics was added into the Associates of Science Degree in Computer Science as an elective.
- The Criminal Justice Program was revamped to emphasize criminal justice administration and management.
- CRIM 112 Ethics in Criminal Justice added in concentration requirements to incorporate an ethics course relevant to criminal justice. POLS 103 State and Local Government and POLS 105 American Government removed from concentration requirements.
- CRIM 118 Drugs in Society and CRIM 204 Police Supervision and Management added in concentration electives.
- CRIM 113 Accident Investigation, CRIM 115 Criminal Investigation and Interrogation Techniques, CRIM 119 Interview and Report Writing and CRIM 135 Criminal Procedures removed from concentration electives.
- CRIM 135 course title changed from Criminal Procedures I to Criminal Procedures.
- CRIM 101 Introduction to Administration of Justice course outcomes aligned with KBOR.
- Prerequisites for DNAS courses were reviewed and changed, when necessary, for clarification. (February 5, 2016)

- EDUC 126 Childhood Program Planning, Ages 0-5 blended four separate courses into one which will eliminate duplication of assignments.
- EDUC 154 Art Education approved for online delivery.
- Curriculum was revised to combine developmental reading and writing courses. The two new courses will be "Reading and Writing Essentials" and "Pre College Reading and Writing".
- ENGL 094 College Reading and ENGL 096 Pre-Composition were combined into ENGL 099 Pre-College Reading and Writing.
- ENGL 093 Reading Essentials and ENGL 095 Writing Essentials were combined into ENGL 097 Reading and Writing Essentials.
- FINA 129 Introduction to Financial Planning course number and title changed to BUAD 205 Personal Finance. The course description and course outcomes were revised to align with KCOG requirements and the course will be designated as a General Education Elective (under the "Other" category).
- GRAP 120 Color Theory approved to change from an on-ground course to a hybrid course.
- MATH 120 Elementary Statistics aligned course outcomes with KCOG.
- MUSI 103 Music Literature course outcomes and course description revised.
- Made changes to curriculum and catalog including course name changes, changes in requirements and electives.
- OTEC 140 Business English instead of OTEC 127 Transcription Skills will be offered on all Office Technology programs. The course description for OTEC 140 updated.
- Office Technology Administrative Assistant AAS. Updated the curriculum and reclassified emphases to Business Administrative Assistant and legal Administrative Assistant.
- Office Technology Medical Administrative Assistant AAS curriculum updated.
- OTEC 136 course description changed and course title changed from Office Applications – Administrative Assistant to Business Office Applications.
- OTEC 122 course description changed and course title changed from Coordinated Office Training I to Office Internship I.
- OTEC 123 course title changed from Coordinated Office Training II to Office Internship II.
- OTEC 137 course title changed from Office Applications – Medical to Medical Office Applications.
- OTEC 138 course description changed and course title changed from Office Applications – Legal to Legal Office Applications.
- PHSC 101 course outcomes changed and course title changed from Principles of Geology to Physical Geology.
- The Respiratory Therapy Program replaced CHEM 120 Introduction to Chemistry with BIOL 201 Microbiology as a general education requirement.
- RESP 148 changed course title from Comprehensive Respiratory Care to Respiratory Comprehensive Review and changed the delivery from online to hybrid.
- SOCI 112 Introduction to Social Work revised course outcomes and competencies.
- DMS 205 Sonography Sectional Anatomy & Abdominal Pathology I credit hours changed from 2 to 4.
- DMS 206 course title changed from OB/GYN Sonography to OB/GYN Sonography I. The credit hours changed from 2 to 3.
- DMS 207 course title changed from OB/GYN Sonography Procedures to OB/GYN for Sonography II, the credit hours changed from 4 to 3 and the course description changed.

- DMS 230 course description changed and the course title changed from Introduction to Vascular Sonography to Vascular Sonography I.
- DMS 231 course title changed from Vascular Sonography Procedures to Vascular Sonography II.
- DMS 250 Sonography Registry Review delivery changed from online to hybrid.
- HEAL 131 Medical Aide credit hours changed from 3.5 to 5.
- The EMT program was completely rebooted. The first 12 credit hour class was held successfully in the fall of 2015. Director Ryan Seme enrolled as a student to gain a students perspective of the improved offering. All in all the first class went quite well and with a few small improvements, the continued success and sustainability of this effort is likely.
- Business Showcase event
- High School Counselor Appreciation Gift
- Junior Day Event
- Raise funding for Phase II of Capital Campaign
- Hired one Assistant Coach
- Set up Financial Aid office in the Zetmeir Building for each program and in the gym, to assist students with their financial aid
- Set up through National Student Clearinghouse, online transcript ordering.
- Talent Search implemented a pilot tutoring project at Oswego and Pittsburg High Schools during the spring 2016 semester
- Conducted the first Health Science Careers Conference in order to assist prospective health science students improve their applications.
- Talent Search revised its financial literacy curriculum to better address spending habits of high school students

IX.   Partnerships/Advisory Committee (Benefits Community and LCC)

- Cathy Kibler serves on the LCHS Business Department Advisory Committee
- Currently working with Tija Hunter at Dental Careers Institute to be able to offer our students nitrous oxide certification at no cost in return for using our CODA accreditation status to certify others in the state of Kansas.
- Leigh Ann Martin serves on Missouri Sothern's Dental Hygiene Advisory Council.
- The Graphic Design Advisory Committee reviewed the work of eight second year students during the annual portfolio review in April 2016.
- Scotty co-chaired the first joint conference with the Nebraska College and University Group and the Kansas College and University Librarians Section in Crete, Nebraska.
- Scotty researched and compiled a study of the four year institutions with Information Literacy courses and initiatives. The research was used by the Instructional Initiatives Committee of the Kansas Council of Academic Library Deans and Directors as a basis for their research.
- Dee Bohnenblust is a member of the Pittsburg State and Emporia State University Nursing Advisory Boards, serves on the Labette Health and Labette Center for Mental Health Services Board of Trustees, and the National Accreditation Commission for Nursing Education Evaluation Review Panel and Site Visitor Team.
- September, 2015 - The first year respiratory students worked with EMT students in gaining understanding of the heart function and lung function with lab exercises.
- November, 17, 2015 - Kara McIlvain attended the Columbus High School Health Careers Advisory Meeting

- May, 2016 - Respiratory Therapy program formed an affiliation agreement with Mercy Hospital allowing students to attend Mercy Hospital in Joplin for clinical rotations.
- Enrollment Management Committee
- LCC Auction for Scholarships Committee
- Held PMS wrestling tourney
- Held PHS baseball and softball events
- Katy Days volunteer
- Spoke at several civic organizations promoting L.C.C.
- Conducted the first Cardinal Crawl, a local business showcase on campus for students, employees and the community.
- Specialist serves as the Chair for the Retention Committee, and a member of Green Committee, the C3 Committee, and the LCC Auction Committee.
- SGA/CAB officers volunteered at the LCC Auction for scholarships.
- Student Life Specialist coordinates two Red Cross Blood Drives every year.
- 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.
- Coordinator works with Financial Aid and the LCC Foundation to collect, aggregate, and prepare applications for review by the LCC Foundation Scholarship Selection Committee.
- Director serves as a representative to Retention Committee, Enrollment Management Committee, Performance Agreement Committee, Grievance Committee, a non-voting member of Curriculum and Instruction, the Caring Cardinal Committee, and as president of the Professional Staff Group.
- Academic Advisors serve on the Retention Committee, the Diversity Committee, and Professional Staff Group.
- Program Assistant serves as the Administrative Assistant to the Curriculum and Instruction Committee and is a member of the Educational Support Staff group and Special Employee Recognition committee.

X.   Professional Development

- STARLINK professional development was available to all faculty and adjunct faculty.
- Monday Morning Mentor was offered during Fall and Spring as a professional development each week to all faculty and adjunct faculty.
- Mark Watkins attended CYCTYC Conference in St. Louis, MO.
- Joe Burke attended System Council of Chief Academic Officers in Pittsburg, two KCIA meetings in Topeka, Tilford Conference in Pittsburg, and System Council of Chief Academic Officers in Kansas City, KS.
- Robert Bartelli attended the Economics Teaching Conference in Dallas TX, and the Kansas Core Outcomes Meeting in Overland Park.
- Cathy Kibler attended the Phi Beta Lambda National Leadership Conference in Chicago, IL and the Phi Beta Lambda State Leadership Conference in Sterling, KS.
- Cathy Kibler took the following students: Joshua Ghering, Levi Sprague, Bonnie Howell, and Shawna Yockey to the PBL National Conference in Atlanta, Georgia.
- Karen Barger, Nancy Steinert, and Nicohle Bushnell attended Kansas Adult Education Association Conference in Wichita.
- Tom Duran attended Kansas Core Outcomes Meeting in Overland Park.

- Tonya Bell attended speaker Randy Watson, Kansas Commissioner of Education, event sponsored by Tri-Co. Interlocal in Independence.
- Leigh Ann Martin attended the Summer Camp at Amelia Island in Fernandina Beach, FL put on by the DH Methods of Education, Inc. Sessions attended: Dental Assisting Curriculum Management, Complete Oral Anatomy Course, Teaching Methodology #1: Mindfulness in Dental Education, Teaching Methodology #2: Adult Learner Critical Thinking & Test Construction, Teaching Methodology #3: Leadership & Team Building
- Leigh Ann Martin viewed several Monday Morning Mentor Webinars: for professional development.
- Robert Bartelli attended Kansas Core Outcomes meeting in Overland Park.
- The English Department hosted the Gribben Lecture Series with Marilyn Valentino lecturing on "Teaching students with PTSD".
- Adjunct Hannah Walker presented a paper on John Donne at the CEA conference in Denver. Her paper was chosen as "Best in Panel" and is eligible for submission for publication.
- Ben McKenzie attended Kansas Core Outcomes meeting in Overland Park.
- Scotty Zollars attended the Kansas Library Association meeting online, two SEKLS Board Meetings in Iola, Two Year Library Director's Council meeting and Kansas Council of Academic Library Deans and Directors meeting via Zoom, Southeast Kansas Library System Board Meeting in Iola, and the Southeast Kansas Academic Librarians Council in Parsons.
- Library staff viewed numerous webinars for professional development.
- David Beach and Ralph Gouvion attended Kansas Core Outcomes Meeting in Overland Park.
- Seth Roach attended KMEA Music Conference in Wichita.
- Kim Beachner- KCADNE Oct., 2015, NEI April 2016, Nurse Tim Webinars: Clinical Reasoning Case Studies for NCLEX Success-Nov. 2015, Pharmacology Across the Curriculum, Nov. 2015. Monday Morning Mentor Webinar: How Can I Reduce Apathy and Increase Motivation?. NCLEX Regional Workshop for Educators-Nov. 2015, Midwest Nurse Educator Update: Best Practices for Faculty and Student Success May 2016, Pediatric Update: Advancing Evidence-Based Guidelines for School and Pediatric Nurses. Nurse Educator Institute Branson, MO.
- Jill Coomes- Eighth Annual HC Sim Conference 9/11-12/2015, NCSBN National Simulation Study Results Webinar 9/16/15, KCADNE Fall Forum 10/29-30/2015, Medical Marijuana and Other Cannabinoids online 11-9-15, Ischemic Stroke online11-18-15, Chronic Pain Syndromes: Current Concepts and Treatment Strategies 11-30-15, KU Camp Med presenter 4/5 & 7/2016, GIFT presenter for Distant Ed Committee 3/12/16 and viewed several Monday Morning Mentor Webinars for professional development.
- Delyna Bohnenblust: Fire Up: A Journey to Transformation 9/11/15, KCADNE Fall Forum 10/29-30/2016, KNA Convention 9-11-15, Legal Issues in Nursing Education 8-7-15, KS Action Coalition Summit 7/16-17/2015, Alternate Format Test Nurse Tim Webinar 7/29/15. NEI 4/2016, Presenter KNEP Teaching Test Taking Strategies 7/21/16. Midwest Nurse Educator Update May 2016. Kansas Hospital Assoc. Meeting in Wichita, KS. Kansas State Board Nursing in Topeka, KS. Nurse Educator InstituteBranson, MO.
- Crystal Garcia: KCADNE Conference Oct. 2015, CRP recert. 12/2015, NRP recert. 2/2016, ACEN Conference 3/24 & 25/2016, Nurse Tim Webinar-Clicking: How to Bring the Classroom to Life 3/2016, NEI Conference April 13-15/2016. Midwest Nurse Educator Update, May 2016. Monday Morning Mentor Webinars-What Key Concepts

Improve Student Learning and Memory? How Can I Enhance Class Using Story, Popular Media and Objects?" Nurse Educator Institute Branson, MO.

- Rhonda Gilpin: KCADNE 10/29-30/2016, NEI 4/2015, Nurse Tim Webinars- Nursing Skills Lab Teaching Strategies 4/7/16, Teaching Mental Health Nursing: Engaging Students to facilitate learning 4-11-16. Monday Morning Mentor- How Do I get Started With Service-Learning? 11-5-15, How Can I Enhance Class Using Story, Popular Media and Objects? 3-28-16, How Do I Prepare a SoTL Article for Publication? 4-4-16. Midwest Nurse Educator Update: Best practices for faculty and student success 5/19-20/2016. Nurse Educator Institute Branson, MO.
- Julie Page: KCADNE Fall 2016, Nurse Educator Institute, April 2016, Nurse Tim Webinar- Teaching Mental Health Nursing: Engaging Students to Facilitate Learning Spring 2016. NCLEX Regional Workshop for Educators Fall 2015. Midwest Nurse Educator Update, May 2016. Nurse Educator Institute Branson, MO.
- Hali Schultheiss: Oklahoma Wesleyan University- MSN program 2015-2016, KCADNE Fall Forum 10-29,30-2015, Connections Quality Service Training Program, 1-8-16, ACEN Self-Study Conference 3-24-24-2016, Webinars: Concept Mapping: Active Learning for Transformative Nursing Education, 3-9-16, Certified Nurse Educator Prep Course, 1-15-16, Assessing and Promoting Students Clinical Performance, 11-13-15, NCLEX Across the Curriculum, 11-13-15.
- Cheryl Smith :KCADNE Fall Forum, Fall 2015, ACEN Self-Study Conference, Spring 2015, NEI Conference Spring 2016, Starlink DVD: Effective Teaching Strategies 4-12-16, Nurse Tim Webinars: Nurses Leading the Way to Fit and Healthy Lifestyles, 1-5-16, Pharmacology Across the Curriculum, 1-23-16, Iem Analysis Made Easy, 3-25-16, CNE Prep Course Review, 1-29-16 and several Monday Morning Mentor webinars for professional development. Midwest Nurse Educator Update, May 2016. KS Dept. of Aging & Disability Services Friends & Family in Topeka. Nurse Educator Institute Branson, MO.
- Lori Ford attended the 2015 Fall Career and Technical Education Teacher Workshop, Internet-Based Classroom Tools
- Lori Ford viewed several Monday Morning and Starlink webinars for professional development.
- Ben McKenzie attended National Athletic Training Association annual meeting and convention in St. Louis, MO.
- Ben McKenzie completed yoga teacher training 200 hour (YTT200) over a period of 8 months and completed 10 hours of online coursework towards evidence based medicine in athletic training in December 2015.
- In April 2016, Gale Brown, Ashley Moore, and Tammy Kimrey attended the Kansas Society of Radiologic Technologist Conference in Hays, Kansas.
- Kara McIlvain wrote simulation questions for the National Board for Respiratory Care
- December 2015 - Jennifer Harding and Kara McIlvain completed CPR recertification
- December 2015- Jennifer Harding, Ross Harper, and Kara McIlvain watched Nurse Tim Webinar on flipping the classroom.
- Kara McIlvain attended American Association for Respiratory Care Educators and Managers Conference in Phoenix, AZ and the AARC Congress in Tampa, FL.
- In April 2016, Jennifer Harding attended the Kansas Respiratory Care Seminar in Manhattan, Kansas.
- April, 2016, Jennifer Harding and Kara McIlvain completed NPR certification
- On Mondays throughout the semester, Kara McIlvain watched the Monday Morning Mentors.
- Kalynn Amundson completed her Ph.D. July 2015

- Kalynn Amundson published a book review of Addicted.Pregnant.Poor by Kelly Ray Knight in the Journal of Children and Poverty (2016 Volume 22, Issue 1)
- Kalynn Amundson attended Kansas Core Outcomes Meeting in Overland Park for professional development.
- Kalynn Amundson viewed several Monday Morning Mentor Webinars for professional development.
- Marty Warren attended NESDA and International Society of Certified Electronics in Nashville, TN.
- Ryan Seme attended Kansas Council Workforce Education Workshop in Hutchinson.
- Ryan Seme attended the Kansas Workforce Summit, KCWE fall and spring seminars, SEK Economic Outlook Symposium, and multiple SEK Inc. events.
- Admissions Recruiter attended KACRAO Annual Conference in September 2015
- Attended All KJCCC / Region VI meetings
- Staff has attended NJCAA meetings annually
- Rhonda Baker and Theresa Hundley attended FASFAA, VA Training, Department of Education Drive In on Consumer Information.
- Theresa Hundley attend JAM in Dallas.
- Pam Giefer attended JAM in Dallas.
- Kathy Johnston attended the KBOR Data Quality & Planning Conference
- Advisor attended KAAN conference
- One of the Talent Search Advisors attended a regional curriculum workshop in February
- Hosted two 8th Grade Day events for middle schools in Labette, Cherokee, Neosho, and Montgomery Counties
- Hosted a Senior Day with 30 students in attendance
- Hosted a Kansas Association of Collegiate Registrars and Admissions Officers (KACRAO) College Planning Conference with representatives from 40 higher education institutes as visitors on campus and high schools in attendance from all over Southeast Kansas
- Hosted a Junior Day event
- Attended Talent Search Visits with LCC staff to increase rapport with that student demographic
- Hosted three Cardinal Enrollment Day events for incoming college Freshman students with approximately 83 students in attendance
- Hosted an 8th Grade Day event for Humboldt Middle School
- Hosted a Trio Day Event for the LCC Talent Search Program
- Hosted a Trio Day Event for the Coffeyville Community College Talent Search Program
- Provided numerous high schools with "After Prom" & "After Graduation" donations—both promotional items and scholarships
- Attended high school awards ceremonies/banquets to present scholarship certificates to student planning to attend LCC in the Fall 2015
- Have worked with financial aid and Admissions to assure all student athletes complete all necessary documents for financial aid.
- Presented information at 8th Grade Days, TriO Day, Junior Day, Senior Day, Cardinal Enrollment Days and other recruitment events hosted by the admissions department.
- Conducted Campus tours as needed for the above events.
- Conducted a texting and driving simulator on campus that aligned with a recruitment day so that prospective students could also benefit.
- Presented information at 8th Grade Days, TRiO Day, Junior Day, Senior Day, and Cardinal Enrollment Days for prospective students.

- Presented information at 8th Grade Days, TRiO Day, Junior Day, Senior Day, and Cardinal Enrollment Days for prospective SSS participants.
- Talents Search enrolled seven seniors during its spring TRIO Day in April
- Talent Search has identified 17 2016 graduates who have declared their intent to enroll at LCC this coming fall semester
- HR Director completed the Title IX investigator training
- Attended quarterly meetings of Southeast Kansas Community College Development Directors

XI. Special Recruitment Efforts

- On April 5th, the Health Science programs partnered with KU's Area Health Education Center to host over 30 students from area high schools at the Zetmeir building for KU Camp Med. The purpose of this program was for students to learn about each of the health science programs offered at LCC through presentations and hands on activities.
- The Graphic Design and Art Departments co-sponsored the 29th Annual SEK High School Art Competition providing an opportunity for art and design students to showcase their talents and receive local recognition. Ten area high schools participated with over 100 students in attendance.
- Melissa Kipp provided graphic design program/career information and a demonstration in the areas of photo editing and digital illustration to high school students during the TRIO Day
- On October 29th, Gale Brown provided the LCHS Health Careers classes a presentation regarding the pursuit of a career in radiography.
- On November 11, Gale Brown traveled to Erie High School and Chanute High School to speak with their Health Science students regarding the pursuit of a career in Radiography.
- On November 23, Gale Brown spoke to students in the Labette County Student Leadership program at Meadow View Middle School.
- On September 9th, Ross Harper traveled to Pittsburg High School to talk to the Health Science students
- The workforce department has continued to strengthen relationships with key k-12 influencers to maintain and increase SB 155 CTE enrollments in electronics, Certified Nurse Aide, Certified Medication Aide, and Computer Aided Drafting.
- SGA Officers Malina Kipp and Bianca Rodriguez were selected as recipients of the Cardinal Alumni Leadership Award.
- SGA Officer Megan Thompson was a nominee for the Cardinal Alumni Leadership Award.
- SGA Officer Sydney Pemberton was chosen as the PTK International Vice President.
- SGA Officers Malina Kipp, Bianca Rodriguez, Megan Thompson and Kelsie Coltrane were recognizes as Who's Who recipients and Top 20 Cardinals.
- Recognized Kortney Kirkland as the Tutor of the Year for her work with students at LCC.
- Honored the following students as Students of the Month in recognition of their academic achievements and contributions to LCC: Bethany Baker, Jamie Baughman, Michael Powell, Megan Thompson, Kelsie Coltrane, Marleigh Head, Therese Mitchell
- 40 SSS participants recognized on the President's and Dean's Honor Rolls.
- 41 SSS participants graduated with Certificates or Associate Degrees.
- 59% of 2015 graduates completed their first year of post-secondary education.

- 51% of 2014 graduates continue to attend a post-secondary institution
- 42% of 2013 graduates continue to attend a post-secondary institution
- 33% of 2012 graduates continue to attend a post-secondary institution
- The project implemented a grant funded tutoring pilot activity at Oswego and Pittsburg High Schools during the spring 2016 semester.

XII.   Miscellaneous

- Labette Community College observed a National Moment of Silence for Umpqua Community College and set out 1 desk per victim as a tribute to those killed and wounded in the attack in October.
- Karen Barger shared that LCC has been approved as an EMT testing site by their national registry.
- Tom Duran and Tonya Bell presented a non-verbal communication activity at LCC's Fall Inservice.
- Tonya Bell presented a G.I.F.T. at the February Academic Affairs Meeting on utilizing Pinterest in the classroom.
- Tonya Bell took students to KLKC Radio Station in Parsons to learn how a radio station operates and provide students with the experience to record public service announcements for a class project.
- Scotty created a new flyer detailing how the library handles patrons' confidential records.
- Dee Bohnenblust spoke about the Nursing Program Outcomes to the Rotary Club and the Kiwanis Club.
- Dee Bohnenblust presented "Legal Issues in Nursing Education" to the Clinical Teaching Institute.
- Kara McIlvain and Jennifer Harding helped with the Stop Hunger Now Meal Packaging Event
- Pam has trained new employees to use the Admissions/Registration modules in Jenzabar
- Hired a total of 15 new employees and held new employee orientation for each
- Five employees were transferred to a different positions
- Had positive negotiations with faculty
- Received an unqualified opinion on our audit with no findings
- Facilitated emergency drills for staff and to improve our procedures
- Supervised the continual improvements to Foundation Scholarship selection process
- Created and implemented monthly e-newsletters to alumni/donors/friends
- Created new campaign for Annual Giving with a Year-End mailing. Over $8,000 was received as the result. This will continue for next year.
- Received $218,827 in gifts for FY16

Labette Community College
Student Satisfaction Inventory 2016

In Spring 2016, Labette Community College administered an internally developed Student Satisfaction Inventory to gauge student satisfaction with a variety of topics. Comparison data from the previous year is not available due to the difference in inventories used.

Demographic Information
* Please note not everyone completed each question

	LCC Spring 2016
Total Respondents	206
Gender	
Male	31 (15.20%)
Female	173 (84.80%)
Age	
17 or younger	2 (0.98%)
18-20	82 (40.00%)
21-24	27 (13.17%)
25-29	25 (12.20%)
30-39	39 (19.02%)
40-49	21 (10.24%)
50-59	7 (3.41%)
60 or older	2 (0.98%)
Current Class Load	
Full-time	148 (71.84%)
Part-time	58 (28.16%)
Course Location	
Main Campus	155 (75.24%)
Cherokee Center	39 (18.93%)
High School	3 (1.46%)
Online	82 (39.81%)

Participants were provided a series of statements and asked to respond on a scale of 1 to 5, with 5 being Strongly Agree and 1 being Strongly Disagree.

I would enroll at Labette Community College again.

Strongly Agree	84 (40.78%)
Agree	101 (49.03%)
Neither Agree or Disagree	17 (8.25%)
Disagree	3 (1.46%)
Strongly Disagree	1 (0.49%)
Average Score	4.28

The following items had the highest satisfaction on the survey (scores above a 4.00):
- Grades are easily accessible to check at any time. (4.31)
- I am receiving a quality education at an affordable price. (4.19)
- The campus is kept clean and well maintained. (4.18)
- The faculty are available to help students excel in their courses. (4.16)
- The faculty and staff made me feel welcomed from the moment I stepped on campus. (4.14)
- The administrators are available for questions and concerns of students/parents. (4.12)
- Faculty are easy to talk to and willing to help with any problems that may arise. (4.12)
- The campus provides sufficient facilities to help me further my education. (4.09)
- It is easy to enroll in both on campus and online classes. (4.07)
- My academic advisor is helpful with any career questions I may have. (4.07)
- The school website gives contact information to people that are readily able to adequately answer any further questions I have. (4.06)
- There are several convenient ways to take care of tuition costs. (4.04)
- Uploading assignments for online classes is easy and explained fully. (4.04)

The following items had the lowest satisfaction on the survey (scores below a 3.50):
- I am satisfied with the price of the textbooks in the college bookstore. (2.81)
- There is enough parking space available to students on or near campus. (3.36)

The following items were also included on the survey.
- My advisor knows how to make sure I am doing everything correctly to transfer. (4.00)
- The school website provides information that answers many of my questions. (3.96)
- Teachers respond to emails or phone calls within a reasonable time period. (3.95)
- There are a variety of courses available for my major. (3.93)
- The equipment for student use is kept up to date. (3.86)
- Computer labs and experiment labs are kept up to date. (3.85)
- The financial aid office was welcoming and willing to help. (3.84)
- The financial aid staff was knowledgeable and able to answer questions. (3.83)
- Classes are offered at a variety of times to fit almost any schedule. (3.81)
- The campus is adequately designed for handicapped students to easily maneuver between classes. (3.81)
- Adequate parking is available for students with disabilities. (3.79)
- Parking lots are secure with adequate lighting. (3.75)
- I understand how to report any incidents of harassment or misconduct to the college administration. (3.75)
- The process for completing your financial aid file was clearly communicated (in office, letters, email). (3.73)
- I know what actions to take if an intruder entered my classroom. (3.67)
- Counseling is available if needed. (3.65)

Also, additional items related to the bookstore were asked to determine how students may purchasing books if they are not using the LCC Bookstore.

- I purchased my textbooks through the college bookstore. (3.61)
- I purchased my textbooks online. (2.76)
- I did not purchase my textbooks. (2.27)

Labette Community College
OPERATIONAL PLAN FINAL REPORT
FY2016
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Core Value 1: Student Learning: Labette Community College makes every effort to provide collegial programs and services by providing a caring and qualified faculty/staff to assist all students and community members in attaining the foundational skills and knowledge essential for success in work and in life, in a supportive and accountable environment.

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

Advising

Objective 1	Provide quality advising to meet the needs of our undeclared students.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Ongoing	
Results	Added an Advising web page to web site; requested changes in various web page to facilitate advising with students online and over the phone; requested corrections to several advising worksheets in Jenzabar.	
Comments	Unfortunately, with the loss of an administrative assistant and the Distance Ed/Advisor, the advising process is not as smooth as it should be because we are short-handed. There are four LCC staff members who "advise" as part of their job description. Each has a primary job and that often gets in the way of serving the students as advising is not the same as enrolling. It takes quite a bit of time per student. There are a large percentage of students who still expect to "drop in" and be advised. That's OK if one of us is available, but again, we all have primary (time consuming) duties.	

Chemistry

Objective 1	Continue to improve notebooks used in six courses; Physical Science, Introduction to Chemistry, College Chemistry I, College Chemistry II, Organic Chemistry I, and Organic Chemistry II.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Prior to each offering of each course.	Department Budget:
Results	College Chemistry I, II, Organic Chemistry I & II, notebooks had at least some revisions	
Comments	Mostly correcting minor errors. College Chemistry II was thoroughly revised, however, in part to accommodate flipping the class.	
Objective 2	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 $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Prior to each offering of each course.	Department Budget:
Results	College Chemistry II lectures are now on videos and the class was flipped this semester.	
Comments	Mostly went well, but some revisions still needed. Will consider College Chemistry I as a hybrid class for Fall, 2017	

Concurrent

Objective 1	Communicate with students about new class offerings when developed.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Ongoing	
Results	Working to align more SB155 offerings with CTE programs here on campus. Also working with some schools to arrange "articulation credit" for courses no longer on SB155.	
Comments	Program Review Action Plan FY14 More Tech Ed Classes Our building coordinators play a huge role in the communication of opportunities.	

Extension

Objective 1	Continue to have classes at Columbus HS during the day to meet student's needs.

Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Ongoing	
Results	In addition to online and hybrid courses provided for Columbus High School students, we offered the following: Fall 2015: Speech, English Comp I, Intermediate Algebra, American Government Spring 2016: American History to 1877	
Comments		

Instructional

Objective 1	Hire Health Care Adviser/Recruiter	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $35,000? (Professional Staff)
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	2016	
Results	No funding available	
Comments	Moved from FY2015 Pending available funding. This has been transferred to CTE Operational Plans for FY18.	

Library

Objective 1	Research expanding hours and services to students.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY 2016	
Results	Due to budget and staff cuts this item was suspended until a later date and will not be accomplished this fiscal year.	
Comments	Hours of operation will need to be examined in light of the establishment of dorms. This is proposed in the Academic Affairs Administrative Area's and the President's vision statements.	

Office Technology

Objective 1	Create an office workstation for students taking Office Training internship students and providing an opportunity for more real-world office experience. Request jobs from around campus and treat as a business.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY16	
Results	We have been using the workstudy desk when available and that is working great. I only had one student last year so I didn't need to ask for more on campus; however, if I have more than one this year, I plan to do that.	
Comments		

Physical Education

Objective 1	Monitor student enrollment in Physical Education courses and expand as opportunities as necessary.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	12/2015	
Results	Cherokee Center director indicated that students at Cherokee have expressed Interest in PE/Exercise Science.	
Comments	Offered First Aid course in S16, enrollment numbers were low. Adding additional coursework online to help make degree available in full at other sites.	

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

Human Resources

Objective 1	Update LCC Policy & Procedure Manual	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	May 2016	
Results	To be completed in FY17	
Comments	Focus on Chapter 2 and Chapter 3 review and edits.	

IT

Objective 1	Update IT Policy to address current issues	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	May 2016	
Results	Complete at this time – review ongoing	
Comments		

IT

Objective 2	Offer Relevant Training/Redflag for staff as needed and regulated.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	May 2016	
Results	Complete	
Comments		

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

Public Relations
Department:

Objective 1	Create images in advertising which emulate student learning comes first at LCC.	
Estimated Cost	Existing Money $PR budget	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	On-going	Department Budget:
Activity/Service	Marketing	Student Fees (New/Existing) $
Results		
Comments		

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

Concurrent

Objective 1	Continue to offer as many concurrent classes we can. Talk with the counselor at each high school to define the needs for the students at each school.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	On going	
Results	We are beginning to get calls from high school students who are interested in specific programs and how much of the prerequisite work can be done online or at the high school.	
Comments	A few of our high schools are beginning to block time for seniors to work on our online courses.	

Mathematics/Physics

Objective 1	Maintain/Replace Math/Physics equipment as needed.	
Estimated Cost	Existing Money $ N/A	New Money One Time $ N/A
	Grant Funded $ N/A	New Money Ongoing $ N/A
	Department Budget: $800-$?? (Physics) – Maximum amount requested will depend on what equipment needs to be purchased, augmented, or replaced.	Student Fees (New/Existing): $ N/A
Exp. Completion	Ongoing	
Results	3 - Vernier Gas Pressure Sensor ($83 ea) $249.00 2 – Vernier Temperature Probes ($29 ea) $58.00 This equipment was purchased according to the budget request and will be used in Physics 2 next year. Material fees were increased for Physics courses from $30 to $50, starting in Fall 2016 – Spring 2017 to allow for departmental budget to be sufficient to meet this ongoing goal.	
Comments	2013 Program Review Action Plan	

Mathematics/Physics

Objective 2	The department will continue to revise, edit and improve the department generated textbooks for Beginning, Intermediate and College Algebra	
Estimated Cost	Existing Money $ N/A	New Money One Time $ N/A
	Grant Funded $ N/A	New Money Ongoing $ N/A
	Department Budget: $ N/A	Student Fees (New/Existing): $ N/A
Exp. Completion	Ongoing	
Results	The Beginning Algebra Textbook and the Intermediate Algebra Textbook are both in their 2nd editions and are well received.	
Comments	Development of the College Algebra Textbook is still underway and is expected to be finished in time for the Fall 2016 Semester.	
Objective 3	The department will implement new ways to integrate multi-media presentations as both immediate course delivery and supplemental course delivery of materials whenever possible.	
Estimated Cost	Existing Money $ N/A	New Money One Time $ N/A
	Grant Funded $ N/A	New Money Ongoing $ N/A
	Department Budget: $ N/A	Student Fees (New/Existing): $ N/A
Exp. Completion	Ongoing	
Results	Development of College Algebra textbook is ongoing, but will probably be ready for Spring 2017, rather than Fall 2016. 2nd edition of Intermediate Algebra book and Beginning Algebra book is in use.	
Comments		

Office Technology

Objective 1	Create a folder/booklet to give to prospective office technology students that contain business card, program sheets, career information, 2-year rotation, campus map, Student Success Center, information, etc.	
Estimated Cost	Existing Money $	New Money One Time $50
	Grant Funded $	New Money Ongoing $20
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Fall, 2014	
Results	I am doing this now for all advisees who are new to campus and not just my own. We have been getting supplies from Admissions. I have LCC pens that have been provided by both Workforce and PR.	
Comments	Still hope to have time to develop something program specific.	

Physical Education

Objective 1	Review departmental outcomes to ensure students competencies' are met and exceeded.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	12/2015	
Results	Departmental outcomes have been updated and course competencies have been examined each semester. Student learning outcomes continue to be evaluated. No changes are necessary at this time.	
Comments		

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

Student Affairs

Objective 1	Develop an on campus pantry that provides free food and toiletries for current LCC students.	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Fall 2016	Department Budget: Student Affairs
Activity/Service	Retention	Student Fees (New/Existing) $
Results	Completed and ongoing	
Comments		

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

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IT

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Objective 1	Maintain and Update Labs for effective student learning.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	May 2016	
Results	Complete – M308 & Z208 were replaced	
Comments		
Objective 2	Replace and Reallocate existing Computer Science (3rd floor) Computer Labs	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	August 2015	
Results	Complete	
Comments		

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

Cherokee Center

Objective 1	Add Biology and Environmental Life Science labs	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY16	
Results	Incomplete, currently, no additional funds are available and classroom time constraints prevent this from happening.	
Comments		

Diagnostic Medical Sonography

Objective 1	We are starting our new Echo courses in Fall 2014. I will be using technology to make learning easier. I will be doing a voice overlay for power points. We will try to incorporate video and different types of pathology pictures. I am working on getting CME's offered to the existing sonographers in the area.	
Estimated Cost	Existing Money $ 0	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion		
Results	The voice overlay wouldn't work due to the book author requiring me to activate a non-print option. I have incorporated video/links/ and different types of pathologies into the program.	
Comments	I am trying to bring new and innovative technology and material to the online training.	

Elementary/Secondary Education Program

Objective 1	Seek grant opportunities to expand the education program. Improve funding for education program.	
Estimated Cost	Existing Money $ 0	New Money One Time $
	Grant Funded $0	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Ongoing	
Results	Still working on this.	
Comments	Program Review 2014	

Office Technology

Objective 1	Teach more courses using a hybrid approach so students can get some on-ground instruction along with online instruction.	
Estimated Cost	Existing Money $	New Money One Time $600
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Spring 2016	
Results	I have two classes this way now: Office Applications and Records Management. I have been very pleased with Records Management this year and feel more students are on track to graduate as a result because they now have the option of evening or day.	
Comments		

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

ABE GED

Objective 1	Partner with Workforce Education, Career Training & Personal Enrichment Department to offer free online keyboarding and typingweb.com classes to community members, college students, and Adult Education.	
Estimated Cost	Existing Money $ 0	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Ongoing	
Results	Students in the Adult Education/GED classes used Typingweb to increase their typing skills on the Official GED Test extended response questions.	
Comments	These are free online classes to help those needing keyboarding skills and those needing to enter into the digital literacy world.	

Biology

Objective 1	Purchase additional Vernier or similar computer software and products to conduct physiology experiments and collect data on computer (examples: hand dynamometer, surface temperature sensor)	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $5000
Exp. Completion	2016	
Results	Fees were not collected. Nothing was purchased. Not planning to make these purchases.	
Comments		

Biology

Objective 2	Purchase 6 binocular dissecting scopes for A&P Lab. Purchase an autoclave and refrigerator for the microbiology lab.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $5000
Exp. Completion	2016	
Results	Fees were not collected. Nothing was purchased. Not planning to make these purchases.	
Comments		
Objective 3	Purchase models for Biology and Botany course, PH meters and colony counters for Microbiology	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $5000
Exp. Completion	2016	
Results	Fees were not collected. Nothing was purchased. Not planning to make these purchases.	
Comments		
Objective 4	Complete purchase of physiology equipment to improve the teaching in the anatomy and physiology lab.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: Biology	Student Fees (New/Existing) $
Exp. Completion	2016	
Results	Fees were not collected. Nothing was purchased. Not planning to make these purchases.	
Comments		

Distance Education

Objective 1	Discuss the use of synchronous online meeting platforms in conjunction with the LMS and different options for purchase.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY16	
Results	The use of new synchronous online meeting platforms in conjunction with the LMS were discussed but no actions were taken by the committee.	
Comments		

Diagnostic Medical Sonography

Objective 1	With approved funding, add on an echocardiography program. The program would be a continuation of the Sonography program.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded	New Money Ongoing $ Staffing expense? $30,000
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY16	
Results	Rather than pursuing an echocardiography program, we developed on echo class. The class was launched Fall 2014 and has had sixteen students through FY16. The class is strictly profit with no added cost to the school.	
Comments		

English

Objective 1	Convert M208 to dedicated English Department computer lab	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $ Student Technology fees
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY16	
Results	M305 and M308 which are existing computer labs have been made available for Comp I and II courses on a limited basis, reducing the need to convert M208 to a computer lab.	
Comments		
Objective 2	Add English department laptop cart to M107	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $ Student Technology fees
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY16	
Results	The existing four computers in M107 have been updated. Because online components are no longer free, we are no longer using online components from the textbook companies as supplements for students in the future. Laptop cart no longer needed.	
Comments	Comp II classes need access to research databases. Technology mediated writing has become the norm.	
Objective 3	Update existing hardware in laptop cart in M309	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $ Student Technology fees
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	When funding is available.	
Results	Whenever available, classes are being scheduled in M305, which is a computer lab, when the instructor requests it. No need to update existing hardware in laptop cart.	
Comments	Students are using available computers on campus outside of class, but there continues to be a need for students in writing courses to have access to computers with updated software, including developmental courses.	

Library

Objective 1	Restore book funds and move into collecting E-books	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $ 3000
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY16	
Results	The book budget was removed during budget cuts, so this item has been tabled until a later date and will not be accomplished this fiscal year.	
Comments	E-books already have taken their place in the library field. By FY16 the disagreements with the publishers should be reconciled. This format will be beneficial for our online students, a group I do not see diminishing.	

Mathematics/Physics

Objective 1	Continue to use and expand use of Jing and the Notepads	
Estimated Cost	Existing Money $	New Money One Time $ N/A
	Grant Funded $	New Money Ongoing $ N/A
	Department Budget: DOI $100/year	Student Fees (New/Existing): $ N/A
Exp. Completion	Ongoing	
Results	Jing Videos and Screencast continue to play an integral role in the delivery of online instructional material.	
Comments	$100/year covers the cost of a Screencast Pro account used to host Jing videos – a fee has been added to cover the cost of Screencast in the math department budget.	

Music

Objective 1	Update Pro Tools version 8 to current version 11.	
Estimated Cost	Existing Money $	New Money One Time $4,000 est.
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY16	
Results	This software update was partly pertaining to the course "Music Technology," a required course for the Associate in Arts in Music Degree. However, since this degree was discontinued effective Fall 2016 it is unlikely that this objective will be fulfilled.	
Comments	Within the next 5 years, Pro Tools 8 may become out-of-date and incompatible with the changing computer operatizing systems of the future. Updated software is required to help remain fully up-to-date as technology continues to evolve.	

Nursing

Objective 1	Add new SimMan human simulator.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $ 95,000	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY2016	
Results	Complete	
Comments	This item has been a part of the Perkins request for the past several years. The Advisory Committee has placed this as a priority recommendation.	
Objective 2	Expand SimMan training to include all Healthcare program directors and more nurse faculty.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $ Title III	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY2016	
Results	Complete	
Comments	Increased utilization of SimMan simulator	

Nursing

Objective 3	Develop relationships and partnerships with community healthcare facilities to utilize SimMan and patient simulation for new graduates and facility employees to reinforce the transfer of academic training to the practice role of the nurse.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: $0	Student Fees (New/Existing) $
Exp. Completion	FY2016	
Results	Complete	
Comments	Labette Health, Via Christi, Community Long-term Facilities, and the EMT program	

Radiography

Objective 1	Purchase new student review programs for student credentialing examinations.	
Estimated Cost	Existing Money $0	New Money One Time $0
	Grant Funded $ 4,000	New Money Ongoing $0
	Department Budget: 0	Student Fees (New/Existing) $0
Exp. Completion	Spring 2016	
Results	Unable to purchase student review programs at this time. Ongoing.	
Comments	Currently researching companies that provide different online radiography examination software that would accommodate our student's needs. (Digital Imaging)	

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

Admissions

Objective 1	Increase use of technology for recruitment efforts through e-mail, Twitter, and/or Instagram in an effort to replace notecards/postcards.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Fall 2015	Department Budget: Admissions
Activity/Service	Recruitment	Student Fees (New/Existing) $
Results	Ongoing	
Comments		
Objective 2	Increase use of Admissions RedZone Portal.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Fall 2015	Department Budget: Admissions
Activity/Service	Recruitment	Student Fees (New/Existing) $
Results	Ongoing	
Comments		

Student Life

Objective 1	Develop a campus app that students can use to organize their homework and receive reminders about upcoming events.	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Fall 2016	Department Budget: Athletic Department
Activity/Service	Assessment Activities	Student Fees (New/Existing) $
Results	Continue research in FY2017	
Comments		

Talent Search

Objective 1	Obtain PowerSchool grad and transcript access online, on each active participant in the project's target area	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $200	New Money Ongoing $
Exp. Completion	Fall 2016	Department Budget: Talent Search
Activity/Service	Update Technology/Equipment	Student Fees (New/Existing) $
Results	Completed and Ongoing	
Comments		

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

<div align="center">IT</div>

Objective 1	Implement JICS GO for Mobile App integrated LMS	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	December 2015	
Results	Still in progress – installed & will be configured by January 2017	
Comments		
Objective 2	Replace Exchange Server	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: $7,000 (hardware rotation)	Student Fees (New/Existing) $
Exp. Completion	December 2015	
Results	Complete	
Comments		

Outcome 1E: Provide quality programs and services at the main campus, the Cherokee Center, all extension sites, and online.

Instructional

Objective 1	Expand the utilization of the polycom for 2 additional classes	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY16: Completed	
Results	Fall 2015: We offered 6 Polycom Classes, Spring 2016: We will offer 12 Polycom Classes	
Comments		

Office Technology

Objective 1	Try to set up schedule for alternating onground classes at different locations and different time: Business Math, Business Accounting, Office Applications, and Records Management or in a hybrid manner.	
Estimated Cost	Existing Money $	New Money One Time $1200 course development
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY2016	
Results	I have talked to the Business Math and Business Accounting instructor, and she has agreed to alternate each year between day and evening; Office Apps and Records Management are now hybrid and students have choice between evening and day session. The instructor meets for the full three hours each week, but splits the time between evening and day. The students meet 1-1/2 hours each week and does the rest online.	
Comments		

Physical Education

Objective 1	Expand courses available in Physical Education and Exercise Science to online availability.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	05/2016	
Results	Intro to Exercise Science was approved by the distance education committee in S16. Course will be offered in summer 16 and spring 17.	
Comments		

Outcome 1E: Provide quality programs and services at the main campus, the Cherokee Center, all extension sites, and online.

Athletics

Objective 1	Complete program review for Baseball.	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Spring 2016	Department Budget: Athletic Department
Activity/Service	Assessment Activities	Student Fees (New/Existing) $
Results	Move to FY2017	
Comments		

Financial Aid

Objective 1	Set up temporary Financial Aid Office in Athletics Department and Health Care Departments before fall semester begins to assist students in completing their financial aid file.	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Fall 2015	Department Budget: Athletic Department
Activity/Service	Service	Student Fees (New/Existing) $
Results	Completed	
Comments		
Objective 2	Attend each onground College Success Skills class to assist students with financial aid questions/issues.	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Fall 2015	Department Budget:
Activity/Service	Service	Student Fees (New/Existing) $
Results	Moved to FY2017	
Comments		

Talent Search

Objective 1	Write new Talent Search grant.	
Estimated Cost	Existing Money $	New Money One Time $1000
	Grant Funded $	New Money Ongoing $
Exp. Completion	Spring 2016	Department Budget: Student Affairs
Activity/Service	Advising & Counseling Middle and High School Students to graduate and enroll in college	Student Fees (New/Existing) $
Results	Completed and awaiting to hear on funding	
Comments		

Outcome 1E: Provide quality programs and services at the main campus, the Cherokee Center, all extension sites, and online.

IT

Objective 1	Improve/Replace Fiber connection between locations	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	December 2015	
Results	Complete - PTA & Cherokee Center	
Comments		

Core Value 2: Education for a Globally Connected World: Labette Community College promotes the diversity in our communities and our world by valuing the dignity, worth, and potential of all persons; by using diverse delivery methods and evolving technology; and by improving the communities we serve through civic engagement opportunities.

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

ABE GED

Objective 1	Offer a Partner In Change class on the main campus and at the Cherokee Center	
Estimated Cost	Existing Money $ 0	New Money One Time $
	Grant Funded $ Adult Education grant through NCCC	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Ongoing	
Results	A Partner in Change class was offered at the Cherokee Center with 9 out of 12 students completing the class.	
Comments	This is a program that is supported by Governor Brownback. Adult Education would partner with the Department of Children and Family, and other agencies that have clients needing to enter into the workforce.	

Accounting/Business Administration

Objective 1	Create 2 additional articulations to KBOR universities	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Spring 2018	
Results	PSU & Wichita State University worked with us to create articulations.	
Comments	We have seven articulation agreements with PSU. One articulation agreement with WSU – A.S. Business Administration to BBA.	

Cherokee Center

Objective 1	Improve internet speed, check options to see if anything new has developed for our location	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY16	
Results	Yes, internet speed upgrades were completed Fall 2015.	
Comments	Cherokee Center Review Action Plan 2013	

Communication

Objective 1	Build and maintain partnerships between the Communication Department and area non-profits/businesses for students to gain experience within the field of communication (public relations, advertising, etc.)	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Each year cultivate new partnerships	
Results	Progress: Currently, no students are working on any Chamber projects. However, the solid relationships between the Communication department and the Chamber as well as area media outlets (KLKC Radio Station, Parsons Sun, and KOAM TV) provide learning opportunities for Communication students through guest speakers from the Chamber and touring the media outlets each spring.	
Comments	The Communication Department and the Parsons Chamber of Commerce formed a partnership in Spring 2013 to allow students interested in public relations and advertising the opportunity for an unpaid internship. Maintaining this partnership and building new ones offer additional avenues for students to gain "real world" experience/knowledge in the field.	

Concurrent

Objective 1	Strive to meet the needs of each community we offer concurrent classes in. Work with counselors to meet these needs.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	On going	
Results	Piloting a new hybrid delivery for high school A & P course. LCC instructor teaches the online portion and outlines all the requirement for the course. High school instructor monitors on ground labs.	
Comments	Best case scenario—this will address the shortage in credentialed science instructors that will be affecting the fall 2017 enrollment numbers.	

Elementary/Secondary Education Program

Objective 1	Meet with universities to create articulation agreements. Increase by a minimum of two per year.	
Estimated Cost	Existing Money $ 0	New Money One Time $
	Grant Funded $0	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Ongoing	
Results	Finalizing articulation agreement with Pittsburg University and Kansas State PSU should be finalized by 5/13/16. KSU may be finalized by 5/13/16.	
Comments	Still working to finalize agreements as of August 2016	

Graphic Design

Objective 1	Recruit 2 new advisory committee members.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Spring 2016	
Results	Completed	
Comments		

Instructional

Objective 1	Continue to encourage faculty participation in the Kansas Core Outcomes meetings	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Ongoing	
Results	We took 8 faculty members who participated in the Fall 2015.	
Comments	We plan to take 9 faculty members in the Fall 2016.	

Library

Objective 1	Research information literacy initiatives at 4 year institutions and statewide.	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	October 2015	
Results	The information was completed and sent to the VP of Academic Affairs and the Dean of Instruction. The information gathered was also submitted to the Institutional Initiatives Committee of the Kansas Council of Academic Deans and Directors. The committee will use it as the basis for their work on this topic.	
Comments	This will allow us to align the current course with the 4 year courses and any statewide initiatives, such as the one currently being worked on by the four-year institutions. This will allow the students to receive credit for our course at those schools. No funding will be needed. This also coordinates with the President's vision (Bullet number 6) and the Academic Affairs V.P.'s vision (number 13).	

Network Administration/Computer Science

Objective 1	Visit with high school principals and computer science teachers, Career Fairs.	
Estimated Cost	Existing Money $	New Money One Time $200
	Grant Funded $	New Money Ongoing $
	Department Budget: Computer Science Travel	Student Fees (New/Existing) $
Exp. Completion	FY16	
Results	With funds being cut from most educational institutes there has been no interest in adding any computer science courses. I have visited with local merchants and they would like to start up a computer users group to help in developing the computer science program. No money was spent.	
Comments	Program Review Action Plan Spring 2014 Two high schools in Labette County dropped the COMP110: Computer Concepts and Applications after the course requirement was removed.	
Objective 2	Inform prospective students of these opportunities during school visits by Computer Science instructor and perhaps an Advisory Committee member such as Cody. Develop videos for YouTube.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY16	
Results	Talked with the advisory committee and they are interested in helping recruit students.	
Comments	Program Review Action Plan Spring 2014	

Radiography

Objective 1	Establish an Affiliation Agreement for the use of Mercy St. John's in Joplin Mo as a clinical education center for our students.	
Estimated Cost	Existing Money $0	New Money One Time $250.00
	Grant Funded $0	New Money Ongoing $0
	Department Budget:0	Student Fees (New/Existing) $0
Exp. Completion	Fall 2016	
Results	Complete. The Joint Review Committee on Education in Radiologic Technology (JRCERT) has granted Mercy Joplin to serve as a clinical educational center for our program. An Affiliation Agreement was implemented Spring 2015 and as of July 2015 our program began assigning clinical assignments for students at this facility.	
Comments	JRC approved Recognition of Clinical Education and site is now being utilized as a clinical training facility.	
Objective 2	Establish an articulation agreement with MSSU for radiography graduate students to pursue a Baccalaureate Degree in Health Science.	
Estimated Cost	Existing Money $0	New Money One Time $0
	Grant Funded $0	New Money Ongoing $0
	Department Budget: 0	Student Fees (New/Existing) $0
Exp. Completion	FY2016 – Needs to continue to FY2017	
Results	An Articulation Agreement has been established with Ottawa University. On Nov. 18th our program hosted Julie Rathjen from Ottawa University to come speak to our 2nd Year students about their Transfer Advantage Program for obtaining a Bachelor's Degree in Health Care Management- Clinical Track. - Ongoing. 2/9/16- I meet with other LCC Healthcare Directors to review options for forming articulation agreements with 4 year institutions - Ongoing	
Comments	Possibly PSU would be a good candidate to pursue for articulation agreement for our students as well.	

Respiratory Therapy

Objective 1	Maintain or strengthen relationships with two additional Clinical Sites	
Estimated Cost	Existing Money $100	New Money One Time $0
	Grant Funded $0	New Money Ongoing $0
	Department Budget: Mileage	Student Fees (New/Existing) $0
Exp. Completion	Ongoing	
Results	One clinical site has been added. Currently working on the possibility of another in Joplin.	
Comments	Program Review Action Plan SP2013 There is a regional demand for our graduates. Working with other departments for formal articulation agreements with universities.	

Financial Aid

Objective 1	Set up temporary Financial Aid Office in Athletics Department and Health Care Departments before fall semester begins to assist students in completing their financial aid file.	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Fall 2015	Department Budget: Athletic Department
Activity/Service	Service	Student Fees (New/Existing) $
Results	Completed	
Comments		
Objective 2	Attend each onground College Success Skills class to assist students with financial aid questions/issues.	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Fall 2015	Department Budget:
Activity/Service	Service	Student Fees (New/Existing) $
Results	Moved to FY2017	
Comments		

Talent Search

Objective 1	Write new Talent Search grant.	
Estimated Cost	Existing Money $	New Money One Time $1000
	Grant Funded $	New Money Ongoing $
Exp. Completion	Spring 2016	Department Budget: Student Affairs
Activity/Service	Advising & Counseling Middle and High School Students to graduate and enroll in college	Student Fees (New/Existing) $
Results	Completed and awaiting to hear on funding	
Comments		

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

IT

Objective 2	Replace several existing Compass Testing Machines in the HS		
Estimated Cost	Existing Money $		New Money One Time $
	Grant Funded $		New Money Ongoing $
	Department Budget:		Student Fees (New/Existing) $
Exp. Completion	December 2015		
Results	Replaced Labette County & Columbus High Schools		
Comments			

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

Public Relations

Objective 1	Engage community service organization with speaker's bureau list.	
Estimated Cost	Existing Money $PR budget	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	On-going	Department Budget:
Activity/Service	Marketing, Communication Activities, Business Partnerships, Community Service & Volunteerism	Student Fees (New/Existing) $
Results		
Comments		
Objective 2	Work closely with other departments hosting on-campus conferences.	
Estimated Cost	Existing Money $PR budget	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	On-going	Department Budget:
Activity/Service	Marketing, Community Service	Student Fees (New/Existing) $
Results		
Comments		

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

Dental Assistant

Objective 1	Design and implement a DANB Review/Prep Course for existing students and outside parties interested in obtaining the credential.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: $500.00	Student Fees (New/Existing) $
Exp. Completion	Spring 2016	
Results	Decided not to offer the DANB prep course to outside parties due to lack of interest. Students will review and prep for DANB during the summer session.	
Comments	Class time is devoted to DANB review twice a week in DNAS 140 Dental Practice Management. No cost at this time. A free app, Kahoot, is used for mock board exam questions.	

Social Science

Objective 1	Identify, recruit and train student tutors as needed, with the assistance of the SSC.	
Estimated Cost	Existing Money $	New Money One Time $: SSC budget
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY2016	
Results	Potential student tutors have been identified and referred to the SSC.	
Comments	This is a component of the Social Science Program Review Action Plan.	

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

Radiography

Objective 1	Increase student critical thinking skills and maintain KBOR Radiography Program Alignment by changing math prerequisite to College Algebra.	
Estimated Cost	Existing Money $0	New Money One Time $0
	Grant Funded $0	New Money Ongoing $0
	Department Budget:$0	Student Fees (New/Existing) $0
Exp. Completion	Spring 2016	
Results	New curriculum has been approved by the C& I committee and the changes have been made to the program website and course catalog. The curriculum changes have also been submitted to the JRCERT for approval. The program is now in compliance with KBOR Radiography Alignment and College Algebra is a required math pre-requisite course. - **Complete**	
Comments		

Respiratory Therapy

Objective 2	Increase the number of Program graduates.	
Estimated Cost	Existing Money $0	New Money One Time $0
	Grant Funded $0	New Money Ongoing $0
	Department Budget: Adjunct	Student Fees (New/Existing) $0
Exp. Completion	FY2015	
Results	Complete	
Comments		

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

Communication

Objective 1	Utilize Public Relations course projects for service learning.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Each semester will select new service learning opps	
Results	Progress: In April, the PR students completed "Donate to Skate" which raised over $800 and provided approximately $1000 in donated household items for the Youth Crisis Center in Parsons.	
Comments	The PR students select a service learning project or projects to benefit the LCC campus community and/or the Parsons community. The project(s) focus on local non-profit organizations or "good causes".	

Music

Objective 1	Purchase 4 Timpani for Parsons Community Band/Orchestra and Private Percussion lessons.	
Estimated Cost	Existing Money $	New Money One Time $8,000 est.
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion		
Results	Since the Associate in Arts in Music Degree was discontinued effective Fall 2016, these will not be purchased.	
Comments		

Music

Objective 2	Purchase Bells for Parsons Community Band/Orchestra and Private Percussion lessons.	
Estimated Cost	Existing Money $	New Money One Time $1,500 est.
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion		
Results	Since the Associate in Arts in Music Degree was discontinued effective Fall 2016 this will not be funded.	
Comments		
Objective 3	Purchase Chimes for Parsons Community Band/Orchestra and Private Percussion lessons.	
Estimated Cost	Existing Money $	New Money One Time $5,000 est.
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion		
Results	Since the Associate in Arts in Music Degree was discontinued effective Fall 2016 this will not be funded.	
Comments		

Nursing

Objective 1	Increase student service-learning projects into the nursing curriculum through student projects that apply theory knowledge to community service.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: $	Student Fees (New/Existing) $
Exp. Completion	FY2016	
Results	Complete	
Comments		

Respiratory Therapy

Objective 1	Continue CF run/walk and COPD drive	
Estimated Cost	Existing Money $300	New Money One Time $0
	Grant Funded $0	New Money Ongoing $0
	Department Budget: Respiratory Therapy Club	Student Fees (New/Existing) $0
Exp. Completion	Ongoing	
Results	Complete. Will continue annually.	
Comments	Community Awareness for respiratory diseases	

Outcome 2E: 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.

Art

Objective 1	Add one additional online course offering to provide greater access to our Art Program.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY2014 and ongoing	
Results	Two courses were created Summer 2015 – Art Appreciation and Art Education. Both are ready to offer. Courses are approved and will be offered commencing Fall 2016.	
Comments	Program Review Action Plan Fall 2012.	

Cherokee Center

Objective 1	Expand the number of polycom courses offered by 2	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion		
Results	Fall 2015: We offered 6 Polycom Classes, Spring 2016: We will offer 12 Polycom Classes	
Comments		

Financial Services

Objective 1	Evaluate the Financial Management course's role in the curriculum, communicate the results with the Advisory Committee, and take appropriate action which may include a curriculum change and the development of a replacement course.	
Estimated Cost	Existing Money $	New Money One Time $ possibly development funds
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	2016	
Results	Financial Management was replaced with Introduction to Management. The Financial Services program will be discontinued by Spring 2017.	
Comments	This is part of the Financial Services Action Plan 2011.	

Graphic Design

Objective 1	Evaluate course schedule to develop hybrid and/or online course offerings.	
Estimated Cost	Existing Money $ TBD	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Spring 2016	
Results	Completed. Color Theory has been developed and approved by the Distance Education and Curriculum & Instruction committees and was offered as a hybrid course in the Spring 2016 semester.	
Comments	Graphic Design Print Media and Digital Photography have been identified to be developed as future hybrid courses.	

Library

Objective 1	Develop an Informatics/Evidence Based Medicine course	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	June 2016	
Results	Preliminary research was begun. Although the idea is mentioned in many Nursing Departmental overviews, only one community college in the state has a course. KU also has a master's level course. Other community colleges in other states have such courses. Research will continue on the potential course.	
Comments		

Online

Objective 1	Online Coordinator will meet with Distance Education committee to discuss the need for adding new online courses to meet the needs of our students.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY16	
Results	Completed. Online Coordinator's duties have been assumed by the Chair of the Distance Ed Committee and the IT Director.	
Comments		

Radiography

Objective 1	Align the Program to meet KBOR Radiography Curriculum Alignment.	
Estimated Cost	Existing Money $0	New Money One Time $0
	Grant Funded $0	New Money Ongoing $0
	Department Budget:0	Student Fees (New/Existing) $0
Exp. Completion	Spring 2016	
Results	New curriculum has been approved by the C& I committee and the changes have been made to the program website and course catalog. The curriculum changes have also been submitted to the JRCERT for approval. The program is now in compliance with KBOR Radiography Alignment. - **Complete**	
Comments		

Outcome 2E: 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.

Admissions

Objective 1	Develop a community service project for the Student Ambassadors.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Spring 2016	Department Budget: Admissions
Activity/Service	Community Service	Student Fees (New/Existing) $
Results	Moved to FY2017	
Comments		

Student Success Center

Objective 1	Develop a Career Development course to assist graduating students prepare for entering the workforce.	
Estimated Cost	Existing Money $	New Money One Time $500
	Grant Funded $	New Money Ongoing $
Exp. Completion	Spring 2016	Department Budget: Student Success Center
Activity/Service	Career Development	Student Fees (New/Existing) $
Results	Move to FY2017	
Comments		

Outcome 2E: 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.

IT

Objective 2	Replace IDL System in Cherokee	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Tech Grant $11,000	Student Fees (New/Existing) $
Exp. Completion	December 2015	
Results	Complete	
Comments		

Core Value 3: Continuous Improvement: Labette Community College strives for continual institutional improvement through strategic planning, program and department reviews, outcome assessments, professional development, performance agreements, policy and procedure updates, and campus environment enhancement.

Outcome 3A: Improve the system of defining and assessing student learning outcomes.

Diagnostic Medical Sonography

Objective 1	Setup ways to evaluate the student's outcomes throughout the year instead of waiting until the end of the semester.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY16	
Results	Tammy and I have been adding different checklists, tests, and quizzes throughout the year to help evaluate the students. This has helped us keep a better record of what the student needs.	
Comments		

Instructional

Objective 1	Link all current courses to the Student Learning Outcomes	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY16	
Results	The networking infrastructure is incomplete. LCC will purchase TK20 and a workstudy will begin entering the Course Outcomes and Program Outcomes links.	
Comments	This will enable us to measure how well we are meeting the mission, "…provide quality learning opportunities…"	
Objective 2	Link all current courses to the Program Outcomes	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY17	
Results	Not complete. The networking infrastructure is incomplete. LCC will purchase TK20 and a workstudy will begin entering the Course Outcomes and Program Outcomes links.	
Comments	This will enable us to measure how well we are meeting the mission, "…provide quality learning opportunities…"	

Outcome 3B: Hire, develop, support, and empower employees throughout the organization who take an active role in student learning and success.

Dental Assisting

Objective 1	Hire Full-time Classroom Instructor	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $20,000 to $40,000
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY2016	
Results	Needed, but not possible with current budget restraints.	
Comments	Student enrollment should be at full capacity and it would be advantageous to have a full time faculty member.	

Instructional

Objective 1	Evaluate and when possible increase the level of Blooms in classes.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY16: Completed	
Results	Fall 2015 complete as per evaluations. Upon the conclusion of Spring 2016 evaluations, this will be completed.	
Comments		
Objective 2	Evaluate the utilization of Multiple Intelligences in classes	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY16: Completed	
Results	These were addressed through evaluations during F15-SP16.	
Comments		

Nursing

Objective 1	Support Cheryl Smith to complete the required MSN degree to maintain program compliance with ACEN.	
Estimated Cost	Existing Money $ $600	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY2016	
Results	Complete	
Comments	Faculty professional development funds.	

Online

Objective 1	Update and re-develop components of the Online Teaching course for new online instructors to reflect up to date online practices and new innovations in the online environment to support and empower instructors.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Ongoing	
Results	This is ongoing in conjunction with the revision of the Online Handbook.	
Comments		

Outcome 3B: Hire, develop, support, and empower employees throughout the organization who take an active role in student learning and success.

Human Resources

Objective 1	Investigate a system to tie employee performance evaluations to salary increases	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Summer 2016	
Results	Move to FY17	
Comments	Nothing done at this point but will when considering. Will be tied to a budget once a year.	
Objective 2	Implement salary increase for employees	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Summer 2016	
Results	Complete – 1.5% Increase	
Comments	If budget permits	
Objective 3	Hire an additional custodian or maintenance person	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $25,000
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	August 2015	
Results	Moved to FY17	
Comments	If budget permits	

Outcome 3C: Offer and support professional development programs and opportunities to enhance faculty and staff effectiveness as facilitators of learning and strengthen leadership skills.

Distance Education

Objective 1	Provide professional development opportunities to faculty and staff through the presentation of GIFT ideas and professional articles explaining new and innovative online learning approaches and technology.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Ongoing	
Results	GIFT Presentations continue to be an agenda item for most Distance Ed meetings.	
Comments		

Library

Objective 1	Allow another staff member to be a member of Kansas Library Association	
Estimated Cost	Existing Money $50	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	August 2015 This item has been tabled until a later date and will not be accomplished this FY.	
Results	This item was cut from the budget.	
Comments	Currently the Library Director and Assistant are members of KLA and ALA (American Library Association). This would extend the KLA memberships to the Full Time Library Aide.	

Nursing

Objective 1	Create a larger pool of potential nursing instructors over the next five years by increasing the number of qualified MSN prepared nurses who want to teach to replace planned retirements within the program.	
Estimated Cost	Existing Money $ Faculty Salary	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: WECS	Student Fees (New/Existing) $
Exp. Completion	FY2016	
Results	Not Complete	
Comments	Sustainability of the nursing program at LCC	

Office Technology

Objective 1	Set aside more funds for adjunct faculty professional development; ask administration to provide more "teaching" in-services for online adjunct faculty	
Estimated Cost	Existing Money $	New Money One Time $1200 professional development
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY2016	
Results	Still very much needed; this has not been resolved.	
Comments		

Online

Objective 1	Attend a professional development conference focused on online teaching and learning to obtain new ideas for LCC courses and instructors.	
Estimated Cost	Existing Money $ 1500 - Professional Development	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: Online	Student Fees (New/Existing) $
Exp. Completion	FY16	
Results	The Chair of the Distance Ed Committee attended an AMATYC Conference this fall where distance education from a mathematical perspective was discussed and online homework platforms were demonstrated.	
Comments	The cost of the above trip was covered by the Professional Development funds of the Chair of the Distance Ed Committee.	

Physical Therapist Assistant

Objective 1	Maintain staff competency in contemporary physical therapy practice.	
Estimated Cost	Existing Money $9025	New Money One Time $0
	Grant Funded $9000	New Money Ongoing $0
	Department Budget: PTA, Perkins	Student Fees (New/Existing) $
Exp. Completion	Ongoing	
Results	On hold due to no director this fall and funds were reallocated.	
Comments	This is a CAPTE criteria for professional development. A portion of these monies may be available via Perkins funding.	

Radiography

Objective 1	Professional Development to keep up with new technology.	
Estimated Cost	Existing Money $ 0	New Money One Time $
	Grant Funded $6000 Carl Perkins	New Money Ongoing $
	Department Budget: 0	Student Fees (New/Existing) $
Exp. Completion	Ongoing	
Results	KSRT Conference in April 2016 & WCEC February 2017	
Comments	Program director and faculty will be attending the Kansas Society of Radiologic Technologist annual conference that will be held in Fort Hays Kansas in April 2016 and we also have plans to attend the West Coast Educators Conference in February 2017.	

Outcome 3C: Offer and support professional development programs and opportunities to enhance faculty and staff effectiveness as facilitators of learning and strengthen leadership skills.

Student Support Services

Objective 1	Identify one staff member for participation in Leadership Labette.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $1000	New Money Ongoing $
Exp. Completion	Fall 2015	Department Budget: Student Support Services
Activity/Service	Professional Development	Student Fees (New/Existing) $
Results	Unable to fund	
Comments		
Objective 2	Renew all staff membership in NACADA	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $350	New Money Ongoing $
Exp. Completion	Fall 2015	Department Budget: Student Support Services
Activity/Service	Professional Development	Student Fees (New/Existing) $
Results	Unable to fund	
Comments		

Outcome 3C: Offer and support professional development programs and opportunities to enhance faculty and staff effectiveness as facilitators of learning and strengthen leadership skills.

Human Resources

Objective 1	HR Dir. And Payroll/Benefits Accountant attend a workshop/seminar/webinar in employment law or other related field.	
Estimated Cost	Existing Money $200	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	August 2015	
Results	Complete – Training included FLSA , Employment Law and SHRM conference	
Comments		

Outcome 3C: Offer and support professional development programs and opportunities to enhance faculty and staff effectiveness as facilitators of learning and strengthen leadership skills.

Objective1	Attend NCMPR or other marketing conference to build networking and gain knowledge about new marketing trends		
Estimated Cost	Existing Money $PR budget	New Money One Time $	
	Grant Funded $	New Money Ongoing $	
Exp. Completion	Annually	Department Budget:	
Activity/Service	Marketing, Communication Activities	Student Fees (New/Existing) $	
Results			
Comments			

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

Cherokee Center

Objective 1	Provide a safe haven for severe weather. Person responsible: VP of Financial Affairs	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY2016	
Results	Tornado shelter was completed last summer.	
Comments	Program Review Action Plan Summer 2013	

English

Objective 1	Eliminate scheduling that combines two levels of developmental courses into a single section until a combined textbook, course, and curriculum can be developed.	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY16	
Results	Courses have been developed, approved and will begin being offered in Fall 2016.	
Comments	Program Review Action Plan FY14 Combined developmental courses (two levels in one section/one instructor)	

Graphic Design

Objective 1	Update Adobe Creative Suite software in graphic design computer lab.	
Estimated Cost	Existing Money $ Unknown	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: IT	Student Fees (New/Existing) $
Exp. Completion	Fall 2016	
Results	Completed. The new subscription based Adobe Creative Cloud software has been purchased through a combination of IT budget and increased student fees.	
Comments	Software was installed during Fall 2015 and operational for the Spring 2016 semester.	

Library

Objective 1	Review all Library Board Policies, Administrative Procedures and Departmental Procedures	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	June 2016	
Results	Complete	
Comments	No funding is necessary. These need to be reviewed periodically.	

Respiratory Therapy

Objective 1	Opportunities for increase recruiting with new Health Science building Natural draw to increase enrollment	
Estimated Cost	Existing Money $0	New Money One Time $0
	Grant Funded $0	New Money Ongoing $0
	Department Budget: 0	Student Fees (New/Existing) $0
Exp. Completion	Ongoing	
Results	Compete	
Comments	Program Review Action Plan SP2013. Numerous informational tours given monthly	

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

Athletics

Objective 1	Build a facility that includes a weight room for all athletic teams, along with building new locker rooms and a new laundry facility. Renovations to current facility	
Estimated Cost	Existing Money $	New Money One Time $5 million
	Grant Funded $	New Money Ongoing $
Exp. Completion	June 2016	Department Budget: Foundation/Fundraising
Activity/Service	Renovation/New Building/Facility Enhancement	Student Fees (New/Existing) $
Results	Moved to FY17	
Comments		
Objective 2	Hire a Full-Time Athletic Director	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $75,000
Exp. Completion	July 2015	Department Budget: Athletic Department
Activity/Service	Human Resources	Student Fees (New/Existing) $
Results	Unable to complete due to budget	
Comments		
Objective 3	Upgrade press box and scoreboard at the Baseball Field.	
Estimated Cost	Existing Money $	New Money One Time $10,000
	Grant Funded $	New Money Ongoing $
Exp. Completion	June 2016	Department Budget: Foundation/Fundraising
Activity/Service	Renovation/New Building/Facility Enhancement	Student Fees (New/Existing) $
Results	Moved to FY17	
Comments		
Objective 4	Additional storage space along with batting cages at the fields for Softball and Baseball.	

Estimated Cost	Existing Money $	New Money One Time $12,800
	Grant Funded $	New Money Ongoing $
Exp. Completion	June 2016	Department Budget: Foundation/Fundraising
Activity/Service	Renovation/New Building/Facility Enhancement	Student Fees (New/Existing) $
Results	Moved to FY17	
Comments		

Registration

Objective 1	Provide Student Affairs Assistants with ability to see which staff members are on the phone.	
Estimated Cost	Existing Money $	New Money One Time $Unsure
	Grant Funded $	New Money Ongoing $0
Exp. Completion	Spring 2016	Department Budget: IT
Activity/Service	Student Services	Student Fees (New/Existing) $
Results	Move to FY17	
Comments	Per Non Academic Review	
Objective 2	Modify the front counter to assist with FERPA Compliance to protect privacy of documents.	
Estimated Cost	Existing Money $	New Money One Time $500
	Grant Funded $	New Money Ongoing $0
Exp. Completion	Spring 2015	Department Budget: Facilities
Activity/Service	Student Services	Student Fees (New/Existing) $
Results	Move to FY17	
Comments	Per Non Academic Review	

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

Facilities

Objective 1	Investigate the possibility of a sidewalk connection the Main Building and Zetmeir Building	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Summer 2016	
Results	Investigated will be completed in FY17	
Comments	This would short the distance students with mobility issues would need to travel	

Facilities/IT

Objective 2	Add cameras to all exterior doors	
Estimated Cost	Existing Money $	New Money One Time $ TBD
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Summer 2016	
Results	In process – 2 more to finish in FY17	
Comments		

Facilities

Objective 3	Begin process of replacing outside lighting fixtures on the sides of building with LED fixtures	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:non-recurring capital expenditures	Student Fees (New/Existing) $
Exp. Completion	Summer 2016	
Results	Complete – FY17 will do 4 on the SSC and 5 on the Annex	
Comments	The gym has already been replaced. Union Building replacements will be $16,000.	

Facilities

Objective 4	Continue to phase in occupancy sensors to classrooms and high traffic areas	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $10,000 3 yrs.
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Summer 2016	
Results	Moved to FY17	
Comments		

Facilities

Objective 5	Begin a plan to phase in the Main Building window replacement	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:non-recurring capital expenditures	Student Fees (New/Existing) $
Exp. Completion	Summer 2016	
Results	Moved to FY17	
Comments	Estimate needed	

IT

Objective 6	Purchase remote access software for the phone system	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: $3,000 IT Budget	Student Fees (New/Existing) $
Exp. Completion	Summer 2016	
Results	Moved to FY17	
Comments	This would improve response time by IT and would include additional reporting features.	

Facilities/Café

Objective 7	Replace the Café ice machine with a crushed ice machine	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: Student Union Equipment	Student Fees (New/Existing) $
Exp. Completion	August 2015	

Results	Complete
Comments	

Facilities/Café

Objective 8	Paint Café walls and replace old ceiling tiles.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: Facilities	Student Fees (New/Existing) $
Exp. Completion		
Results	Complete	
Comments		

Café

Objective 9	Purchase catering equipment	
Estimated Cost	Existing Money $	New Money One Time $400
	Grant Funded $	New Money Ongoing $
	Department Budget: Café	Student Fees (New/Existing) $
Exp. Completion	August 2015	
Results	Complete	
Comments		

Business Office

Objective 10	Investigate an office for the Account Receivable-Accountant	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Summer 2016	
Results	Move to FY17 – Nothing available at this time	
Comments		

Business Office

Objective 11	Begin paying some bills online	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $

	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Summer 2016	
Results	Move to FY17	
Comments		

<div align="center">**Facilities**</div>

Objective 12	Stripe parking lots	
Estimated Cost	Existing Money $500	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: Facilities	Student Fees (New/Existing) $
Exp. Completion	August 2015	
Results	Moved to FY17 will complete in house	
Comments		
Objective 13	Finish changing whiteboards to the glass whiteboards – 2 rooms	
Estimated Cost	Existing Money	New Money One Time
	Grant Funded $	New Money Ongoing $
	Department Budget:$6,000 Facilities	Student Fees (New/Existing) $
Exp. Completion		
Results	2 rooms completed – ongoing to FY17	
Comments		
Objective 14	Replace West door of Main Building	
Estimated Cost	Existing Money	New Money One Time $16,000
	Grant Funded $	New Money Ongoing $
	Department Budget: non-recurring capital expenditures	Student Fees (New/Existing) $
Exp. Completion		
Results	Moved to FY17	
Comments		
Objective 15	Replace Microbiology Lab Chairs	
Estimated Cost	Existing Money	New Money One Time $3000-$3500
	Grant Funded $	New Money Ongoing $
	Department Budget:Facilities	Student Fees (New/Existing) $

Exp. Completion		
Results	Complete	
Comments		
Objective 16	Remodel H Building 2nd Floor Bathroom	
Estimated Cost	Existing Money	New Money One Time $10,300
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion		
Results	Moved to FY17	
Comments	Includes floor and half way up walls.	
Objective 17	Repair Cherokee Center Roof	
Estimated Cost	Existing Money	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion		
Results	In Process – to be completed in FY17	
Comments		
Objective 18	Create storage in the Gallery on the south end	
Estimated Cost	Existing Money	New Money One Time $2,875
	Grant Funded $	New Money Ongoing $
	Department Budget:Facilities	Student Fees (New/Existing) $
Exp. Completion		
Results	Not done because of budget	
Comments		
Objective 19	Repair sidewalk in several spots on campus	
Estimated Cost	Existing Money	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion		
Results	Some still to be completed in FY17	

Comments		
Objective 20	Window cleaning once a year for entire campus	
Estimated Cost	Existing Money	New Money One Time $3,875
	Grant Funded $	New Money Ongoing $
	Department Budget: Facilities	Student Fees (New/Existing) $
Exp. Completion		
Results	Completed	
Comments		
Objective 21	Carpet Main Building elevator hallway on first floor as well as a room on the 3rd floor	
Estimated Cost	Existing Money	New Money One Time $5,383
	Grant Funded $	New Money Ongoing $
	Department Budget:Facilities	Student Fees (New/Existing) $
Exp. Completion		
Results	Move to FY17	
Comments		
Objective 22	Hire an evening custodian	
Estimated Cost	Existing Money	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion		
Results	Move to FY17	
Comments		
Objective 23	Remodel Microbiology Lab floor	
Estimated Cost	Existing Money	New Money One Time $6,300
	Grant Funded $	New Money Ongoing $
	Department Budget: non-recurring capital expenditures	Student Fees (New/Existing) $
Exp. Completion		
Results	Move to FY17	
Comments		

Core Value 4: Integrity and Transparency: Labette Community College operates in an environment of integrity and transparency through honest ethical practices, open communication, and accountability, for transactions with all constituencies.

Outcome 4A: Improve tracking of and access to data to meet the needs of the institution and external contingencies.

<div align="center">

Nursing

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Objective 1	Support the addition of a college position for institutional research to address program needs for data that is current and consistent to support reports to KSBN, KBOR, ACEN, and NLN annually.		
Estimated Cost	Existing Money $	New Money One Time $ position salary	
	Grant Funded $	New Money Ongoing $	
	Department Budget:	Student Fees (New/Existing) $	
Exp. Completion	FY2016		
Results	Not Complete		
Comments	Purchase of the TK20 Software should help with this.		

Outcome 4A: Improve tracking of and access to data to meet the needs of the institution and external contingencies.

IT

Objective 1	Continue to Develop the Data Reporting tools need to adapt to the changing reporting needs	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	December 2015	
Results	Ongoing	
Comments		

IT

Objective 2	Implement Izenda for more efficient reporting	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	December 2015	
Results	Move to FY17	
Comments		

Outcome 4A: Improve tracking of and access to data to meet the needs of the institution and external contingencies.

Objective1	Update tracking system of Public Relations requests	
Estimated Cost	Existing Money:no money needed	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Annually, on-going	Department Budget:
Activity/Service	Marketing, , Communication Activities	Student Fees (New/Existing) $
Results		
Comments		

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

IT

Objective 1	Continue to utilize eWaste Services	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	December 2015	
Results	Complete	
Comments		

Office Services

Objective 1	Continue conservation of paper and supplies by recycling paper, cardboard, and other materials.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing)$
Exp. Completion	Ongoing	
Results	Ongoing	
Comments		
Objective 2	Upgrade equipment as needed.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing)$
Exp. Completion	Ongoing	
Results	Replaced copiers in the Advising Center and the Bookstore	
Comments		

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

Objective1	Marketing materials which show transparency of funding-create fact cards, editorials, etc	
Estimated Cost	Existing Money:PR budget	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	On-going	Department Budget:
Activity/Service	Marketing, Communication Activities	Student Fees (New/Existing) $
Results		
Comments		

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

Elementary/Secondary Education Program

Objective 1	Increase visibility of education program. Expand the marketing efforts for the education program with the assistance of the public relations department.	
Estimated Cost	Existing Money $ 0	New Money One Time $
	Grant Funded $0	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Ongoing	
Results	Advertising the program at both campuses.	
Comments	Program Review 2014	

Network Administration/Computer Science

Objective 1	Increase advertising for Computer Science program.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY16	
Results	Working with one of the current computer businesses to start up a user's group for recruiting students.	
Comments	Program Review Action Plan Spring 2014	

Respiratory Therapy

Objective 1	Work with LCC PR to develop and implement a plan to market the Respiratory Therapy program	
Estimated Cost	Existing Money $0	New Money One Time $0
	Grant Funded $0	New Money Ongoing $0
	Department Budget: PR	Student Fees (New/Existing) $0
Exp. Completion	Ongoing	
Results	Compete	
Comments	Program Review Action Plan SP2013 Brochures, posters, and health science commercial have been made	

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

IT

Objective 1	Transition the webpage from IT to PR		
Estimated Cost	Existing Money $		New Money One Time $
	Grant Funded $		New Money Ongoing $
	Department Budget:		Student Fees (New/Existing) $
Exp. Completion	Summer 2016		
Results	Complete – Backup training is needed in FY17		
Comments			

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

Objective1	Increase target marketing and advertising for Exercise Science Program	
Estimated Cost	Existing Money:PR budget	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	On-going	Department Budget:
Activity/Service	Marketing, Communication Activities	Student Fees (New/Existing) $
Results		
Comments	complete	
Objective3	Redesign of brochures	
Estimated Cost	Existing Money:	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	2015-16	Department Budget:
Activity/Service	Marketing, Communication Activities	Student Fees (New/Existing) $
Results		
Comments	*complete*	
Objective4	Redesign of viewbooks	
Estimated Cost	Existing Money:	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	2015-16	Department Budget:
Activity/Service	Marketing, Communication Activities	Student Fees (New/Existing) $
Results		
Comments	*complete*	
Objective5	Increase advertising in social media	
Estimated Cost	Existing Money:PR budget	New Money One Time $

	Grant Funded $	New Money Ongoing $1,000-3,000
Exp. Completion	2015-16	Department Budget:
Activity/Service	Marketing, Communication Activities	Student Fees (New/Existing) $
Results		
Comments		
Objective5 Estimated Cost	Marketing for Phase 11 Capital Campaign	New Money One Time $
	Existing Money:PR budget	New Money Ongoing $
Exp. Completion	Grant Funded $	Department Budget:
Exp. Completion	2015-16	Student Fees (New/Existing) $
Activity/Service	Marketing, Communication Activities	
Results		
Comments	*Moved to 2017*	

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

Foundation

Objective 1	Speak at two community events	
Estimated Cost	Existing Money $0	New Money One Time $0
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion		
Results	Spoke to Parsons Soroptimist Club, Parsons Lions Club, Parsons Rotary Club and to the LCC Public Relations Class	
Comments		

Foundation

Objective 2	Seek donations for the Athletic Facility Campaign.	
Estimated Cost	Existing Money $0	New Money One Time $0
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion		
Results	Received $65,908	
Comments		

Foundation

Objective 3	Seek in-kind donations of equipment/technology from area hospitals for Health Science programs.	
Estimated Cost	Existing Money $0	New Money One Time $0
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $

Exp. Completion	
Results	Received in-kind donations of equipment and supplies for Dental Assisting Program totaling $24,671
Comments	

Outcome 4D: Strengthen internal communication practices.

Student Life

Objective 1	Develop a consistent, professional email template that is used for all correspondence to students.	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Fall 2015	Department Budget: Athletic Department
Activity/Service	Assessment Activities	Student Fees (New/Existing) $
Results	Ongoing into FY17	
Comments		

Student Success Center

Objective 1	Develop monthly communication with full-time and adjunct faculty to highlight SSC services such as tutoring, testing, and advising.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Fall 2015	Department Budget: Student Success Center
Activity/Service	Internal Communication	Student Fees (New/Existing) $
Results	Completed and Ongoing	
Comments		

Outcome 4D: Strengthen internal communication practices.

Objective1	Weekly Cardinal Calendar to keep staff informed of events	
Estimated Cost	Existing Money:no budget	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	On-going	Department Budget:
Activity/Service	Marketing, Communication Activities	Student Fees (New/Existing) $
Results		
Comments		

Outcome 4D: Strengthen internal communication practices.

Foundation

Objective 1	Send two email updates to LCC campus per semester letting everyone know what's going on with the Foundation and Alumni Association	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion		
Results	I began sending monthly e-newsletter January 2016	
Comments		

Core Value 5: Sustainability of the Institution: Labette Community College encourages innovation and personal growth, maintains financial accountability, supports student retention and success, and plans strategically for the future, while adhering to state, federal, and governing agency guidelines.

Outcome 5A: Achieve targeted growth through an integrated enrollment management process.

Physical Education

Objective 1	Attend area recruiting days to promote available programs.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY16	
Results	Promoted programs at several events and used position of head wrestling coach to recruit at several locations this year including Miami, OK, Topeka, Wichita, and Kansas City, KS and Virginia Beach, VA.	
Comments	Exercise Science advisor also took part in both senior day advising sessions.	

Radiography

Objective 1	Increase student retention rate for the program.	
Estimated Cost	Existing Money $ 0	New Money One Time $0
	Grant Funded $0	New Money Ongoing $0
	Department Budget: 0	Student Fees (New/Existing) $0
Exp. Completion	Ongoing to determine effectiveness of the changes on program retention.	
Results	To increase the student retention rate, clinical observation hours were increased to 16 hours. Program officials will continue to monitor the effectiveness of conducting interviews for increasing student retention to the 76% benchmark.	
Comments	Retention Rate Benchmark 76% Goal. Program officials began conducting interviews as a second phase of the program's application process and the program director is in the process of reviewing application data from the last three years to determine how and if the interviews have impacted retention rates. I have assessed the data for the last 3 years and have discovered the students that are withdrawing from the program tend to be our alternate students or those students with the lower scoring students in the #20 - 23 accepted positions. Since program director and faculty have chosen to not decrease number of students accepted into the program annually, we will make changes to the program application process. After consulting with our advisory committee members a decision has been made to increase the required number of clinical observation hours for our applicants. Now applicants will be required to complete 16 hours of clinical observation time at two different facilities instead of 8 hours of clinical observation at one facility. - **Ongoing** to determine effectiveness of the changes on program retention.	

Outcome 5A: Achieve targeted growth through an integrated enrollment management process.

Admissions

Objective 1	Increase the number of college fairs attended and increase the number of individual campus visits made by potential students.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $3000
Exp. Completion	Fall 2015	Department Budget: Admissions
Activity/Service	Recruitment	Student Fees (New/Existing) $
Results	Completed	
Comments		
Objective 2	Visit sophomore classes in April/May at area high schools with the Outreach Coordinator to support concurrent/dual credit classes.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Spring 2016	Department Budget:
Activity/Service	Recruitment	Student Fees (New/Existing) $
Results	Move to FY17	
Comments		
Objective 3	Host informative session during Fall Inservice about the "Top 10 Recruiting Facts" all LCC employees should know and use to promote the college.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing
Exp. Completion	Fall 2015	Department Budget:
Activity/Service	Recruitment	Student Fees (New/Existing) $
Results	Completed	
Comments		
Objective 4	Develop and implement a consistent process for campus visits (scheduling and execution).	

Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Fall 2015	Department Budget: Admissions
Activity/Service	Recruitment	Student Fees (New/Existing) $
Results	Completed	
Comments		

Outcome 5B: Enhance student opportunities through increased scholarships and endowments.

English

Objective 1	Continue contributions to English Endowed Scholarship that the English Department has been contributing toward for approximately eight years.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY2017	
Results	Continue to add contributions until the minimum amount is reached.	
Comments	Minimum amount needed for endowed scholarships is $5,000.	

Outcome 5B: Increase coordination of all fundraising activities to enhance resource synergy.

Objective1	Promote Annual Scholarship Auction	
Estimated Cost	Existing Money:PR budget	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Annually, on -going	Department Budget:
Activity/Service	Marketing, Communication Activities	Student Fees (New/Existing) $
Results		
Comments		

Objective2	Acquire donations, decorations, and event planning for annual scholarship auction	
Estimated Cost	Existing Money:PR budget	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Annually, On-going	Department Budget:
Activity/Service	Marketing, Communication Activities	Student Fees (New/Existing) $
Results		
Comments		

Outcome 5B: Enhance student opportunities through increased scholarships and endowments.

Foundation

Objective 1	Secure at least one new endowment	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion		
Results	I did not secure a new endowment, but I did work with donors to secure $8,900 in additional funding to six established endowments.	
Comments		

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

Advising

Objective 1	Send advisors to a NACADA sponsored state, regional, or national conference	
Estimated Cost	Existing Money $500	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: Online	Student Fees (New/Existing) $
Exp. Completion	2016	
Results	Lori Ford joined NACADA. Neither Lori nor Nancy Newby attended NACADA yet.	
Comments	Tried to budget for this…have not attended NACADA yet.	

Elementary/Secondary Education Program

Objective 1	Research which institutions offer Associates of Education degrees.	
Estimated Cost	Existing Money $ 0	New Money One Time $
	Grant Funded $0	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	2016	
Results	Ongoing	
Comments	Program Review 2014	

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

Human Resources

Objective 1	Finalize updated process on new I-9 form.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion		
Results	Complete	
Comments		

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

Student Support Services

Objective 1	Make staffing changes based on approval of new SSS grant.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $6,000	New Money Ongoing
Exp. Completion	Fall 2015	Department Budget: Student Support Services
Activity/Service	Faculty/Staff Salaries	Student Fees (New/Existing) $
Results	Completed	
Comments		

Student Organization Annual Report – FY16

Compiled by the Student Life Office
Melissa Nance, Student Life Specialist

Student Organization Annual Report - FY16

Biology Club encourages intellectual and social growth for members through several activities including local field trips to museums, visits to University Biology Departments and other extracurricular activities. The club also develops interpersonal interactions. *Advisor: Dr. Bharathi Sudarsanam (620) 820-1150*

# Members	# Meetings	#SGA, Club & Community Service Activities	# of Fundraising Activities	# Traveled Activities
35	24	4	1	2

Participation: Donor Appreciation Luncheon, LCC Blood Drive, Kids Fall Festival, Presentations to 3rd Grade Garfield students.

Campus Activities Board is responsible for planning, organizing and promoting student activities to enhance LCC students' campus experience. *Advisor: Melissa Nance (620)820-1178*

# Members	# Meetings	#SGA, Club & Community Service Activities	# of Fundraising Activities	# Traveled Activities
6	17	25	1	2

Participation: Welcome Week (Fall and Spring), LCC Blood Drives (Fall and Spring), Finals Frenzy (Fall and Spring), SOOM Meetings, Student Organization Fair, Kids Fall Festival, LCC Homecoming, Ronald McDonald Pop Tab Collection, 8th Grade Days, Cardinal Enrollment Days, LCC Spring Awards Ceremony, Donor Appreciation Luncheon, Basketball Halftime Activities, Million Meals Kansas, Penny War, Paint the Town Red, Paint the Campus Red, LCC Auction for Scholarships, Movie Nights, KC Chiefs Game.

Cardinal Christian Fellowship fosters a nondenominational outreach for Christian fellowship on LCC campus. *Advisor: Dr. Doug Ecoff (620) 820-1151; Rebecca Roach (620) 820-1139*

Dental Assisting Club promotes dental educational and social opportunities in the dental health care environment, establishes open communication and cooperation among students and faculty, and provides an opportunity to promote dental health education and networking in the community. *Advisor: Leigh Ann Martin, (620) 232-5820*

# Members	# Meetings	#SGA, Club & Community Service Activities	# of Fundraising Activities	# Traveled Activities
10	6	6	2	3

Participation: KU Camp Med, Kids Fall Fest, LCC Pantry, Coats for Kids, LCC Donor Appreciation Luncheon, Self-Defense Workshop.

Graphic Design 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: Melissa Kipp, (620) 820-1126*

# Members	# Meetings	#SGA, Club & Community Service Activities	# of Fundraising Activities	# Traveled Activities
6	5	1	0	0

Participation: Kids Fall Fest.

Kansas Association of Nursing Students assumes responsibility for contributing to nursing education in order to provide for the higher quality of health, provides programs representative of fundamental interests and concerns, and aids in the development of the whole person, his/her professional role, and his/her responsibility for the health care of people in all walks of life. *Advisor: Jill Coomes, (620) 820-1218*

# Members	# Meetings	#SGA, Club & Community Service Activities	# of Fundraising Activities	# Traveled Activities
Fall: 58 Spring: 51	9	7	3	0

Participation: Kids Fall Festival, Welcome event for nursing students, LCC Blood Drives, Million Meals Kansas, Penny War, Breast Cancer Awareness, Autism Awareness, Going Away Breakfast for 2nd Year Students, Donation to PSH&TC.

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
9	11	10	5	6

Participation: Welcome Back Week, Kids Fall Festival, LCC Blood Drives, Recycling, Homecoming, Million Meals Kansas, Finals Frenzy, Hunting for a Cure Cancer Awareness.

Awards Received: Gold Key Chapter, as awarded by FBLA-PBL. See PBL Annual Report for additional Individual Awards Received.

Phi Theta Kappa promotes scholarship, develops leadership and service, and cultivates fellowship among qualified students of LCC. *Advisor: Tammy Fuentez (620) 820-1264*

# Members	# Meetings	#SGA, Club & Community Service Activities	# of Fundraising Activities	# Traveled Activities
15	8	16	4	8

Participation: LCC Auction for Scholarships, LCC Blood Drives, Regional Service Projects/Events, Community Presentations at Kiwanis and Rotary, Welcome Back Picnic, St. Jude Change Collection, Kids Fall Fest, LCC Penny War, Million Meals Kansas, Induction Ceremony, Cherokee Center Recruitment Table, Fellowship Cookout, LCC Homecoming, Ronald McDonald Pop Tab Collection, Recycling.

Organization Awards: International Five Star Chapter; International Top 100 Chapter, Most Outstanding Chapter – Distinguished, Kansas Region Five Star Chapter, College Project Award Winner, Honors in Action Award Winner, Service Award Winner, Great Idea Award Winner, Sister Chapter Honorable Mention.

Individual Awards: See PTK Annual Report for additional Individual Awards.

<u>**Radiography Club**</u> elevates the quality of patient care, promotes the art and science of radiologic technology and promotes the program across LCC and within our surrounding service communities. *Advisor: Gale Brown (620) 820-1159*

# Members	# Meetings	#SGA, Club & Community Service Activities	# of Fundraising Activities	# Traveled Activities
35	10	32	5	5

Participation: Welcome Back Weeks, SOOM Meeting, Organization Fair, 8th Grade Days, CF Walk, LCC Blood Drives, Garfield School Halloween March, KC Chiefs Game, Breast Cancer Awareness Booth, Dig Pink for Volleyball, Kids Fall Fest, Radiology Tech Clinical Site Appreciation, Million Meals Kansas, Penny Way, Donor Appreciation Luncheon Table, Senior Day, LCC Christmas Food Basket Drive, Finals Frenzy, High School Presentations, Meadow View Leadership Program, HOOT for a Cure, Basketball Halftime Activity, LCC Homecoming, Paint the Campus Red, Heart/Diabetes Awareness Booth, KU Camp Med, Trio Day, Bowling for Kids Sake, CDH Awareness Booth, Recycling, Ronald McDonald House Pop Tab Collections.

Organization Awards Received: 2015 Outstanding Allied Health Student Organization Service Award

Individual Awards Received: See Radiography Club Annual Report for additional individual awards.

<u>**Respiratory Therapy Club**</u> 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
16	8	3	3	2

Participation: Kids Fall Festival, CF Walk, Respiratory Therapy Week.

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<u>Student Ambassadors</u> 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 Lucas (620) 820-1225, Tammy Fuentez (620) 820-1264*

# Members	# Meetings	#SGA, Club & Community Service Activities	# of Fundraising Activities	# Traveled Activities
9	2	9	0	0

Participation: Kids Fall Festival, LCC Blood Drives, Senior Day, 8th Grade Days, Cardinal Enrollment Days, Gribben Lecture Series, LCC Auction for Scholarships, Junior Day, Cardinal Crawl.

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<u>Student Government Association</u> encourages active participation in the work of self-governance and ensures the representation of the views and perspectives of the student body in the governance of the college. *Advisor: Melissa Nance (620) 820-1178*

# Members	# Meetings	#SGA, Club & Community Service Activities	# of Fundraising Activities	# Traveled Activities
6	17	26	1	2

Participation: Welcome Week (Fall and Spring), LCC Blood Drives (Fall and Spring), Finals Frenzy (Fall and Spring), SOOM Meetings, Student Organization Fair, Kids Fall Fest, LCC Homecoming, Ronald McDonald Pop Tab Collection, 8th Grade Days, Cardinal Enrollment Days, LCC Spring

Awards Ceremony, Donor Appreciation Luncheon, Million Meals Kansas, Penny War, Paint the Town Red, Paint the Campus Red, LCC Auction for Scholarships, Drunk Goggles Simulator, Movie Nights, KC Chiefs Game, Easter Egg Hunt, Cardinal Crawl.

Program Reviews
2015-2016

- Communications Program Review
- Graphic Design Program Review
- Office Technology Program Review
- Diagnositic Medical Sonography Program Review

Labette Community College

Perkins Core Indicators of Performance 2015

Program Name	Technical Skill Attainment	Completion	Student Retention	Student Placement
LCC Negotiated Performance Goal*	94%	79%	80%	73%
90% of LCC Negotiated Performance Goal*	84.6%	71.1%	72%	65.7%
All LCC Career and Technical Education Programs	123/141 87%	103/133 77%	108/134 81%	114/133 86%
Graphic Design	N/A	0/3 0%	4/7 57%	3/3 100%
Electronics Technology/Technician	N/A	2/4 50%	2/2 100%	2/4 50%
Dental Assistant	8/10 80%	10/11 91%	4/4 100%	8/11 73%
Office Technology Medical Administrative Assistant	N/A	3/6 50%	11/13 85%	3/6 50%
Physical Therapist Assistant	28/39 72%	26/33 79%	13/15 87%	28/33 85%
Respiratory Therapy	7/9 78%	7/7 100%	12/13 92%	7/7 100%
Diagnostic Medical Sonography	4/4 100%	3/3 100%	4/4 100%	3/3 100%
Radiography	15/17 88%	7/9 78%	16/18 89%	7/9 78%
Nursing-AND	29/29 100%	22/30 73%	32/37 86%	28/30 93%
Nursing-LPN	32/33 97%	20/20 100%	2/4 50%	20/20 100%
Office Technology Administrative Assistant	N/A	1/4 25%	4/7 57%	3/4 75%
Computer Science-Management Info. Systems	N/A	N/A	N/A	NA

Technical Skill Attainment—Students who successfully pass a national credential or licensure exam.
Completion: Certificate or Degree—Students who earn a certificate or a degree and are no longer enrolled.
Student Retention and Transfer—Students who remained enrolled at LCC or transferred to another institution the following fall.
Student Placement—Student placement in military service or apprenticeship programs or placement or retention in employment, including placement in high skill, high wage, or high demand occupations or professions. Measures placement of all students who are no longer enrolled in postsecondary education.

This information is taken from the Kansas Board of Regents KSPSD Reporting System Perkins Core Indicators of Performance report.

Note: If an institution fails to achieve the state/locally agreed upon performance level for any of the core indicators, the Kansas Board of Regents may, after notice and opportunity for a hearing, withhold a portion or all of the Perkins allotment if the local institution:

- Fails to implement an improvement plan; or
- Fails to make any improvement in meeting any of the performance levels within first program year of implementation of the improvement plan; or
- Fails to achieve at least 90% of a performance level for the same core indicator for 3 consecutive years

LCC was below the negotiated goal on two of the four indicators; however, we achieved more than 90% of goal so an improvement plan was not required.

Review 2014-2016 Performance Agreements

Summary and Recommendation

In accordance with K.S.A. 74-3202d and the Board's Performance Agreement Guidelines and Procedures, *the following performance agreements are presented to the Board Academic Affairs Standing Committee for review. Staff recommends the attached performance agreements be forwarded to the full Board for approval.* (8/20/2016)

Background

In 1999, the Kansas legislature adopted K.S.A. 74-3202d which established improvement plans for public higher education institutions in Kansas and tied the awarding of new state funds to these improvement plans. These plans are commonly known as performance agreements.

The Board of Regents is responsible for reviewing and approving performance agreements and for providing technical assistance to institutions as they develop, implement and revise their performance agreements. Funding for performance agreements applies only to the receipt of certain types of new state funds.

Definition of New State Funds

Pursuant to K.S.A. 74-3202d, each public postsecondary educational institution's receipt of "new state funds" shall be contingent upon achieving compliance with its performance agreement, as determined by the Kansas Board of Regents. Any funds designated by the Legislature for a specific postsecondary educational institution or purpose shall not be considered "new state funds" for this purpose. As such, funds for such initiatives as engineering and nursing are not subject to performance under this statute.

Accordingly, the Board has determined the following are subject to performance: (1) State university and Washburn University operating grant increases; (2) community college, technical college and Washburn Institute of Technology Postsecondary Tiered Technical State Aid and Non-Tiered Course Credit Hour Aid increases; (3) eligible institutions' Career Technical Education Capital Outlay Aid and Technology Grant Funding increases; and (4) any other state funding increases consistent with the statutes. This provision will also apply to any "new state funds" received by any postsecondary institution under the original 1999 Senate Bill 345 provisions for 2% performance grant funding, codified in K.S.A. 76-771.

Establishing a Performance Agreement

At least once every three years, institutions negotiate a new performance agreement with the Board. *Foresight 2020* provides the foundation for each institution's performance agreement. The performance agreement model follows.

	Sectors		
Indicators	*Research Universities*	*Comprehensive Universities*	*Community Colleges Technical Colleges*
Sector-Specific Indicators	Must include at least three indicators from the *Foresight 2020* goals noted below. One of those indicators must include Goal Three. 1. Increasing Higher Education Attainment First to second year retention rates Number of certificates and degrees awarded Six-year graduation rates 2. Meeting the Needs of the Kansas Economy Performance of students on institutional assessments Percent of certificates and degrees awarded in STEM fields 3. Ensuring State University Excellence Selected regional and national rankings	Must include at least three indicators from the *Foresight 2020* goals noted below. One of those indicators must include Goal Three. 1. Increasing Higher Education Attainment First to second year retention rates Number of certificates and degrees awarded Six-year graduation rates 2. Meeting the Needs of the Kansas Economy Performance of students on institutional assessments Percent of certificates and degrees awarded in STEM fields 3. Ensuring State University Excellence Performance on quality measures compared to peers	Community and technical colleges must include at least three indicators from the *Foresight 2020* goals noted below. Institutions must include at least one indicator from each Goal. 1. Increasing Higher Education Attainment First to second year retention rates[1] Three-year graduation rates[1] Number of certificates and degrees awarded Student Success Index 2. Meeting the Needs of the Kansas Economy Performance of students on institutional quality measures[2] Percent of students employed or transferred Wages of students hired[3] Third party technical credentials and WorkKeys, if applicable
Institution-Specific Indicators[4]	Universities must also include three indicators specific to the institution which support *Foresight 2020* and one of which supports Goal 3.	Universities must also include three indicators specific to the institution which support *Foresight 2020* and one of which supports Goal 3.	Community and technical colleges must also include three indicators specific to the institution which support *Foresight 2020* indicators or institution-specific indicators.

[1] Limited to college ready cohort. College ready is defined as full-time students not enrolled in developmental classes.
[2] As defined by the National Community College Benchmarking Project and/or Noel-Levitz Benchmarking Surveys.
[3] As provided by the Kansas Department of Labor.
[4] For all institution-specific indicators involving students, institutions may disaggregate by sub-population (i.e. underrepresented populations, underprepared students, etc.). Institutions may disaggregate other indicators, as appropriate.

Annual Evaluation of Compliance and Funding

The awarding of new state funds is based on an institution's level of compliance with its performance agreement and the funds available for distribution. To be eligible for any new funding appropriated by the Legislature and approved by the Governor, each institution annually submits a performance report that updates the Board on its progress toward maintaining or improving from the baseline for each indicator in the agreement. The report provides the Board a basis for awarding any new funding.

Staff Recommendation

Staff has reviewed the agreements for the institutions listed below, and recommends approval.

Institution	Page
Wichita State University	11
University of Kansas Medical Center	14
University of Kansas	17
Kansas State University	20
Fort Hays State University	23
Wichita Area Technical College	26
Manhattan Area Technical College	29
Northwest Kansas Technical College	33
Labette Community College	36
Hutchinson Community College	39
Dodge City Community College	42
Coffeeville Community College	45
Allen Community College	48

Labette Community College Performance Report AY 2015

Contact Person: Joe Burke

Phone and email: 620-820-1239; joeburke@labette.edu

Fall 2015 FTE: 1,027

Date: 7/26/2016

Goal	Foresight Goals	3yr History	AY 2014 (Summer 2013, Fall 2013, Spring 2014)		AY 2015 (Summer 2014, Fall 2014, Spring 2015)		AY 2016 (Summer 2015, Fall 2015, Spring 2016)	
			Institutional Performance	Outcome Choose One	Institutional Performance	Outcome Choose One	Institutional Performance	Outcome Choose One
1 Increase the first to second year retention rates of first-time, full-time college-ready freshmen	1	2009 80/185 43.2% 2010 53/104 51% 2011 79/125 63.2% Baseline 2112/414 51.2%	65/106 61.3%	↑	70/105 66.7%	↑		
2 Increase the number of certificates and degrees awarded	1	2010 = 207 2011 = 470 2012 = 454 Baseline = 377	435	↑	391	↑		
3 Increase the % of students scoring at or above the national mean who take the Collegiate Assessment of Academic Proficiency (CAAP) Writing Exams	2	2010 158/329 = 48% 2011 167/292 = 57% 2012 172/316 = 54% Baseline 497/937 = 53%	90/204 44%	↓	109/249 43%	↓		
4 Increase retention rate of academically unprepared students who participate in our Student Support Services program	1	2006 67/106 = 63% 2010 58/94 = 62% 2011 53/89 = 60% Baseline 178/289 = 61.5%	79/126 62.7%	↑	132/204 64.7%	↑		
5 Increase % of students employed in a related field and/or continuing their education within one year of successfully completing any Health Career Program	2	2010 79/83 95.2% 2011 74/82 90.2% 2012 88/101 87.1% Baseline 241/266 90.6%	92/104 88.5%	↓	76/88 86%	↓		
6 Increase three year graduation rates of college ready cohort.	1	2007 13/95 13.7% 2008 13/95 13.7% 2009 36/188 19.1% Baseline 80/442 18.1%	30/127 23.6%	↑	39/131 29.8%	↑		

Indicator 1: Increase the first to second year retention rates of first-time, full-time college ready freshmen

Description: We chose this indicator to meet the portion of our mission statement regarding "... providing a supportive environment for success...."

Outcome/Results: Directional improvement from the baseline was again demonstrated. Our expectation is to continue our positive retention trend by keeping students engaged (making a connection with faculty, developing classroom relationships) in the classroom and on campus (student activities) from year to year.

Indicator 2: Increase the number of certificates and degrees awarded

Description: We chose this indicator to meet the portion of our mission statement regarding "... success in a changing world...."

Outcome/Results: Directional improvement from the baseline was again demonstrated. To ensure that we keep our focus on this indicator, we will have our advisors increase efforts to ensure those eligible to complete certificates do so as they pursue their AAS degree. The Registrar's office will add transfer courses to LCC transcripts as soon as official transcripts are received rather than waiting for the student to complete a Degree Check Request form. Students and advisors now have the ability to determine exactly how close the student is to completion, which should encourage students nearing completion to finish.

Indicator 3: Increase the % of students scoring at or above the national mean who take the Collegiate Assessment of Academic Proficiency (CAAP) Writing Exams

Description: For the past 11 years, LCC has been testing its students using the CAAP test for Writing, Math, and Science Reasoning for a comparison analysis of our students with other students nationally. Our students have met LCC's targeted standard of ½ of a standard deviation of the national mean in all 3 areas for all 11 years, oftentimes exceeding the national mean. For additional clarity of how our students are performing, we decided to do a trend analysis (year to year) of the Writing CAAP test as part of our performance agreement.

Outcome/Results: We did not show directional improvement from the baseline for this indicator. To improve future performance, we plan to increase the knowledge of our English Composition instructors regarding the concepts of Usage/Mechanics and Rhetorical Skills that are included in the CAAP Writing Skills test through analysis of previous CAAP tests and through discussions of the findings among the full-time and adjunct instructors at in-service breakout sessions and throughout the year. These skills will then be incorporated into the English Composition curriculum which should result in improved scores. It is important to note that although our trend analysis did not show directional improvement, our students still performed well enough on the CAAP Writing Skills test to be within ½ of a standard deviation when compared to the national mean.

Indicator 4: Increase retention rate of academically unprepared students who participate in our Student Support Services program

Description: Students served by our Student Support Services (SSS) program, a TRIO program funded by the US Department of Education, are identified to be at high risk of failure by virtue of having earned low scores on academic proficiency tests, having low high school grades, being of limited English proficiency or not having graduated from high school. SSS provides intensive academic advising and support to its qualified participants in order to increase their persistence, graduation, and transfer rates from Labette Community College.

Outcome/Results: Directional improvement from the baseline was again demonstrated. We plan to continue to show improvement by continuing interventions by our full-time academic advisors tailored for each individual participant's academic needs and goals. These interventions may include peer or professional tutoring, supplemental instruction, or other appropriate interventions.

Indicator 5: Increase % of students employed in a related field and/or continuing their education within one year of successfully completing any of our Health Career Programs

Description: We chose this indicator for three reasons: to track our three new Health Career Programs developed with the help of our Title III grant, to track the great reputation of our three long standing Health Career programs, and to track any changes that the opening of our new Health Science building might bring.

Outcome/Results: We did not show directional improvement for this indicator. One of the contributing factors identified is that our new Physical Therapist Assistant program is struggling with licensure pass rates. Since passing the licensure exam is a requirement to work as a PTA, employment rates are showing a similar slump. PTA is one of our larger health science programs, so this is having a noticeable impact on the overall Health Career Program employment rate. To improve future performance, we are making improvements with the instructional delivery of the PTA program that should improve licensure rates and therefore employment rates.

Indicator 6: Increase three year graduation rates of college ready cohort

Description: We chose this indicator to reflect all three components of our mission statement "Labette Community College provides quality learning opportunities in a supportive environment for success in a changing world." Students who are supported in their learning endeavors should graduate and find success after leaving LCC, and these graduation rates should continue to grow if the college is consistent in its efforts and reflect the needs of the student.

Outcome/Results: Directional improvement from the baseline was again demonstrated. To do this again next year, we will continue to take advantage of our new advising center's location to the Admissions and Financial Aid departments so students can be advised and enrolled in one location. Our Financial Aid professionals will continue to work with advisors and others at the college to ensure accurate information is provided to students. Weekly student progress reports in the Red Zone Learning System will provide students with timely feedback to encourage retention in each course. We will also continue to work with Kansas universities to increase completion rates through reverse transfers.

Staff Comments and Recommendation:

COMMITTEE SUPPORT OF CORE VALUES FY 2016

CORE VALUE OUTCOMES

Core Value 1: Student Learning: Labette Community College makes every effort to provide collegial programs and services by providing a caring and qualified faculty/staff to assist all students and community members in attaining the foundational skills and knowledge essential for success in work and in life, in a supportive and accountable environment.

Outcomes

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

Distance Education Committee:
a. *The Distance Education Committee continued to have as a major component of each Committee Meeting the sharing of ideas, teaching strategies, and solutions to problems common to the online environment to include having a "Great Ideas For Teaching" presentation as an agenda item.*

Instructional Outcomes and Assessment Committee:
a. *The Outcomes and Assessment Committee Completed the Report of Student Learning for FY15. It was presented and approved by the Board.*
b. *The Outcomes and Assessment Committee evaluated Course Outcomes Assessment Reports to determine if modifications to the report are providing usable data to evaluate student learning and how instructors intend to improve their content delivery and assessments.*
c. *Used Outcome Assessment Report data to report to KBOR regarding how well our students demonstrate competency in Math and Analytical Reasoning for their Foresight 2020 report.*

Library Committee:
a. *The members of the Library Committee advise and suggest ways to improve existing library services and offer suggestions for new ones.*
b. *The members of the Library Committee advocate for the library in their respective departments and groups*

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

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

Caring Cardinal Committee:
a. *The Caring Cardinal Committee provided an Alcohol Awareness event in March for students.*
b. *The Caring Cardinal Committee assisted Phi Theta Kappa in hosting the first Cheap Chow night to provide an inexpensive meal for students while supporting the LCC Pantry.*

Distance Education Committee:
a. *The Distance Education Committee reviews all new online courses developed by new instructors and offers recommendations to experienced instructors who seek the committees input on new online courses.*
b. *The Distance Education Committee finished a comprehensive review and revision of the Online Handbook and the Online Teaching Course.*
c. *The Distance Education Committee offered advice on some best practices for improvement of LCC's IDL courses including the best use of the Polycom system.*
d. *The Distance Education Committee discussed different possible training formats for new instructors to include possible online orientation courses and "Jing How To" videos.*
e. *The Distance Education Committee discussed different possible means of improving retention.*

Diversity Council Committee:
a. *The committee continued to seek the input from the student members.*

Library Committee:
a. *The Library Committee awards prizes in the Paper of the Year. The committee members read and judge each submission. The committee also evaluates the award criteria, seeking to improve it.*
b. *The committee continued to seek the input from our one active student representative.*

C&I Committee:
a. *The C&I committee focused on student learning and academic success by reviewing catalog changes, revising course outcomes and competencies and aligning program processes.*
b. *The following courses were added to the General Education Electives: Intro to Personal Finance, Intro to Social Work, and Old Testament Survey.*

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

> Distance Education Committee:
> a. *The Distance Education Committee committed to utilizing new technology in support of online education. The committee spent considerable time discussing some of the features and problems with the Jenzabar LMS. Features discussed included things such as: Borders and Tables within RedZone, different views within Discussion Forums, importing tests banks or tests, Usage statistics within RedZone, and the use of Discussion Forums with Concurrent courses.*

> C&I Committee:
> a. *The C&I committee supported COMPASS assessment for placement in math, reading and writing for all students not having the necessary ACT/SAT scores to enroll in the required math and English courses for their degree. The COMPASS assessment will be replaced by the Accuplacer assessment beginning late summer, 2016. The committee also supported combining the Reading Essentials and Writing Essentials courses into one Reading and Writing Essentials course beginning fall 2016. We also supported combining College Reading and Pre-Composition into one Pre-College Reading and Writing course beginning fall 2016. These changes were partially based on feedback we received from the HLC accreditation visit.*

D. 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 the sharing of ideas, teaching strategies, and solutions to problems common to the online environment to include having a "Great Ideas For Teaching" presentation as an agenda item.*

> Library Committee:
> a. *The Library Committee continues to advise and monitor updates to the library's web pages and electronic resources.*

> Retention Committee
> a. *The Retention Committee discussed the advantages and disadvantages of implementing a campus app. Ultimately, the committee decided more information was needed before further action.*

> C&I Committee:
> a. *The C&I committee supported the increase in Polycom courses from 6 to 12 which helped enrollment at Cherokee Center.*

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

Distance Education:
a. *The Distance Education Committee approved the offering of the following courses online this past year:*
   1. *EDUC 154 Art Education*
   2. *ART 130 Art Appreciation*
   3. *GRAP 120 Color Theory*
   4. *Childhood, Birth to 5 Yrs.*
   5. *PED 110 Intro To Exercise Science*

Library Committee:
a. *The Library Committee advocates, monitors and advises the staff on the needs of the main campus, Cherokee Center, and online programs.*
b. *The Library Committee will inform their areas of the changes in the database offerings and updates. They will refer their students to these resources.*

C&I Committee:
a. *The following courses were approved for online delivery: Art Appreciation and Art Education.*
b. *The following courses were approved for delivery as hybrid courses: Sonography Registry Review, Color Theory, and Respiratory Comprehensive Review.*
c. *LCC offered 29 courses to high school students during the high school day or online. (This does not include the Lifesaving, C.N.A., C.M.A., or Personal Enrichment courses). 485 high school students took one or more of these courses during the fall, 2015 semester. (This includes the 5 credit hour courses that run all year). In the spring 2016 semester, another 368 high school students took courses. This generated 4,988 credit hours.*

Core Value 2: Education for a Globally Connected World: Labette Community College promotes the diversity in our communities and our world by valuing the dignity, worth, and potential of all persons; by using diverse delivery methods and evolving technology; and by improving the communities we serve through civic engagement opportunities.

Outcomes

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

Caring Cardinal Committee:
a. *The Caring Cardinal Committee hosted a domestic violence in speaker in conjunction with Domestic Violence Awareness Month.*

Diversity Council Committee:
a. *The committee exists to promote the diversity of our service area and the world beyond. We support and encourage the discovery and learning about other cultures and viewpoints which hopefully lead the students to valuing the dignity, worth and potential found in all people. We also encourage the students to broaden their viewpoint, challenge and/or examine their own viewpoints and to make needed changes in those viewpoints for success in our changing world.*
b. *Members attended the Michael Tilford Conference at Pitt State to become more aware of programming and educational ideas with diversity.*

C&I Committee:
a. *The C&I Committee reviewed course transferability to baccalaureate degree programs with four year institutions.*
b. *The C&I Committee reviewed courses for Workforce Education, Career Training, and Personal Enrichment.*

B. Respond to the diverse learning needs of our community.

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 technologies and seeking to find better ways to offer training to instructors in the use of the technologies available to them.*

C. 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.

Library Committee:
a. *The Library Advisory Committee advocates for the needed library services for the faculty and students in their respective departments and groups.*

E. 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.

C&I Committee:
a. *The C&I Committee reviewed and approved a variety of new course proposals and revisions of current courses. These include:*
  1. *Curriculum changes to Accounting to improve transfer of the program*
  2. *Curriculum changes to Business Administration for same reason*
  3. *Change from Financial Planning to Personal Finance*
  4. *Add Special Topics in Computing/Robotics as CS elective*
  5. *Ethics in Criminal Justice added as concentration requirement*
  6. *Removed two Government courses from concentration requirements*

7. *Drugs in Society added as concentration elective*
8. *Police Supervision and Management added as concentration elective*
9. *Removed Accident Investigation, Criminal Investigation and Interrogation Techniques, Interview and Report Writing, and Criminal Procedures from Concentration Electives.*
10. *Aligned Intro to Administration of Justice with KBOR outcomes*
11. *Clarified prerequisites for Sonography courses as needed*
12. *Revised number of credit hours for Sonography Sectional Anatomy & Abdominal Pathology I, OB/GYN Sonography I, and OB/GYN for Sonography II*
13. *Changed course title from Intro to Vascular Sonography to Vascular Sonography I*
14. *Changed course title from Vascular Sonography Procedures to Vascular Sonography II*
15. *Blended four separate courses into one course: Childhood Program Planning, Ages 0-5 to eliminate duplication of assignments*
16. *Aligned Elementary Statistics course outcomes with KCOG*
17. *Revised Music Literature course outcomes and course description*
18. *Business English will now be offered instead of Transcription Skills for all OTEC programs*
19. *Updated curriculum for OTEC Administrative Assistant AAS degree*
20. *Updated curriculum for OTEC Medical Administrative Assistant AAS degree*
21. *Changed Office Applications – Administrative Assistant course to Business Office Applications*
22. *Changed Coordinated Office Training I to Office Internship I*
23. *Changed Coordinated Office Training II to Office Internship II*
24. *Changed Office Applications – Medical to Medical Office Applications*
25. *Changed Office Applications – Legal to Legal Office Applications*
26. *Changed Principals of Geology to Physical Geology*
27. *Respiratory Therapy Program replaced Intro to Chemistry with Microbiology as a general education requirement*
28. *Intro to Social Work revised course outcomes and competencies*
29. *Medical Aide credit hours changed from 3.5 to 5.*

Core Value 3: Continuous Improvement: Labette Community College strives for continual institutional improvement through strategic planning, program and department reviews, outcome assessments, professional development, performance agreements, policy and procedure updates, and campus environment enhancement.

<u>**Outcomes**</u>

A. Improve the system of defining and assessing student learning outcomes.

Instructional Outcomes and Assessment Committee:
  a.   *Course Outcomes' are linked to Student Learning Outcomes creating an infrastructure which enables us to link what is done in the classroom with our Mission Statement.*

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

  Caring Cardinal Committee:
  a.   *The Caring Cardinal Committee provided a self-defense workshop at the Main Campus and the Cherokee Center.*

  Retention Committee:
  a. *The Retention Committee developed in the in-house Student Satisfaction Inventory that was administered in Spring 2016. The committee then reviewed the survey results and made suggestions to the Vice President of Student Affairs, which were then shared with President's Council.*

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

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

D. 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.*
  b. *The Distance Education Committee offered advice on some best practices for improvement of LCC's IDL courses including the best use of the Polycom system.*
  c.   *The Distance Education Committee discussed different possible training formats for new instructors to include possible online orientation courses and "Jing How To" videos.*

  Financial Aid Appeal Committee:
  a. *The Financial Aid Appeals Committee continued to improve the appeal process.*

  Library Committee:
  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 Committee keeps apprised of the Library's non-curricular program reviews, operational plans and budgets giving input on their content.

Core Value 4: Integrity and Transparency: Labette Community College operates in an environment of integrity and transparency through honest ethical practices, open communication, and accountability, for transactions with all constituencies.

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<u>Outcomes</u>
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A. Improve tracking of and access to data to meet the needs of the institution and external contingencies.
B. Promote responsible stewardship of resources and public trust.
C. Enhance the college image to stakeholders to generate business and community support by communicating the value and benefit of the college.
D. Strengthen internal communication practices.

 Distance Education:
 a. The Distance Education Committee promoted internal communication by releasing immediately after each meeting a summary of what happened at that meeting. These summaries were emailed to all faculty and staff. Once approved, the minutes were also emailed to all faculty and staff.

 Library Committee:
 a. The Library Committee is kept aware of the Library's budget and gives input on the purchasing of resources.

Core Value 5: Sustainability of the Institution: Labette Community College encourages innovation and personal growth, maintains financial accountability, supports student retention and success, and plans strategically for the future, while adhering to state, federal, and governing agency guidelines.

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<u>Outcomes</u>
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A. Achieve targeted growth through an integrated enrollment management process.
B. Enhance student opportunities through increased scholarships and endowments.
C. Enhance the economic, academic, and social environment of the college to recruit and retain quality employees.

President's Vision
Labette Community College
5 Year Vision
FY 2016-2020

PREFACE

As always there is a need to write a preface to my five-year vision. I feel it is necessary and prudent to do so in light of the fiscal situation that continues in the State as we plan our strategic direction. We have three factors that compound any decisions we make for at least the next 6-10 years.

- The legislative mandate for a new funding formula for technical education. The community college system continues to advocate for a formula that includes general education. The technical colleges aren't comfortable with the inclusion and continue to block the efforts of the community colleges. The new funding model continues to require additional funding and always will as SB 155 impacts our relationships with our USD's and our offering for them;
- The Governor's focus continues to focus on less taxes and more job growth and training. However the legislature doesn't provide adequate funding under the current community college block grant; and
- Labette Community College is in negotiations with the Faculty Association for the renewal of their Master Agreement as is done every year.

PRESIDENT'S VISION/GOALS

These visions or goals are not in any particular order. A majority of these goals have financial implications. All these goals surround and give support for our student body.

- Student housing must be the College's number one goal. We continue to search for partners/investors to build a dorm facility that will serve about 200 students. This will provide us with an opportunity and a challenge. We will now have the opportunity to develop specific programs for our students housed on campus. Additionally we will need to offer a full-service meal plan for our students. We will need to seek out a food service company to accomplish that task.
- Once the goal of student housing has been realized our next goal is to expand student programming opportunities for our students and increase the number of staff members to serve those student needs. Our student focus for student housing would require our first year student athletes to make use of our student housing. Additionally we need to search for instructional/continuing education programming that would make additional use of the student housing facilities during the summer semester.
- By this time the addition of enhanced athletic facilities will be completed, adding locker rooms, free weight rooms, a wrestling facility, indoor baseball and softball practice space and additional athletic offices. In 2014 we added the Exercise Science program. Now that this program is well established we need to explore additional opportunities to utilize our expanded facility. We need to explore additional programs that will enhance and partner with our Exercise Science program.
- It is critical to the mission of our athletic department to add a full-time athletic director to manage our athletic programs, facilities, and continue fundraising efforts

and establishing a strong viable Athletic Boosters Club that will support ongoing athletic enhancements.

- It is imperative that we add a position for institutional research to deal with both in-house requests and the Board of Regents institutional research requests.
- I think it remains critical to expand our relationships and partnerships with other colleges and universities. Our focus should those universities, community and technical colleges in the four-state area. All of our transfer and articulation agreements enhance the opportunities we have for our students. We can't do it all and with continued budget constraints but it just makes sense to partner.
- As our Perkins funds continue to diminish a comprehensive review, above and beyond our program review process, must be undertaken on all of our technical program offerings to insure the College funding can sustain those offerings.

Academic Affairs Vision
Labette Community College
5 Year Vision
FY2016-2020

The Academic Affairs Administrative Area will:

1. Prepare for accreditation visit in October, 2015 through participation in the Higher Learning Commission Pathways Cohort.

2. Prepare for KBOR Performance Agreement approval annually.

3. Assist with efforts to develop specific programs for our students housed on campus during the school year and summer session, once student housing is built.

4. Explore additional programs that will enhance our Exercise Science program once it is well established and after the enhanced athletic facility is completed.

5. Ensure LCC courses approved as Transfer courses by KBOR meet all of the syllabi requirements.

6. Provide a budget that supports the best possible learning opportunities for our students at the main campus, Cherokee Center, extension sites, Hybrid, and online. Look at expanding our on-line offerings.

7. Support the college through full participation in committee work by Academic Affairs personnel, ensure committees are accomplishing their purpose statements, and highlights are shared with Academic Affairs staff.

8. Support student clubs and organizations and ensure they are accomplishing their goals.

9. 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.

10. Address the workforce training needs of our service area by offering courses at their places of business or on our campus, center, online or extension sites.

11. Continue to strengthen our CMA, CNA, and other SB 155 courses.

12. Re-visit our community education offerings and respond to the needs of our community.

13. 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.

14. Ensure that Library services are available to provide adequate learning support for our students and staff.

15. Ensure academic program reviews accurately reflect the needs of our programs, and that the needs are pursued through the departmental operational plans.

16. Provide a full-time/adjunct instructor ratio that allows for the best learning opportunities for our students as budgets will allow.

17. Provide office space and storage space for adjunct instructors teaching on the main campus.

18. Work cooperatively with the Eastern Kansas Adult Education Consortium to provide for the needs of our adult education students.

19. Provide course development opportunities to add and improve course offerings and delivery methods to meet the needs of our programs and students.

20. Provide for instructional growth through use of professional development funds.

Finance & Operations Vision
Labette Community College
5 Year Vision
FY2016-FY2020

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
2016-2020

Student Affairs Vision

In support of the Five Year Vision provided by Labette Community College's President, these goals have been developed for the Student Affairs Department as a whole. These visions or goals are in no particular order and most of them do have financial implications. All of these goals surround and give support for our students.

- Focus attention on Phase 2 of our Capital Campaign which is the addition of enhanced athletic facilities, including a new facility and renovation of the current facility.
- Development of student housing that will eventually serve 200 students.
- Hire a full-time athletic director to manage our athletic programs, facilities, and fundraising efforts.
- Hire an Institutional Researcher to assist with reporting requests in house and from outside entities.
- Increase enrollment through new programs, enhanced recruitment efforts, and new partnerships.
- Increase students applying for student financial aid.
- Increase the number of students earning degrees and certificates.
- Increase student life activities/student organizations on Main Campus and at the Cherokee Center.
- Coordinate with Academic Affairs to create services for ESL students.
- Increase the percentage of Student Support Services participants who complete an Associate's Degree AND transfer to a four-year institution after graduation.
- Transition Talent Search grant objectives towards more student involvement in a rigorous curriculum that will open more scholarship opportunities for its participants.

Public Relations Department
Labette Community College
5 Year Vision
2016-2020

<u>Public Relations VISION/GOALS</u>

These goals or visions are not in any particular order.

- Utilize new website as marketing tool.
- Continue increased awareness of 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 to advertise to strengthen enrollment is Career Technical Education programs.
- Market to gain awareness of new Exercise Science program.
- Market to athletes and traditional age students gain awareness for new student housing.
- Implement new forms of social media.
- Market to strengthen CMA, CNA, and other SB 155 courses.
- Strong marketing focus on Phase II of Capital Campaign Athletic expansion.

LCC Foundation and Alumni Association
5 Year Vision
FY 2016-2020

- The focus of the Labette Community College Foundation and Alumni Association will be the successful completion of Phase II of the Pathways to the Future Capital Campaign, which will expand and renovate LCC Athletic facilities. The campaign will include adding locker rooms, free weight rooms, a wrestling facility, indoor baseball and softball practice space and additional athletic offices.

- Increase endowment for scholarships

- Explore funding options to assist LCC with expanding services or programs at the main campus and Cherokee Center