September 13, 2018

Board of Trustees,

This 2018 Annual Report comprehensively describes how well Labette Community College (LCC) fulfilled its mission, "…to provide quality learning opportunities in a supportive environment for success in a changing world" during the year beginning July 1, 2017 through June 30, 2018.

The City of Parsons donated a 20,000 square foot speculative building, 1520 Flynn Drive in Parsons, to LCC in support of our career and technical education programs. Separately, through a generous, anonymous donation, the college was able to purchase the Factory Connections building at 1306 Main Street which will be used as a Welcome Center, classroom, and community events building. In addition, LCC students performed admirably both in our classrooms and activities. Most notably, 100% of the students in four Health Science programs: Dental Assistant, Respiratory Therapy, Radiography, and Nursing, passed their board exams which is a wonderful tribute to the students, faculty, and staff for their hard work. Finally, Labette and Cherokee Counties were designated as *Workready!* Communities which indicate a connection between education and employers who have an understanding that in order to have a strong workforce, quality education is needed to help people succeed in in the workforce.

The following pages of this Annual Report begin with the Strategic Plan, a global perspective, originally created by the Board of Trustees, which includes LCC's five Core Values and accompanying outcomes. These plans were disaggregated into smaller, more manageable tasks outlined in the Operational Plans. Other important information includes various highlights, student perspectives recorded through student surveys, various club achievements, program reviews, Kansas Board of Regent's Performance Agreement report, LCC committee work, and the three year President's goals which were supported throughout the college.

The many accomplishments experienced here at LCC happened with the generous support of many internal and external stakeholders. This Annual Report is a reflection of support from the students, faculty, staff, administration, Board of Trustees, and contributing communities for which Labette Community College serves.

As always, thank you for your support.

Sincerely,

Mark Watkins
President

President's Message

As the ninth community college president since Labette Community College separated from the Parsons School District in 1966, I am excited to be a part of an educational institution which provides quality learning opportunities in a supportive environment for success in a changing world.

Together, we have an opportunity to improve college students' lives. Students come to us both eager and anxious, privileged and marginalized, hopeful and hesitant. In order to meet their needs, as well as the needs of our changing communities and markets, we must be innovative, inspirational, and relevant by establishing goals in support of our vision, mission, and core values.

Below is the beginning of our strategic intent to engage our students, staff, faculty, and administration. We will use Core Value Outcomes to navigate our future and gauge our success.

Thank you for your support, I appreciate it.

Mark Watkins

LABETTE COMMUNITY COLLEGE
STRATEGIC PLAN 2017-2018

VISION STATEMENT

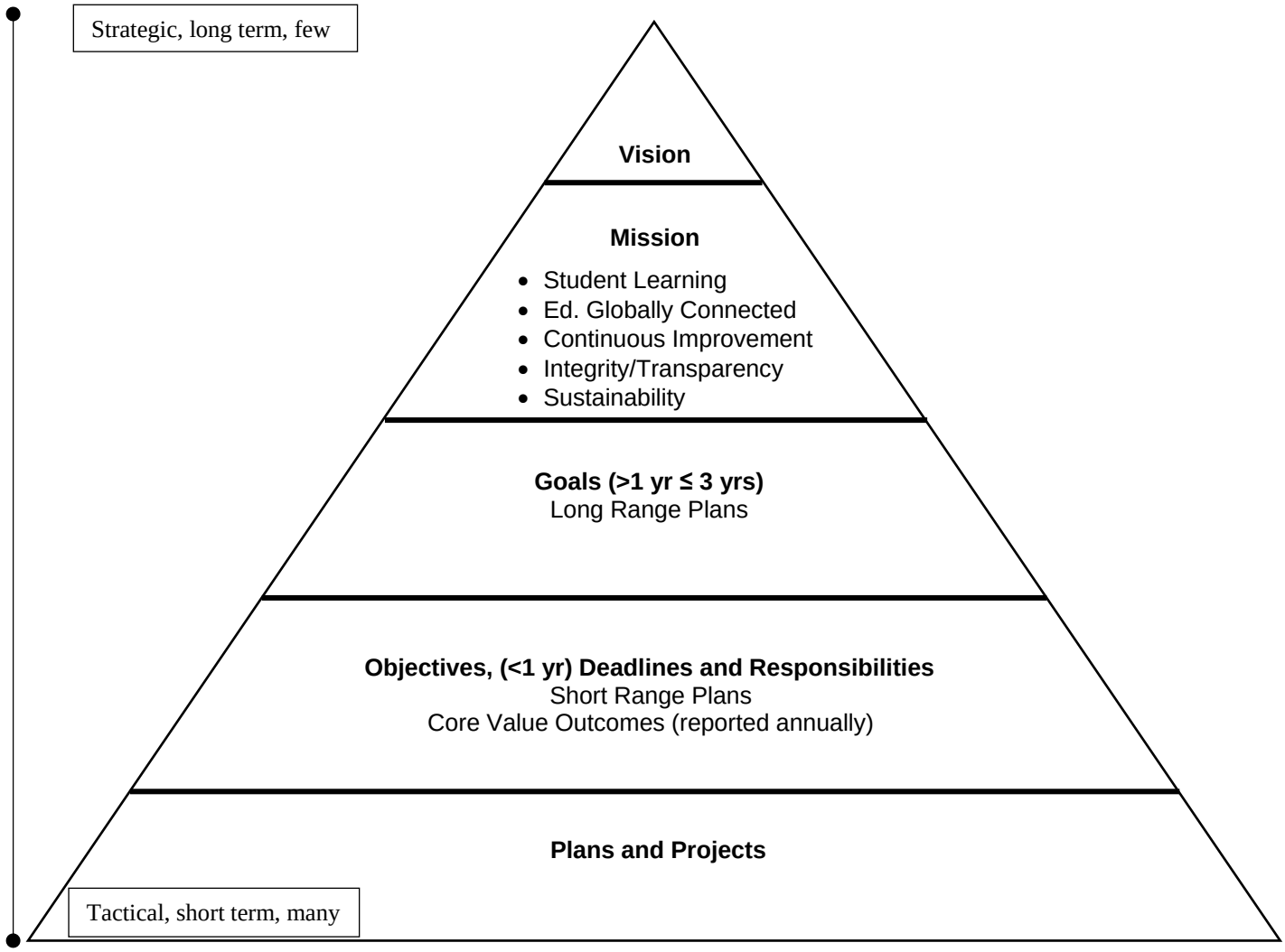
Labette Community College will continue to enhance its standing as an exceptional College by striving for excellence in all its programs, services, and activities.

MISSION STATEMENT

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

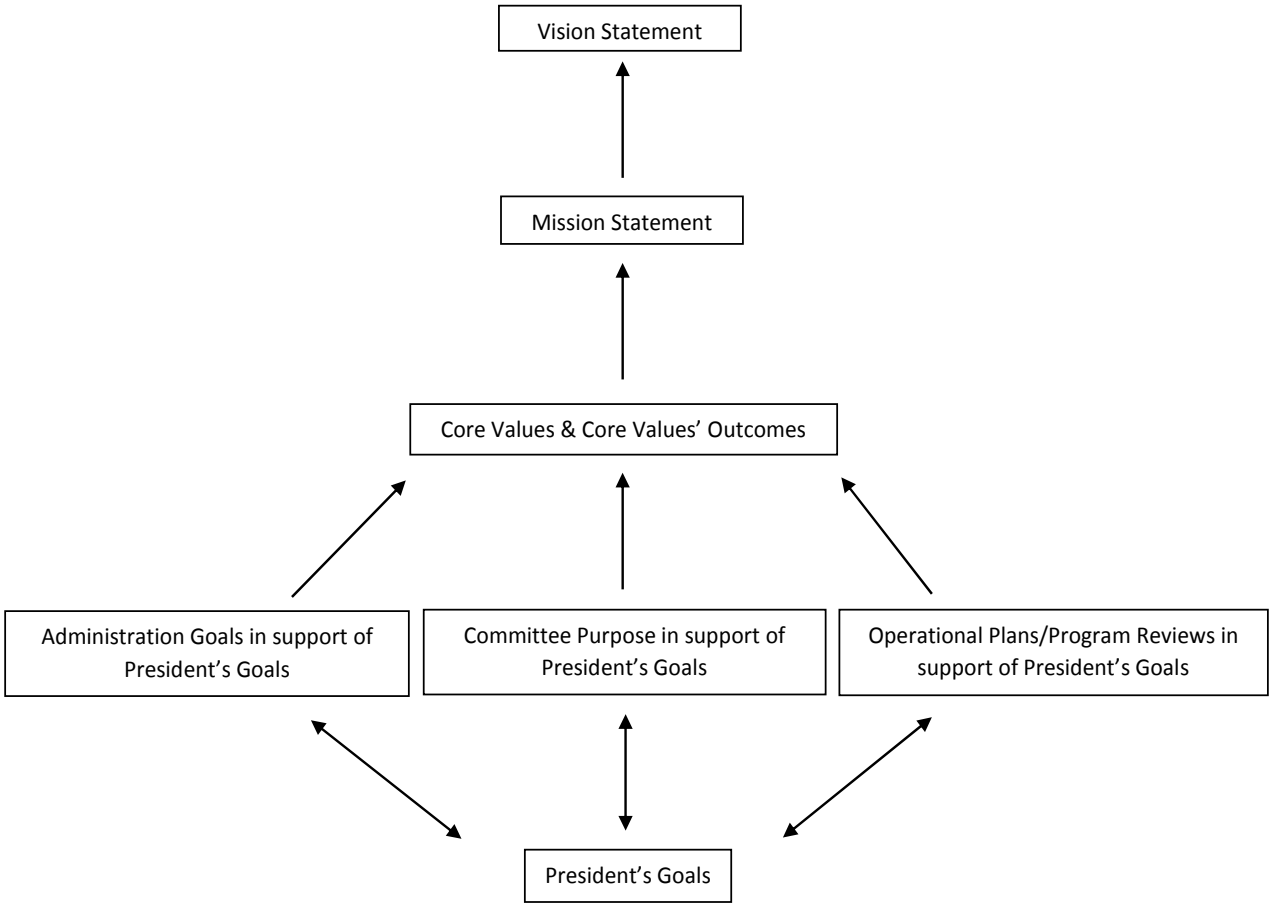
Below is the Hierarchy of Strategic Intent which shows the relationships between global and more specific elements of LCC's strategy. The hierarchy construct is taken from the work of Alex Miller, University of Tennessee.

Labette Community College
Hierarchy of Strategic Intent



Strategic Planning Process

Our strategic planning process is depicted below. The conceptual model provides a guide as to how LCC's five major areas (Academic Affairs, Financial Affairs, Student Affairs, Public Relations, and Foundation) satisfy our mission.



LCC's Core Values more clearly define our mission in terms of student learning, global connections, continuous improvement, integrity and transparency, and institutional sustainability. Core Values include more specific outcomes which are supported in the Operational Plans. In order to fulfill our community college mission, goals must be set and achieved. Goals are long term in nature taking anywhere from one to three years to accomplish which fit the term length of LCC's Operational Plans. In our case, these area goals such as, Academic Affairs or Student Affairs, are linked to the Core Values.

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.

President: Build "quality learning opportunities" for students in our service area and beyond. Emphasis should include new Career and Technical Educational (CTE) and Workforce opportunities. Look to partner with area business, industry, and educational institutions. Simultaneously, the quality of instruction is of the utmost importance; the foundation for which should be based upon research-based instruction.

Outcomes

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

Academic Affairs

- Provide a full-time/adjunct instructor ratio that allows for the best learning opportunities for our students that our budget will allow.
- Assess all online courses over the next 3 years with the goal of ensuring quality, consistency, and improving retention.
- Develop and implement a CTE Faculty Forum for the purpose of sharing effective teaching techniques and methodology
- Support the college through full participation in committee work by Academic Affairs personnel and ensure committees are accomplishing their purpose statements.

Public Relations

- Create images in advertising which emulate student learning comes first at LCC.

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

Academic Affairs

- Support student clubs and organizations through supplemental contracts and ensure they are accomplishing their goals.

Finance & Operations

- Promote the new student housing and work to ensure the success of this project.
- Transition students and staff to guns being allowed on campus with the expiration of the exemption. Continue to seek opportunities to incorporate ALICE training.

Student Affairs

- Increase the percentage of Student Support Services participants who complete an Associate's Degree AND transfer to a four-year institution after graduation.

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

Academic Affairs

- Work cooperatively with the Eastern Kansas Adult Education Consortium to provide for the needs of our adult education students.
- Continue to find ways to bridge GED graduates with LCC courses leading to a certificate or degree.

Student Affairs

- Increase students applying for student financial aid.

Foundation & Alumni

- Continue to serve on Lunch & Learn Committee to enhance programming and foster this partnership between LCC and the Parsons Chamber of Commerce.

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

Finance & Operations

- Complete the move for the library and increase hours for students to utilize the newly remodeled facility.

Foundation & Alumni

- Communicate with area hospitals and healthcare providers to seek donations of equipment they no longer use, due to recent upgrades, but that could be useful to LCC students for hands-on learning.

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

Finance & Operations

- Carefully monitor changes made to the state funding formula to determine the best new programs and/or courses to develop in areas which will generate the most revenue.

Student Affairs

- Increase student life activities/student organizations on Main Campus and at the Cherokee Center.

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.

President: Prepare our students for the interconnected, interdependent, and globally diverse society. For example, increase the number of "touch points" outside of our service area and into the national and international areas.

Co-mingle with the communities within our service area. For example,

1. Explore/implement new programs or educational opportunities which will benefit our service area.
2. Make the Main Campus and Cherokee Center available to community organizations, school groups, and activities
3. Since we at LCC believe our college is an important part of the community, county, and service area, LCC employees are encouraged to participate in community clubs and activities.
4. Add more program and institutional articulation agreements to strengthen LCC's ties with state and regional universities.

Outcomes

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

Academic Affairs

- Continue to strengthen our current SB 155 course offerings and encourage students to complete certificates/programs rather than just enroll in select courses. This will minimize the impact on Perkins Core Indicators.
- Continue to expand 2+2 Articulation Agreements and Reverse Transfer Agreements with colleges, expand course and program Articulation Agreements with high schools, and expand our relationships and partnerships with other institutions.
- Look for ways to be more collaborative with area community colleges, such as the utilization of IDL to provide greater access for low enrollment courses.
- Ensure our faculty and staff are as prepared as possible for the new law allowing guns to be concealed carried on campus beginning July 1, 2017.

Public Relations

- Engage community service organization with speaker's bureau list.
- Work closely with other departments hosting on-campus events.

Foundation & Alumni

- Provide input to the renovation and usage plan for the newly acquired property at 13th & Main Street.

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

Academic Affairs

- Address the workforce training needs of our service area by offering technical and managerial training courses at their places of business or on our main campus, Cherokee Center, online or extension sites.
- Continue to strengthen our personal enrichment educational offerings in response to the needs of our community. Look for ways to have members of the community utilize our facilities to encourage community "buy in".

Student Affairs

- Transition Talent Search grant objectives towards more student involvement in a rigorous curriculum that will open more scholarship opportunities for its participants.

Foundation & Alumni

- Work with GED program to find additional funding to help their students pay for exam costs.

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

Academic Affairs

- Explore, develop, and implement new programs to support area businesses and industry needs, such as Welding, Computer Support Specialist and Social and Human Services Assistant Programs.
- Explore additional programs and course development opportunities to generate increased revenue and meet the needs of students, community, and state.
- 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.

Public Relations

- Market career technical programs and CTE training through targeted efforts to gain student enrollment.

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

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.

Academic Affairs

- Assist with efforts to develop specific programs for our students housed on campus during the school year and summer session.
- Expand our online offerings to high school students as concurrent offerings. Provide course development opportunities to add and improve course offerings and delivery methods to meet the needs of our program and students.

Finance & Operations

- Continue to promote and grow the Cherokee Center.

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.

President: Look for areas in need of improvement in academic affairs, student affairs, and financial affairs. When an area in need of improvement is identified, set and meet a goal to indicate improvement in that area. Be intentional about transitioning from an "institutional research" model to an "institutional effectiveness" model as deemed by the HLC Reaffirmation Review. For example,

- Utilize Program Outcomes' data to make improvements in each of LCC's academic programs.
- Survey students, employees, and members of our service area about their perceptions of LCC and implement methods for improvement.

All LCC employees are encouraged to read articles about research-based teaching strategies in classrooms, effective use of college activities, or best practices and benchmarks we could incorporate in our processes.

Outcomes

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

Academic Affairs

- Fully support the Accelerated English Learning course as a new way of moving our remedial English students through the course sequence and assess its success.

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

Student Affairs

- Transition to a full-time athletic director to manage our athletic programs, facilities, and fundraising efforts.

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

Academic Affairs

- Pilot a professional development day for Career and Technical faculty (including adjuncts) using Perkins money with the long range goal of including all faculty members.
- Explore with KBOR the idea of establishing regional professional development activities for career technical programs and creating a mentoring program/networking opportunities for similar community colleges.
- Provide for faculty growth through use of professional development funds.

Public Relations

- Attend NCMPR or other marketing conference to build networking and gain knowledge about new marketing trends

Foundation & Alumni

- Seek grants and other funding sources available for faculty and staff professional development.

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

Academic Affairs

- Provide a budget that supports the best possible learning opportunities for our students at the main campus, Cherokee Center, area high schools, and through hybrid, online and IDL offerings.
- Ensure the Academic Affairs office remains a viable, functioning unit fully in support of our mission statement as multiple retirements and open positions affect the infrastructure of this area of the college.
- Continue to be proactive in ways we can serve our students enrolled in Concurrent Enrollment Partnership courses at area high schools with the upcoming changes to faculty requirements from HLC occurring September 1, 2017.
- Prepare for possible encroachment by PSU and Butler Community College into our concurrent service area. To be proactive, we will further clarify concurrent faculty credentials through transcript review, CIP codes, and the utilization of experience in lieu of a few credit hours. We will also look for creative ways to provide greater access for concurrent enrollment, such as increased collaboration between community college instructors and concurrent teachers in courses such as A&P.
- Ensure that our library continues to provide adequate services and learning to support our students and staff.

Finance & Operations

- Evaluate internal processes and procedures to maximize efficiency and productivity.
- Identify areas for deferred maintenance needs to make plans to prioritize and address these issues.
- With the expansion of our campus facilities it will be necessary to hire an additional custodian to keep up with the cleaning and maintenance of our facilities.

Student Affairs

- 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.

Public Relations

- Replace digital camera if needed (move to FY19 needed)

Foundation & Alumni

- Continue working on successfully completing the Athletic Complex Capital Campaign to renovate and expand our gym.

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.

President: Improve public access to consumer information regarding LCC data such as student retention, completion, gainful employment, student success stories, etc. For example, reduce the number of "clicks" to access these data (HLC Reaffirmation Review).

Publish and market program outcomes' data to inform the public about the effectiveness of our programs.

Outcomes

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

Academic Affairs

- Prepare for our Mid-Cycle HLC Review in 2019 based on the information provided in our HLC Final Report issued in December, 2015.
- Prepare KBOR Performance Agreement approvals for LCC and Perkins Core Indicators of Performance for CTE Programs.
- Ensure academic program reviews accurately reflect the enrollment in our programs, the needs of our programs, and that the needs are pursued through the data on Perkins performance indicators, accreditation, and licensure exam pass rates when applicable.

Finance & Operations

- With the increased information requested by the Kansas Board of Regents and the increasing internal reporting needs it is critical that we add an institutional Report Writer position to the IT department and shift our focus to an institutional effectiveness model.

Public Relations

- Update tracking system of Public Relations requests (done, on-going)

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

Academic Affairs

- Explore adding courses that will enhance our Exercise Science program and support the enhanced athletic facility once it is completed.
- Explore continuing education opportunities to maximize facility use and revenue generating opportunities for the health sciences.

Finance & Operations

- Carefully analyze all expenditures to make reductions wherever feasible.

Public Relations

- Marketing materials which show transparency of funding.

Foundation & Alumni

- Continue to foster good relationships with donors to ensure their trust.

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

Public Relations

- Add social media platform
- Increase target marketing and advertising for Exercise Science program
- Redesign of viewbooks
- Increase advertising in social media and digital marketing
- Advertise additional hours/services for use for community and/or dorm students.

Foundation & Alumni

- Work with LCC Public Relations department to publicize the scholarships that are awarded annually from the Foundation and any other good news.

4D. 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.

President: Focus attention on Phase II of our Capital Campaign in support of enhanced athletic facilities.

Implement strategies and tactics to achieve 100% occupancy rates for the new student housing during both the fall and spring semesters. For example, investigate the possibility of adding an international student endeavor or program designed to attract international college students.

Identify areas for deferred maintenance needs and make plans to prioritize and complete these projects.

Outcomes

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

Student Affairs

- Increase enrollment through new programs, enhanced recruitment efforts, and new partnerships.
- Increase the number of students earning degrees and certificates.

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

Academic Affairs

- Pursue establishing a Health Sciences Technology and Endowment Fund to meet the growing needs for technology and equipment in the Health Sciences.
- Develop and implement a long range plan to replace and upgrade equipment and technology for health care programs.

Finance & Operations

- Assist in any way possible with Phase II of the Capital Campaign to enhance our athletic facility.

Public Relations

- Promote annual scholarship auction
- Acquire donations, decorations, and event planning for annual scholarship auction.

Foundation & Alumni

- Communicate fundraising policy and process better to employees and student organizations.

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

Foundation & Alumni

- Endeavor to improve Auction for Scholarships
- Seek new endowed scholarship donors
- Look for ways to fund improvements to campus building interiors and curb appeal

Public Relations

- Spotlight on Outstanding Cardinal-create internal employee synergy

TIMELINE FOR OPERATIONAL PLANS FY2018

June 2017

1. Vice Presidents and President will reprioritize the FY2018 Operational Plans (including the Carryover Report to FY2017) at the budget meetings beginning in June. These plans will be considered as part of the budget process.
2. Academic Affairs VP will submit the Committee Support of Strategic Plan and FY2017 Clubs and Organizations Year-End Report and organizational chart to the President's Office to prepare for President's Council in July.
3. Student Affairs will submit the Student Satisfaction Inventory Summary to President's Office.
4. DOI begins evaluating Student Learning Outcomes results in preparation to share with Faculty at Fall Inservice.
5. DOI begins evaluating Program Outcomes results in preparation to share with faculty at Fall Inservice.

July 2017

1. All administrative areas will:
   a) Complete the FY2017 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 August.
   b) Review and approve FY 2017 WIKI Highlights list and submit to President's Office to prepare for President's Council in August.
   c) Dean of Instruction integrates Perkins requests into Academic Affairs Operational Plans.

2. All administrative areas other than Academic Affairs (which was done in May) will:
   a) Update the FY2018 Plans, including additional Carryover plans from FY2017.
   b) Complete the FY2017 Operational Plan reports (add Results and Comments, and change estimated costs to actual costs if possible) and submit to Megan Fugate to prepare for President's Council in July.
3. The prioritized FY2018 Operational Plans will be sent to all LCC after the BOT budget work sessions.

August 2017

1. President's Council reviews, modifies and approves carry over report containing list of items not completed in FY2017 to be completed in FY2018.
2. President's Council reviews completed FY2017 Operational Plans, Committee Support of Strategic Plans, and Highlights from all areas.
3. Prior to in-service, President's Council reviews and recommends any changes to the Academic Affairs FY2019 and FY2020 Operational Plans.
4. Student Affairs, Finance and Operations, Foundation, and Public Relations will use the Academic Affairs FY2019 and FY2020 Operational Plans to:
   Update or revise their first three areas of their Operational Plans for FY2019 and FY2020 (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 for Megan to combine into one document.
5. President's Office prepares FY2017 Annual Report for the September BOT meeting. The Annual Report consists of:
   a) Strategic Plan Document
   b) Timeline

c) Organizational Charts (HR)
d) Highlights
e) Student Satisfaction Inventory
f) Completed Operational Plans FY17
g) Clubs and Organizations Report
h) Program Reviews (list of completed program reviews FY2017)
i) KBOR Performance Agreement
j) Committee Support of Core Values

September 2017

1. Board of Trustees reviews Annual Report for FY2017. (Following their review, the President's Office emails the annual report to IT to prepare PDF for October report.)

October 2017

1. Board of Trustees reviews Report of Student Learning.
2. Strategic Operations Advisory Committee will review the completed FY2017 Annual Report, FY2018-2020 administrative goals, and review the Report of Student Learning. 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 2017

1. Student Affairs, Finance and Operations, Foundation, and Public Relations will submit FY2019 and FY2020 Operational Plans to President's Office and will share them with the other administrative areas.

December 2017

1. Mid-year update report of FY2018 Operational Plans by Academic Affairs departments due to Megan Fugate.
2. The President's Office integrates FY2019 and FY2020 Operational Plans from all areas into one plan.
3. DOI begins evaluating Student Learning Outcomes results in preparation to share with faculty at February Faculty/Staff meeting.
4. DOI begins evaluating Program Outcomes results in preparation to share with faculty at February Faculty/Staff meeting.

January 2018

1. FY2018 and FY2019 Operational Plans from all administrative areas will be sent by January 25 to Megan Fugate for President's Council to begin review.
2. President's Council will begin to review the FY2019 and FY2020 Operational Plans from all administrative areas.

February 2018

1. President's Council will complete their review of the FY2019 and FY2020 Operational Plans from all administrative areas (including the Carryover Report to FY2018) and approve the FY2019 Operational Plans.
2. Strategic Operations Advisory Committee will begin to review the FY2019 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 2018

1. Strategic Operations Advisory Committee will complete the review of FY2019 and review FY2020 Operational Plans (Objectives, Estimated Cost, and Expected Completion Date) from all areas.
2. President's Council will review the current Operational Plan. Any changes will be applied to the FY2020 Operational Plans.
3. President's Council reviews and revises their Goals based on President's Goals. (This is the first step of the next cycle.) (End of March)

April 2018

1. President's Office sends the revised Goals to all LCC. (Early April)

May 2018

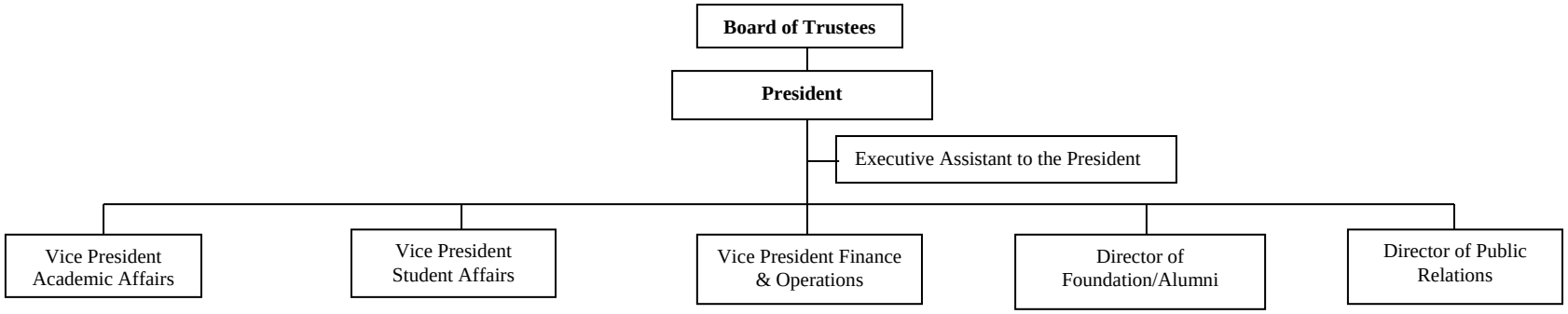
1. Academic Affairs departments will:
   a) Complete the FY2018 Operational Plan report (add Results and Comments, and change estimated costs to actual costs if possible) and submit to Megan Fugate.
   b) Megan Fugate, combine all Academic Affairs FY2018 Operational Plans.
   c) Megan Fugate, complete Academic Affairs FY2018 Carryover Report and insert them into the FY2019 Academic Affairs Operational Plans after review by VP, DOI, and CTE Director.
   d) Update the first three areas of the Operational Plans for FY2020 and write the FY2021 (Objectives, Estimated Cost, and Expected Completion Date) and submit to Megan Fugate. Be sure to use the Goals from President, VP's and Dean for guidance. (The FY2019 plans go into effect July 2018 while faculty members aren't under contract, so FY2021 is considered here as being 2 years out).
   e) Faculty will complete Highlights FY2018 list on WIKI.
2. Committee Chairs submit Committee Support of Strategic Plan FY2018 to Joe Burke.

June 2018

1. Vice Presidents and President will reprioritize the FY2019 Operational Plans (including the Carryover Report to FY2017) at the budget meetings beginning in June. These plans will be considered as part of the budget process.
2. All administrative areas will:
   a) Complete the FY2018 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) Review and approve FY 2018 WIKI 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 FY2018 Clubs and Organizations Year-End Report and organizational chart to the President's Office to prepare for President's Council in July.
4. DOI begins evaluating Student Learning Outcomes results in preparation to share with Faculty at Fall Inservice.
5. DOI begins evaluating Program Outcomes results in preparation to share with faculty at Fall Inservice.

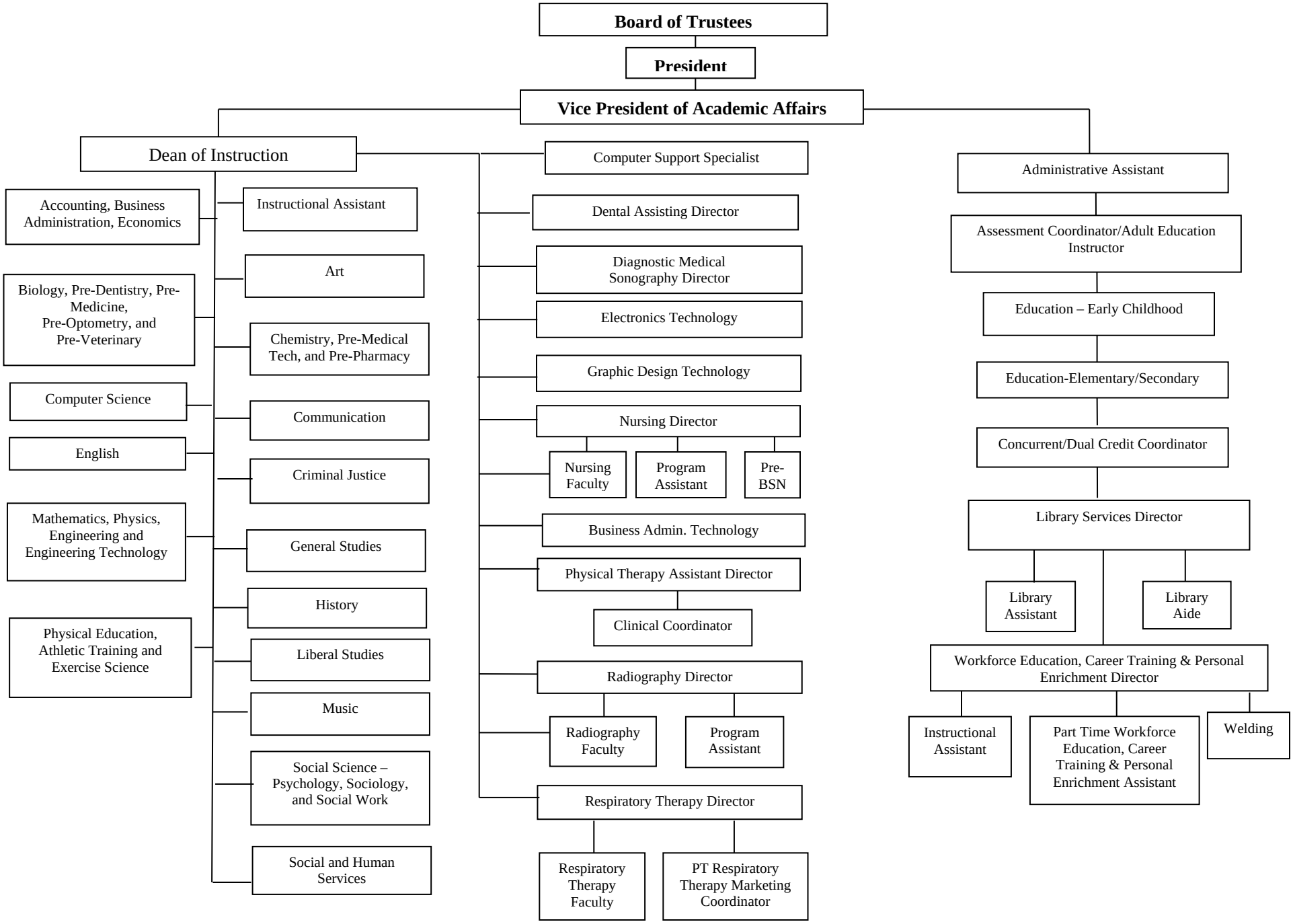
Revised 6/27/18

Organizational Chart: Office of the President FY19



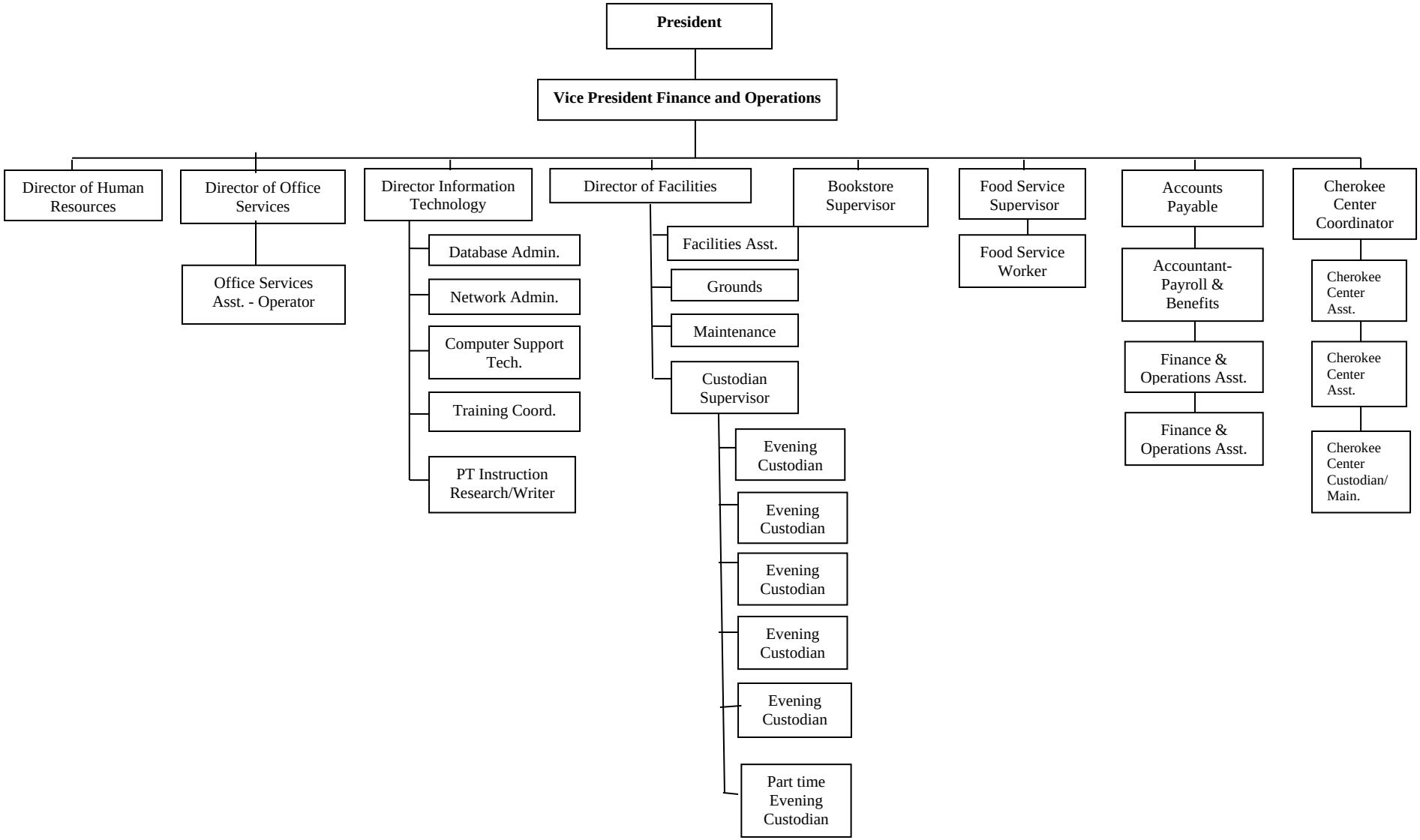
Updated 7/12/18

Organizational Chart: Academic Affairs FY2019



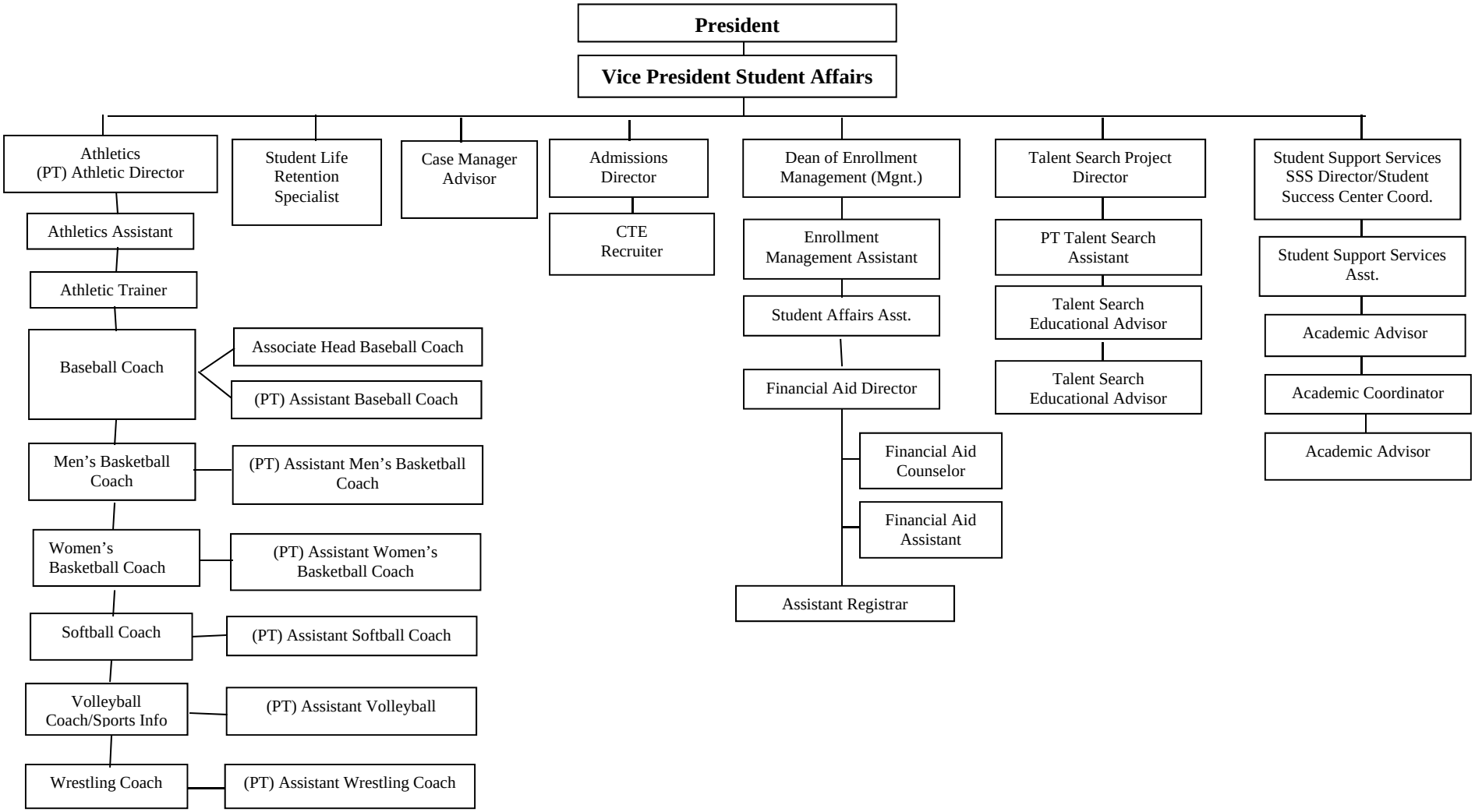
Revised 6/27/18

Organizational Chart: Finance and Operations FY19



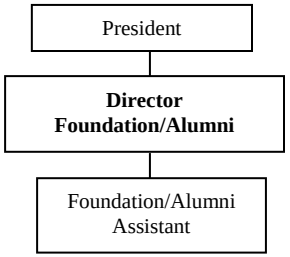
Revised 7/11/18

Organizational Chart: Student Affairs FY19



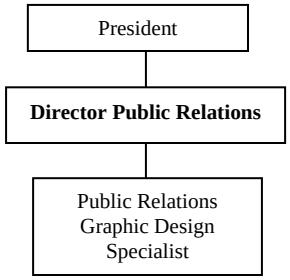
Revised 6/27/18

Organizational Chart: Division of Foundation/Alumni FY19



Revised 6/27/18

Organizational Chart: Division of Public Relations FY19



Labette Community College
Highlights FY2018

July 1, 2017 – June 30, 2018

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I. Community Outreach (Benefits Community):

- Cathy Kibler, Robert Bartelli and Ralph Gouvion are creating a seminar course for Labette Health department managers to be held in the fall
- Cathy Kibler serves as treasurer for her Church
- Lindsey Drummond and Chandler Gravett, PBL Students, and Cathy Kibler, served as judges at South East High School for a FBLA event
- Phi Beta Lambda participated in the Kids Fall Fest by giving out tattoos and treat bags
- Phi Beta Lambda volunteered at the Fall and Spring LCC Fall Blood Drive.
- Phi Beta Lambda sponsored a table at the LCC Donor Luncheon
- Phi Beta Lambda held a fundraiser for March of Dimes
- Phi Beta Lambda participated in the SGA Meal Packing Event on January 30, 2018 after assisting with raising funding for the event during the Penny War competition during Oct 17-19, 2017 event.
- Phi Beta Lambda President, Chandler Gravett and Advisor, Cathy Kibler, volunteered at the LCC Foundation Auction on March 24, 2018
- Dental Assisting Club participated in the Kids Fall Fest on Oct 19, 2017. Oral hygiene instruction was given to kids as well as free toothbrushes, toothpaste, timers and sugar free gum.
- Dental Assisting Club assisted the Community Center of Southeast Kansas with oral screening at St. Mary's/Colgan.
- Dental Assisting Club assisted the Community Center of Southeast Kansas with oral screenings at Riverton.
- Dental Assisting Club volunteered at Kansas Mission of Mercy (KMOM) Dental Clinic in Feb 2018.
- Graphic Design Club participated in the Kids Fall Fest with Pumpkin Bowling and Snapchat Geofilters.
- Graphic Design Club volunteered at the LCC Fall Blood Drive.
- Graphic Design Club sponsored a table at the LCC Donor Luncheon.
- Graphic Design Club held a Headshot Fundraiser, taking professional photographs of faculty and staff for a new internal directory.
- The Graphic Design Technology and Art Departments co-sponsored the 31st Annual SEK High School Art Competition providing an opportunity for art and design students to showcase their talents and receive local recognition.
- Scotty met with the public library director to discuss working collaboratively on projects.
- Dr. Bohnenblust is the Board of Directors Chair for Labette Center for Mental Health Services, the Vice-Chair for Labette Health Board of Trustees, and a member of the Risk Management and Quality Board for Labette Health.
- Bruce Bowles, Karla Washington, and Dee Bohnenblust sponsored student nurses in a drive through flu shot clinic in fall 2017.
- PTA club participated at Fall Fest with a bean bag toss game for children.
- The PTA program provided balance screening to the public on 3/7/18.
- On October 7, 2017 the nine members of the Radiography club and Gale Brown assisted with the Mercy Heart Walk in Joplin Missouri.
- Oct 19th the Radiography Club participated with Kids Fall Fest by hosting a Pumpkin Pond game.

- Radiography Club hosted the Dig Pink night for Cancer Awareness on October 13, 2017. (All proceeds were donated to the LCC Relay for Life Team)
- On October 23 & 24th, 2017 the Radiography club volunteered for the Fall Blood Drive.
- Celebrated Rad Tech Week by hosting clinical appreciation snacks for our clinical affiliates during the week of November 6th - 9th.
- Sponsored a table at the LCC Donor Luncheon Table on November 17, 2017.
- Radiography Club participated in the LCC Professional Staff Holiday Basket and Gift collection.
- Radiography club participated in the SGA Meal Packing Event on January 30, 2018 after assisting with raising funding for the event during the Penny War competition during Oct 17-19, 2017 event.
- Radiography club participated in the Paint the Campus Red event and also had candidates for the SGA Homecoming in February 2018.
- Radiography club hosted the LCC Cares night with the LCC Basketball Teams for Cancer Awareness on February 14th, 2018. (All proceeds were donated to the LCC Relay for Life Team)
- On February 26 & 27, 2018 the Radiography club volunteered for the Spring Blood Drive.
- March 10, 2018, the Radiography Club participated in the "22 Souls Event" with the Student Veterans Organization.
- On April 15, 2018 the Radiography Club participated in the Curious Minds “Teddy Bear Clinic".
- October 19, 2017, the Respiratory Care Club took part in the Kids Fall Fest.
- In October 2017, LCC Workforce Education Department hosted LCC's first ever Manufacturing Day from 9-11AM. There were over 30 employers in attendance and over 150 students and community members were present.
- In November 2017, Workforce Education was invited along with a couple other colleges to take part in Miami High School's Workforce Day to help prep high school juniors and seniors for the workforce world. Over 100 students were served this day.
- In November 2017, Workforce Education employees donated several canned goods and non-perishable items to the food pantry.
- December 20th, 2017, Linseh Johnson presented to Parsons Kiwanis on LCC updates.
- In January 2018, Workforce Education took part in Erie High School Career Day. Students were able to work with the Workforce Director on different careers especially those in the welding and manufacturing fields. Over 40 students were served this day.
- In January 2018, LCC's Workforce Education Department took part in Labette County High School's Welding Competition Day. They were there to answer any questions the students may have about LCC and to offer information to prospective welding students. There were over 10 schools in attendance along with other vendors. Over 100 students were served this day.
- In February 2018, the Workforce Education Department took part in LCC's Homecoming Super Hero contest.
- March 2018, Linseh Johnson presented to the Parsons Lions Club on LCC updates.
- In April 2018, the Workforce Education Director took part in Oswego High School's Interview Day to help students prepare for the workforce. There were approximately 50 students served this day.

- In April 2018, LCC's welding students made and donated a fire pit and cardinal sign to LCC's Annual Scholarship Auction.
- May 3rd, 2018, Linseh presented about Workforce Education and updates from LCC to the Parsons Rotary.
- May 31st, June 1-2nd, 2018 was LCC's 32nd Annual Fire School. They offered additional classes free to the public and other emergency personnel. Fire School enrollment was at 130 students compared to the 77 students last year.
- Academic Advising for general public
- Participated in Kids Fall Fest
- Accommodated campus visitors
- Helped with annual Red Cross Blood Drive
- Organized and Executed “Cardinal Crawl” Business Showcase event
- Attended Inaugural “Manufacturing Fair” event organized by LCC Workforce Education Department
- Student Ambassadors helped with Governor Colyer’s visit at the Great Plain Development Site.
- Volunteered for Red Cross Blood Drives
- Volunteered Chamber of Commerce as food servers
- Delivered all trees for Stella Wells Xmas tree auction
- Volunteered for Catholic School auction
- Worked the L.C.C. Auction for Scholarships
- Held the 4A High School Sub-State Baseball tournament for Parsons High School
- Volunteered for Special Olympic Rodeo
- Served as Mentor’s for various camps throughout the area.
- FAFSA assistance at Parsons High School
- FAFSA assistance at St. Paul High School
- Financial Aid at Altamont for information
- CAB sponsored LCC Movie Nights and free popcorn on campus to coincide with Movie Nights.
- CAB sponsored the annual LCC (students and staff) Kansas City Chiefs trip.
- Dental Assisting Club assisted with community dental screening at local elementary schools.
- Dental Assisting Club volunteered at the Kansas Mission of Mercy Dental Clinic.
- PBL raised money for the March of Dimes.
- Physical Therapist Assistant Club offered Balance Screenings to the public, LCC employees and students.
- Radiography Club assisted with a Teddy Bear Clinic / Curious Minds in Parsons
- Radiography Club assisted with the SVO 22 Souls Event at Forest Park.
- Radiography Club hosted several cancer awareness events throughout the semester.
- Radiography Club offered several information booths related to the science and diseases associated with radiography.
- Respiratory Therapy Club hosted the Cystic Fibrosis Walk.
- SGA and CAB sponsored “Paint the Campus Red” events during Homecoming Week.
- SGA and CAB sponsored fall and spring Welcome Week and Finals Frenzy.
- SGA and CAB sponsored Homecoming Week events and coronation ceremonies.

- SGA hosted a meal-packaging event that yielded over 10,000 meals to fight world hunger.
- SGA hosted Kids Fall Fest for community families to enjoy safe Halloween activities.
- SGA managed two community blood drives for the Red Cross.
- SGA sponsored a fall Student Organization Fair.
- SGA/CAB and the Admissions Department hosted the Cardinal Crawl, a local business showcase on campus.
- Student Ambassadors hosted several recruitment and enrollment days.
- Student Veterans Organization hosted Ruck March/Live Carving for 22 Souls Event at Forest Park.
- 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
- Staged a Health Sciences Careers Fair free of charge for members of the public interested in applying to LCC's health science programs
- Director and Assistant volunteer extensively with Stella Wells registration and distribution
- Director serves as President for local chapter of Beta Sigma Phi sorority
- For FY18, Talent Search implemented its tutoring project in the following high schools:
    - Galena High School
    - Oswego High School
    - Pittsburg High School
- For FY18, Talent Search implemented its mentoring project in the following high schools:
    - Chetopa High School
    - Southeast High School
    - Oswego Middle and High Schools
- Helped organize and participated in Meet & Greet tour to introduce new President in Communities in Labette and Cherokee Counties.
- Helped organize and facilitate farewell dinner for Sophia Zetmeir
- Participated in PHS Golden Reunion by providing an LCC information table and visiting with alumni. We also offered tours of our new Health Science Building
- Participated in Athletic Hall of Fame, provided information table, visited with alumni, provided campus tour, assisted Athletic Director and Ben McKenzie with details of event and award presentations.
- Started a monthly email newsletter called "Campaign Insider" to stay in touch with donors, prospective donors, and friends. This is another tool in relationship cultivation.
- Organized free English Lecture Series to area middle school, high school, college teachers through the Gribben Endowment fund
- Lead many tours of the campus and/or the Zetmeir Building
- PR Department volunteers at the annual Katy Days events and assists with marketing
- Marketing consultation to Katy Days committee
- PR Director serves on St. Patrick's Catholic School, and school auction committee, and CYM Sponsor

- Graphic Designer serves on many committees including technology, communications/marketing/fundraising, community outreach, and children's Church at Covenant Harvest Church
- Coordinate/host/promote dedication of Hughes Building
- Coordinate/host/promote dedication of new Library location.
- Coordinate/host/promote grand opening of Cardinal Villas
- Attend and present at Parsons Chamber of Commerce Lunch and Learn Series

II. Facilities:

- A new PearsonVue Testing Site opened in February 2018 on the LCC Cherokee Campus. At this new site, GED and IT testing will be offered through PearsonVue Testing.
- The Library moved into the renovated, former Bank of Parsons building in August.
- The Library hosted an open house to celebrate moving into the new building April 10th.
- In October 2017, the Workforce Education Director went to the Parsons City Council about the possibility of pursuing a building the city owns that had been vacant for some time (SPEC Building). This could be the possibility of a new technical training center. The City of Parsons City Council voted in favor unanimously to donate the building to LCC.
- On June 19, 2018, LCC's Board of Trustees approved to move forward and start construction on the new LCC Workforce Training Center, formally known as the City of Parsons' SPEC Building.
- Began preparation for the IT move
- Established a Deferred Maintenance/Expansion Fund
- Moved two complete storage locations for IT to the old library
- Recruiter, Ross Harper's, office moved from the Advising Center inside the Student Union Building to the Zetmeir Building
- Refinished gym floor
- Cut down old tarp for softball use
- Continually meeting Phase II of Capital Campaign (Athletic Facility)
- We need new storage buildings at Baseball and Softball fields. (Equipment is constantly left outdoors.)
- Continue to maintain Athletic fields with personal and fundraised dollars
- Continue to maintain older equipment and Irrigation to keep fields safe for Collegiate and high use.
- Updating the Student Lounge by replacing carpet, adding graphics and upgrading student computers.
- Developed a Veteran's Lounge for students.
- Keep Offices clean and professional in appearance

III. Grants:

- Leigh Ann Martin collaborated on a grant proposal for nontraditional students with Kara Good.
- The library received the Southeast Kansas Library System Academic/School Extended Services Grant in the amount of $2000
- The library received a grant from the State Library of Kansas to reimburse the purchase of the Kansas Notable Books in the amount of $285.98
- The library received a Materials Delivery Grant from the Southeast Kansas Library System in the amount of $2028.
- The library received a $4000 grant from the Parsons Area Community Foundation to purchase a digital microform machine.
- Dr. Bohnenblust obtained the Kansas Nurse Initiative Grant from KBOR for 2017-2018 that included part of a salary for a new faculty position, program curriculum/test analysis summer faculty stipends, a private national speaker and consultation for test item writing for program faculty, NCLEX-RN preparation for program graduates, and skills lab and Simulation Center supplies totaling $60.065.00. In March 2018, Dee also submitted another grant proposal to KBOR for the 2018-2019 academic year.
- The Radiography Program director submitted a Perkins Reserve Grant in September 2017 and those efforts allowed the program to receive $42,150 in funding to purchase departmental equipment.
- Kara Good and Leigh Ann Martin collaborated on a grant proposal for nontraditional students.
- Linseh Johnson submitted a grant to KBOR for Manufacturing Days. The grant was received in the amount of $1,000.
- Linseh Johnson submitted a JIIST grant to Kansas Department of Commerce for LCC's new Workforce Training Center. The grant was received in the amount of $184,500.
- Linseh Johnson submitted a KBOR grant to purchase new welders for LCC's new welding program. This grant was received in the amount of $43,000.
- Linseh Johnson worked in conjunction with Kansas Department of Commerce AID (Aligned with Industry Demand) Director to receive possible Workforce AID funds. Director Stan Ahlerich has promised $85,000 to LCC to leverage with other community businesses for customized, short term workforce training.
- Linseh Johnson submitted grants to both the Home Depot Foundation and the Wal-Mart/Sam's Foundation for possible donations for the Workforce Training Center.
- Awarded 100 College Completion Grant awards to eligible SSS participants, totaling $65,508 who met program requirements and demonstrated satisfactory progress toward their educational goals.
- The project exceeded its grant objectives for the 2017-2018 grant year with 572 participants and a 97.5% graduation rate for its high school senior class, totaling 79 out of 81
- 100% of all project participants grades 6 through 11 advanced to the next grade level.
- 97.5% of the senior class graduated with two students electing to continue the 12 grade through the 2018-19 grant year

- 68.3% of FY17 high school participants are engaged in a rigorous program of secondary study.
- Assisted in securing grants from PACF for Smartboards and library equipment
- Wrote grant proposal to Sunderland Foundation for Athletic Complex Campaign, received $100,000 grant
- Wrote grant proposal to Goppert Foundation, waiting on an answer

IV. Honors/Special Recognitions:

- Cathy Kibler received the 2018 LCC Distinguished Faculty Award
- Leigh Ann Martin was nominated for the Distinguished Adjunct Faculty Award.
- Phylis received the Kansas Library Association Presidential Award for Library Personnel.
- Scotty published his second book, *Love Is a Many Splintered Thing.*
- Scotty volunteered for the American Library Association Gay Lesbian Bisexual Transgender Roundtable's Bylaws Committee and to be the Secretary for the Two-Year Library Directors Council.
- Dr. Bohnenblust was granted renewal of her certification for the National League for Nursing Academic Nurse Educator Certification Program.
- Linseh Johnson was awarded the Labette County Work Ready Community Award from ACT for all of Labette County.
- Director was named "Outstanding Cardinal" by LCC President, Dr. Mark Watkins in November 2017 and was featured in a Parsons Sun Newspaper article.
- Director was chosen as the Parsons Soroptimist International group as one of two "Leading Ladies" in January 2018 and was recognized at a luncheon at Parsons High School where she was asked to speak to a group of students about her journey through academics and her career.
- 19 KJCCC All Conference Selections
- 12 NJCAA Academic All-Americans
- 9 All Region VI selections
- 2 NJCAA All-American Selections
- Staff member served as Chair of Leadership Labette
    - Staff member earned Master's Degree
    - The following are SGA members who are recipients of the Top 20 Cardinal Awards; Stephanie Bush, Sydnie Davis, Chandler Gravett, Daniel Hefley, Katherine Phillips, and Haylee VanDeventer.
    - Military-Connected Student Services Coordinator honored with a Care and Compassion award from Labette Center for Mental Health.
    - 47 SSS participants recognized on the President's and Dean's Honor Rolls.
    - 41 SSS participants graduated with Certificates or Associate Degrees.
    - Vice President of Student Affairs honored with a Care and Compassion award from Labette Center for Mental Health.
    - Facilitated and Organized the Hughes Building Naming and Dedication with special luncheon for family
    - Held Donor Appreciation Luncheon and presented the Van Meter Outstanding Alumni Award
    - Held Cardinal Citation Award reception and award presentation

V. New Equipment/Supplies:

- In October, the Perkins grant aided in the purchase of a DVD titled "If Saliva Were Red" and an air abrasion unit for classroom purposes.
- New curing lights and impression equipment were donated to the dental assisting program from Dr. Wommack's office in 2017.
- A new dental chair was donated to the dental assisting program from Dr. Siebrasse's office in Jan 2018.
- A new dental light was donated to the dental assisting program from Dr. Hickman's office in Mar 2018.
- In October 2017, the Radiography Program received a Reserve Fund Perkins Grant and the department was able to purchase a Careray Digital Wireless cesium flat panel detector system (FPD) for their energized laboratory.
- February 2018 the department received a FPD case protector/grid for their new wireless panel and digital quality assurance equipment.
- October 2017, The Respiratory Therapy department received a Vapotherm high flow nasal cannula, and Servo 900 ventilator via Perkins Grant.
- In January 2018, the welding program was awarded 7 new welders for the welding program. These funds came from a grant written and received by Linseh Johnson.
- In January 2018, PowerFlame donated a forklift to the Workforce Education Department for the Workforce Training Center.
- In January 2018, CST and A&R donated several pounds of steel for the welding program.
- In January 2018-June 2018, A&R donated the use of equipment, instruction, rod, wire, beanies, gas, and electric to the welding program.
- In February 2018, Tank Connection donated a welder to LCC's welding program.
- In April 2018, the EMT program received new CPR mannequins.
- In June 2018, Aerospace Technologies of Wichita donated 30 boxes of paint to LCC's new Industrial Coating class.
- Implemented a new ID card system
- Pens/Pencils
- Drawstring Back Packs
- Mousepads
- Car Charger/USB ports
- New Mat purchased for Wrestling
- Continue to aerate and over-seed fields each year
- Lights Repaired on Baseball field
- New Roll-Away Cage purchased for Baseball
- New phone that indicates if staff members are on the phone
- New headphones
- Debbie Groff Memorial Book Scholarship library holds over 400 volumes of General Education textbooks and supports over 300 students each academic year.
- Purchased 4 new laptop computers for student checkout on a bi-weekly basis.
- Purchased 4 new Microsoft Surface tablets for Advisor/Director use.
- Upgraded color printer/copier/scanner

- The following office equipment and marketing items have been purchased in the Public Relations office area: promotional t-shirts, pens, new enrollment banners, new light pole banners, giveaway sport bottles
- Updated software on the Mac Computer
- Purchased new studio lighting for photo studio area
- Purchased drone for promotional video/photos

VI. New Initiatives:

- Scotty began working with the Diversity Committee and designed Safe Zone training on the Red Zone. It will be rolled out for employees to participate in the fall.
- Linseh Johnson worked with members from local business and industry to put together an Industrial Coating course to start in the Fall of 2018. A full Industrial Coating program is planned by Fall 2019.
- With the building of the new Workforce Training Center, Linseh Johnson is working hard with business and industry leaders to explore additional training options that could be housed at the new WTC.
- Implemented an online bookstore which allows students to use their Financial Aid
- Implemented a new placement testing platform
- Admissions Recruiter set up a booth at LCC Fire School
- Set up a booth at Manufacturing Fair
- Sent out fliers with an accompanying letter to CTE Businesses to promote CTE Agreement and employee enrollment
- Made contact cards electronic
- Continue to Raise Funding for Phase II of Capital Campaign
- Hired a new Volleyball head Coach
- Hiring a new Volleyball assistant
- Expanded its tutoring projects into Southeast High School and Oswego Middle School.
- New viewbook design
- Social Media Manager
- Website content administrator
- Partnered with Admissions staff to help recruiting efforts by attending recruiting fairs
- New brochure design
- Implemented monthly e-newsletter with over 1,500 recipients (including staff, friends of college, alumni, community)

VII. New/Revised Curriculum:

- Leigh Ann Martin was approved to teach DNAS 140 Dental Practice Management as a hybrid class for the first time this summer.
- Melissa Kipp developed a Digital Photography II course.
- Melissa Kipp revised program requirements, allowing for students to select concentration electives.
- Approval has been acquired to increase PTA 102 from 3 credit hours to 5. A new course will be added in the spring semester called PTA seminar. This course will bring in speakers who work in specialized areas to enhance PTA student knowledge in areas such as cardiopulmonary rehabilitation, Wound care, pediatrics, and neurological rehabilitation to name some of the topics.
- Linseh Johnson is working with the LCC welding advisory board to improve the current welding curriculum to meet new KBOR and industry standards.
- The new Industrial Coating course was approved by the Board of Trustees and is expected to start Fall 2018.
- Increased offerings at the Cherokee Center resulting in enrollment growth
- Vice President of Student Affairs completed Leadership Development Curriculum Recertification.

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

- Cathy Kibler serves on the LCHS Business Department Advisory Board
- Leigh Ann Martin attended the Advisory Board meeting for the MSSU's dental hygiene program on November 2, 2017.
- Melissa Carson and Leigh Ann Martin organized a Lunch & Learn for the students. Jerry Peterson from 3M brought food for the faculty and students and taught them all about 3M's dental product line.
- Graphic Design Technology students took part in a local industry tour, visiting The Flesh Company, Sun Graphics, and Wright Signs to learn more about various print production processes.
- Scotty volunteered to be a part of the Kansas Council of Academic Library Deans and Directors Instructional Initiatives Committee.
- Scotty served on the Presidential Awards Committee and the Professional Development Committee of the Mountain Plains Library Association.
- Scotty volunteered to serve on the Kansas Library Association Presidential Awards Committee.
- Phylis submitted the Kansas State Interlibrary Loan Survey with the results of the LCC Library to the Kansas State Library.
- Bruce Bowles and Cheryl Smith have been involved with the KMNI (Kansas Military Nurse Initiative) through KBOR. We are working with other nursing faculty from Universities and Community Colleges in the state to come up with a state-wide articulation plan that will give credit for prior learning to the Army Medic (68Whiskey) for those wanting to enter a nursing program. The group, at which LCC was the only consistent Community College present, was tasked with doing a gap analysis between the 68W curriculum and the basic curriculum for Health Assessment and/or Fundamentals of Nursing in our nursing programs and then coming up with the actual content to be taught in a sort of bridge course so that the 68W could join our program having skipped some of the content that would have been duplicated between the two programs. The gap analysis is complete and we have until April 27th to submit the content we were assigned. This collaborative is a first of its kind in the nation, as Kansas will be the first state to offer a state-wide articulation for the 68W. Individual institutions in other states have done similar things, but never and entire state.
- Dr. Bohnenblust is a member of the Labette County High School Health Career Advisory Committee, LCC Physical Therapy Assistant Advisory Committee, LCC Allied Health Advisory Committee, Pittsburg State University Nursing Program Advisor Board, Emporia State University Nursing Program Advisory Committee, and Washburn University RN-to-BSN Advisory Council. She also serves on the Kansas Commission for Nursing Education and Practice (KNEP), Kansas Council for Associate Degree Nursing (KCADNE) Vice- Chair, and Kansas Council Practical Nursing Education (KCPNE).
- Dr. Bohnenblust served the Accreditation Commission for Education in Nursing (ACEN) as a site visitor for nursing program re-accreditation and serve on the national Evaluation Review Panel for Associate Degree Nursing Education.

- Dr. Bohnenblust is a member of the KBOR Steering Committee to guide Kansas Nursing through the Kansas Military Nurse Initiative (KMNI), where programs will have the opportunity to transition an Army Medic directly into either an AD or BSN program.
- The Nursing Program participated in the 2018 Perkins Program Review 4/18.
- On September 8th, 2017 the Radiography Program held their Fall Advisory meeting.
- On February 23, 2018 the Radiography Program held their Spring Advisory meeting.
- September 19, 2019, the Respiratory Therapy Program held its Fall Advisory meeting via email
- March 16, 2018, the Respiratory Therapy Program held its Spring Advisory meeting, held in the Respiratory Classroom.
- On September 26th, Linseh Johnson and Trudy Hill attended LCHS' Allied Health Advisory Meeting.
- November 7th, 2017 Linseh Johnson and Marty Warren attended the Electronic's Advisory Board Meeting at Tank Connection.
- November 15th, 2017, January 12th, 2018, February 22nd, 2018, and March 9th, 2018 Linseh Johnson, Trudy Hill and Carol Rabig attended the LCC Fire School Advisory Meeting.
- March 7th, 2018, Linseh Johnson, Trudy Hill, and Carol Rabig attended LCC's Allied Health Advisory Meeting.
- March 29, 2018 Linseh Johnson, Travis Brumback, Allen Baker, and Carol Rabig attended LCC's Welding Advisory Board Meeting.
- April 2nd, 2018, Linseh Johnson, Carol Rabig, Walter Allen and Matt Kuhel attended LCC's Industrial Coating Advisory Board Meeting.
- May 8th, 2018, Trudy Hill attended LCHS' Allied Health Advisory Meeting.
- Fall 2017 and spring 2018, Linseh Johnson has taken part in the SEK Manufacturers Forum that meets on an every other month basis.
- Fall 2017 and spring 2018, Linseh Johnson has served on the Parsons Chamber of Commerce Lunch and Learn Committee in addition to Lindi Forbes. Linseh has taught several topics over Lunch and Learn's over the last few months.
- Retention Committee
- LCC Auction for Scholarships Committee
- Soroptimist
- Beta Sigma Phi Sorority
- Held PHS baseball and Softball events
- Held 16-18 Babe Ruth Baseball district tournament
- Coaches have spoken at several civic organizations promoting L.C.C.
- Worked closely with Parsons Recreation Center to promote youth athletics
    - Continued the Workstudy students working at Garfield with the Kansas Reading Roadmap Program
    - 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, a non-voting member of Curriculum and Instruction, and as president of the Professional Staff Group.
- Academic Advisors serve on the Retention Committee, the Diversity Committee, Professional Staff Group, and the Caring Cardinal Committee.
- 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.
- Vice President of Student Affairs presented to Lions Organization on campus activities.
- LCC Pantry received donations from ministerial alliance as well as other community organizations.
- Partnered with the Parsons Area Community Foundation to participate in Giving Tuesday. 44 gifts were received totaling $13,650. The PACF match amount was $3,718. Prizes earned equaled $1,050. The total raised was $18,418.

IX. Professional Development:

- Cathy Kibler watched several Monday Morning Mentor Webinars throughout the year
- Cathy Kibler completed several webinars covering technology content and using Google Classroom
- Cathy Kibler attended the Phi Beta Lambda National Fall Leadership Conference in St. Louis, Missouri
- Cathy Kibler attended the Phi Beta Lambda National Leadership Conference in Baltimore, Maryland
- Melissa Kipp attended the GCEA Region 4 Conference on March 30, 2018. "The Social Shift: Incorporating Engagement in all Graphic Mediums" was hosted by the PSU Department of Graphics and Imaging Technologies, and the purpose of the conference was to provide graphics communications educators and students insight on the evolving trends of consumer engagement in all aspects of graphic communications.
- Melissa Kipp completed numerous online training courses through Lynda.com in the areas of graphic design, digital painting, photography, photo editing, and web design.
- Lee Ann Eggers viewed the SLK-Youth Digital Books: E-STAX, Tumblebooks, Bookflix webinar.
- Lee Ann Eggers view the SLK-ProQuest Nursing & Allied Health Training webinar.
- Lee Ann Eggers viewed the SLK-Database Overview
- Lee Ann Eggers viewed the SLK-eBooks: Cloud Library & Enki
- Scotty attended the Kansas Library Association convention in Wichita.
- Scotty attended the Southeast Kansas Academic Librarians Council meeting at Cowley College.
- Lee Ann attended the Google Docs workshop and the State Library of Kansas webinar on Heritage Quest.
- Scotty volunteered to serve on the Professional Development Committee of the Mountain Plains Library Association.
- Scotty viewed the webinar entitled, "The Opiate Crisis: What Libraries Can Do."
- Scotty viewed the webinar entitled, "How Cultural Intelligence Makes a Difference in the Information Profession: Are You Culturally Competent?"
- Phylis attended "Library Budgets for Trustees" workshop and the "Assessing Library Facility Needs in the 21st Century" webinar.
- Lee Ann attended the Design Thinking free web conference.
- The library staff attended the SEKLS Academic Workshop on OER.
- Scotty attended the ALA Virtual Membership Meeting.
- The Library staff viewed the webinars for new the new KOHA integrated library system update.
- Jill Coomes: Gave a tour of the Simulation Center to the medical technology program director at Seward County Community College. Hosted two nursing faculty form Pittsburg State University to see how Labette Community College's Simulation Center is arranged and what simulation products were in use. Hosted Chair of the School of Nursing from Pittsburg State University and Community donor Chair to view the Simulation Center. Presented the Simulation software that is used in LCC's Simulation

Center to Pittsburg State University Nursing Faculty. Renewed Certified Nurse Educator credential for another 5 years. Completed Continuing Education requirements for Nursing Licensing in Kansas "Alcohol and Alcohol Use Disorders" and "Osteoporosis: Diagnosis and Management." Attended the on campus seminar by Nurse Tim Bristol" In Search of the Perfect Self-Made Exam" on April 16, 2018. Attended Laerdal Simulation User Network conference in Chicago, Illinois on April 30- May 2, 2018.

- Kim Beachner: 10/23/17 attended a HIPAA webinar on LCC campus that discussed social media in the health care areas. 10/24/17 Attended a STABLE certification course at Via Christi hospital in Pittsburg, Ks. Kim became certified in STABLE; acronym for Sugar, Temperature, Airway, Blood pressure, Lab work & Emotional care in the care of high risk newborn infants. 10/26/17 Attended KCADNE conference for Associate degree nurse educators. Kim learned how to connect theory lessons to the clinical setting in nursing education. Kim Attended 2018 Trauma Conference at Labette Health Provided by KU on Feb. 9, 2018. April 2018, attended Nurse Educator Institute in Branson Missouri and attended the Nurse Tim Bristol Seminar "Exam Item Writing "in the Nursing Dept. at LCC.
- Bruce Bowles: Attended KCADNE on 10/26/17 and 10/27/17 to hear a speaker called KeithRN. He spoke on various ways to make the classroom more interactive and how to help nursing students begin to think like a nurse.
- Cheryl Smith: 7/13/2017, passed the NLN Certified Nurse Educator Exam. July 2017 attended the Neonatal Resuscitation Course at Via Christi Hospital, Pittsburg Kansas. Received the NRP certification. 10/23/17, attended HIPPA webinar on LCC campus. 10/24/17, attended a STABLE certification course at Via Christi Hospital, Pittsburg, KS. Received STABLE Certification. 10/26/17 attended KCADNE Conference for Associate Degree Nurse Educators, learned techniques to teach nursing students to critically think, and apply theory principles to the clinical setting. Spring Semester 2018 have participated in the Kansas Nurse Military Initiative. This group has developed a statewide curriculum to give credit for prior leaning to Whiskey 68 Army Medics. April 2018 attending the on campus seminar by Nurse Tim Bristol, In Search of the Perfect, Self-Made Exam. April 30-May 2, 2018, attended the SUN Simulation Conference in Chicago, Illinois. Spring 2018, attended the Freeman Luncheon for Nursing Programs.
- Kathi Bennett attended the Via Christi Mental Health Conference on 11/17/2017. Kathi participated in a HIPAA webinar in November of 2017. In April, 2018, Kathi attended the on campus seminar by Nurse Tim Bristol and the Nurse Educator Institute in Branson, Mo.
- Julie Page attended KCADNE Conference and networked with other Associate Degree Nurse Educators in the state regarding issues in nursing education, attended a HIPAA webinar on LCC campus covering issues with social media in the healthcare setting, attended Via Christi Mental Health Conference provided by KU, attended Labette Health Trauma Conference provided by KU, attended Nurse Tim Live Webinar at LCC "In Search of the Perfect Self-Made Exam", Viewed Nurse Tim Webinar "Connecting the Concepts: Clinical and Classroom", Attended Nurse Educator Institute in Branson, Missouri; attended Mercy Clinical Roundtable Meeting, attended Freeman Clinical Luncheon Roundtable Meeting, attended Via Christi Roundtable Meeting, Presented and Recruited at Erie High School Career Exposure Day 1/19/18

- Dr. Dee Bohnenblust hosted both Seward County Community College and Garden City Community College nurse faculty and program director for program evaluation. Dee attended KCADNE Conference and networked with other Associate Degree Nurse Program Directors in the state regarding issues in nursing education. Attended a HIPAA webinar on LCC campus covering issues with social media in the healthcare setting. Recruitment and/or program presentation for St. Paul High School, Erie High School, Career Exposure Day, and Labette County High School spring 2018. Professional activities attended include: KNEP Clinical Teaching Institute 7/17, KSNA Legislative Conference 2/18, Kansas Hospital Convention 9/17, Teach Students to Think Like a Nurse 10/17, NLN Education Summit 9/17, Legally Defensible Practice for an Academic Nurse 9/17, Thriving vs. Surviving During Times of Change 9/17, KONL-Honey and Glue for attracting and Training 9/17, 12th Annual Clinical Teaching Institute 7/17, and 16th Annual Nurse Educator conference 6/17. Dee presented at professional conference for the Kansas Board of Regents Nursing Education Conference 6/ 18 and to the Parsons Chamber Women's conference 2/18.
- Jimmie Wilson Attended MPTA board meeting in Kansas City Missouri on 4/13/18, Jimmie attended courses regarding current issues effecting PT, documentation, new CMS rules, and orthopedic assessment and interventions.
- Trent McGown and Jimmie Wilson and all 18 students from the PTA program attended the KPTA conference in Wichita from4/6-4/8/18. We attended several courses that addressed chronic pain concussion management. The students also attended meeting on issues effecting PT's and PTA's in Kansas. Each person acquired ~ 19 contact hours of education.
- Gale Brown attended three American Society of Radiologic Technologists (ASRT) webinars; Roles of Ionizing Radiation on January 23, 2018, an Overview of Radiation Protection on April 24, 2018 and Ethical and Legal Issues for Medical Imaging Professionals on May 15, 2018.
- March 2-6, 2018 Ashley Moore and Gale Brown attended the Atlanta Society of Radiologic Technologist Educator Conference in Atlanta Georgia.
- April 5-6, 2018 Tammy Kimrey, Ashley Moore, Gale Brown and their second year students attended the Kansas Society of Radiologic Technologist Conference in Manhattan Kansas.
- April 26-28, 2018 Tammy Kimrey attended the DMS Physics Conference in Dallas, Texas.
- June 24-27, 2018, Kara Good attended the AARC Summer Forum, held in Tucson, Arizona. The seminar is dedicated to managers and educators in the field of Respiratory Therapy.
- March 26-28, 2018, Ross Harper, with four second year students, attended a Kettering Review Seminar, held at MSSU in Joplin, Missouri. The seminar will help with exam success following graduation.
- Kara Good watched Monday Morning Mentor Webinars throughout the year.
- Linseh Johnson served last year as the SHRM SEKHRA Board as the Workforce Readiness Advocate. Starting in January 2018, she was voted as the new SHRM SEKHRA Vice President/President-Elect. She works with human resource directors all over Southeast Kansas and several economic development specialists and directors.

- Linseh Johnson volunteers on the Manufacturers Forum as the spokesperson for several local manufactures.
- Travis Brumback has been taking several welding American Welding Society courses for the betterment of LCC's welding program and to meet new KBOR standards.
- Admissions Director and Recruiter attended the 2017 Annual Kansas Association of Collegiate Registrars and Admissions Officers (KACRAO) Conference
- Director attended training on the new Photo ID System
- Attended all KJCCC and Region VI meetings
- Staff has attended NJCAA annual Meetings
- Attended FA webinars
- Attended KACRAO
- Attended KBOR Data Quality and Planning Conference
- Attended Web Conference about the new Bookstore procedure
- Attended Web Training and meetings regarding the new Cardinal Card
- Military-Connected Student Services Coordinator attend the NASPA National Symposium on Military-Connected Students.
- Director and Advisor attended the NACADA national conference, focused on issues in Academic Advising.
- Director and Advisor viewed webinar materials focused on trends, issues, and best practices in developmental education
- Academic Advisors attended the NASPA national conference, focused on issues in Student Affairs
- Academic Advisor attended pre-conference training at the MoKanNe annual conference, focused on issues of Financial Aid, Financial Literacy, and College Admissions
- Director attended viewed webinars on the PROSPER Act, accurate record-keeping in TRiO programs, and the use of StudentAccess for data recording, storage and reporting
- Vice President of Student Affairs completed Kansas Community College Leadership Institute.
- Served on Parsons Chamber of Commerce Board of Directors
- Made presentation “Glowing with Gratitude” at Parsons Chamber of Commerce Lunch and Learn
- Attended quarterly meetings of Southeast Kansas Community College Development Directors
- Attend local public relations forums/meetings
- Serve on an Emergency Resource Management consortium

X. Special Recruitment Efforts:

- On March 7, 2018, Phi Beta Lambda President, Chandler Gravett, and Advisor, Cathy Kibler, attended a LCHS FBLA chapter meeting to recruit students to attend LCC and join PBL
- September 6, 2017-Leigh Ann Martin was interviewed by KLKC radio station with Bethany Kendrick.
- September 13, 2017-Leigh Ann Martin spoke with 3 of Kim McMunn's Health Science classes at Labette Co HS.
- September 22, 2017- Leigh Ann Martin spoke with 6 of Mia Elliott's Health Science classes at Riverton HS. Baxter and Galena students were also present.
- November 17, 2017-Leigh Ann Martin attended the Galena Career fair with other LCC healthcare directors.
- January 19, 2018-Leigh Ann Martin attended the Erie Career Fair.
- March 5, 2018- Leigh Ann Martin attended LCHS's parent teacher conferences with Rick and other Healthcare Directors.
- March 15, 2018- Leigh Ann Martin attended the Baxter Springs Career Fair with Brian Vediz and Ross Harper.
- March 15, 2018- Leigh Ann Martin spoke with a medical procedures class at Carl Junction High School with Brian Vediz and Ross Harper.
- Melissa Kipp redesigned the Graphic Design Technology web page.
- Melissa Kipp developed a new departmental logo and modernized program graphics for marketing materials.
- Melissa Kipp provided program information during LCC's 8th Grade and Senior Days.
- GDT faculty and students, with assistance from the PR department, recorded a new TV commercial.
- Bruce Bowles attended 2 different events sponsored by Greenbush. The first was at Greenbush in October and it was an all-day Career Fair for students interested in the health sciences. The second was also a career fair, this was put on by 2 students in the Greenbush Gifted Program that allowed students 5th-12th grade to explore interests in the health sciences. Both generated positive feedback and interest by future students.
- Dee Bohnenblust participated in recruitment efforts at St. Paul High School, Erie High School, and Labette County High School spring 2018. Recruitment presentation and/or tour of program at the LCC campus include KU Camp Med 4/18, 8th Grade Career Day 10/17, and the Health Science Career Conference 10/17.
- July 25, 2017, Gale Brown assisted with the college booth at the Labette County Fair.
- September 13, 2017, Gale Brown performed at Live Broadcast at KLKC about a pursuing a career as a Radiologic Technologist.
- October 11, 2017, Gale Brown participated in 8th Grade Day for LCC.
- October 18, 2017, Gale Brown spoke at the Health Science Career Conference.
- October 23, 2017, Gale Brown presented at St. Paul High School regarding pursuing a career as a Radiologic Technologist.

- October 24, 2017, Gale Brown traveled to Oswego High School and spoke to their Junior High and Senior High students about the Health Science Program Opportunities that LCC offers.
- October 26, 2017, Gale Brown traveled to the Cherokee Center and spoke to Tarah Cockrell's College Success Skills class about the Radiography Program.
- October 30, 2017, Gale Brown spoke to the Labette County High School Health Science Classes about Radiography.
- November 10, 2017, Gale Brown traveled to Cherryvale Ks to participate in the Cherryvale High School Career Fair.
- November 17, 2017, Ashley Moore traveled to Galena Ks to participate in the Galena High School Career Fair.
- November 20, 2017, Gale Brown traveled to Oswego High School and spoke to Ms. Kelly's Anatomy and Physiology class about the importance of knowing the human body.
- December 7, 2017, Gale Brown spoke at Erie High School and Chanute High School regarding pursuing a career as a Radiologic Technologist.
- February 19, 2018, Gale Brown traveled to LaCygne Ks speak the students at Prairie View High School about pursuing a career in Radiography.
- March 8, 2018, Tammy Kimrey and Ashley Moore conducted a tour of the Radiography department for several Frontenac High School students that were visiting LCC.
- April 18, 2018, Gale Brown participated in the KU Camp Med event.
- April 18, 2018, Gale Brown traveled to Girard High School to conduct Mock Interviews with several GHS Seniors.
- October 12, 2017, Ross Harper, Kara Good, and four students traveled to Greenbush Education Service Center, for a KU sponsored event for High School students exploring careers in health and science.
- October 13, 2017. The respiratory department took part in Senior Day.
- October 18, 2017, Kara Good spoke at the Health Care Seminar, and gave tours to potential students afterward.
- October 23, 2017, Kara Good traveled to St. Paul to speak with students about the career of Respiratory Therapy.
- October 30, 2017, Kara Good spoke with a College Success Skill class at the Cherokee Center.
- Implemented online contacts with iPads for recruitment
- Hosted two 8th Grade Day events for middle schools in Labette, Cherokee, Neosho, and Montgomery Counties with 468 students in attendance
- Hosted a Senior Day with 136 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 with 32 students in attendance
- Hosted two Cardinal Enrollment Day events for incoming college Freshman students with approximately 80 students in attendance
- Hosted a Trio Day Event for the LCC 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 students planning to attend LCC in the Fall 2017
- Continue to work with Financial Aid Admissions to assure all student-athletes complete all documents for financial aid.
- Presented and assisted students at all special enrollment days
- Assisted with Move In Day for Cardinal Apartment
- Assisted with all special enrollment days
- Assisted with Move In Day for Cardinal Apartment
- Presented information at 8th Grade Days, TRiO Day, Junior Day, Senior Day, Cardinal Enrollment Days for prospective students.
- Presented information at 8th Grade Days, TRiO Day, Junior Day, Senior Day, Cardinal Enrollment Days for prospective SSS participants.
- Talent Search completed 85% of its student recruiting by the end of the fall 2017 semester.
- TRIO Day was held April 4, 2018 with 34 high school students participating. Five seniors enrolled full-time for the fall 2018 semester.
- Talent Search recruited 110 new participants in grant year 2017-18. This is the highest number of new participants in a single year for this grant.
- Vice President of Student Affairs assisted with Apply Kansas Day at Parsons High School to assist high school seniors with college applications and financial aid applications.
- Recruiting fairs for admissions department
- Promoted and assisted with enrollment days
- Assisted Admissions with on-campus Cardinal Experience days
- Gained coverage with social media presence, Facebook, Twitter
- Increase amount of press releases being released to area media
- Increased digital advertising with geo-fencing
- Coordinated special events for new President – meet & greets

XI. Student Success:

- Phi Beta Lambda students, attended the 2018 Kansas State Leadership conference in Eldorado, Kansas in March and came away with the following awards. Carloyn Cassel, 1st place in Organizational Behavior & Leadership, Retail Management, 3rd place in Business Decision Making and Entrepreneurship Concepts; Lindsey Drummond, 2nd place in Computer Applications, Future Business Executive and 3rd place in Administrative Technology; Davida Fontelroy, 1st place in Impromptu Speaking, 2nd place in Business Communications, Business Law and Organizational Behavior & Leadership; Chandler Gravett, 3rd place in Future Business Executive and Sports Management & Marketing; Kelsey Green, 3rd place in Impromptu Speaking and Management Concepts; Michelle Green, 1st place in Business Ethics, Entrepreneurship Concepts, Information Management, Sales Presentation and 3rd place in Financial Concepts; and Bonnie Howell, 1st place in Help Desk, 3rd place in Business Decision Making and Human Resource Management
- Lindsey Drummond, Davida Fontelroy, Chandler Gravett and Michelle Green received Who's Who in Kansas PBL at the 2018 Kansas State Leadership Conference
- Chandler Gravett was elected President of Kansas Phi Beta Lambda for the 2018-2019 school year
- Chandler Gravett earned 1st place in the first ever pilot event of a Case Study at the Phi Beta Lambda National Fall Leadership Conference held in St. Louis, Missouri in November
- Davida Fontelroy received 3rd place in Business Law at the Phi Beta Lambda 2018 National Leadership Conference held in Baltimore, Maryland in June
- Michelle Green received 7th place in Entrepreneurship Concepts at the Phi Beta Lambda 2018 National Leadership Conference held in Baltimore, Maryland in June
- April 30, 2018, During the 2017 -2018 SGA Awards Ceremony, Phi Beta Lambda received 2nd place in the Pop Tab Pro Award, 3rd place in the Cardinal Points Award and the Student Organization Gold Service Award
- Callie Carpenter designed the new LCC billboard on South Highway 59.
- Chelsea Adler designed the “One Step Closer to Awareness 5K Glow Walk/Run” logo and event poster.
- Lorenzo Mason served as a Parsons Sun sports photography intern covering LCC Athletic events, with many works published.
- GDT students Callie Carpenter, Tanner Gibson, and Aja Johnston provided graphic design demonstrations to area high school students during the High School Art Competition.
- Scotty developed a new web tutorial on website evaluation.
- April 5-6th, the Radiography Program officials accompanied their second year students to the Kansas Society of Radiologic Technologist Conference held in Manhattan Kansas. The students participated in the Ray Bowl and the image competitions. Jarett Taylor, Lizzy Dey & Nicole Williams received a 2nd place finish in the KSRT Ray Bowl competition. The following students received awards for their images during the image competitions: T-spine Swimmer Image: *1st Place - Lania Stultz, 2nd Place - Melissa Crooks and 3rd Place - Elizabeth Mayhood. Lateral Sacrum image: 1st Place - Kayla*

Vail. Nicole Williams 1st Place in the Scientific Exhibit Competition covering the topic of "Caudal Regression Syndrome".

- April 30, 2018, during the 2017 -2018 SGA Awards Ceremony, Melissa Crooks and Shelby Gilstrap received a Top 20 Cardinal Award. The Radiography Club received 3rd Place in the Pop Tab Pro Award, 2nd Place in Cardinal Point Recognition and Gold Status for their Student Organization / Club Service.
- Psychology students did various research projects such as:
  - Project #1. Developmental Psychology: Wellness week was a give back to the community project. The week had a lot of fun activities, including Motivational Monday, Tell Us Tuesday, We Hear You Wednesday, Thirsty Thursday, Friendly Friday, and Fun Day 5k. Students split into groups and participated in the activities. On Motivational Monday 1500 sugar cookies were distributed to everyone on campus. The cookies were placed in baggies with different quotes to make a person's day better. Tell Us Tuesday was about people expressing their feelings about themselves or others on papers, posters, and sticky notes. The sticky notes were hung up all over campus. We Hear You Wednesday students from the Developmental class painted their faces with different disorders and all wore a shirt that had related facts on the back of their shirts. Monica Simpson from Community Mental Health was invited to campus and gave a brief lecture over some disorders and what students can do to help. Thirsty Thursday A grim reaper went to the Developmental Psychology students' classrooms throughout the day and tapped students on the shoulder this essentially meant the students were "dead" for the day because they were killed by a drunk driver. The participating students could not speak the rest of the day while on campus. Friendly Friday student from the Developmental Psychology class participated in a random act of kindness. Some of the random acts included visiting nursing homes, walking dogs, having lunch with grandparents, cleaning up the highway, and just helping the community out. Saturday Fun Day 5k was a fun day, celebrating lost veterans to raise money for Mission 22. Over $1500.00 was raised for Mission 22; the activity was viral and not only happened in Parsons but across the nation as well
  - Project #2. General Psychology: Focus gum and Control gum. The Focus Gum experiment was meant to test whether or not students would receive higher scores during testing when chewing the "special" Focus Gum they had been told would help improve their memory and performance during any type of exam. They were given a pre- and post-test one with a control piece of gum and then the other with the Focus Gum. The group tested students ranging from 18-29 and of these students only 11% of them noted they felt the Gum had improved their performance which is enough to look into study further; however it is not enough to support the hypothesis that states, "While chewing the Focus Gum you will recall information more easily than if you are chewing the control gum.
  - Project #3 Altruism, General Psychology: Altruism is the principle or practice of unselfish concern for or devotion to the welfare of others. In their research students wanted to see how many males and females would help someone who dropped their books. In the experiment students had multiple people drop books and see who would help pick up the books. Out of 34 students only 16 of them helped pick up the books and of those 16, 11 were male and the remaining 5 were female. Of the 18 that did not

help 13 were male and 5 were female. Over all they concluded that males were more inclined to help as well as those in smaller groups. The results demonstrated that males helped more than the females so their hypothesis was wrong. Their hypothesis was: h_1 if females and males are presented with opportunity to help then females will help more than males.

- Project #4. Developmental Psychology students researched Cells Phones and Procrastination. Students believed that cell phone use is related to procrastination across the lifespan but especially in younger groups. In their results students surveyed 220 people and found that 87% of people in the younger age group (below 26 years old) said that cell phones contributed to procrastination. Rather than people in the older age group (above 26 years old) that reported 60% percent thought phones contributed to procrastination. Students also reported there are different apps a person could use to stay on task and not procrastinate. Student reported that students report receiving on average 12 texts an hour, not including SnapChats or Youtube video viewing. Their hypothesis was: h_1 if a person spends more than four hours on their phone, then the person is more likely to procrastinate.
- Project #5, General Psychology, students were interested to know how the fear may have affected the individual as they aged. To investigate this students created a survey asking students about their fears. Of those surveyed the four top most fears where of the dark, heights, spiders, and clowns. When they asked at what age did the respondents notice their fear? They found that about 61% first noticed their fear between ages 4-7. When asked how these fears affected them when they were a child? 5% said it was trivial, 8% said it was tolerable, 50% said it was manageable, 29% said it was uncomfortable, and 8% said it was paralyzing. When respondents were asked as an adult how their affects them, 27% said it is trivial, 26% said it is tolerable, 32% said it is manageable, 12% said it is uncomfortable, and 3% said it was paralyzing. Their results suggest that as people age they build a tolerance to their fears. Students believed, when people grow up to be an adult, they aren't as scared as when a child because the person is thinking about different things rather than what one thinks about as a child. Fears tend to become more realistic as an adult than it is as a child. Their hypothesis was: h_1 if children experience fear during childhood then their fear will persist into adulthood?
- Staff was recognized by name by several advisees in both College Success Skills course assignments for a "job well done" and within the Commencement Program in students' "final quotes" attributing their success to the help of the staff.
- Honored the following students as Tutors of the Year in recognition of their contributions to LCC's Peer Tutoring Program: Noahlana Monzon and Emmalee Handshy
- 47 SSS participants recognized on the President's and Dean's Honor Rolls.
- 41 SSS participants graduated with Certificates or Associate Degrees.
- 59.8% of 2016 graduates enrolled in a post-secondary institution.
- 53.6% of 2015 graduates continue to attend a post-secondary institution.
- 34.7% of 2014 graduates continue to attend a post-secondary institution.
- 49.2% of 2013 graduates continue to attend a post-secondary institution.
- 33.1% of 2012 graduates continue to attend a post-secondary institution.
- 29.3% of 2011 graduates continue to attend a post-secondary institution.

- Held 19th Annual Auction for Scholarships. It was the highest grossing auction in our college's history. We received donations of in-kind gifts with a total value of $36,523.99. The revenue from the auction was $53,209.84.
- Supervised the continual improvements to Foundation Scholarship selection process. 162 students were awarded $98,778 in scholarships
- Department members teach College Success Skills classes to help ensure that students are comfortable and confident about college.
- Ensure that all appropriate press is released when students compete, win, etc, in state and national competitions to promote student accomplishments
- Held coordinate student centered events (work with admissions, student life)
- Graphic Design specialist teaches adjunct Graphic Design courses

XII. Miscellaneous:

- Melissa Kipp designed the LCC Commencement banners.
- Received an unqualified opinion on our audit with no findings
- Negotiations were positive
- Successful eWaste
- Full Jenzabar Upgrades
- Hired 11 new employees
- Received $467,794 in gifts for FY18
- Volunteered at LCC Food Pantry a number of times.
- Maintained and updated the Foundation & Alumni Facebook page
- Continued to work on Athletic Complex Campaign, working closely with Hartsook consultants, Terry Snapp and Bud Cooper, and the Campaign Steering Committee.
- Continue to assist in organization and implementation of Foundation events: Auction for Scholarships, Distinguished Alumni awards, Van Meter awards, Donor luncheon.
- Take photos at graduation/pinnings, special employee recognitions, cardinal cite reception, distinguished alumni luncheon, distinguished faculty reception, retirements, some sporting events, allied health classes, auction for scholarships, and more.
- Serve as committee members for the annual auction for scholarships
- Serve on Enrollment Management Committee, program reviews

Labette Community College
Student Satisfaction Inventory 2018

In Spring 2018, Labette Community College administered an internally developed Student Satisfaction Inventory to gauge student satisfaction with a variety of topics.

Demographic Information * Please note not everyone completed each question

	LCC Spring 2018	LCC Spring 2017
Total Respondents	278	243
Gender		
Male	43 (15.47%)	40 (16.46%)
Female	233 (83.81%)	202 (83.13%)
Transgender Male	1 (0.36%)	1 (0.41%)
Other	1 (0.36%)	0 (0%)
Age		
17 or younger	19 (6.83%)	5 (2.06%)
18-20	93 (33.45%)	92 (37.86%)
21-24	52 (18.71%)	40 (16.46%)
25-29	30 (10.79%)	31 (12.76%)
30-39	45 (16.19%)	42 (17.28%)
40-49	30 (10.79%)	25 (10.29%)
50-59	9 (3.24%)	7 (2.88%)
60 or older	0 (0%)	1 (0.41%)
Current Class Load		
Full-time	189 (67.99%)	171 (70.37%)
Part-time	89 (32.01%)	72 (29.63%)
Course Location		
Main Campus	206 (74.10%)	181 (74.49%)
Cherokee Center	41 (14.75%)	33 (13.58%)
High School	11 (3.96%)	7 (2.88%)
Online	112 (40.29%)	78 (32.10%)

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.

	LCC Spring 2018	LCC Spring 2017
Strongly Agree	148 (53.24%)	123 (50.62%)
Agree	107 (38.49%)	99 (40.74%)
Neither Agree or Disagree	15 (5.40%)	11 (4.53%)
Disagree	6 (2.16%)	2 (0.82%)
Strongly Disagree	3 (0.72%)	8 (3.29%)
Average Score	4.41	4.35

Survey Item	Spring 2018	Spring 2017	Difference
I am receiving a quality education at an affordable price.	4.45	4.30	+0.15
I understand how to report any incidents of harassment or misconduct to the college administration.	4.01	3.84	+0.12
There is adequate and safe parking available on or near campus.	3.84	3.75	+0.09
The financial aid staff is knowledgeable and able to answer my questions.	4.12	4.05	+0.07
The campus is adequately designed for handicapped students to easily maneuver between classes.	3.85	3.79	+0.06
I have access to career advice and information.	4.16	4.10	+0.06
There are several convenient ways to pay my tuition.	4.02	3.96	+0.06
I feel the campus is safe and adequately lit after dark.	3.79	3.75	+0.04
It is easy to enroll in both on campus and online classes.	4.29	4.25	+0.04
Classes are offered at a variety of times to fit almost any schedule.	3.97	3.94	+0.03
Grades are easily accessible to check at any time on the RedZone.	4.52	4.49	+0.03
Administrators are available for questions and concerns of students.	4.30	4.27	+0.03
The financial aid staff is welcoming and willing to help me.	4.01	3.99	+0.02
The equipment for student use is kept up to date.	4.00	3.98	+0.02
The faculty and staff made me feel immediately welcome at LCC.	4.34	4.33	+0.01
Uploading assignments for online classes is easy and explained fully.	4.15	4.14	+0.01
The process for completing financial aid was clearly communicated in the office and via letters and email.	3.97	3.97	0
LCC's website (www.labette.edu) provides information that answers many of my questions.	4.19	4.20	-0.01
Instructors are willing to help with any concerns that may arise.	4.26	4.27	-0.01

Access to mental health services is available if needed	3.65	3.67	-0.02
My advisor is knowledgeable of transfer procedures.	4.21	4.23	-0.02
The faculty are available to help students excel in their courses.	4.23	4.26	-0.03
The campus is adequately equipped for students with disabilities.	3.89	3.92	-0.03
The campus is kept clean and well maintained.	4.36	4.40	-0.04
Instructors respond to emails and/or phone calls within a reasonable amount of time.	4.12	4.17	-0.05
I know what actions to take in an active shooter/intruder situation on campus.	3.97	4.08	-0.11
Computer labs and science labs are kept up to date.	3.86	4.02	-0.16

Labette Community College
Operational Plan Final Report
FY2018

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FY 2018

ACADEMIC AFFAIRS CORE VALUE 1 OUTCOME 1A

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.

Chemistry/Physical Science Department

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 $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Prior to each offering of each course	
Results	Major changes in the notebooks for Organic Chemistry I & II. Minor changes for College Chemistry I & II. Physical Science and Introduction to Chemistry still need some work.	
Comments		

Chemistry/Physical Science Department

Objective 2	Revise as needed previous in-house videos.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Fall, 2016	
Results	Only small corrections were made to videos. Videos were instrumental in the first offering of College Chemistry II as a hybrid course during the Spring, 2018 semester.	
Comments	The hybrid class overall went well.	

Library

Objective 1	Investigate hiring an additional staff member or card swipe to increase the hours of operation.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	December 2017	
Results	The IT, Maintenance and Library departments have begun the investigation of the card swipe system. There are still renovations that have to be made before the system is installed but it is moving forward. It was decided to go with the card swipe option. The new system is scheduled to be piloted during the summer of 2018.	
Comments		

Social Science

Objective 1	Utilize Open Educational Resources	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: <$40	Student Fees (New/Existing) $
Exp. Completion	Ongoing	
Results	Students overall are pleased with the choice of OER digital textbooks. The results for concurrent and adjunct faculty is mixed. Concurrent seem pleased though some adjunct faculty are not pleased given the use of the	

	textbook chosen requires then to do additional work. OER Textbooks are utilized for General Psychology and Developmental Psychology. OER Sociology textbooks lack significant peer review and thus, are not used. Additionally, the BVT/Mind Tap publishing company is publisher that the department is considering given they have textbooks both electronic and print versions that are comparable in cost to the print versions LCC offers for the OER textbooks from Phil. The cost of textbooks range from $20.00 to $70.00 (this cost includes both electronic and print versions, as well as supplemental materials). The benefits of BVT is the student has the option of choosing the format they prefer to learn from. However, once the cost goes to the LCC Bookstore there is a 30% markup which is significant.	
Comments		
Objective 2	Communicate college course expectations to concurrent instructors	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Ongoing	
Results	Concurrent faculty are overall willing to participate in in-service training and other activities appropriate to the department.	
Comments		
Objective 3	Develop articulation agreements with PSU and MSSU	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Ongoing	
Results	Psychology faculty will be contacting PSU and MSSU regarding Social Work program to develop relationship and work towards a stronger relationship with an eye on a 2x2 from Human Services to Social Work.	
Comments		

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

Human Resources

Objective 1	Review and update LCC Policy and Procedure Manual	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	June 2018	
Results	Completed Chapter 6.	
Comments	Focus on Chapters 6	

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

Admissions

Objective 1	Develop policy and procedure for scheduling campus visits/tours to implement throughout "all campus"	
Estimated Cost	Existing Money $0	New Money One Time $0
	Grant Funded N/A	New Money Ongoing $0
Exp. Completion	June 2018	Department Budget: N/A
Activity/Service	Recruiting	
Results	Not Complete – Move to FY19	
Comments	There is a need for a consistent way of scheduling campus visits and tours to promote uniformity amongst recruiting efforts. This consistency will improve efforts and ensure that prospective students are receiving quality attention when they have put forth the effort to visit.	

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

Public Relations

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.

English

Objective 1	Continued use of novel and film combination to support the multi-model critical thinking required to meet the outcomes of Comp I.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $2.00 fee all Comp I students
Exp. Completion	Ongoing	
Results	This has been a successful improvement in the Comp I pedagogy.	
Comments		

Mathematics/Physics

Objective 1	The department will continue to revise, edit and improve the department generated textbooks for Beginning, Intermediate and College Algebra	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing): $
Exp. Completion	Ongoing	
Results	**The first edition of the LCC College Algebra Textbook was fielded in Spring 2018. Suggested corrections and revisions were solicited and it is anticipated a revised edition will be fielded in Fall 2018.**	
Comments	Satisfactory Level Number and Rationale: (Include comments or results)	
Objective 2	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 $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing): $
Exp. Completion	Ongoing	
Results	Jing videos hosted on screencast.com continue to be used in all online math courses at LCC and as a supplemental resource in many on ground math courses. Graphmatica, Excel, and K3D Surf continue to be used in many classes as well. Costs for Graphmatica have been handled through either the Math or Physics Department Budgets. K3D Surf is Freeware.	
Comments		

Physical Education

Objective 1	Examine student learner outcomes and program outcomes to ensure student progress is being attained	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY18	
Results	Students are meeting outcomes at a high rate for courses and program outcomes.	
Comments		

Physical Therapist Assistant

Objective 1	Explore the use of additional instruction methods – flipping the class room, 2 instructors in the lab.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	End of FY18	
Results	Flipping the classroom was utilized successfully in 2 courses in the program. This appears to have worked well for the instructor and students. Will explore the use in some other courses as well. We have not implemented 2 instructors in the classroom but this will need to be examined for future use as the class size increases.	
Comments	Explore options and prepare for implementation in FY19	

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

IT

Objective 1	Upgrade Lab Rotations	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion		Department Budget: IT Budget
Activity/Service		Student Fees (New/Existing) $
Results	Completed	
Comments		

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

Accounting/Business

Objective 1	Evaluate the changes in the curriculum made in 2016 for achieving program outcomes and transferability.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY2018	
Results	The curriculum changes have been effective. A majority of the program courses are now aligned through KCOG. Business faculty members are not aware of any transfer problems.	
Comments		

Social Science

Objective 1	Full time faculty participate in recruitment efforts to increase enrollment in Social Science classes and programs through discussions with concurrent faculty members	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Ongoing	
Results	Discussions occurred with concurrent faculty members.	
Comments	Faculty will improve coordination with the college outreach effort to the high school	
Objective 2	Continue to encourage students to choose Social Science courses to satisfy their general education requirements. Talk with CTE Directors for the addition of other Social Science courses.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Ongoing	

Results	Advising efforts with students regarding program, transfer options and jobs. Have worked with CTE Director to develop a Human Services Program and an alternate psychology program (2x2 with PSU)
Comments	

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

Talent Search

Objective 1	Implement on-site tutoring to Target Area high school freshmen and sophomore participants	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $5,000	New Money Ongoing $
Exp. Completion	Ongoing for the five-year life of the grant	Department Budget: Talent Search
Activity/Service	Peer and instructor tutoring at the high schools	Student Fees (New/Existing) $
Results	Complete	
Comments		
Objective 2	Implement on-site mentoring to Target Area high school high school participants	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded 1,000	New Money Ongoing $
Exp. Completion	Ongoing for the five-year life of the grant	Department Budget: Talent Search
Activity/Service	College and volunteer and Talent Search advisor mentors at the high schools	Student Fees (New/Existing) $
Results	Complete	
Comments		

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

Distance Education

Objective 1	The Distance Ed Committee will discuss the need for and use of new technologies for use 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	Ongoing	
Results	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.	
Comments		

Library

Objective 1	Begin incorporating e-books into the collection	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	June 2018	
Results	The library is considering e-book publishers and have received a quote from a e-book publisher, EBSCO. The amount was put into the budget for FY19 The Library Director applied for a grant to increase the funds that would be able to purchase e-books, but the grant was denied. It is hoped that the actual purchase of e-books will begin in the Fall of 2018.	
Comments		
Objective 2	Work with the IT Department to update the proxy server software.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $

	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	December 2017	
Results	It was determined that we should keep with the current software until it does not function any more.	
Comments	The software has not been updated for many years. This would make it current and provide a more reliable portal for our students to access our resources remotely.	

Mathematics/Physics

Objective 1	Continue to use and expand use of Jing and the Notepads	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: $100/year	Student Fees (New/Existing): $
Exp. Completion	Ongoing	
Results	$100/year covers the cost of a Screencast Pro account used to host Jing videos	
Comments	Jing videos hosted on screencast.com continue to be used in all online math courses at LCC and as a supplemental resource in many on ground math courses.	

Physical Therapist Assistant

Objective 1	Explore the use of the electronic Clinical Performance Instrument (CPI)	
Estimated Cost	Existing Money $ 1,175 and ongoing	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY 18	
Results	This has been difficult to implement, but it was purchased and is now being used. This will provide data to track outcomes and supporting data for CAPTE accreditation. Cost was $1,175.00.	
Comments	Electronic CPI will save time, assist with CAPTE accreditation, and is the APTA standard most schools use.	

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

Admissions

Objective 1	Create a video blog geared toward students to post on social media cites pertaining to student academic success. Will focus on academic resources, overcoming hurdles, and hints for success.	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded	New Money Ongoing $
Exp. Completion	Ongoing	Department Budget:
Activity/Service	Retention	Student Fees (New/Existing) $
Results	Ongoing- move to FY19	
Comments		

Financial Aid

Objective 1	Utilize the current telephone system to set up speed dial and in operation indicator light.	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	December 2017	
Activity/Service		
Results	Not completed. Waiting for IT to get directions for us or for them to program the phones.	
Comments	Make it easier to see when someone is on the phone before you transfer a call and make it easier to communicate within the department. Improve communications within the department.	

Student Life

Objective 1	Have a greater social media presence as a student life office by expanding into Twitter and Instagram to promote student life activities.	
Estimated Cost	Existing Money $0	New Money One Time $0

	Grant Funded $0	New Money Ongoing $0
Exp. Completion	Ongoing	Department Budget:
Activity/Service	Retention, Recruitment	Student Fees (New/Existing) $
Results	Twitter complete. Instagram in process.	
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	Ongoing five-year life of the grant	Department Budget: Talent Search
Activity/Service	Update Technology/Equipment	Student Fees (New/Existing) $
Results	Complete	
Comments		

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

IT

Objective 1	Investigate Additional Polycom (or Alternatives) for Cherokee and Extension	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion		Department Budget: IT Budget
Activity/Service		Student Fees (New/Existing) $
Results	Decide it wasn't needed since Newman purchased their own system.	
Comments		

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

Academic Affairs

Objective 1	Continue using the polycom for additional class offerings	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY18	
Results	2 additional courses were offered using Polycom	
Comments		
Objective 2	Hire full-time English instructor to replace two retired English instructors	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $60,000?
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY18	
Results	Two new English faculty have been hired to replace both retired English faculty.	
Comments	There will be 3 full-time English Faculty beginning fall 2018	

CTE

Objective 1	Develop and launch at least one new CTE program with goal of enrolling first cohort of students no later than FA18	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY19	
Results	The Welding program was started in FY 2018 which is both a CTE program and a Workforce program. The first	

	cohort of students started in the fall
Comments	This program is successful beyond our expectations. It is full and there is a waiting list for next fall. There are companies contacting us to hire our graduates.

Education-Early Childhood Education

Objective 1	Offer ECE A.S. courses entirely online or hybrid	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY18	
Results	All Early Childhood courses under both the Concentration Requirements and Concentration Electives are now offered as either online or hybrid courses.	
Comments	Completed	

Physical Education

Objective 1	Expand exercise science degree to online and possible extension sites.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY18	
Results	Exploring the possibility of using live video technology to offer coursework at Cherokee Center and main campus at the same time. The main hold up is the lab portion of the courses is unavailable in that type delivery.	
Comments		

Physical Therapist Assistant

Objective 1	Achieve reaccreditation from CAPTE	
Estimated Cost	Existing Money $4000	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: PTA accreditation	Student Fees (New/Existing) $
Exp. Completion	FY18	

Results	CAPTE onsite visit 10/22/17-10/25/17; additional funds not needed because reaccreditation expenses are covered by annual accreditation fees. 4/26/18 Onsite team was present in Oct of 2017. The team stated they would recommend re-accreditation, but we would probably need to provide supplemental reports. The final decision on accreditation will be made by CAPTE in July of 2018. We pay an annual amount to CAPTE of $4500.00, there was a $500.00 increase.
Comments	

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

Admissions

Objective 1	Create/Host enrollment event at County High Schools to provide convenient way of enrolling to incoming freshman students	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded N/A	New Money Ongoing $
Exp. Completion	May 2018	Department Budget
Activity/Service	Enrollment	Student Fees (New/Existing) $
Results	Not completed	
Comments	Have decided that it is best for students to get on campus for enrollment to begin familiarizing themselves with the resources available.	

Registration

Objective 1	Provide students with new lanyards with key chains.	
Estimated Cost	Existing Money $800.00	New Money One Time $500.00
	Grant Funded $	New Money Ongoing $250.00
Exp. Completion	Fall 2017	Department Budget:
Activity/Service		Student Fees (New/Existing) $
Results	Not completed. Not needed with new Cardinal Cards	
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.

Academic Affairs

Objective 1	Continue with participation in the Kansas Course Outcomes meetings	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: DOI mileage account	Student Fees (New/Existing) $
Exp. Completion	Ongoing	
Results	Faculty and DOI attended KCOG meetings in September	
Comments		

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	FY18	
Results	In April, the Public Relations students held a 5K Glow Walk/Run. “One Step Closer to Awareness” coincided with National Sexual Assault Awareness Month and raised $340 for Safehouse Crisis Center in Pittsburg, KS	
Comments	Public Relations 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.”	

CTE

Objective 1	Pilot community mentoring program in the health sciences area to encourage minority participation in the health sciences, actively engaging our currently enrolled health science students, community members/organizations, and high school students.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	End of FY2018	
Results	The mentoring program didn't get off the ground this year.	
Comments	We are hiring a CTE recruiter for FY2019. Encouraging minority participation in the health sciences are already in his position description, so a specific community mentoring program won't be needed.	

Dental Assistant

Objective 1	Continue to multiply and strengthen relationships with clinical sites.	
Estimated Cost	Existing Money $800	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: Dental Assisting mileage	Student Fees (New/Existing) $
Exp. Completion	Ongoing	
Results	Completed-ongoing	
Comments	Three new clinical sites have been secured for the spring semester. This enables students to do clinicals closer to home. After site visits, all three new clinical sites are happy with the students and are willing to have more in the future. Three job offers have already been made to students.	

Library

Objective 1	Participate in a cooperative activity with the Public Library.	
Estimated Cost	Existing Money $100	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: 710000026249	Student Fees (New/Existing) $

Exp. Completion	June 2018
Results	I have discussed this with the new librarian that was hired in October. The public librarian and I met and discussed the possibilities of this project. We decided that this is an ongoing project and that we need to work on our libraries sharing resources. This will begin by sharing with each other what we do off our different populations. I gave Samantha copies of pamphlets that will assist her with serving our students that use our services there and she will be sharing the same with me. The public library has begun subscribing to digital periodicals. We also discussed working together on programming, doing presentations, and the potential of the Library Technician Degree.
Comments	The extent of this will be determined by the two librarians.

Nursing

Objective 1	Establish agreements with University Schools of Nursing partners that promote excellence in Nursing Education and enhance the progression of nursing from the ADN to the BSN degree.	
Estimated Cost	Existing Money $500	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: Nursing Travel	Student Fees (New/Existing) $
Exp. Completion	FY18	
Results	Student Nurse Dual Enrollment at LCC and University Nursing Program. KU Community College Nurse Partnership and PSU Southeast Kansas Nursing Education Partnership	
Comments	Complete	

Respiratory Therapy

Objective 1	Maintain or strengthen relationships with Clinical Sites.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Ongoing	
Results	Relationships with Clinical Sites are strong.	
Comments	Program Review Action Plan SP2013. There is a regional demand for our graduates.	

Social Science

Objective 1	Develop service learning opportunities with community agencies in the four state region	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Ongoing	
Results	Psychology Department has established a relationship with Community Mental Health i.e., developing employment possibilities for students and presenting to campus issues with people with mental disabilities. Psychology has developed a relationship with Parsons Sun reporter to get positive press about LCC and the Psychology Department. These relationships may increase the number of potential advisory board members.	
Comments		

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

IT

Objective 1	Continue to partner with area HS IT department to offer quality testing and course offerings.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion		Department Budget: IT Budget
Activity/Service		Student Fees (New/Existing) $
Results	Completed	
Comments		

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

Admissions

Objective 1	Counselor Appreciation Recognition	
Estimated Cost	Existing Money $0	New Money One Time $500
	Grant Funded N/A	New Money Ongoing $500
Exp. Completion	June 2018	Department Budget: Admissions
Activity/Service	Recruiting	Student Fees (New/Existing) $
Results	Ongoing- move to FY19	
Comments	No money in the previous budget to purchase gift or plan an event.	

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.

Human Resources

Objective 1	Host SEKHRA monthly meeting and luncheon	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	June 2017	Department Budget:
Activity/Service		
Results	Completed August 2017	
Comments		

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

Student Life

Objective 1	Schedule lunch discussions in the Café with local guest speakers on current diversity topics.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Spring 2018	Department Budget: Student Life
Activity/Service	Recruitment	Student Fees (New/Existing) $
Results	Not completed. Looking at possibility for FY19.	
Comments		

Talent Search

Objective 1	Develop & implement diversity sensitivity and recognition instruction to middle and high school participants	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $1,000	New Money Ongoing $
Exp. Completion	Ongoing through five year grant	Department Budget: Talent Search
Activity/Service	Recruitment	Student Fees (New/Existing) $
Results	Completed	
Comments		

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

ABE/GED

Objective 1	Work with KansasWorks on TABE testing their clients.	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded$0	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	6/2018	
Results	We have received several referrals for TABE testing from KansasWorks and have been able to accommodate them by testing their clients in a timely manner.	
Comments		

Computer Support Specialist

Objective 1	Implement Computer Support Specialist AAS degree and supporting certificates following KBOR's approval of the program modification plan.	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded$0	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY18 Classes will begin in Fall 2017.	
Results	No students with the major of Computer Support Specialist were enrolled in any of the Computer Support Specialist courses. There were some courses in this degree that were offered in the AS Computer Science Degree, so some courses did make, but not to serve majors in the new degree. Four courses that should have been offered, COMP 198, COMP 185, COMP 199, and COMP 203 had 0 enrollment and were not offered. (These results were written by Joe Burke because no results were written in this area by Jack Burke).	
Comments	I'm very concerned about continuing with this program and have asked Jason Sharp to monitor it and have discussions with Jack.	

Office Technology

Objective 1	Implement Microsoft Office Certification availability	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Spring 2018	
Results	KanWork at Pittsburg was offering this certification, but they said their grant has run out. Now, I will need to pursue this with Karen Barger as originally planned.	
Comments	See if a block of Certiport vouchers can be purchased.	
Objective 2	Implement OPAC as a certificate measure for students.	
Estimated Cost	Existing Money $	New Money One Time $600
	Grant Funded $	New Money Ongoing $
	Department Budget: $300	Student Fees (New/Existing) $300
Exp. Completion	Spring 2018	
Results	This was implemented last year and this year. Students, as they graduate, now get an OPAC certificate showing their areas of proficiency.	
Comments	Purchase extra vouchers for students who have already completed Office Training courses who are still enrolled.	
Objective 3	Have Medical Office Students take HIPAA training and get a certificate	
Estimated Cost	Existing Money $	New Money One Time $ 150
	Grant Funded $	New Money Ongoing $ 150
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Spring 2018	
Results	I never found a good online program that wasn't very costly to the student. Instead, I implemented more activities in Medical Office Applications that were HIPAA related.	
Comments	Have students get a certificate in Medical Office Apps if needed to prove they have had HIPAA training.	

Social Science

Objective 1	Implement new social and human services assistant program	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $

	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY2020	
Results	Curriculum completed 2017. Approved by the C&I committee and the Board in 2017; Dean will take to KBOR.	
Comments	KBOR approved program	

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

Student Success Center

Objective 1	Host Health Science Admissions Workshops for students seeking admissions to one of the six health science career-technical education programs at LCC	
Estimated Cost	Existing Money $0	New Money One Time $250
	Grant Funded $	New Money Ongoing $
Exp. Completion	Spring 2018	Department Budget: Student Success Center
Activity/Service	Career Development	Student Fees (New/Existing) $
Results	Completed	
Comments	43 participants attended (twice as many as in previous years); evaluations were uniformly positive and demonstrated satisfaction with the programming with solid suggestions for improvements in future events.	

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

Public Relations

Objective 1	Market career technical programs and CTE training through targeted efforts to gain student enrollment.	
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 2D: Engage students in contributing to the wellbeing of their community through community service.

Communication/Art/Graphic Design

Objective 1	Utilize 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	FY18	
Results	Course projects were utilized for service learning	
Comments	Public Relations 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." Art education students were co-teachers for a Jr. Cards sculpture class spring 2018.	

Communication/Art/Graphic Design

Objective 1	Utilize 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	FY18	
Results	Graphic Design students designed a logo for the Public Relations class 5K Glow Walk/Run event that involved the students in the "good cause".	
Comments	Developing service-learning projects that benefit the LCC campus community and/or the Parsons community as well as engaging students in the "good causes."	

Communication/Art/Graphic Design Technology

Objective 1	Utilize course projects for service learning.	
Estimated Cost	Existing Money $0	New Money One Time $0
	Grant Funded $0	New Money Ongoing $0
	Department Budget:	Student Fees (New/Existing) $0
Exp. Completion	FY18	
Results	Graphic design students developed logo, t-shirt, and poster designs for the Public Relations class service learning project. GDT also students developed designs for the LCC billboard on South Highway 59.	
Comments	Public Relations 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."	

Dental Assistant

Objective 1	Continue taking students to KMOM, a free dental clinic put on by Kansas Mission of Mercy each year.	
Estimated Cost	Existing Money $400	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: Dental Assisting Club	Student Fees (New/Existing) $
Exp. Completion	Ongoing	
Results	Completed-ongoing	
Comments	This hands-on fieldtrip enables the students see the vast need for dental services. All students attended in Feb 2018.	
Objective 2	Continue assisting CHCSEK with dental screenings at local elementary schools and elder care visits.	
Estimated Cost	Existing Money $ 0	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Ongoing	
Results	Completed-ongoing	
Comments	These activities will continue to strengthen the relationship between LCC and CHCSEK. Assisted a screening at Riverton School District on January 22, 2018.	

Physical Therapist Assistant

Objective 1	Explore community activities for students to engage in, eg. SKILL, balance screening, Nursing Home	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY 18	
Results	The PTA has provided balance screenings to the community. Our attendance has been very low. We have worked with PR to advertise the event. We will continue to explore methods of advertising the event. We screened 5 people this year and they greatly appreciated the information that was provided to them. No expenses from the department. PR may have spent some money on printing of flyer.	
Comments	May need student fund raiser to assist in community activities.	

Radiography

Objective 1	Increase community awareness of diversity through informative activities and programs.	
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	Completed: Breast Cancer Spring 2017 & Fall 2018 & Heart Awareness Fall 2018	
Results	The Radiography Club hosted a Breast Cancer Awareness night with the LCC Volleyball Team and the LCC Men's and Woman's Basketball Team on October 13, 2017 & February 14, 2018. Our club collaborated with Mercy Health Systems and hosted a diabetes booth for the Heart Awareness booth on October 7, 2017. These events allowed our students to participate in community awareness for these diseases with the emphasis of cultural diversity.	
Comments	Ongoing for Radiography Club participation.	

Social Science

Objective 2	Explore possibilities of incorporating and or expanding service learning into Social Sciences Courses, including the idea of instituting an LCC Day of Community Service.	
Estimated Cost	Existing Money $	New Money One Time $

	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY2019	
Results	Psychology has developed positive relationships with concurrent faculty; in 2016 partnered with local elementary school on a research project, 2017 partnered with local elementary school in Independence on a community project for campus. Invited all adjunct and concurrent faculty to attend luncheon to update psychology syllabi. Concurrent faculty participated.	

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

Admissions

Objective 1	Create New and different community service project for Student Ambassador Organization.	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded N/A	New Money Ongoing $
Exp. Completion	May 2018	Department Budget
Activity/Service	Retention & Community Service	Student Fees (New/Existing) $
Results	Ongoing- move to FY19	
Comments	Currently working with the city of Parsons to adopt a "Bright Touch Flower Bed" somewhere in town.	

Student Life

Objective 1	Develop additional community service project that engages all student organizations in serving the community.	
Estimated Cost	Existing Money $0	New Money One Time
	Grant Funded $	New Money Ongoing $
Exp. Completion	Spring 2018	Department Budget: Student Life
Activity/Service	Community Service	Student Fees (New/Existing) $
Results	Move to FY19	
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.

Concurrent/Extension

Objective 1	Adapt A&P, Biology, and Chemistry courses for hybrid modes. LCC faculty would be the instructor on record, the high school instructor would supervise the labs at the high school. Begin with LCHS and Baxter Springs	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Spring 2018	
Results	Successful implementation—one lab instructor has submitted a credentialing plan to take over the didactic portion next year. The other instructor has moved to private industry, but the course was successful.	
Comments		
Objective 2	Develop additional high school pathways. Implement Education pathway with Parsons High School with Kirbie Howard.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Spring 2018	
Results	Ms. Howard left USD 503 so this pathway was not implemented due to lack of a credentialed instructor.	
Comments	As coordinator for concurrent/dual credit enrollment, due to the enormous amount of time I spend advising students on campus, I don't typically handle "Extension" coursework that is open to the public.	

Sonography

Objective 1	Outcome 3: We have a program accreditation renewal. I am not sure of the pricing due to first renewal for the program. We will probably have a site visit.

Estimated Cost	Existing Money $	New Money One Time $2500.00
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	March 16, 2018 meeting	
Results	The site visit went well. We submitted all updates and received approval at the March 16th meeting. We were approved for five years. This is the max we could be awarded.	
Comments		

Graphic Design Technology

Objective 1	Develop Graphic Design Print Media and Digital Photography as hybrid courses.	
Estimated Cost	Existing Money $	New Money One Time $1386
	Grant Funded $	New Money Ongoing $
	Department Budget: Perkins	Student Fees (New/Existing) $
Exp. Completion	FY 18	
Results	The courses were not developed as hybrid courses. However, a Digital Photography II course was developed and will be offered in the Fall 2018 semester.	
Comments		

History

Objective 1	Develop History 108 as an online class.	
Estimated Cost	Existing Money $ Curriculum Development	New Money One Time $1,686
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY 2018	
Results	The course was developed and approved by the Distance Education Committee. It is slated to be offered online Fall 2019.	
Comments		

Nursing

Objective 1	Offer additional currently developed nursing related courses to summer schedule to aid students in

	completing general education and RN-to BSN course work at LCC during times when they are not taking a nursing program course that includes a clinical requirement.	
Estimated Cost	Existing Money $Adjunct Faculty Acct.	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY2018	
Results	Summer course NURS 207 Pathophysiology and NURS 206 Health Assessment offered.	
Comments	Complete	

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.

Graphic Design Technology

Objective 1	Revise program and course outcomes to reflect competencies required of graduates.	
Estimated Cost	Existing Money $0	New Money One Time $0
	Grant Funded $0	New Money Ongoing $0
	Department Budget: None	Student Fees (New/Existing) $0
Exp. Completion	FY 18	
Results	Revision of program curriculum has been accomplished, but the revision of course outcomes is still in progress.	
Comments	Ongoing	

Nursing

Objective 1	Implement a well-defined assessment of patient-care simulation to assess student learning outcomes and program outcomes. Make efforts to increase simulation within the nursing curriculum by 20% to promote evidence-based learning/practice in compliance with the National League of Nursing Simulation research study (2014) by adding one (1) part-time master's prepared dedicated clinical instructor for simulation.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $20,000 part-time clinical

		faculty
	Department Budget:	Student Fees (New/Existing) $ 10,000 Technology Replacement
Exp. Completion	FY18	
Results	Complete, added a BSN prepared part-time clinical instructor.	
Comments	Compliance with ACEN for full and part-time clinical faculty who are MSN prepared.	
Objective 2	Develop a technology replacement schedule for the Simulation Center high-fidelity manikins to be used in the Simulation Center, classroom, or community locations.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $ Unknown
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY18	
Results	Not Complete	
Comments	Some type of nursing program technology replacement plan is needed to ensure attainment of program outcomes as established by NCSBN, KBOR, KSBN, and ACEN.	

Radiography

Objective 1	Purchase Surface Tablets for Program Director and Faculty for clinical visits.	
Estimated Cost	Existing Money $0	New Money One Time $0
	Grant Funded $2000.00 Perkins	New Money Ongoing $0
	Department Budget: $0	Student Fees (New/Existing) $0
Exp. Completion	Completed: Spring 2018	
Results	3-Pro Surfaces were purchased this year and they were piloted by faculty in the clinical facilities. These devices allow faculty to be prompt with their record keeping and faculty are able to retrieve student's clinical records for evaluating student's progression with their competency skills. This allowed immediate feedback for our students to become more clinically competent.	
Comments	Continue to convert clinical documents to the required electronic format needed for these devices.	

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

CTE

Objective 1	Evaluate the need for a Health Care Adviser/Recruiter	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: Perkins	Student Fees (New/Existing) $
Exp. Completion	FY18	
Results	The administration decided to support this initiative and the Board approved it. Perkins funds will be used to fund the Recruiting position the first year, then pay 2/3 second year and 1/3 the third year. The administration also decided to compensate the Health Science Assistant to advise students.	
Comments	Ross Harper has been hired beginning in July to be the CTE Recruiter.	

Distance Education

Objective 1	The Distance Ed Committee will continue to review and revise components of the Online Handbook and the Online Teaching course to reflect up to date online practices and new innovations in the online environment to support and empower instructions.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Ongoing	
Results	The Distance Education Committee continued to review, and when necessary, make revisions to the Online Handbook, the Online Course Evaluation Rubric, the Guidelines For a Quality Online Course Rubric, and the Online Teaching Course. The Distance Ed Committee had a hyperlink to the Master Online Teaching Course placed in the Faculty Tab of RedZone.	

	The link can be found on the "Faculty Handbooks and Forms" page in the "How To videos and Online Documentation" portlet. Instructors can find at this link a synopsis of the EDUC 149 Online Teaching course along with all the Instructional Handouts associated with the course.
Comments	

Nursing

Objective 1	Hire and support full-time nurse faculty who hold a graduate degree with a major in nursing to ensure the number of full-time nurse faculty is sufficient to meet the student learning outcomes and program outcomes.	
Estimated Cost	Existing Money $45,000	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY18	
Results	Complete, hired two BSN prepared nurse faculty in fall 2017. Both are working toward a graduate degree in nursing.	
Comments	Complete	

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	Implement salary increase for employees	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	July 2017	Department Budget:
Activity/Service		
Results	Completed August 2017	
Comments		

IT

Objective 1	Begin looking at Reporting Replacement in the event of pending retirement	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion		Department Budget: IT Budget
Activity/Service		Student Fees (New/Existing) $
Results	Contracting with Jenzabar on an as-needed basis. Retirement will not fully occur until February.	
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.

CTE

Objective 1	Develop and implement a CTE Faculty Forum for the purpose of sharing effective teaching techniques and methodology	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	On-going	
Results	This was not implemented this year. However, many faculty do this informally already. Many faculty share ideas with other faculty in the File Cabinet in their Resource Room on RedZone.	
Comments	Continue to share effective teaching techniques in Resource Rooms.	
Objective 2	Pilot a professional development day for Career and Technical faculty (including adjuncts) using Perkins money with the long range goal of including all faculty members.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $2,000 Perkins	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	End of FY18	
Results	This was not implemented this year and won't be for 2019 either.	
Comments	May look at doing this again in the future.	

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	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. Items included Online Meetings and the Test Analysis feature in RedZone, Jenzabar eLearning & Development Videos available for both Students and Instructors, Access features in RedZone, and the video "8 Lessons Learned from Teaching Online," The Distance Ed Committee had a hyperlink to the Master Online Teaching Course placed in the Faculty Tab of RedZone. The link can be found on the "Faculty Handbooks and Forms" page in the "How To videos and Online Documentation" portlet. Instructors can find at this link a synopsis of the EDUC 149 Online Teaching course along with all the Instructional Handouts associated with the course.	
Comments		

Library

Objective 1	Allow another staff member to be a member of the Kansas Library Association	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY18	
Results	Lee Ann will be added in the next budget cycle. She submitted her membership on her own before her membership could be processed by the library.	
Comments	This will allow this employee access to professional development activities and a chance to grow in the profession.	

Nursing

Objective 1	Endorse full and part-time nurse faculty and the program director to maintain their expertise in their area of responsibility, reflect scholarships that promote evidence-based teaching and clinical practice.	
Estimated Cost	Existing Money $600 Faculty Professional	New Money One Time $

	Development	
	Grant Funded $5,000 Perkins	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY18	
Results	Complete	
Comments	Encourage Certification in Nursing Education, attendance at NEI, KCANDE, and Clinical Specialty conferences and/or coursework.	

Physical Therapist Assistant

Objective 1	Maintain staff competency in contemporary physical therapy practice	
Estimated Cost	Existing Money $5,330	New Money One Time $3,665 – request from Perkins
	Grant Funded $	New Money Ongoing $
	Department Budget: $1,665 PTA Travel	Student Fees (New/Existing) $
Exp. Completion	May 2018	
Results	The ACCE attended the fall and spring KPTA conference and APTA conference in New Orleans. The PD attended the Spring KPTA conference as part of the budget. The PD also attended the Fall and spring conference for the Missouri Physical Therapy Association at no cost to LCC as this is covered by the PD being on the board of directors for Missouri. Many educational opportunities accessed to allow the faculty to remain current in the field. The estimated total incurred was $5,670	
Comments	This is a CAPTE criteria for professional development. A portion of these monies may be available via Perkins funding. Staff to attend the KPTA Fall Conference (CAPTE requires faculty to participate in professional organizations), 2 faculty/staff to attend the APTA Combined Sections Meeting, and 2 faculty/staff to attend the DPTA Spring Conference with students.	
Objective 2	Explore training/certification program for clinical instructors and faculty	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY 2018	
Results	This has been discussed with the current DOI who supported the project but will require Perkin's funds to cover expense. The program has also identified interest from our clinical instructors as well. No expenses at	

	this time.
Comments	Explore hosting an APTA program for certification of LCC clinical instructors and clinical instructors from other PTA programs.

Radiography

Objective 1	Purchase continuing education modules for our clinical instructors.	
Estimated Cost	Existing Money $0	New Money One Time $0
	Grant Funded $1000 Perkins	New Money Ongoing $0
	Department Budget: $0	Student Fees (New/Existing) $0
Exp. Completion	Ongoing - Fall 2018	
Results	Purchased continuing educational ASRT modules; Fluoroscopy Radiation Protections, Patient Centered Care Diverse Populations & Equitable Patient Care for our clinical instructors to promote lifelong learning and enhance their leadership skills.	
Comments	Ongoing for compliance with JRC Standard Two Objective 2.3	
Objective 2	Professional Development to maintain lifelong learning for accreditation status.	
Estimated Cost	Existing Money $ 0	New Money One Time $0
	Grant Funded $4000 Perkins	New Money Ongoing $0
	Department Budget: $0	Student Fees (New/Existing) $0
Exp. Completion	Ongoing- Complete Spring 2018	
Results	March 6 – 9th, 2018, Ashley Moore and Gale Brown attended the Atlanta Society of Radiologic Technologist Educator Seminar in Atlanta Georgia. April 5 -6th, 2018, Tammy Kimrey, Ashley Moore, and Gale Brown attended the Kansas Society of Radiologic Technologist annual conference in Manhattan KS.	
Comments	Ongoing for compliance with JRC Standard Two Objective 2.3 for accreditation purposes for the Program Director and faculty.	

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	Conduct Professional development/training opportunities for staff	
Estimated Cost	Existing Money	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion		
Results	RedZone – New Employee Orientation, Safety – Fall 2017, Title IX – Fall 2017	
Comments	Focus on Department Training, RedZone, Jenzabar, Safety, Title IX – Spring 2018	
Objective 2	Modify Current Salary Range Classification	
Estimated Cost	Existing Money	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion		
Results	Completed	
Comments		

IT

Objective 1	Review and Edit Redzone New Employee Training Implemented in FY18	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion		Department Budget: IT Budget
Activity/Service		Student Fees (New/Existing) $
Results	Completed. Worked well.	
Comments		

Objective 2	IT staff will engage in at least 1 Professional Development Opportunity	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion		Department Budget: IT Budget
Activity/Service		Student Fees (New/Existing) $
Results	Completed	
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.

Admissions

Objective 1	Have Admissions Recruiter participate in Leadership Labette Program	
Estimated Cost	Existing Money $0	New Money One Time $500
	Grant Funded N/A	New Money Ongoing $0
Exp. Completion	June 2018	Department Budget**:** Admissions
Activity/Service	Professional Development	Student Fees (New/Existing) $
Results	Postponed due to budget and time constraints.	
Comments		
Objective 2	Director and Recruiter Attend KACRAO Conference	
Estimated Cost	Existing Money $500	New Money One Time $0
	Grant Funded N/A	New Money Ongoing $0
Exp. Completion	Fall 2017	Department Budget: Admissions
Activity/Service	Continuing Education for Admissions Personnel	Student Fees (New/Existing) $0
Results	Completed	
Comments		

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 2017	Department Budget: Student Support Services
Activity/Service	Professional Development	Student Fees (New/Existing) $
Results	Completed	
Comments	Sara Comer graduated from Leadership Labette in May 2018.	

Objective 2	Identify two staff members to complete the Mental Health First Aid training offered by LCMHS.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $200	New Money Ongoing $
Exp. Completion	Spring 2018	Department Budget: Student Support Services
Activity/Service	Professional Development	Student Fees (New/Existing) $
Results	Completed	
Comments	Sara Comer and Elizabeth Robinson have completed the training.	

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

Library

Objective 1	Develop website evaluation workshops	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	June 2018	
Results	This project was completed in May. The Library Director recorded a YouTube video that was attached to the Student Resources page of the Library's webpages.	
Comments	No funds needed. This has been requested by faculty members.	

Radiography

Objective 1	Upgrade the existing computed radiography reading system for the radiography laboratory courses.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $35,000	New Money Ongoing $
	Department Budget: Perkins	Student Fees (New/Existing) $
Exp. Completion	Spring 2018 – Instillation of Equipment Feb 2018	
Results	Perkins Reserve Grant was written and Program received $42,150 to purchase equipment for our laboratory. A Careray Digital Wireless Cesium flat panel detector (FPD) system has allowed our students the opportunity to utilize the state of the art radiography equipment in their laboratory courses.	
Comments	Equipment was purchased and remaining of funding was utilized to purchase equipment that is compatible with the new wireless FPD system.	
Objective 2	Increase clinical visits by program officials to heighten presence with students, clinical instructor(s), clinical staff and administration.	
Estimated Cost	Existing Money $0	New Money One Time $0
	Grant Funded $0	New Money Ongoing $0

	Department Budget:$600.00 (Mileage)	Student Fees (New/Existing) $0
Exp. Completion	Summer 2018 – End Fiscal Year June 30, 2018.	
Results	Program officials have increased their clinical presence this past year and will continue to visit clinical settings to continue to strengthen communication between program and clinical affiliates (staff technologists & administrators)	
Comments	Ongoing Presences is needed. Program Director will have more presence in the clinical settings as well in upcoming summer semester.	

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

Facilities

Objective 1	Repair and apply sealant to brick on North side of Main Building	
Estimated Cost	Existing Money $50,000	New Money One Time $
	Grant Funded $	New Money Ongoing
Exp. Completion		Department Budget
Activity/Service		Student Fees (New/Existing) $
Results	Completed	
Comments		
Objective 2	Window cleaning once a year for entire campus	
Estimated Cost	Existing Money $3,875	New Money One Time
	Grant Funded $	New Money Ongoing
Exp. Completion		Department Budget
Activity/Service		Student Fees (New/Existing) $
Results	Completed	
Comments		
Objective 3	New floor covering and storage rack for gym floor	
Estimated Cost	Existing Money $8,000	New Money One Time $
	Grant Funded $	New Money Ongoing
Exp. Completion		Department Budget
Activity/Service		Student Fees (New/Existing) $
Results	Completed	
Comments		

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 2018	Department Budget: Foundation/Fundraising
Activity/Service	Renovation/New Building/Facility Enhancement	Student Fees (New/Existing) $
Results	Fundraising in progress – Move to FY19	
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	June 2018	Department Budget: Athletic Department
Activity/Service	Human Resources	Student Fees (New/Existing) $
Results	In Progress of transition – Moving to FY19	
Comments		
Objective 3	Purchase side goal for basketball programs.	
Estimated Cost	Existing Money $	New Money One Time $5,000
	Grant Funded $	New Money Ongoing $
Exp. Completion	August 2017	Department Budget: Athletic Department
Activity/Service	Renovation/New Building/Facility Enhancement	Student Fees (New/Existing) $
Results	Completed.	
Comments		

Registration

Objective 1	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 2018	Department Budget: Facilities
Activity/Service	Student Services	Student Fees (New/Existing) $
Results	Not Completed – modified as no longer within budget. Staff have made modifications in behaviors to meet compliance.	
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.

Academic Affairs

Objective 1	Use Program Outcomes results to report to KBOR Foresight 2020.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY18	
Results	This was not done and will not be carried over to next Operational Plan. See comments below.	
Comments	May not be needed as per 7.6.16 @ 10:42 am email from Gary Alexander.	
Objective 2	Continue to research the TK20 software to identify and address curriculum Program Outcome weaknesses.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY18	
Results	It was decided not to purchase the TK20 software.	
Comments	Dr. Watkins made changes to the Operational Plans to improve institutional effectiveness of program outcomes.	

Physical Therapist Assistant

Objective 1	Development of a survey tool for graduates to assist with KBOR and CAPTE requirements	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Ongoing	
Results	Tools for current students to complete for immediate feedback have been implemented. We have also utilized an end of course survey at the suggestion of CAPTE. We also utilize graduate survey. The graduate survey return rate is very low. We are exploring methods to acquire greater returns. The survey is available electronically and graduates are informed trough electronic means via email and social media, but return rate remains very low. The information that we do receive has been very positive.	
Comments	This tool could be developed and sent annually to graduates	

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.

IT

Objective 1	Reevaluate Data Entry Procedures and Update	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion		Department Budget:
Activity/Service		
Results	Completed	
Comments	Will need to be reviewed periodically in the future	

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

Public Relations

Objective1	Update tracking system of Public Relations requests	
Estimated Cost	Existing Money:	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 4B: Promote responsible stewardship of resources and public trust.

Nursing

Objective 1	Include LCC Nursing in Kansas Board of Regents Nurse Initiative Grant renewal funding as opportunities present to enhance and maintain resources for the program.	
Estimated Cost	Existing Money $500	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: Nursing Travel	Student Fees (New/Existing) $
Exp. Completion	FY18	
Results	Complete	
Comments	Current KBOR Nurse Initiative Grant ends in FY 2017	

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

Public Relations

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.

Dental Assistant

Objective 1	Partner with LCC's marketing department in effort to increase program visibility.	
Estimated Cost	Existing Money	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Ongoing	
Results	Completed-ongoing	
Comments	Low program visibility compared to other programs on campus. Interviewed on local radio show. Department video added to website. PR made a new flyer highlighting the Cherokee Center. These will come in handy during recruiting events.	

Graphic Design Technology

Objective 1	Improve program image through redesigned website and marketing materials.	
Estimated Cost	Existing Money $0	New Money One Time $0
	Grant Funded $0	New Money Ongoing $0
	Department Budget: Public Relations	Student Fees (New/Existing) $0
Exp. Completion	FY18	
Results	A new departmental logo was created, and the departmental website was revamped to reflect the new branding identity. T-shirts were designed and distributed to students for marketing purposes. GDT students developed promotional brochures that will be distributed over the next few years.	
Comments	Departmental TV commercial was created through the public relations department, and the program was featured on the Four States Business Showcase.	

Music

Objective 1	Music Concert Fundraiser for a local cause.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY18	
Results	A Music Concert Fundraiser was not done.	
Comments	LCC music ensemble to be tentatively featured: Jazz Band. Survey the surrounding community to determine a local cause to support.	

Physical Therapist Assistant

Objective 1	Work with LCC marketing and other programs to enhance a positive view of the PTA program and LCC	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: Public Relations	Student Fees (New/Existing) $
Exp. Completion	Ongoing	
Results	PR has assisted with opportunities to provide program information on Cardinal corner. PD has attended several recruitment events at area high schools as well as Camp med on an annual basis. We are receiving positive feedback from our clinical instructors when the ACCE makes site visits to monitor student progress. The program continues to look for additional opportunities to market the PTA program and LCC.	
Comments	KU Camp med, Career fairs, speaking to community groups as opportunities are available.	

Radiography

Objective 1	Increase Radiography Program recruitment efforts in Missouri and Oklahoma to generate more applicants from these areas.	
Estimated Cost	Existing Money $0	New Money One Time $0
	Grant Funded $0	New Money Ongoing $0
	Department Budget: $200.00 (Mileage)	Student Fees (New/Existing) $0
Exp. Completion	Fall 2018	

Results	The program director or other faculty member participated in two Missouri recruiting events and also Program Director worked with Public Relations department to begin advertisements in the Joplin Missouri Movie Theater with program commercials. Due to scheduling conflicts no program personnel attended an Oklahoma visit with LCC Admission Personnel. Will continue to improve recruiting opportunities in these areas.
Comments	Ongoing – will continue to use Program Mileage for these events.

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

Admissions

Objective 1	Continue support of local civic events & groups by promoting appropriate services	
Estimated Cost	Existing Money $0	New Money One Time $0
	Grant Funded N/A	New Money Ongoing $0
Exp. Completion	May 2018	Department Budget
Activity/Service	Community Support	Student Fees (New/Existing) $
Results	Completed	
Comments		

Student Life

Objective 1	Continue to grow the current events that bring local businesses to campus (Cardinal Crawl Business Showcase & Paint the Town Red), to foster relationships between students and area businesses and community organizations.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded	New Money Ongoing $
Exp. Completion	Spring 2018	Department Budget: Student Life
Activity/Service	Retention, Community Relationships	Student Fees (New/Existing) $
Results	Completed	
Comments		

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

Public Relations

Objective 1	Add social media platform	
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	Twitter added in 2017, Instagram in 2017	
Objective 2	Increase target marketing and advertising for Exercise Science program	
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		
Objective 3	Redesign of brochures	
Estimated Cost	Existing Money:	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	2018	Department Budget:
Activity/Service	Marketing, Communication Activities	Student Fees (New/Existing) $
Results		
Comments		
Objective 4	Redesign of viewbooks	

Estimated Cost	Existing Money:	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	2018	Department Budget:
Activity/Service	Marketing, Communication Activities	Student Fees (New/Existing) $
Results		
Comments		
Objective 5	Increase advertising in social media and digital marketing	
Estimated Cost	Existing Money: PR budget	New Money One Time $
	Grant Funded $	New Money Ongoing $1,000-3,000
Exp. Completion	2018	Department Budget:
Activity/Service	Marketing, Communication Activities	Student Fees (New/Existing) $
Results		
Comments		
Objective 6	Advertise additional hours/services for use for community and/or dorm students	
Estimated Cost	Existing Money: PR budget	New Money One Time $
	Grant Funded $	New Money Ongoing $1,000
Exp. Completion	2018	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.

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	I was a featured speaker in April 2018 for the Chamber of Commerce Lunch & Learn series. My topic was "Glowing with Gratitude." In addition, I spoke at Sophia Zetmeir's retirement dinner and thanked her for her generous and numerous contributions to LCC.	
Comments	Both events were great opportunities to be in front of key publics and make the LCC Foundation more visible.	
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	In FY18 we received gifts and pledges totaling $765,030	
Comments	In addition to this we currently have a total of $2,406,000 in gift asks under consideration by 12 individuals, four businesses, and one foundation. Many of the gift decisions will be made in the next few months. We must work on the donor's timeline as we move through this process. In the meantime, we continue to share the good news about the college and campaign updates with these people.	

Outcome 4D: Strengthen internal communication practices.

Dental Assistant

Objective 1	Development of a departmental curriculum map	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:$0	Student Fees (New/Existing) $
Exp. Completion	Ongoing	
Results	Completed-ongoing	
Comments	Enables instructors to know what is being taught every week in each class during the semester. Curriculum map is in Redzone under groups.	

Library

Objective 1	Develop notices to send to employees when books they have suggested are processed and ready for the shelf.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	December 2017	
Results	Due to the move and massive deletions we have not processed any new materials to put this into practice. However, the form has been developed and is ready to be used.	
Comments	No funding needed. This has been requested by faculty and staff.	
Objective 2	Develop a Book of the Month review of a new book in the collection.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $

	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	December 2017	
Results	This became a permanent part of the AdLibs starting in March of 2018.	
Comments	No funding needed. This has been requested by faculty and staff and will appear in the Ad Libs	

Physical Therapist Assistant

Objective 1	Development of a central curriculum calendar/map	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: $0	Student Fees (New/Existing) $
Exp. Completion	FY 18	
Results	This tool has been developed and is being used on a regular basis by the full time faculty. The adjuncts are not using this resource. Most communicating is done either in person or by electronic communication. No cost.	
Comments	Development of this tool would allow us to coordinate material from classes as much as possible.	

Radiography

Objective 1	Collaborate with other Health Science Program Directors to work on a Trauma Simulation Lab for our students.	
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 2018 – Program Trauma Scenarios (RADI 223)	
Results	Our program was not able to participate in the Nursing Trauma Scenario day due to scheduling conflicts. Our program performed trauma scenarios in the RADI 223 - Critical Thinking & Analysis class. Still would like to collaborate with the other health science programs to have a Trauma Day that is planned in advance so all programs can participate.	
Comments	Ongoing – Perhaps the Health Science Directors can collaborate to host this event in the future.	

Outcome 4D: Strengthen internal communication practices.

Admissions

Objective 1	Create Master Checklist for all on-campus events to use as a reference and timeline for scheduling.—This document will include tasks pertaining to appropriate correspondence to LCC faculty, staff, and administration to explain the purpose of each event.	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded N/A	New Money Ongoing $
Exp. Completion	May 2018	Department Budget
Activity/Service	Enrollment	Student Fees (New/Existing) $
Results	Completed	
Comments		

Student Success Center

Objective 1	Implement a Student Success Center resource newsletter to be distributed electronically twice each semester to faculty, staff, and students.	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Spring 2018	Department Budget: Student Success Center
Activity/Service	Communication	Student Fees (New/Existing) $
Results	Not Completed	
Comments	SSC staff focused this year on strengthening its intra-departmental communication strategy and have been examining avenues to expand this strategy inter-departmentally for future academic years.	

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 sent multiple emails regarding the "Auction for Scholarships." Messages about how to give a donation and/or volunteer for the event and how to get tickets, along with the results of the fundraiser were some of the key communication points.	
Comments	We had great participation from many sectors of the college. Numerous employees donated items and/or cash contributions, various employee groups purchased entire tables, many staff, faculty and students volunteered in varying capacities both ahead of the event and at the event.	

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.

Dental Assistant

Objective 1	Continue recruiting with Cherokee Center staff as well as look for new opportunities for recruitment.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Ongoing	
Results	Completed-ongoing	
Comments	High school career fairs, KU Camp Med. Attended multiple recruiting events this fall and spring.	

Education-Early Childhood Education

Objective 1	Develop handout to assist all advisors on the diversity of ECE	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY 18	
Results	Not completed and not carrying over to next Operational Plan	
Comments	This was a holdover from when Sharla Hopper had the program	

Physical Therapist Assistant

Objective 1	Explore methods to improve the objective measures used in the PTA selection process	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY 18	
Results	We have explored the use of the science /anatomy section of the TEAS as another data point in the application process. We have limited data available to verify this is a valid point. We will continue to collect this data in an attempt to verify validity. Another area being explored is using the GPA for all prerequisite courses. This will require us to push the notification date to late May to allow for the completion of Spring courses. No cost.	
Comments	More objective data would assist in the selection process of PTA students to the program	

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.

Student Support Services

Objective 1	Implement strategies to target and track students who are nearing graduation to improve the rates at which they graduate from LCC and transfer to four-year schools	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Spring 2018	Department Budget: Student Support Services
Activity/Service	Enrollment Management	Student Fees (New/Existing) $
Results	Completed; SSS has noted a slight increase in students who graduate who transfer to four-year schools (15-17 average was 16.7%; 17-18 average projects to be ~18%)	
Comments	Participants are currently tracked in new database, Student Access. Updated Individual Education Plans for new and current participants to track graduation progress by use of a two-year plan and goal-setting activities.	

Talent Search

Objective 1	Implement a September recruiting schedule designed to complete enrollment goals by the end of November each year	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $500	New Money Ongoing $
Exp. Completion	Ongoing throughout the grant	Department Budget: Talent Search
Activity/Service	Recruitment	Student Fees (New/Existing) $
Results	Completed.	
Comments		

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

ABE/GED

Objective 1	Apply for a Parsons Area Community Foundation grant through President's Council	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded$	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	6/2018	
Results	The Adult Education program did not pursue the Parsons Area Community Foundation Grant, so the money would be available for others. Instead, we were able to receive money from the LCC Foundation for scholarships.	
Comments		

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	FY2018	
Results	We will assess where we are in Fall 2018 when we have the new faculty in the Department.	
Comments	Minimum amount needed for endowed scholarships is $5,000. Amount accumulated as of May 2013 is approx $2,301.	

Graphic Design Technology

Objective 1	Investigate scholarship opportunities for graphic design majors as a means of recruitment and retention.	
Estimated Cost	Existing Money $0	New Money One Time $

	Grant Funded $0	New Money Ongoing $0
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY 18	
Results	No progress has been made.	
Comments		

Radiography

Objective 1	Create a Radiography Program Scholarship fund.	
Estimated Cost	Existing Money $0	New Money One Time $0
	Grant Funded $0	New Money Ongoing $0
	Department Budget:	Student Fees (New/Existing) $0
Exp. Completion	Fall 2021 – Move to FY21 Operational Plan	
Results	Unable to create a scholarship this year, will move this to FY2021 Operational Plan to allow appropriate time for our program to collaborate with the LCC Foundation Director to create a scholarship that would best serve the financial need our students and we would also establish the criteria for the scholarship application. Once scholarship was established and created we would collaborate together to contact program alumni for raising proceeds to begin and maintain the Radiography Program Scholarship.	
Comments	Moving to Operational Plan 2021.	

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

Public Relations

Objective 1	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		
Objective 2	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	The **Paula Markham Memorial Scholarship** was established this year by family and friends. This scholarship is designated for nursing students. In addition, we secured two other endowment pledges through solicitation calls for the capital campaign. Both are planned gifts. One is in the form of Life Insurance and the other is through an estate.	
Comments	We are pleased with this progress and will continue to cultivate other endowment gifts.	

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

Public Relations

Objective2	Spotlight on Outstanding Cardinal- create internal employee synergy	
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		

LABETTE COMMUNITY COLLEGE

Student Organization Annual Report – FY18

Compiled by the Student Life Office
Terri Leroy, Student Life Specialist

Student Organization Annual Report - FY18

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
21	4	8	0	0

Participation: Kids Fall Festival, Fall Blood Drive, Spring Blood Drive, Donor Luncheon, Student Organization Fair, CORE Meetings, Homecoming, Coins for a Cause

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

# Members	# Meetings	#SGA, Club & Community Service Activities	# of Fundraising Activities	# Traveled Activities
8	10	27	1	1

Participation: Welcome Week (Fall and Spring), LCC Blood Drives (Fall and Spring), Finals Frenzy (Fall and Spring), CORE Meetings, Student Organization Fair, Kids Fall Fest, LCC Homecoming, Ronald McDonald Pop Tab Collection, Recycle ink jet cartridges, Recycle cell phones, 8th Grade Days, Cardinal Enrollment Days, LCC Spring Awards Ceremony, Donor Appreciation Luncheon, Stop Hunger Now Meal Packaging Event, Penny War, Paint the Campus Red, LCC Auction for Scholarships, Movie Nights, KC Chiefs Game, Easter Egg Hunt, Cardinal Crawl.

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

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
6	5	4	2	3

Participation: Kids Fall Fest, LCC Donor Luncheon, KU Camp Med, LCC Pantry

Fitness Club provides fitness activities and opportunities to LCC students and staff. *Advisor: Ben McKenzie, (620) 820-1021***.**

# Members	# Meetings	#SGA, Club & Community Service Activities	# of Fundraising Activities	# Traveled Activities
34	6	3	0	0

Participation: Flag Football League, Bowling League (4 weeks), Meal Packaging Event.

Gay Straight Alliance Provides connection between SLGTQ+ students and their allies. *Advisors: Scott Zollars, (620) 820-1168 and JoLene Klumpp (620) 820-1265***.**

# Members	# Meetings	#SGA, Club & Community Service Activities	# of Fundraising Activities	# Traveled Activities
34	6	3	0	0

Participation: Student Organization Fair, Fall Fest, Donor Luncheon, and Blood Drive.

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
10	8	3	1	1

Participation: Kids Fall Fest, Fall Blood Drive, Donor Appreciation Luncheon, Logo and T-shirt design for the LCC PR "One Step Closer to Awareness 5K Run/Walk".

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
7	6	10	3	5

Participation: Welcome Back Week, Kids Fall Festival, LCC Blood Drives, Recycling, Homecoming, Million Meals Kansas, Finals Frenzy, Crushing Cancer, Student Awards Ceremony

Awards Received: See PBL Annual Report for Individual Awards Received.

Phi Theta Kappa promotes scholarship, develops leadership and service, and cultivates fellowship among qualified students of LCC. *Advisor: Tammy Fuentez (620) 820-1268.*

# Members	# Meetings	#SGA, Club & Community Service Activities	# of Fundraising Activities	# Traveled Activities
15	8	19	4	8

Participation: LCC Auction for Scholarships, LCC Blood Drives, Regional Service Projects/Events, 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, LCC Pantry, C4 Signing, LCC Organization Fair, KS/NE HIA Conference Collection for Homeless Shelter, Human Trafficking Workshop

Organization Awards: Most Outstanding Chapter - 4th Place, Honors in Action – Honorable Mention, College Project winner, and other various group awards.

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

Physical Therapist Assistant Club allows currently enrolled PTA students opportunities for community involvement and leadership. Civic services activities are expected from each member to create an awareness of physical therapy to the public. The club members are involved with fields trips, Kansas Physical Therapy Association conferences, fundraisers, and planning of pinning ceremony. *Advisor: Trent McGown (620) 423-3411.*

# Members	# Meetings	#SGA, Club & Community Service Activities	# of Fundraising Activities	# Traveled Activities
18	6	1	2	3

Participation: Kids Fall Fest

Psychology Club promotes the field of psychology, encourages student engagement, networking opportunities for students and to extend learning and provide opportunities to give back to the community. *Advisor: JoLene Klumpp (620) 820-1265.*

# Members	# Meetings	#SGA, Club & Community Service Activities	# of Fundraising Activities	# Traveled Activities
0	10	0	0	0

Radiography Club 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
24	9	22	5	13

Participation: Welcome Back Weeks (2), CORE Meeting, Organization Fair, 8th Grade Days, LCC Blood Drives (2), KC Chiefs Game, Penny War, Donor luncheon, Final Frenzy (2), Meal Packaging Event, LCC Homecoming, Paint the Campus Red, LCC Cares, Easter Hunt donations, Frontenac HS Tour, SVE 22 Souls Event, Teddy Bear Clinic, KU Camp Med, SGA Meetings.

Organization Awards Received: To Be Determined at April 6 and 7 Conference.

Individual Awards Received: To Be Determined by April 6 and 7 Conference and LCC Awards Ceremony.

Respiratory Therapy Club promotes educational and social opportunities in the health care environment, establishes communication and cooperation among students and faculty, and provides an opportunity to promote health education in the community. *Advisor: Kara Good (620) 820-1172.*

# Members	# Meetings	#SGA, Club & Community Service Activities	# of Fundraising Activities	# Traveled Activities
17	3	2	4	1

Participation: Kids Fall Festival, Student Organization Fair.

Student Ambassadors are a select group of students with the mission of promoting a favorable image of LCC to its many publics, such as prospective students, current students, parents, alumni, and the community. *Advisors: Kylie Lucas (620) 820-1225, Tammy Fuentez (620) 820-1268.*

# Members	# Meetings	#SGA, Club & Community Service Activities	# of Fundraising Activities	# Traveled Activities
9	2	12	0	0

Participation: Kids Fall Festival, LCC Blood Drives (2), Senior Day, 8th Grade Days (2), Cardinal Enrollment Days (2), LCC Auction for Scholarships, Gribben Lecture Scholarships, Junior Day, and Cardinal Crawl.

Student Government Association 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: Terri Leroy (620) 820-1178.*

# Members	# Meetings	#SGA, Club & Community Service Activities	# of Fundraising Activities	# Traveled Activities
8	SGA: 10 CORE: 7	38	1	0

Participation: Welcome Week (Fall and Spring), LCC Blood Drives (Fall and Spring), Finals Frenzy (Fall and Spring), CORE Meetings (2), Student Organization Fair, Kids Fall Fest, LCC Homecoming, Ronald McDonald Pop Tab Collection, Recycle ink cartridges, Recycle cell phones, 8th Grade Days, Cardinal Enrollment Days, LCC Spring Awards Ceremony, Student Treat Days, Rock Painting, Cardinal Crawl, Totally Tattoos, Spooky Treat Day, March Madness Contest, ALICE Training, Stop Hunger Meal Packaging event, Penny War, Paint the Campus Red, LCC Auction for Scholarships, Movie Nights, KC Chiefs Game, Easter Egg Hunt, Cardinal Crawl, Year-end lunch meeting.

Student Nurse Association 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: Cheryl Smith and Sherry Simpson (620) 820-1263.*

# Members	# Meetings	#SGA, Club & Community Service Activities	# of Fundraising Activities	# Traveled Activities
62	12	10	2	0

Participation: LCC Blood Drives (2), Candy Donation, Meal Packing Event, Penny Wars, Paint the Campus Red, LCC Homecoming, Fall Festival, and Finals Frenzy (2).

Program Reviews
2017-2018

- Workforce Education/Career Training
- Accounting/Business Administration
- Art
- Respiratory Therapy
- Chemistry

Labette Community College Performance Report AY 2017							**AY 2017 FTE: 1,037**	
Contact Person: Joe Burke		**Phone and email: 620-820-1239; joeburke@labette.edu**					**Date: 6/25/2018**	
Labette Community College	**Foresight Goals**	**3 yr History**	**AY 2017 (Summer 2016, Fall 2016, Spring 2017)**		**AY 2018 (Summer 2017, Fall 2017, Spring 2018)**		**AY 2019 (Summer 2018, Fall 2018, Spring 2019)**	
			Institutional Performance	Outcome	Institutional Performance	Outcome	Institutional Performance	Outcome
1 Increase the first to second year retention rates of first- time, full-time college-ready freshmen	1	Fall 2012 74/131 56.5% Fall 2013 67/107 62.6% Fall 2014 71/105 66.7% Baseline 211/343 61.5%	51.2% (64/125)	↓				
2 Increase the number of certificates and degrees awarded	1	AY2013 425 AY2014 435 AY2015 391 Baseline 417	338	↓				
3 Increase the % of students successfully completing English Composition I.	2	AY 2014 302/431 70.1% AY 2015 311/435 71.5% AY 2016 315/439 71.8% Baseline 928/1305 71.1%	78.7% (384/488)	↑				
4 Increase retention rate of academically unprepared students who participate in our Student Support Services program	1	AY 2013 110/178 61.8% AY 2014 79/126 62.7% AY 2015 132/204 64.7% Baseline 321/508 63.2%	70.5% (124/176)	↑				
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	AY 2013 81/88 92% AY 2014 92/104 88.5% AY 2015 76/88 86% Baseline 249/280 88.9%	95.8% (68/71)	↑				
6 Increase three year graduation rates of college ready cohort.	1	Fall 2010 24/105 22.9% Fall 2011 30/127 23.6% Fall 2012 39/131 29.8% Baseline 93/363 25.6%	39.0% (41/105)	↑				

Labette Community College Performance Report AY 2017

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

Description: We chose to continue to report on this indicator because it specifically addresses the retention efforts to meet the portion of our mission statement regarding "… providing a supportive environment for success…." Our expectation is to continue our positive retention trend by keeping students engaged in the classroom and on campus from year to year.

Outcome/Results: We were not successful with our efforts to improve from the baseline. We have had a decline in the number of students in our health science programs over the past two years which has led to the decline in retention. Additional efforts are being made to provide assistance to health science students who are not successfully passing exams throughout the semester. Increased efforts are being made to recruit more applicants for the health science programs so higher quality applicants are admitted into the programs. We have hired a health science recruiter/advisor beginning July 1 to assist with this effort.

Indicator 2: Increase the number of certificates and degrees awarded

Description: This indicator was selected to ensure that we keep our focus on increasing the number of higher education completers. We will accomplish this indicator by having our advisors increase efforts to ensure those eligible to complete certificates do so, as they pursue their AAS degree, giving students a sense of accomplishment along the way. 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 completing their degree or certificate. This knowledge should help students nearing completion to finish.

Outcome/Results: We were not successful in our efforts to improve from the baseline. Labette Community College experienced a decline in student headcount and therefore the number students eligible to graduate with degrees and certificates declined. We have increased our communication with students who may be eligible for graduation as well as provided additional training and information for academic advisors regarding the graduation process.

Indicator 3: Increase the % of students successfully completing English Composition I.

Description: We chose this indicator because it relates to the portion of our mission statement "…preparing students for success in a changing world". It allows us to focus on LCC student improvement in writing. Our baseline from AY2014 – AY2016 show we had 1,305 students take our English Composition I course and 928, or 71.1% of them, successfully completed the course. Students who didn't complete the course were not included in these numbers. Successful completion is defined as passing the course with the grade of "C" (70%) or higher.

Outcome/Results: Directional improvement from the baseline was demonstrated. This is the first time this indicator is being used. We needed to change the way we measure our students' writing ability due to the CAAP test no longer being given. BAASC approved the change to this indicator at their May, 2018 meeting. We plan to continue with this indicator as we believe it assesses student writing appropriately.

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

Description: We chose to continue this indicator due to the large number of underprepared students at LCC. The program we have in place to provide academic support to underprepared students is our Student Support Services (SSS) Program, which is a TRIO Program funded by the U.S. Department of Education. Underprepared is defined as placement in at least one developmental course, earning failing grades in high school, limited English proficiency, or those having a G.E.D. rather than a high school diploma. Participation in the SSS program requires students to be eligible as prescribed by the U.S. Department of Education. Each participant must also demonstrate a need for academic support. Those who meet minimum eligibility requirements are referred to the SSS Program Director. Students in the SSS Program participate in interventions spearheaded by full-time academic advisors who follow a prescribed advising model tailored for each participant's academic needs and goals. The SSS Director collects data concerning student academic progress including enrollment data, GPA, graduation, and transfer information and provides this information to the Department of Education.

Outcome/Results: Directional improvement from the baseline was again demonstrated. Through the application of intensive, intrusive academic advising, SSS advisors have been able to design interventions for the targeted populations. These interventions include activities such as supplemental instruction, goal setting, and a strengths-based approach to improving student persistence. The largest gains as a result of these interventions have been in the number of students identified as academically unprepared at the time of their program intake who have successfully completed associate degrees. SSS advisors have also noted an upward trend in these students gaining admission into the competitive-entry health science programs offered at LCC.

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 to continue this indicator because of the great reputation of our Health Career Programs. Our baseline from AY2013 – AY2015 shows we had 280 students complete a Health Career Program and of these, 249 (88.9%) were either employed in a related field or were continuing their education. Students graduating from our six Health Career programs represent 80% of the graduates from all of our Career Technical Education (CTE) programs combined. We plan to increase the employment career fair opportunities and recruiting visits, and also to increase the number of clinical sites used. Data is provided by Program Directors to their respective accrediting agencies.

Outcome/Results: Directional improvement from the baseline was again demonstrated. Our two largest health care programs, nursing and radiography, reported 100% placement in related employment and/or continuing education for their graduates. The other 4 programs reported between 83% and 96%,

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

Description: We chose to continue reporting on this indicator to keep our focus on increasing retention resulting in increased graduation rates. In spring, 2016 LCC created an Advising Center next to our Admissions Department so students can be advised and enroll in one location, as well as learn more about the FAFSA and other resources the college has to offer. Timely feedback from faculty through weekly progress reports in the Red Zone Learning System is a valuable tool to encourage retention in each course.

Outcome/Results: Directional improvement from the baseline was again demonstrated. The college continues to work with students requesting reverse transfer as well as students who left the institution prior to completing credits needed for graduation. Increased communication with students and advisors regarding the graduation process also assisted in this result.

COMMITTEE SUPPORT OF CORE VALUES FY 2018

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.

Curriculum & Instruction Committee:

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

Distance Education Committee:

a. The Distance Education Committee continued to have as a major component of each Committee Meeting 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. Items included Online Meetings and the Test Analysis feature in RedZone, Jenzabar eLearning & Development Videos available for both Students and Instructors, Access features in RedZone, and the video "8 Lessons Learned from Teaching Online,"

b. The Distance Ed Committee had a hyperlink to the Master Online Teaching Course placed in the Faculty Tab of RedZone. The link can be found on the "Faculty Handbooks and Forms" page in the "How To videos and Online Documentation" portlet. Instructors can find at this link a synopsis of the EDUC 149 Online Teaching course along with all the Instructional Handouts associated with the course.

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.

Open Educational Resources Committee:

a. The OER committee helps faculty identify and adopt inexpensive, high quality textbooks that lie outside the traditional textbook publishing framework, and so aids in education.

Outcomes and Assessment Committee:

a. *The Outcomes and Assessment Committee Completed the Report of Student Learning for FY17. It was presented and approved by the Board.*

Retention Committee:

a. *Retention Committee addressed cut score policy as relates to math Accuplacer tests. Recommended lowering the threshold for students enrolling in MATH 096 Beginning Algebra to a score of 30 on the Elementary Algebra Accuplacer sub-test (current cut off is 40) in order to decrease the number of students who are required to take MATH 088 Foundations of Math.*

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 C3 committee is focused on student needs around campus.*
    1. *The committee handed out free soda to new and old students during lunch.*
    2. *C3 is has raised on campus awareness and helps stock the shelves. Pack the pantry campaign.*
    3. *Multiple bags of candy was dispersed throughout the campus during Halloween.*
    4. *Stress balls were handed out to students during November stress relief week.*
    5. *Finals coffee bar to help take the edge off.*

Curriculum & Instruction Committee:

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

Distance Education Committee:

a. *The Distance Education Committee reviews all new online courses developed by new instructors and offers recommendations to experienced instructors who seek the committees input on new online courses.*
b. *The Distance Education Committee continued to review and when necessary make revisions to the Online Handbook, the Online Course Evaluation Rubric, the Guidelines For a Quality Online Course Rubric, and the Online Teaching Course.*
c. *The Distance Ed Committee discussed the viability of on demand and work at your own pace courses.*
d. *The Distance Ed Committee discussed means of increasing the number of online programs offered at LCC.*
e. *The Distance Ed Committee investigated LCC's ADA compliance in their online programs.*

f. *The Distance Ed Committee investigated means of improving student participation in the online surveys as part of the Instructor evaluation process and solicited suggestions.*
g. *The Distance Education Committee discussed different possible means of improving retention.*

Diversity 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. *The committee continues to support the Student Veterans Organization's and SALUTE's activities and efforts to honor students who are veterans and those currently serving actively or in reserves.*
c. *The committee continues to support the Gay Straight Alliance activities and efforts to support the LGBTQI students and employees of LCC.*
d. *The committee has begun making plans for an agricultural field trip for students.*

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.*

Retention Committee:

a. *Retention Committee researched the impact of both the President's rescinding of DACA for undocumented students and the implementation of travel bans for citizens of Muslim-majority countries in order to better address student needs and questions regarding their educational status.*

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

Curriculum & Instruction Committee:

a. *The C&I committee supported Accuplacer 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.*

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: on-ground course utilization of Jenzabar, LCC policies regarding instructor response time to student questions, LCC policies with respect to updating grades, minimum online*

course lengths, minimum system requirements for devices for online students and instructors, online tutorials form major clouds, the use of Chromebook in online coursework,changes to rules for making assignments available in RedZone, ongoing updates of the RedZone LMS, effective communication of tech support contact information to students, meaningful ways of communicating in the course schedule whether or not students enrolled in online courses will have to come on campus, providing continued training to online instructors and students, and the pros and cons of OER resources.

b. *The Distance Ed Committee had a hyperlink to the Master Online Teaching Course placed in the Faculty Tab of RedZone. The link can be found on the "Faculty Handbooks and Forms" page in the "How To videos and Online Documentation" portlet. Instructors can find at this link a synopsis of the EDUC 149 Online Teaching course along with all the Instructional Handouts associated with the course.*

Retention Committee:

a. *Retention Committee was instrumental in providing research and justification for the implementation of a new, four-credit-hour, math course, MATH 095 Beginning Algebra with Review. This course will support students whose placement scores do not otherwise qualify them for enrollment in MATH 096 Beginning Algebra.*

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

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. Items included Online Meetings and the Test Analysis feature in RedZone, Jenzabar eLearning & Development Videos available for both Students and Instructors, Access features in RedZone, and the video "8 Lessons Learned from Teaching Online."*

Library Committee:

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

Open Educational Resources Committee:

a. *The kinds of resources promoted by the OER committee tend to be electronically available, and can often be accessed on a variety of platforms, including laptops, tablets, and cell phones, in addition to printed textbooks. Thus, students can easily access their textbooks from almost any location, and without taking a physical textbook with them.*

Retention Committee:

a. *Retention Committee researched the use of individuated instructional tools such as ALECS and MathZone in order to provide greater differentiation of developmental math needs for students testing into MATH 088, 095, 096, 100.*

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

Distance Education Committee:

a. The Distance Education Committee approved the offering of the following courses online this past year:

1. *CHEM 126: College Chemistry II*
2. *DNAS 140: Dental Practice Management*
3. *HIST 108: Current World Affairs*
4. *CHEM 124: College Chemistry I*
5. *ENGL 118: Theatre Appreciation*
6. *COMP 198: CompTIA+ Essentials*

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.

Retention Committee:

a. Retention Committee was instrumental in providing research and justification for the implementation of a new, four-credit-hour, math course, MATH 095 Beginning Algebra with Review. This course will support students whose placement scores do not otherwise qualify them for enrollment in MATH 096 Beginning Algebra.

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.

Curriculum & Instruction Committee:

a. The C&I Committee reviewed course transferability to baccalaureate degree programs with four year institutions.

b. The C&I Committee reviewed courses for Workforce Education, Career Training, and Personal Enrichment.

Library Committee:

a. *The Library Committee instigated the research to develop the implementation of the Library Technician degree program in cooperation with Emporia State University. This is a 2+2 program that will feed into the ESU General Studies with an emphasis in Library Science undergraduate degree. It will also assist the Southeast Kansas Library System with training non-degreed librarians in the area.*

Retention Committee:

a. *Retention Committee researched.*

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

Distance Education Committee:

a. *The Distance Education Committee continued to explore the best use of the College's resources in providing online education by continuously evaluating online platforms and technologies and seeking to find better ways to offer training to instructors in the use of the technologies available to them.*
b. *The Distance Ed Committee had a hyperlink to the Master Online Teaching Course placed in the Faculty Tab of RedZone. The link can be found on the "Faculty Handbooks and Forms" page in the "How To videos and Online Documentation" portlet. Instructors can find at this link a synopsis of the EDUC 149 Online Teaching course along with all the Instructional Handouts associated with the course.*

Diversity Committee:

a. *The Committee has begun the plans for a community diversity festival.*

Retention Committee:

a. *Retention Committee was instrumental in providing research and justification for the implementation of a new, four-credit-hour, math course, MATH 095 Beginning Algebra with Review. This course will support students whose placement scores do not otherwise qualify them for enrollment in MATH 096 Beginning Algebra.*

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

Caring Cardinal Committee:

a. *The C3 committee frequently raises money to help stock the food pantry.*

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.

Curriculum & Instruction Committee:

a. *The C&I Committee reviewed and approved a variety of new course proposals and revisions of current courses. These include:*
    1. *Accounting*
        - *ACCT 112 Financial Accounting course outcomes were revised to align with KCOG (Kansas Core Outcomes Group).*
        - *ACCT 114 Managerial Accounting course outcomes were revised to align with KCOG (Kansas Core Outcomes Group).*
    2. *Biology*
        - *BIOL 122 Environmental Life Science course description, outcomes and competencies were revised.*
        - *BIOL 130 & 131 Anatomy and Physiology lecture and lab course outcomes and competencies were revised to align with KCOG (Kansas Core Outcomes Group).*
    3. *Business Administrative Technology*
        - *The Business Administrative Technology Clerical Assistant Certificate changed OTEC 102 College Keyboarding from a concentration requirement to a concentration elective, removed OTEC 103 Microcomputer Application I as a concentration elective and added OTEC 136 Business Office Applications as a concentration elective.*
        - *OTEC 124 Medical Terminology course outcomes and competencies were revised to align with KCOG (Kansas Core Outcomes Group).*
    4. *Chemistry*
        - *CHEM 120 Introduction to Chemistry course outcomes and competencies were revised to align with KCOG (Kansas Core Outcomes Group).*
    5. *Communication*
        - *COMM 101 course title changed from Fundamentals of Speech to Public Speaking and the course outcomes and competencies were revised.*
        - *COMM 106 Introduction to Mass Media course outcomes and competencies were revised to align with KCOG (Kansas Core Outcomes Group).*
    6. *Computer Science*
        - *The Computer Support Specialist AAS Degree removed COMP 115 Spreadsheets (Microsoft Excel) as a concentration requirement and added COMP 138 Visual Basic Programming as a concentration requirement so that the program will have 55% tiered courses allowing the program to be Perkins eligible.*
        - *COMP 110 Computer Concepts and Applications course outcomes and competencies were revised to align with KCOG (Kansas Core Outcomes Group).*
        - *COMP 180 course title changed from Introduction to Networking to Networking I.*

- *COMP 182 course titled changed from Network Applications to Networking II.*
- *COMP 185 course title changed from CompTIA Network+ Exam Review to CompTIA Network+ Exam.*
- *COMP 196 course title changed from Security+ Exam Review to CompTIA Security+ Exam.*
- *COMP 198 course title changed from PC Troubleshooting to CompTIA A+ Essentials.*
- *COMP 199 course title changed from PC Troubleshooting Applications to CompTIA A+ Practical Applications.*
- *COMP 201 course title changed from Network Server to Server Administration I.*
- *COMP 202 course title changed from Network Server Applications to Server Administration II.*
- *COMP 203 course title changed from CompTIA A+ Exam Review to CompTIA A+ Exam.*
- *COMP 204 course title changed from CompTIA Server+ Exam Review to CompTIA Server+ Exam.*

7. *Diagnostic Medical Sonography*
   - *DMS 201 Introduction to Sonography course description revised.*
   - *DMS 205 Sonography Sectional Anatomy & Abdominal Pathology I course description and Course Outcome 6 revised.*
   - *DMS 206 OB/GYN for Sonography I Course Outcome 13 added.*
   - *DMS 221 Sonography Clinical Training II course outcomes revised.*
   - *DMS 222 Sonography Clinical Training III course outcomes revised.*
   - *DMS 223 Sonography Clinical Training IV course outcomes revised.*
8. *Education*
   - *EDUC 134 Pre-Professional Lab I course outcomes and competencies were revised to align with KCOG (Kansas Core Outcomes Group).*
   - *EDUC 140 Introduction to Teaching course outcomes and competencies were revised to align with KCOG (Kansas Core Outcomes Group).*
   - *EDUC 147 Information Literacy course description changed to more accurately define the course and objectives.*
9. *Electronics Technology*
   - *Revised INDU 169 Digital Logic Circuits Lab to the OSHA Safety 10 content and changed the credit hours from 3 to 2. INDU 155 OSHA Safety 10 will be a co-requisite for INDU 169.*
10. *English*
    - *Added ENGL 090 Accelerated Learning as a new course.*
    - *ENGL 101 English Composition I course outcomes and competencies were revised to align with KCOG (Kansas Core Outcomes Group).*

- *ENGL 102 English Composition II course outcomes and competencies were revised to align with KCOG (Kansas Core Outcomes Group).*
- *ENGL 118 Theatre Appreciation course outcomes and competencies were revised to align with KCOG (Kansas Core Outcomes Group).*

11. Graphic Design Technology

- *Added GRAP 203 Digital Photography II.*
- *Changed the Graphic Design Technology AAS Degree as follows:*
  - *Changed GRAP 128 Digital Animation from a concentration requirement to a concentration elective.*
  - *Changed the concentration requirements total credit hours from 42 to 39.*
  - *Added GRAP 122 Illustration, GRAP 203 Digital Photograph II, INDU 210 Computer Aided Drafting & Design and INDU 131 Engineering Graphics as concentration electives.*
  - *Added Concentration Electives (select 1 course) requirement of 3 credit hours.*
- *Changed the Graphic Design Technology Certificate as follows:*
  - *Added 6 credit hours of concentration electives to the concentration requirements.*
  - *Changed the concentration requirements total credit hours from 24 to 30.*
  - *Added GRAP 107 Introduction to Desktop Publishing, GRAP 203 Digital Photography II, INDU 131 Engineering Graphics and INDU 210 Computer Aided Drafting & Design as concentration electives.*
  - *Changed credits required from 24 to 30.*
  - *Changed the certificate classification from CERT A to CERT B because of the addition of the required 6 credit hours of concentration electives. (KBOR defines CERT A as having 16-29 hours and CERT B as 30-44.)*

12. Health

- *Added HEAL 135 Principles of Phlebotomy.*
- *Added HEAL 136 Phlebotomy Clinical Practicum.*
- *HEAL 142 Emergency Medical Technician syllabus revised to align with the requirements from the Kansas Board of Emergency Medical Services.*

13. History

- *HIST 101 American History to 1877 course outcomes and competencies were revised to align with KCOG (Kansas Core Outcomes Group).*

14. Industrial Coating

- *Added INDU 170 Introduction to Industrial Coating and Safety. This course will be the first course in Industrial Coating which is a Stand*

Alone Program. The program has not gone through C&I yet but will in the future.

15. *Mathematics/Engineering/Physics*
    - *Added MATH 095 Beginning Algebra with Review.*
    - *MATH 115 College Algebra course outcomes and competencies were revised to align with KCOG (Kansas Core Outcomes Group).*
    - *MATH 125 Trigonometry course outcomes and competencies were revised to align with KCOG (Kansas Core Outcomes Group).*
    - *MATH 130 Calculus I course outcomes and competencies were revised to align with KCOG (Kansas Core Outcomes Group).*
    - *PHYS 203 Engineering Physics I course outcomes and competencies were revised to align with KCOG (Kansas Core Outcomes Group).*
    - *PHYS 205 College Physics II course outcomes and competencies were revised to align with KCOG (Kansas Core Outcomes Group).*
    - *PHYS 208 Engineering Physics II course outcomes and competencies were revised to align with KCOG (Kansas Core Outcomes Group).*
16. *Music*
    - *Added MUSI 152 Performance Ensemble I.*
    - *Added MUSI 153 Performance Ensemble II.*
    - *Added MUSI 154 Performance Ensemble III.*
    - *Added MUSI 155 Performance Ensemble IV.*
    - *Added MUSI 156 Private Lesson I.*
    - *Added MUSI 157 Private Lesson II.*
    - *Added MUSI 158 Private Lesson III.*
    - *Added MUSI 159 Private Lesson IV.*
17. *Physical Education*
    - *Physical Education Program PE Activity Electives were modified for the Physical Education Program with an emphasis in Recreation/Leisure.*
    - *PED 118 First Aid course outcomes and competencies were revised to align with KCOG (Kansas Core Outcomes Group).*
    - *PED 162 course titled changed from Beginning Swimming to Swimming and revised course outcomes.*
    - *Added PED 171 Zumba.*
    - *Added PED 172 Kickboxing.*
    - *Added PED 193 Yoga.*
    - *PED 195 Weightlifting course outcomes revised.*
    - *Added PED 196 Crossfit Training.*
    - *Added PED 198 Watercolor Painting.*
    - *Added PED 199 Jewelry Making.*
    - *Added PED 200 Knitting and Crocheting.*
    - *Allowed the following 9 courses to be offered for .5 or 1 credit hour versus the original 1 credit hour only.*
        - *PED 162 Swimming*

- *PED 171 Sumba*
- *PED 172 Kickboxing*
- *PED 193 Yoga*
- *PED 195 Weightlifting*
- *PED 196 Crossfit Training*
- *PED 198 Watercolor Painting*
- *PED 199 Jewelry Making*
- *PED 200 Knitting and Crocheting*

18. *Physical Science*
    - *PHSC 103 Introduction to Astronomy course outcomes and competencies were revised to align with KCOG (Kansas Core Outcomes Group).*
    - *PHSC 105 Physical Science course outcomes and competencies were revised to align with KCOG (Kansas Core Outcomes Group).*
19. *Physical Therapist Assistant*
    - *The following changes were made to meet recommendations from CAPTE:*
        - *PTA 101 split into 2 courses. Changed PTA 101 Introduction to PTA from a 5 credit hour course with lab to a 1 credit hour course without lab. Added PTA 106 Patient Care as a new 4 credit hour course with lab.*
        - *PTA 102 Kinesiology changed credit hours from 3 to 5.*
        - *Added PTA 207 PTA Seminar.*
20. *Radiography*
    - *RADI 127 Introduction to Computer Tomography and Cross-Sectional Anatomy course outcomes changed.*
    - *RADI 223 Critical Thinking and Analysis in Radiography course outcomes changes.*
21. *Social Science*
    - *PSYC 101 General Psychology course outcomes and competencies were revised to align with KCOG (Kansas Core Outcomes Group).*
    - *PSYC 201 Developmental Psychology course outcomes and competencies were revised to align with KCOG (Kansas Core Outcomes Group).*
    - *Added PSYC 110 Psychology as a Profession I.*
    - *PSYC 203 Abnormal Psychology revised for a seamless transfer to Pittsburg State University.*
    - *SOCI 101 Sociology course outcomes and competencies were revised to align with KCOG (Kansas Core Outcomes Group).*
    - *Added SOCI 202 Introduction to Women's Studies as a new course.*
    - *SOCI 203 social Problems course outcomes and competencies were revised to align with KCOG (Kansas Core Outcomes Group).*
    - *SOCI 207 Introduction to Cultural Anthropology course outcomes and competencies were revised to align with KCOG (Kansas Core Outcomes Group).*
22. *Social and Human Services*

- *Added Social and Human Services Assistant as a new program.*
- *Added Social and Human Services AS Degree as a new program.*
- *Added SHMS 225 Intervention Models/Theories as a new course.*
- *Added SHMS 255 human Services Administration as a new course.*
- *Added SHMS 272 Field Experience in Human Services II as a new course.*

23. Welding

- *Approved a new Welding Program.*
- *Revised INDU 155 OSHA Safety 10.*
- *Added WELD 110 Welding Safety OSHA 10.*
- *Added WELD 120 Oxy Acetylene and Safety.*
- *Added WELD 130 Gas Tungsten Arc Welding.*
- *Added WELD 140 Shielded Metal Arc Welding.*
- *Added WELD 160 Gas metal Arc Welding.*
- *Added WELD 180 Pipe Layout and Blueprint Reading.*
- *Added WELD 210 Advanced Gas Tungsten Arc Welding.*
- *Added WELD 220 Advanced Gas Metal Arc Welding.*
- *Added WELD 240 Advanced Shielded Metal Arc Welding.*
- *Added WELD 260 Specialized Welding.*

Library Committee:

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

Retention Committee:

a. *Retention Committee was instrumental in providing research and justification for the implementation of a new, four-credit-hour, math course, MATH 095 Beginning Algebra with Review. This course will support students whose placement scores do not otherwise qualify them for enrollment in MATH 096 Beginning Algebra.*

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.

Outcomes and Assessment Committee:

a. *Course Outcomes' are linked to Student Learning Outcomes creating an infrastructure which enables us to link student success by Program Outcomes.*

This data was included in 2017-2018 Program Review reports for Accounting/Business Administration, Art, Respiratory Therapy, and Chemistry/Physical Science.

Retention Committee:

b. Retention Committee addressed cut score policy as relates to math Accuplacer tests. Recommended lowering the threshold for students enrolling in MATH 096 Beginning Algebra to a score of 30 on the Elementary Algebra Accuplacer sub-test (current cut off is 40) in order to decrease the number of students who are required to take MATH 088 Foundations of Math.

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.

Curriculum & Instruction Committee:

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

Diversity Committee:

a. The Chair of the committee regularly supplies members with links to articles that may assist them in implementing principles and practices of diversity in their respective areas.

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

Distance Education Committee:

a. The Distance Education Committee continued to explore the best use of the College's resources in providing online education by continuously evaluating online platforms and seeking to find a way to utilize human, physical, technological, and fiscal resources effectively.
b. The Distance Education Committee continued to review and when necessary make revisions to the Online Handbook, the Online Course Evaluation Rubric, the Guidelines For a Quality Online Course Rubric, and the Online Teaching Course.
c. The Distance Ed Committee discussed means of increasing the number of online programs offered at LCC.
d. The Distance Ed Committee investigated LCC's ADA compliance in their online programs.
e. The Distance Ed Committee investigated means of improving student participation in the online surveys as part of the Instructor evaluation process and solicited suggestions.
f. The Distance Education Committee discussed different possible means of improving retention.

g. *The Distance Education Committee discussed meaningful ways of communicating in the course schedule whether or not students enrolled in online courses will have to come on campus.*
h. *The Distance Education Committee discussed the pros and cons of OER resources.*
i. *The Distance Ed Committee had a hyperlink to the Master Online Teaching Course placed in the Faculty Tab of RedZone. The link can be found on the "Faculty Handbooks and Forms" page in the "How To videos and Online Documentation" portlet. Instructors can find at this link a synopsis of the EDUC 149 Online Teaching course along with all the Instructional Handouts associated with the course.*

Financial Aid Appeal Committee:

a. *The Financial Aid Appeals Committee continues to work 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 operational plans and budgets giving input on their content.*
c. *The Library Committee reviewed, collated, and submitted their concerns about the 24/7 access of the library. Their results will be reviewed in a year.*

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.

Outcomes

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

Retention Committee:

a. *Retention Committee studied student success and retention rates for developmental math courses at LCC.*
b. *Retention Committee will track student enrollment and success rates for MATH 095 Beginning Algebra with Review.*

B. Promote responsible stewardship of resources and public trust.

Library Committee:

a. *The Library Committee reviewed, collated, and submitted their concerns about the 24/7 access of the library. Their results will be reviewed in a year.*
b. *The Library Committee is kept aware of the Library's budget and gives input on the purchasing of resources.*

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 Committee:

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.

Open Educational Resources Committee:

a. By including committee members from faculty, the IT department, administration, and other groups, the OER committee has fostered internal communication around the adoption of OER textbooks. This has helped the college in identifying potential problems, and resolving existing issues, in the textbook adoption process.

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.

Outcomes

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 Message

The President's Goals (previously known as Five Year Visions) are listed below. The format is different than what you might remember. The intent is to link goals to one or more of our five Core Values in the Operational Plans according to the most appropriate Outcome.

Core Value 1: Student Learning
Core Value 2: Education for a Globally Connected World
Core Value 3: Continuous Improvement
Core Value 4: Integrity and Transparency
Core Value 5: Sustainability of the Institution

Together, we have an opportunity to improve college students' lives. In order to meet their needs, as well as the needs of our changing communities and markets, we must be innovative and relevant by establishing measurable goals in support of our vision, mission, and core values.

Thank you for your support.

Mark Watkins

LABETTE COMMUNITY COLLEGE
STRATEGIC PLAN 2018-2019

VISION STATEMENT

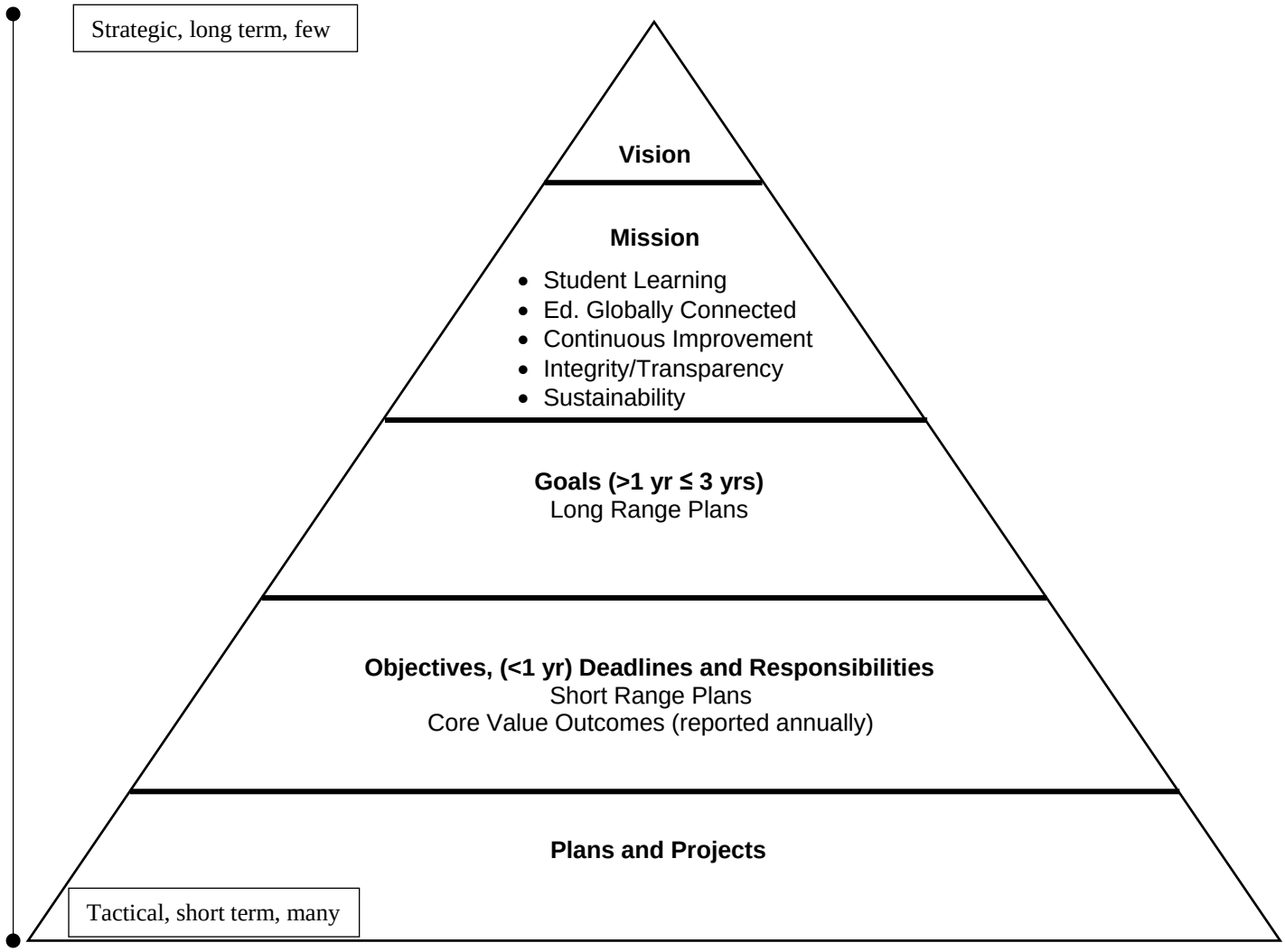
Labette Community College will continue to enhance its standing as an exceptional College by striving for excellence in all its programs, services, and activities.

MISSION STATEMENT

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

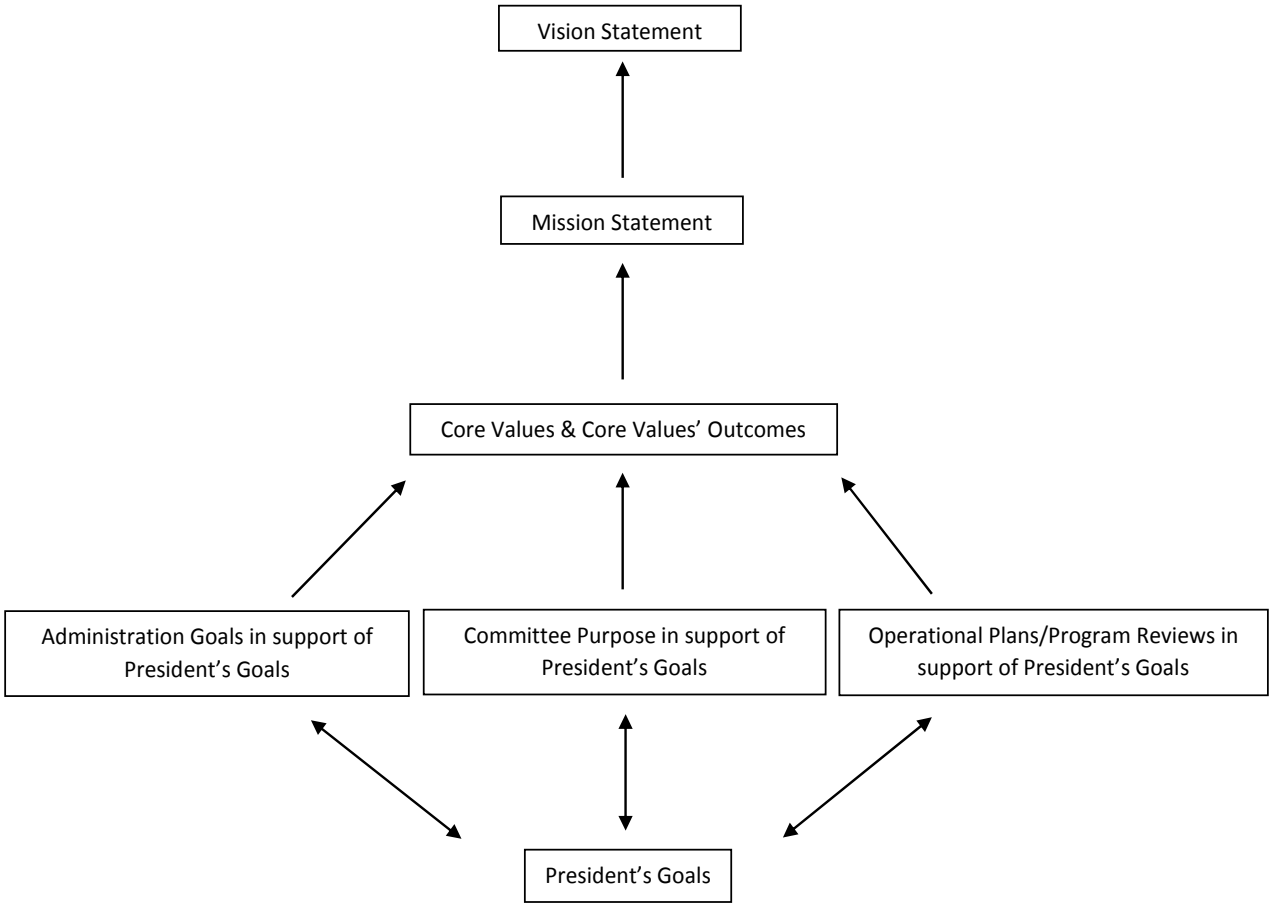
Below is the Hierarchy of Strategic Intent which shows the relationships between global and more specific elements of LCC's strategy. The hierarchy construct is taken from the work of Alex Miller, University of Tennessee.

Labette Community College
Hierarchy of Strategic Intent



Strategic Planning Process

Our strategic planning process is depicted below. The conceptual model provides a guide as to how LCC's five major areas (Academic Affairs, Financial Affairs, Student Affairs, Public Relations, and Foundation) satisfy our mission.



LCC's Core Values more clearly define our mission in terms of student learning, global connections, continuous improvement, integrity and transparency, and institutional sustainability. Core Values include more specific outcomes which are supported in the Operational Plans. In order to fulfill our community college mission, goals must be set and achieved. Goals are long term in nature taking anywhere from one to three years to accomplish which fit the term length of LCC's Operational Plans. In our case, these area goals such as, Academic Affairs or Student Affairs, are linked to the Core Values.

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.

President: Build "quality learning opportunities" for students in our service area and beyond. Emphasis should include new Career and Technical Educational (CTE) and Workforce opportunities. Look to partner with area business, industry, and educational institutions. Simultaneously, the quality of instruction is of the utmost importance; the foundation for which should be based upon research-based instruction.

1. Explore/implement new programs or educational opportunities which will benefit our service area, for example in Workforce, Workforce Development program (2+2 with Pittsburg State University), Industrial Coating, Plumbing, Wind Energy, Railcar Repair, Industrial Maintenance, or Residential Wiring.
2. Increase the utilization of technology in the classroom (on ground or online).
3. Improve the accuracy and consistency of instructor evaluations
4. Increase the number of developmental student successes through the use of resources such as Student Support Services, concurrent enrollment, co-requisite courses, improved pathways, etc.

Outcomes

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

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

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

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

1E. 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.

President: Prepare our students for the interconnected, interdependent, and globally diverse society. For example, increase the number of "touch points" outside of our service area and into the national and international areas.

1. Make the Main Campus and Cherokee Center available to community organizations, school groups, and activities.
2. Since we at LCC believe our college is an important part of the community, county, and service area, LCC employees are encouraged to participate in community clubs and activities.
3. Add more program and institutional articulation agreements to strengthen LCC's ties with state and regional universities.
4. Increase LCC diversity through an increase in our international student presence.
5. In support of an increased international student presence, investigate an Intensive English program in the summer to help prepare international students for course work.

Outcomes

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

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

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

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

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.

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.

President: Academic Year 2019 (2018-2019) Create documentation which will address the HLC visiting team's recommendations following the October 2015 ten year accreditation. This documentation and additional preparation will continue through the following academic year for the four year visit scheduled for February 2020. By creating documentation, we will address HLC's recommendations.

Increase student retention and graduation rates among student groups, i.e. full-time students, part-time students, student athletes, minorities, international students. (LCC had the lowest full-time student retention rate of the six southeast Kansas community college according to IPEDS data: https://nces.ed.gov/collegenavigator/?q=Labette+Community+College&s=all&id=155450 . These data are old as there appears to be a two year lag time)

All LCC employees are encouraged to read articles about research-based teaching strategies in classrooms, effective use of college activities, or best practices and benchmarks we could incorporate in our processes.

Outcomes

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

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

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

3D. 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.

President: Publish and market program outcomes' data to inform both internal and external constituents about the effectiveness of our programs.

Outcomes

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

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

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

4D. 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.

President: Focus attention on Phase II of our Capital Campaign in support of enhanced athletic facilities for instructional as well as community activities. In addition, implement the best use of the LCC Welcome Center (recently acquired Factory Connection building).

Identify areas for deferred maintenance needs, such as rest rooms, and make plans to prioritize and complete these projects.

Outcomes

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

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

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