

**LABETTE COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**May 3, 2018**

**5:30 p.m.**

**Conference Room**

**Review Copy**



# EXHIBIT 1

**Labette Community College  
Board of Trustees Meeting Agenda  
Thursday, May 3, 2018  
5:30 p.m.  
Conference Room #1, Student Success Center**

- I. Adoption of Agenda.....(Exhibit 1)
- II. Approval of April 12, 2018 Regular Meeting Minutes ..... (Exhibit 2)
- III. Reports and/or Board Discussion
  - A. Faculty Senate Report
  - B. Administrative Reports
    - i. Comparison of Expenditures to Budget
    - ii. Update on spec building
  - C. President’s Report
- IV. PTK
- V. Old Business (Action, Report, or Discussion)
- VI. New Business (Action, Report, or Discussion)
  - A. Chemistry Program Review.....(Agenda Item VI.A.)  
(Exhibit 3)
  - B. Policy Review.....(Agenda Item VI.B.)  
(Exhibit 4)
  - C. Approval of Bills .....(Agenda Item VI.C.)

VII. Public Comment

The Board of Trustees agenda shall contain one opportunity for public comment. This structure has been designed to provide the public with an opportunity to comment on any topic. The Chair of the Board explains the Board’s approach to the public comment with the following statement: **“At this time we invite anyone in the audience to speak to the Board about any item or concern that pertains to the college. By policy, at this time the Board will not take any action on any item or concern, but we will be happy to take it under advisement for possible future action.”**

The Board also retains the right to set time limits on public comment.

In the event that a large number of citizens are present and wish to speak in favor or in opposition to an issue before the Board, the Board reserves the right to poll the number of citizens in favor of and in opposition to the issue at hand as well as to limit the number of spokespersons representing opposing viewpoints. The Board also retains the right to set time limits as deemed appropriate.

# EXHIBIT 1

- VIII. Executive session for the purpose of matters relating to the purpose of discussing employer-employee negotiations, to protect the public interest in negotiating a fair and equitable contract.

I move we recess into executive session at \_\_\_\_\_ (time) for \_\_\_\_\_ minutes for the purpose of discussing employer-employee negotiations.

The Board will return to open meeting at \_\_\_\_\_ in this room.

The executive session is required to protect the public interest in negotiating a fair and equitable contract.

- IX. Next Regular Board Meeting: Thursday, June 14, 2018, 5:30 p.m., **Conference Room, Student Success Center**

- X. Adjournment

## EXHIBIT 2

LABETTE COMMUNITY COLLEGE  
Board of Trustees Minutes  
April 12, 2018

The Board of Trustees met at 5:30 p.m. on Thursday, April 12, 2018 in the Conference Room, Student Success Center Building.

**Members Present**

Mr. Montie Taylor  
Mr. Rod Landrum  
Mr. Carl Hoskins  
Mr. Pat McReynolds  
Mr. Mike Howerter  
Mr. David Winchell

**Others Present**

Dr. Mark Watkins  
Leanna Doherty  
Janice Every  
Tammy Fuentez  
Joe Burke  
Linseh Johnson  
Kevin Doherty  
Amy Reynolds  
Corinna Reynolds  
Cathy Kibler  
Lindsey Drummond  
Terri Leroy

Jim Zaleski  
Debbie Lamb  
Chandler Gravett  
Bethany Kendrick  
Lindi Forbes  
Serenity Story  
Carolyn Cassel  
Michelle Green  
Kelsey Green  
Bonnie Howell  
Ed Kurtz  
Terry Hardman

Megan Fugate recorded the minutes.

**Adoption of Agenda (ACTION ITEM)**

Chair McReynolds asked for changes or additions to the revised agenda. President Watkins had no changes. Mr. Hoskins moved to approve the revised agenda as presented. Mr. Landrum seconded and motion carried 6-0.

**Approval of Regular Meeting Minutes (ACTION ITEM)**

Chair McReynolds asked for corrections or additions to the March 8, 2018 regular meeting minutes. Mr. Winchell moved to approve the minutes as presented. Mr. Taylor seconded and motion carried 6-0.

**Reports and/or Board Discussion**

**Faculty Senate Report**

None

**SGA Report**

Serenity Story gave a brief update of upcoming events.

**Administrative Report**

*Comparison of expenditures to the budget* – Leanna Doherty had placed the March financial report at the table. At the end of March we were 75% through the year. The general fund was 86% expended and the technical education/vocational fund was 72% expended. She invited questions from the Trustees and welcomed phone calls at a later date.

*Update on spec building* – Ed Kurtz and Terry Hardman were in attendance to review the proposed remodeling project for LCC Institute of Technology,

### President's Report

Dr. Watkins discussed being approached by Amy Reynolds regarding the Thursday Evening Meals she oversees. LCC would like to start volunteering to host a night once a month in the Fall and Spring semesters. The cost would be approximately \$5000 per year. The Trustees gave a general consensus of support of the project.

### PTK

Tammy Fuentez reported that the PTK Convention will be held next weekend.

### PBL

Cathy Kibler and her students were in attendance. Seven students attended the State Leadership Conference and came home with 27 awards. They will attend the National Conference in Baltimore, Maryland in June.

### Old Business (ACTION, INFORMATION OR DISCUSSION ITEMS)

None

### New Business (ACTION, INFORMATION OR DISCUSSION ITEMS)

#### New Position Approval

Mr. Landrum moved to approve the new professional staff position, Case Manager/Advisor and authorize the start of a search. Mr. Winchell seconded and motion carried 6-0.

#### Program/Course Approval

Mr. Howerter moved to approve Beginning Algebra with Review, 4 credit hours. Mr. Landrum seconded and motion carried 6-0.

Mr. Winchell moved to approve Patient Care, 4 credit hours. Mr. Taylor seconded and motion carried 6-0.

Mr. Landrum moved to approve PTA Seminar, 2 credit hours. Mr. Winchell seconded and motion carried 6-0.

#### Faculty Contract Ratification

Mr. Taylor moved to approve the following faculty contracts:

Randee Baty, English Instructor, with a contract beginning August 13, 2018 at Masters, Step 2, \$36,180.

Dr. Kenneth Elliott, English Instructor, with a contract beginning August 13, 2018 at PhD., Step 10, \$51,820.

Dr. Archana Lal, Biology Instructor, with a contract beginning August 13, 2018 at PhD., Step 16, \$55,900.

Mr. Howerter seconded and motion carried 6-0.

#### Approval of Bills

Mr. Howerter moved to approve the payment of the bills. Mr. Hoskins seconded and motion carried 6-0.

#### Administration Resignation

Mr. Hoskins moved to approve the resignation of Rick Carpenter, Dean of Instruction, effective April 26, 2018, release him from the remainder of this contract and authorize the administration to begin a search for a replacement. Mr. Winchell seconded and motion carried 6-0.

#### Public Comment

Lindi Forbes announced the 19<sup>th</sup> Annual Auction for Scholarship will be held Saturday, April 21<sup>st</sup> at 6:30pm at the VFW. Trustee Landrum commended Lindi Forbes on what a great job she does and what a great event the Auction for Scholarships is for the students.

## EXHIBIT 2

Trustee Landrum also wanted to say a thank you to everyone for the open house at the library. It was a great event.

Trustee Taylor wanted to thank Joe Burke and Linseh Johnson for attending the event with Governor Colyer.

Joe Burke wanted to let everyone know about the upcoming music events. Large ensemble will be performing April 29<sup>th</sup> at 3pm at the PHS Auditorium. Small ensemble will be performing May 1<sup>st</sup> at 7pm, in Thiebaud Theater.

Bethany Kendrick announced the annual High School Art Competition to be held in the gym on Friday, April 13<sup>th</sup>. Also on Tuesday, April 17<sup>th</sup>, from 12:00pm-1:30pm there will be a meet and greet with Charlean & Keith Wilson about their ChaGlaz exhibit in Hendershot Gallery.

Linseh Johnson gave an update regarding upcoming Fire School and some changes that will be coming for Fire School 2019.

Also, LCC has partnered with Southeast KansasWorks, through the Department of Commerce to offer Education and Employment Resources the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month on LCC's main campus, room H119.

### Executive Session

Executive Session for the purpose of discussing employer-employee negotiations.

Mr. Landrum moved to recess into executive session at 6:42pm (time) for 5 minutes for the purpose of discussing employer-employee negotiations.

The Board will return to open meeting at 6:47pm in this room. Inviting in Dr. Mark Watkins, Janice Every, Leanna Doherty, and Joe Burke. Mr. Taylor seconded and motion carried 6-0.

The executive session is required to protect the public interest in negotiating a fair and equitable contract.

The Board reconvened at 6:47pm taking no action.

Executive Session to have preliminary discussions about the acquisition of real property.

Mr. Landrum moved to recess into executive session at 6:53pm (time) for 15 minutes to have preliminary discussions about the acquisition of real property.

The Board will return to open meeting at 7:08 pm in this room. Inviting in Dr. Mark Watkins, Leanna Doherty, Joe Burke, Kevin Doherty, and Linseh Johnson. Mr. Taylor seconded and motion carried 6-0.

The executive session is required to protect the public interest in obtaining the property at a fair price.

The Board reconvened at 7:08pm.

Executive Session to have preliminary discussions about the acquisition of real property.

Mr. Landrum moved to recess into executive session at 7:10pm (time) for 15 minutes to have preliminary discussions about the acquisition of real property.

The Board will return to open meeting at 7:25 pm in this room. Inviting in Dr. Mark Watkins, Leanna Doherty, Joe Burke, Kevin Doherty, and Linseh Johnson. Mr. Taylor seconded and motion carried 6-0.

The executive session is required to protect the public interest in obtaining the property at a fair price.

The Board reconvened at 7:25pm.

Executive Session to have preliminary discussions about the acquisition of real property.

## EXHIBIT 2

Mr. Landrum moved to recess into executive session at 7:25pm (time) for 5 minutes to have preliminary discussions about the acquisition of real property.

The Board will return to open meeting at 7:30 pm in this room. Inviting in Dr. Mark Watkins, Leanna Doherty, Joe Burke, Kevin Doherty, and Linseh Johnson. Mr. Taylor seconded and motion carried 6-0.

The executive session is required to protect the public interest in obtaining the property at a fair price.

The Board reconvened at 7:30pm.

### **Next Board Meeting: Date, Place, Time, and Tentative Agenda Items**

Chair McReynolds reminded everyone of the next regular meeting of the Board of Trustees scheduled for May 3, 2018 at 5:30 p.m., Conference Room, Student Success Center Building.

### **Adjournment**

Mr. Howerter moved to adjourn the meeting at 7:31pm. Mr. Landrum seconded and motion carried 6-0.

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Megan Fugate, Clerk of the Board



Agenda Item #:VI.A.

Date: May 3, 2018

**SUBJECT**

Program Review: Chemistry

**REASON FOR CONSIDERATION BY THE BOARD**

Part of the Board's responsibility is to maintain oversight on the quality of the academic and administrative programs and services. This has been an on-going feature of our regular Board meetings.

**BACKGROUND**

The purpose of program review is to assess the quality of our academic offerings as well as to assess program strengths and weaknesses. The program review report format will more accurately reflect the mission of the college, to "provide quality learning opportunities in a supportive environment," at a reduced cost, thus increasing our efficiency.

**PRESIDENT'S RECOMMENDATION**

That the Board of Trustees approve the Program Review: Chemistry as presented.





*Committee Members*

*Signatures*

*Date*

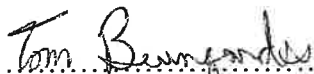
Educational Support Staff



4-13-18

*Elizabeth Robinson*

Faculty



4/16/2018

*Tom Brungardt*

Faculty



4-16-2018

*Alan Pommier*

Faculty



*David Beach*

Vice President of Academic Affairs



*Joe Burke*

Based on the information presented in this program review, the President's Council recommends this approved program to the President.

President's Council Designate

Date

*Mark Watkins* ..... *4/14/18*.....

Based on the information presented in this program review, the President recommends this approved program to the Board of Trustees.

President

Date

*Mark Watkins* ..... *4.16.18*.....  
*Mark Watkins*

## Executive Summary

The Chemistry/Physical Science program review committee consists of faculty and professional staff members. The task of the committee is to determine the status of the program, including its strengths and weaknesses, to determine whether the program should be maintained. If the recommendation is to maintain, the committee is to make recommendations to improve the program.

The Program Review committee recommends maintaining the Chemistry/Physical Science Program.

The committee reviewed progress from the 2013 Program Review and determined previous recommendations were satisfied. These included the disposal of old chemicals, the purchase and use of a solvent cabinet, reorganization of chemicals in the chemical store room, the construction and usage of videos for College Chemistry I and II, the purchase of an ice maker, and providing the equipment and supply needs for Physical Science and Principles of Geology classes. Also, the marketing for the department has sufficiently improved.

The committee identified program strengths which include flexible scheduling by offering night classes, hybrid, and on-line classes. The offering of Organic Chemistry I and II, which few community colleges in Kansas offer, allows students to have all the courses they need to obtain an Associate of Science degree in Chemistry or Pre-professional degree which they can easily transfer to four-year colleges. The use of in-house textbooks and videos enhance instruction and reduce textbook costs to students.

Some weaknesses that the committee identified included the need to correct plumbing problems in A101, provide keys for locks in A104, and purchase an NMR instrument for Organic Chemistry I and II. An opportunity is to provide Physical Science at the Cherokee Center.

Overall, the conclusion is that the Chemistry/Physical Science program provides excellent learning opportunities for students, giving them the means to obtain an Associate of Science degree and to transfer to pursue additional educational goals.

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## ACADEMIC PROGRAM/DISCIPLINE REVIEW

### Labette Community College

#### Introduction to Program

*This program review of the Chemistry and Physical Science Departments is intended to provide information on the current state of these departments. Information is provided to show how the programs receive input from different sources, its relationship to other departments in the college and to the community, to show its financial status, and to list its strengths and weaknesses. An action plan is devised to address the weaknesses listed.*

#### ***A. Program Relation to College Mission, Core Values, and Strategic Plan***

***How do the goals and measurable objectives for the program help the college meet its mission, core values, and strategic plan?***

The Chemistry and Physical Science departments strive to provide “quality learning opportunities” (as stated in the college mission statement) by providing quality courses to help students meet their career and professional goals.

The Chemistry and Physical Science department “genuinely cares about students” (as stated in the college core values statement) by providing means of helping students to be successful in as many ways as feasible. Students are afforded help via tutoring through the Student Success Center, in class and outside of class help by the instructors, and videos.

#### ***B. Program/Discipline Demand/Need***

Students who take multiple chemistry courses at LCC mostly major in Chemistry, Biology, and numerous Pre-Professional fields. Because of this, program demand is mostly dependent on the employment demand for these fields. Below are the employment information about Chemistry, Pharmacy, Physicians, Dentistry, and Optometry. Biology is not included because it will be in the Biology Program Review. All information comes from the Occupational Outlook Handbook.

##### *Chemistry*

Chemists and materials scientists need at least a bachelor’s degree in chemistry or a related field. However, a master’s degree or Ph.D. is needed for many research jobs.

Overall employment of chemists and materials scientists is projected to grow 7 percent from 2016 to 2026, about as fast as the average for all occupations. Chemists and materials scientists with an advanced degree, particularly those with a Ph.D., are expected to have better opportunities.



The median annual wage for chemists was \$73,740 in May 2016. The median annual wage for materials scientists was \$99,430 in May 2016.

### Pharmacy

Pharmacists must have a Doctor of Pharmacy (Pharm.D.) degree, a 4-year professional degree. They must also be licensed, which requires passing two exams.

Employment of pharmacists is projected to grow 6 percent from 2016 to 2026, about as fast as the average for all occupations. Increased demand for prescription medications will lead to more demand for pharmaceutical services.

The median annual wage for pharmacists was \$122,230 in May 2016.

### Dentistry

Dentists must be licensed in the state(s) in which they work. Licensure requirements vary by state, although candidates usually must graduate from an accredited dental school and pass written and practical exams.

Overall employment of dentists is projected to grow 19 percent from 2016 to 2026, much faster than the average for all occupations. The demand for dental services will increase as the population ages and as research continues to link oral health to overall health.

The median annual wage for dentists was \$159,770 in May 2016.

### Physicians

Physicians and surgeons have demanding education and training requirements. Physicians typically need a bachelor's degree, a degree from a medical school, which takes 4 years to complete, and, depending on their specialty, 3 to 7 years in internship and residency programs.

Overall employment of physicians and surgeons is projected to grow 13 percent from 2016 to 2026, faster than the average for all occupations. Job growth is projected due to increased demand for healthcare services by the growing and aging population.

Wages for physicians and surgeons are among the highest of all occupations. The average wage in 2016 was equal to or greater than \$208,000 per year or \$100.00 per hour.

### Optometry

Optometrists must complete a Doctor of Optometry (O.D.) degree program and obtain a license to practice in a particular state. O.D. programs take 4 years to complete, and most students have a bachelor's degree before entering such a program.

Employment of optometrists is projected to grow 18 percent from 2016 to 2026, much faster than the average for all occupations. Because vision problems tend to occur more frequently later in life, an aging population will lead to demand for more optometrists.

The median annual wage for optometrists was \$106,140 in May 2016.

Source; <https://www.bls.gov/ooh/healthcare/optometrists.htm>

### ***C. Summary Statement of Faculty Qualifications***

(Data found in Appendix B)

### ***D. How does the Discipline use Professional Development?***

#### **What are the Professional Development Activities of Faculty in the Department?**

Professional development for Douglas Ecoff comes from annual meetings of the Kansas College Chemistry Teachers Conference (KCCTC), Chemical and Engineering News, an electronic monthly journal of the American Chemical Society, webinars through the American Chemical Society, and GIFT (great ideas for teaching), which were short presentations made by LCC faculty.

#### **How are the Professional Development Activities Used to Improve Instruction?**

An example of how professional development improved instruction is in the development of College Chemistry II as a hybrid class.

“Flipping” is a relatively new concept in education. Flipping means to have students do homework, laboratory work, and other activities during class time and watch lectures on-line, on their own after class. Presentations on “Flipping” were made by Faith Jacobsen at the 2014 KCCTC meeting and Ralph Gouvion in a GIFT presentation.

Since the presentations, College Chemistry I and II were flipped. The flipping has since further evolved to offering College Chemistry II as a hybrid class. Videos of all lectures were made for College Chemistry I and II and have begun to be made for Organic Chemistry I. The videos replace lectures in the hybrid class and help students review materials for the on-ground classes.

College Chemistry I will also be offered as a hybrid class starting with the fall, 2018 semester.

### ***E. Student Enrollment***

#### **1. Number of students admitted to the program/declared majors and program completers and transfer/licensure rates.**

Most students who take chemistry courses major in the medical fields, biology, or engineering

## 2. What recruiting and retention strategies are used by the program/discipline?

Recruiting strategies include;

- Presentations made to high school students during Junior Day.
- T-shirts given to chemistry students to advertise LCC Chemistry.
- Emails sent to students who expressed interest in majoring in chemistry and pre-pharmacy
- Recommendations from high school teachers and faculty at PSU to enroll in LCC Chemistry courses.
- “Science Day” activities for third graders at Garfield School
- Offering College Chemistry II as a hybrid class

An opportunity to increase enrollment in Physical Science are planned to occur by offering this course at the Cherokee Center.

Retention strategies include;

- Providing tutors through the Student Success Center
- In-house videos provided on-line of lectures and homework.

### 3a. Total number of students by course per year.

Course Code	Course Title	2013	2014	2015	2016	2017	2018	Total
CHEM 120	Intro to Chemistry	32	36	40	54	31	42	235
CHEM 124	College Chemistry I	103	97	48	123	111	82	564
CHEM 126	College Chemistry II	24	16	19	21	11	16	107
CHEM 204	Organic Chemistry I	15	15	13	13	13	7	76
CHEM 207	Organic Chemistry II	11	13	12	3	13	4	56
PHSC 101	Principles of Geology	18	13	0	0	0	0	31
PHSC 103	Intro to Astronomy	0	0	20	24	0	13	57
PHSC 105	Physical Science	77	127	120	147	137	138	746
	<b>Total</b>	<b>280</b>	<b>317</b>	<b>272</b>	<b>385</b>	<b>316</b>	<b>302</b>	<b>1872</b>

**3b. Mean class size of courses per year.**

Course Code	Course Title	2013	2014	2015	2016	2017	2018
CHEM 120	Intro to Chemistry	10	12	13	13	7	10
CHEM 124	College Chemistry I	15	18	17	14	11	14
CHEM 126	College Chemistry II	24	16	19	21	16	8
CHEM 204	Organic Chemistry I	15	15	13	13	13	7
CHEM 207	Organic Chemistry II	11	13	12	3	13	4
PHSC 101	Principles of Geology	18	13	0	0	0	0
PHSC 103	Intro to Astronomy	0	0	5	6	0	6
PHSC 105	Physical Science	19	21	20	21	19	19

**4. Total number of program students sorted by main campus, concurrent, online, and Cherokee per year.**

Students by Location							
Location	2013	2014	2015	2016	2017	Total	Percent
Main	235	206	155	152	116	152	54%
Online	0	74	105	142	131	105	38%
Cherokee	0	0	12	11	0	23	8%
<b>Total</b>	<b>235</b>	<b>280</b>	<b>272</b>	<b>305</b>	<b>247</b>	<b>280</b>	

**5. Number of courses and percentage of courses taught by full-time and adjunct instructors in the discipline. (Five year total)**

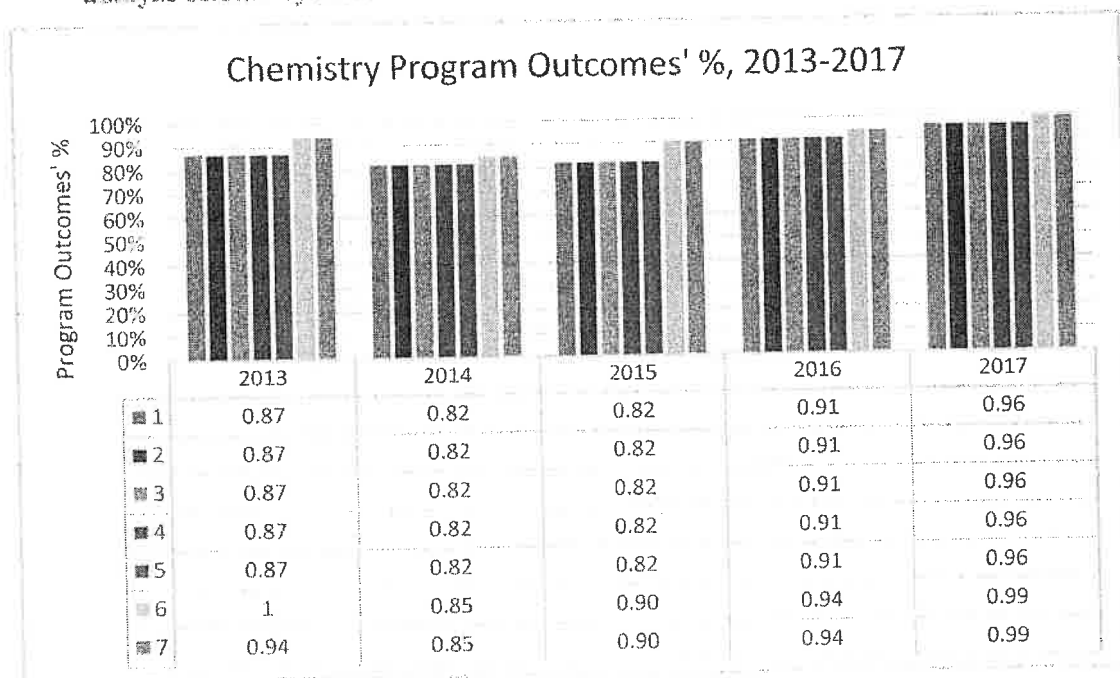
Instructor Status	2013	2014	2015	2016	2017	2018	Total	Percent
Full Time	6	5	5	5	5	7	33	42%
Part Time	8	9	5	8	8	8	46	58%
	14	14	10	13	13	15	79	

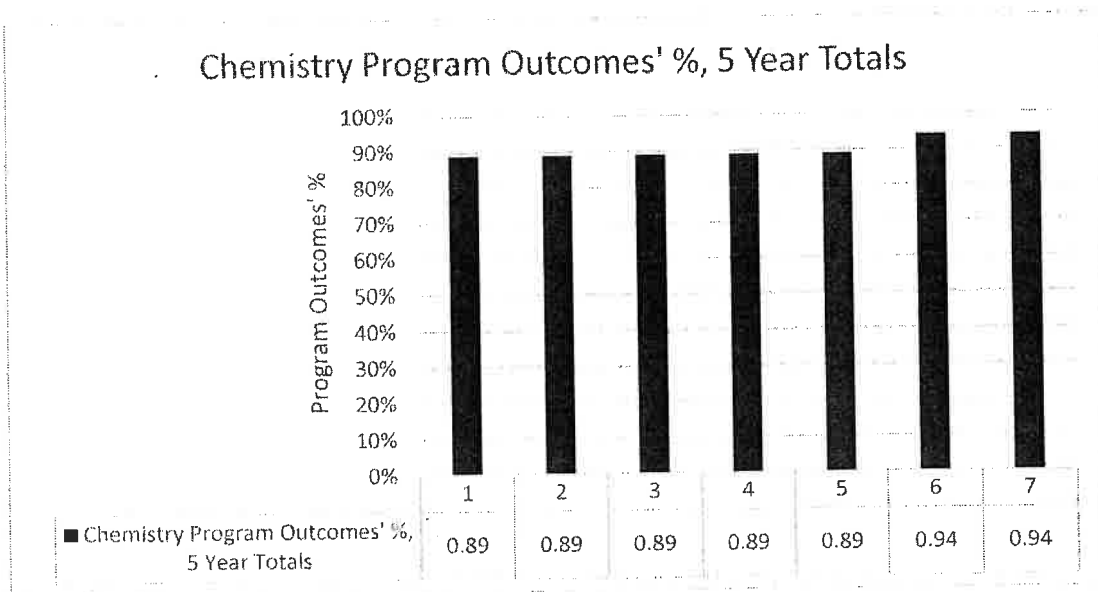
***F. Program Assessment***

The program matrix for the Chemistry and Pre-pharmacy degree programs are on the next few pages.

## Chemistry Program's Combined Program Outcomes

1. Understand and explain the composition and properties of materials and the interaction of energy with materials.
2. Understand and explain how materials are transformed to other materials.
3. Explain the role of physical science in the understanding of nature, our environment, and ourselves.
4. Understand and explain how physical science is applied to better the lives of humankind.
5. Demonstrate the ability to solve problems involving the physical sciences.
6. To analyze and synthesize materials in a laboratory setting.
7. To be able to use laboratory techniques including the use of modern instruments to analyze science systems.





**G. Budget for Program/Discipline**

The table below shows the Chemistry/Physical Science Departmental Budget for the past five years and the income from laboratory fees.

Fiscal Year	Chem/Phy Sci Equipment Budgeted	Chem/Phy Sci Supplies Budgeted	Final % Release of Budget	Income from Fees
2013-2014	\$ 11,499.11	\$6,500.89	80%	\$19,725
2014-2015	\$5,453.40	\$7,746.60	70%	\$15,550
2015-2016	\$6,000	\$6,000	80%	\$13,830
2016-2017	\$5,175	\$6,000	80%	\$11,175
2017-2018	\$4,000	\$5,000	80%	\$9,100

The actual amounts spent were less than what was budgeted as seen by the final % releases and were less than the income received from fees. Some of the items purchased during the past five years include laboratory balances, a refractometer, a spectrophotometer, several colorimeters, several Melting Stations, several sensors purchased from Vernier, and much glassware and other supplies.

The last column of the table indicates the income from laboratory fees that many Chemistry and Physical Science students paid in addition to college tuition. The laboratory fees were \$75 per person. Of the \$75, \$50 went to purchase laboratory equipment and supplies and \$25 went to pay for the in-house books that students were supplied. (Introduction to Chemistry Hybrid students paid \$50 for fees because the students did not use the in-house books.)

The income from fees has steadily decreased in part because of a decrease in enrollment and because concurrent students beginning with the 2015-2016 fiscal year no longer were required to pay laboratory fees.

#### ***H. Learning Resources***

**Are the learning resources adequate for the program/discipline teaching needs? Please provide comments.**

***Are the facilities adequate for the program teaching needs? Please provide comments.***

Yes. The laboratory/lecture rooms of A104 and A101 provide sufficient space and equipment to adequately provide good laboratory experiences for students. However, some plumbing work needs to be done in both rooms and there needs to be more security for equipment in A104.

Support staff in IT, Library, Print Shop, Facilities, and the Book Store all provide excellent service to this department.

#### ***I. Partnerships***

**To what extent has the program/discipline developed external partnerships?  
Partnerships**

Concurrent classes in the Chemistry/Physical Science Department are taught at Labette County, Baxter Springs, and Oswego High Schools.

## Review of Previous Action Plan

Weakness/Concern	Result Since Previous Program Review
1. There are equipment and supply needs for Physical Science and Principles of Geology Classes.	Has been accomplished.
2. Purchase an ice maker	Has been accomplished.
3. Make videos of in-class and homework problems for College Chemistry II.	Has been accomplished.
4. Accomplish some of the recommendations of "Chem Eyes"	Many legacy chemicals have been disposed, storeroom chemicals have been reorganized, and a solvent storage cabinet has been purchased and is in use.
5. Lack of marketing	Please see part E. Student Enrollment



# **SUMMARY REPORT: Strengths, Weaknesses, Opportunities, Challenges**

## **ACADEMIC PROGRAM REVIEW**

**Date: April, 2018**

**Academic Program/Discipline:**

### **REVIEW COMMITTEE IDENTIFIED STRENGTHS**

*Discuss the major strengths of the academic program/discipline.*

The LCC Chemistry/Physical Science department;

1. Offers flexible scheduling with the inclusion of night classes, hybrid classes, and on-line class
2. Has well qualified faculty.
3. Use in-house textbooks and workbooks which enhances instruction and greatly reduces textbook costs to students.
4. Constructed and uses videos in Introduction to Chemistry, College Chemistry I and College Chemistry II. The videos replace lectures for the hybrid classes and provide tutorial support for on-ground classes.
5. Provides Organic Chemistry I and Organic Chemistry II. LCC is one of the few community college in Southeast Kansas area that currently offer these courses.

**SUMMARY REPORT  
ACADEMIC PROGRAM REVIEW**

**Date:**

**Academic Program/Discipline:**

**REVIEW COMMITTEE IDENTIFIED  
WEAKNESSES/OPPORTUNITIES/CHALLENGES**

*Discuss the major weaknesses, opportunities, or challenges of the academic program/discipline.*

Instrument need;

- An NMR instrument would strengthen the Organic Chemistry I and II courses

Facilities weaknesses are as follows;

- There are some plumbing problems in A101.
- Keys are needed in A104 so cabinets and drawers can be locked for security reasons.

An opportunity for expansion;

- Offering Physical Science at the Cherokee Center

## Program Action Plan

Date:

An Action Plan addressing weaknesses, opportunities, and challenges found during the Program Review process was developed by the full-time faculty in the program and the Program Director, if appropriate, and the Dean of Instruction. The Action Plans goals will be included in the program Operational Plans for the upcoming years as a part of the Strategic Planning process. The associated Core Value and Outcome should be included for Operational Plan reference, such as 1A for Core Value 1 and Outcome A. The person or persons responsible will determine the necessary actions to complete the suggestions needed in the Weaknesses/Opportunities/Challenges for the specific areas that are being reviewed.

Weaknesses/ Opportunities/ Challenges	Program Outcome/ Objective	Estimated Cost/ Department Budget	Operational Plan Year of Implementation, Associated Core Value and Outcome, and/or Completion or Proposed Administrative Action	Person Responsible DOI/Advisory Committee
Increase enrollment	Physical Science offering at the Cherokee Center	?	Fall, 2018 Semester	Rick Carpenter
Plumbing problems in A101	Correct the problem to improve laboratory classes	?	2018/2019 academic year	Kevin Doherty
Security problems in A104	Keys are needed for cabinet and drawer locks.	?	2018/2019 academic year	Kevin Doherty
NMR instrument purchase	Strengthen Organic Chemistry I & II	\$25,000	2019/2020 academic year	Douglas Ecoff

*Appendix A: List of Courses in the Chemistry Program*

<b>Associate in Science: Chemistry</b>	
<b>Concentration Requirements</b>	<b>Credit Hours</b>
CHEM 124 College Chemistry I	5
CHEM 126 College Chemistry II	5
CHEM 204 Organic Chemistry I	5
CHEM 207 Organic Chemistry II	5
<b>Concentration Total</b>	<b>20</b>
<b>General Education Requirements</b>	
ENGL 101 English Composition I	3
ENGL 102 English Composition II	3
COMM 101 Fundamentals of Speech	3
MATH 130 Calculus I	5
PHYS 201 College Physics I or 203 Engineering Physics I	5
PED 116 Lifetime Fitness	1
Humanities Electives	6
Natural Science Elective with Lab	5
Social/Behavioral Science Elective	6
General Education Electives*	6
<b>Total</b>	<b>43</b>
<b>Program Total</b>	<b>63</b>

**\*Transfer students should take the following General Education Electives:**

PHYS 205 College Physics II or 208 Engineering Physics II (5)

BIOL 120 Biology (5)

*College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.*

**Appendix B: Faculty in Program Qualifications**

**Full Time Instructor: Douglas E. Ecoff**

<b>Education</b>	<b>Courses taught at LCC (Past five years)</b>	<b>Other relevant employment, education, or experience</b>
B.S. in Chemistry from University of Missouri- Rolla 1975	Physical Science College Chemistry I College Chemistry II Organic Chemistry I Organic Chemistry II	Visiting Professor for one year at Davidson College, Davidson, North Carolina
M.A. in Chemistry Education from San Diego State University 1980		Visiting Professor for two years at St. Mary's College, Notre Dame, Indiana.
D.A. in Chemistry from University of Northern Colorado 1985		

Does the instructor's degree meet the minimum requirements for the courses being taught? Yes

**Adjunct Instructor: Tom G. Brungardt**

<b>Education</b>	<b>Courses taught at LCC (Past five years)</b>	<b>Other relevant employment, education, or experience</b>
B.S. in Biology from Pittsburg State University 1993	Introduction to Chemistry  Physical Science	Previously has been instructor for Biology, Anatomy and Physiology, and Zoology courses.
M.S. in Biology from Pittsburg State University 1999		
In addition, 18 graduate hours in the discipline from PSU		

Does the degree meet the minimum requirements for the courses being taught? Yes

**Adjunct Instructor: Deborah Miller**

<b>Education</b>	<b>Courses taught at LCC (Past five years)</b>	<b>Other relevant employment, education, or experience</b>
BS Chemistry Missouri Southern State College (now University) 1980  MS Organic Chemistry Iowa State University 1984	Introduction to Chemistry Hybrid  College Chemistry I on-line in conjunction with Baxter Springs High School	Full-time instructor Central New Mexico Community College 10 years, part-time instructor 8 years. 2 <sup>nd</sup> largest post-secondary institution in NM  Taught exclusively online last 8 years at CNM

Does the degree meet the minimum requirements for the courses being taught? Yes

**Adjunct Instructor: Amanda Fields**

<b>Education</b>	<b>Courses taught at LCC (Past five years)</b>	<b>Other relevant employment, education, or experience</b>
BA in Biology from Ottawa University M.S. Biology from University of Nebraska at Kearney	Physical Science On-Line	Environmental Science, Anatomy and Physiology, both online.

Does the degree meet the minimum requirements for the courses being taught? Yes

**Concurrent Instructor: Jennifer Gartner**

<b>Education</b>	<b>Courses taught at LCC (Past five years)</b>	<b>Other relevant employment, education, or experience</b>
B.S. Chemistry from Pittsburg State University 1993  Currently working on a Master's degree at Pittsburg State University on an HLC approved plan	College Chemistry I (Concurrent Instruction)	Chemistry instructor at Labette County High School since 2006.

Does the degree meet the minimum requirements for the courses being taught? Yes.

**Concurrent Instructor: John Case**

<b>Education</b>	<b>Courses taught at LCC (Past five years)</b>	<b>Other relevant employment, education, or experience</b>
B.S. in Education- Chemistry and minor in General Science from Pittsburg State University  He is working on an approved HLC plan to complete educational requirements.	College Chemistry I (Concurrent Instruction)	Chemistry instructor at Oswego High School

Does the degree meet the minimum requirements for the courses being taught? Yes.

**Concurrent Instructor: Cord Baldwin**

<b>Education</b>	<b>Courses taught at LCC (Past five years)</b>	<b>Other relevant employment, education, or experience</b>
B.S. in Biochemistry and B.S. in Secondary Education with option in Science from Oklahoma State University.	College Chemistry I Laboratory (Concurrent Instruction) and Deborah Miller teaches the Lecture portion on-line	Chemistry instructor at Baxter Springs High School

Because Cord Baldwin is teaching the laboratory portion of College Chemistry I, he does not need to meet the master's degree requirement. Deborah Miller who is the Instructor of Record, meets the requirements and oversees the lab portion of the course.





Agenda Item #: VI.B.  
Date: May 3, 2018

**SUBJECT**

Review of Board Policy

**REASON FOR CONSIDERATION BY THE BOARD**

Per Policy 1.13, adopted 12/12/00, the President would conduct a review and update the policies of the Board of Trustees.

**BACKGROUND**

Updated/created the following policies for review:

Policy 6.01 Foundation

The attached exhibits show the proposed changes.

**PRESIDENT'S RECOMMENDATION**

That the Board of Trustees review Policy 6.01 Foundation. We will request action to be taken at the June Board Meeting.



**POLICY 6.01 RESOURCE DEVELOPMENT****POLICY 6.01 FOUNDATION**

The Board of Trustees authorizes the creation of the Foundation Office of Resource Development to be responsible for securing charitable contributions (gifts) from private sources in support of College programs. Private sources include, but are not limited to, alumni, faculty, staff, friends, corporations and foundations.

The Board of Trustees authorizes the establishment of the Labette Community College Foundation. The Foundation shall be a Kansas not-for-profit corporation and a 501(C)(3) organization under the U.S. Internal Revenue Code. The Director of Resource Development shall serve as Executive Director of the Foundation. The Foundation shall be governed by an independent, self-perpetuating board of directors.

Private gifts received by the Foundation shall be held, invested, distributed and accounted for by the Foundation separately from the revenues and expenditures of the College as required by federal and state statutes or regulations and in accordance with generally accepted accounting principles.

Adopted: 12/12/00



Agenda Item: V.I.C.

Date: May 3, 2018

**SUBJECT**

Approval of Bills

**REASON FOR CONSIDERATION BY THE BOARD**

Kansas statutes require Board of Trustees' approval of all expenditures.

**BACKGROUND**

**\*Due to the board meeting being a week earlier, the bills were not ready for the board packet. They will be distributed the week of the meeting.**

**PRESIDENT'S RECOMMENDATION**

That the Board of Trustees approve the claims register.

(O:W/Board07-08agnbills)

