

**LABETTE COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**March 5, 2020**

**5:30 p.m.**

**Conference Room**

**Review Copy**



# EXHIBIT 1

Labette Community College  
Board of Trustees Meeting Agenda  
Thursday, March 5, 2020  
5:30 p.m.

Conference Room #1, Student Support Services Building

- I. Adoption of Agenda .....(Exhibit 1)
- II. Approval of February 13, 2020, Regular Meeting Minutes ....(Exhibit 2)
- III. Reports and/or Board Discussion
  - A. Faculty Senate Report
  - B. Student Government Association Report
  - C. Administrative Report
    - i. Comparison of Expenditures to Budget
    - ii. Facilities Update
  - D. President’s Report
- IV. Old Business (Action, Report, or Discussion)
  - A. Tuition and Fees Approval for 2020-2021.....(Agenda Item IV.A.)  
(Exhibit 3)
- V. New Business (Action, Report, or Discussion)
  - A. Program Review: History .....(Agenda Item V.A.)  
(Exhibit 4)
  - B. Policy Approval .....(Agenda Item V.B.)  
(Exhibit 5)
  - C. Policy Review .....(Agenda Item V.C.)  
(Exhibit 6)
  - D. Approval of Bills.....(Agenda Item V.D.)
- VI. 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.

## **EXHIBIT 1**

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.

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

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.

- VIII. Next Regular Board Meeting: Thursday, April 9, 2020, 5:30 p.m., Conference Room, and Tentative Agenda Items

- IX. Adjournment

## EXHIBIT 2

LABELLE COMMUNITY COLLEGE  
Board of Trustees Minutes  
February 13, 2020

The Board of Trustees met at 5:30 p.m. on Thursday, February 13, 2020 in the Conference Room, Student Success Center Building.

### **Members Present**

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

### **Others Present**

Dr. Mark Watkins  
Leanna Doherty  
Tammy Fuentez  
Dr. Jason Sharp  
Lindi Forbes  
Bethany Kendrick  
Kathy Johnston

Janice Every  
Theresa Hundley  
Aaron Keal  
David Beach  
Kiesha Richenburg  
Triston Gardner  
Kevin Doherty

Megan Fugate recorded the minutes.

### **Adoption of Agenda (ACTION ITEM)**

Chair Winchell asked for changes or additions to the presented agenda. President Watkins had two changes. Added the adoption of the resolution for chair and vice-chair to before the election of officers and changed VI.A. to Regular meeting dates of the Board of Trustees Resolution. Mr. Hoskins moved to approve the agenda as amended. Mr. Landrum seconded and motion carried 6-0.

### **Resolution to Establish Elections of Board of Trustees**

Mr. McReynolds moved to adopt the resolution to establish election of Board of Trustees at the first meeting on or after the second Monday in January, which is January 13, 2020 (or the next board meeting date if the board does not meet on the second Monday in January. Mr. Landrum seconded and motion carried 6-0.

### **Election of Officers for the Board of Trustees**

Chair Winchell opened the floor for Board Chair nominations. Mr. Howerter nominated David Winchell for chairperson for a period of one year or until a successor is elected. Mr. Taylor seconded. Nominations ended and motion carried 6-0.

## EXHIBIT 2

For Vice-Chair, Mr. Hoskins nominated Rod Landrum for a period of one year or until a successor is elected. Mr. Howerter seconded. Nominations ended and motion carried 6-0.

Mr. McReynolds moved to approve the following:

- Carl Hoskins, KACCT (Kansas Association of Community Colleges)
- Rod Landrum. KACCT Alternate
- Megan Fugate as Clerk of the Board
- Leanna Doherty as Treasurer
- David Markham and KASB as the legal services provider for the year
- Parsons Sun as the paper of record.

Mr. Hoskins seconded and motion carried 6-0.

Mr. Hoskins moved to approve the following Presidential appointments:

- The Emergency Executive Succession Plan as presented.
- Megan Hentzen, Payroll Specialist, ADA Coordinator
- Leanna Doherty, VP of Finance and Operation & Janice Every, Human Resource Director, Affirmative Action Officers (students also have the option of going to the Vice President of Student Affairs with a problem).
- Leanna Doherty, Public Information Officer.
- Kevin Doherty, Emergency Services Contact.
- Dr. Mark Watkins, President and Bethany Kendrick, Public Relations Director, Kansas Association of School Boards (KASB) Governmental Relations Network Contact.
- Title IX Coordinator, Tammy Fuentez

Mr. McReynolds seconded and motion carried 6-0.

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

Chair Winchell asked for corrections or additions to the January 9, 2020 regular meeting minutes, Mr. Landrum 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

Triston Gardner gave a short report.

#### Administrative Report

*Comparison of expenditures to the budget* – Leanna Doherty had placed the January financial report at the table. At the end of January we were 58% through the year. The general fund was 54%

## EXHIBIT 2

expended and the technical education/vocational fund was 53% expended. She invited questions from the Trustees and welcomed phone calls at a later date.

### Capital Campaign Update

Lindi Forbes gave a short report on the status of the capital campaign.

### Facilities Update

Kevin Doherty gave an update on facilities projects.

### President's Report

President Watkins gave a short report.

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

None

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

#### Regular Meeting Dates of the Board of Trustees Resolution

Mr. Howerter moved to approve the Resolution to Establish Regular Meeting Dates on the following meeting schedule during the 2020-2021 school year. The Board will meet in the Student Success Services Conference Room on the second Thursday of each month at 5:30pm. Mr. McReynolds seconded and motion carried 6-0.

#### Tuition and Fees for 2020-2021

Information is for review only. No action taken.

#### City of Chetopa Neighborhood Revitalization

Mr. Hoskins moved to approve the resolution for the City of Chetopa Neighborhood Revitalization. Mr. Taylor seconded and motion carried 6-0.

#### City of Oswego Neighborhood Revitalization

Mr. Hoskins moved to approve the resolution for the City of Oswego Neighborhood Revitalization. Mr. Howerter seconded and motion carried 6-0.

#### Course Approval

Mr. McReynolds moved to approve the following course: Advanced Medical Terminology for PTA, 1 credit hour. Mr. Landrum seconded and motion carried 6-0.

#### Policy Review

Policy 1.04 Membership of the Board is up for review. We will ask for approval at the March meeting.

## EXHIBIT 2

### Faculty Retirement

Due to the retirement of Jack Burke, Computer Science Faculty, at the end of his current contract, Mr. Howerter moved to approve administration to begin a search for a replacement. Mr. McReynolds seconded and motion carried 6-0.

### Professional Staff Resignation

Mr. Landrum moved to approve the resignation of Keisha Richenburg, Interim Director of Financial Aid, effective February 21, 2020. Mr. Hoskins seconded and motion carried 6-0.

### Professional Staff Letter of Employment

Mr. Hoskins moved to approve the Professional Staff Employment letter for Rhonda Baker, temporary part-time financial aid, at a monthly salary of \$1,400, from February 3, 2020 to June 30, 2020. Mr. Landrum seconded and motion carried 6-0.

Mr. Landrum moved to approve the Professional Staff Employment letter for Tyra Jones, temporary Assistant Women's Basketball Coach, at a monthly salary of \$1,950, from February 3, 2020 to May 4, 2020. Mr. Hoskins seconded and motion carried 6-0.

### Approval of Bills

Mr. Howerter moved to approve the Claims Register. Mr. Landrum seconded and motion carried 6-0.

### Executive Session for the purpose of discussing non-elected personnel to protect the interests of the individual(s) to be discussed.

Mr. Landrum moved to recess into executive session at \_\_\_6:50pm\_\_\_ (time) for \_\_\_15\_\_\_ minutes for the purpose of discussing personnel matters of nonelected personnel.

The Board will return to open meeting at \_\_\_7:05pm\_\_\_ in this room.

The executive session is required to protect the privacy interests of the individual(s) to be discussed.

Mr. Hoskins seconded and motion carried 6-0.

Reconvened at 7:05pm.

### Executive Session for the purpose of discussing non-elected personnel to protect the interests of the individual(s) to be discussed.



## EXHIBIT 2

Mr. Landrum moved to recess into executive session at \_\_\_7:06pm\_\_\_(time)for \_\_\_15\_\_\_ minutes for the purpose of discussing personnel matters of nonelected personnel.

The Board will return to open meeting at \_\_\_7:21pm\_\_\_ in this room. Inviting in Dr. Mark Watkins.

The executive session is required to protect the privacy interests of the individual(s) to be discussed.

Mr. Hoskins seconded and motion carried 6-0.

Reconvened at 7:21pm.

### Executive Session for the purpose of discussing non-elected personnel to protect the interests of the individual(s) to be discussed.

Mr. Landrum moved to recess into executive session at \_\_\_7:24pm\_\_\_(time)for \_\_\_10\_\_\_ minutes for the purpose of discussing personnel matters of nonelected personnel.

The Board will return to open meeting at \_\_\_7:34pm\_\_\_ in this room. Inviting in Dr. Mark Watkins.

The executive session is required to protect the privacy interests of the individual(s) to be discussed.

Mr. Hoskins seconded and motion carried 6-0.

Reconvened at 7:34pm.

### Evaluation of the College President

Mr. Landrum moved to extend the contract of the President, Dr. Mark Watkins, for one year to June 30, 2021. Mr. Howerter seconded and motion carried 6-0.

Chair Winchell will send a letter to Human Resources for the personnel file. The Trustees thanked Dr. Watkins for his work this past year.

### Public Comment

Dr. Jason Sharp gave some follow up information regarding the Computer Science Program.

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

Chair Winchell reminded everyone of the next regular meeting of the Board of Trustees scheduled for March 5, 2020 at 5:30 p.m., Conference Room, Student Success Center Building.

**Adjournment**

Mr. Howerter moved to adjourn the meeting at 7:36pm. Mr. Hoskins seconded and motion carried 6-0.

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Megan Fugate, Clerk of the Board

RR  
FF

**SUBJECT**

Tuition and Fees for 2020-2021

**REASON FOR CONSIDERATION BY THE BOARD**

Kansas Statutes state that the Board of Trustees' approval is required for adoption of student tuition and fees.

**BACKGROUND**

Last month the Board reviewed the tuition and fees for Labette Community College and the comparison to other schools. Currently the college charges \$105 per credit hour for in-state tuition and fees. The charge for out-of-state tuition and fees is \$130 per credit hour. A border state rate of \$126 per credit hour is charged for residents of Arkansas, Missouri and Oklahoma. The international students' rate is \$189 per credit hour.

The college is committed to affordable educational costs and strives to keep costs for students as low as feasible. In developing a recommendation for the total rate per credit hour for tuition and fees for 2020-2021, the following factors have been considered:

- LCC's total in-state student cost per credit hour is below the state average and slightly below the SEK average. LCC is the second lowest in terms of in-state tuition. Refer to the exhibit on the next page for a comparison of the colleges.
- Although most colleges have not acted on tuition and fees for 2020-2021, conversations with other colleges suggests increases will occur.
- Last year tuition and fees were increased \$3.
- Many institutions charge an additional amount to students based on the location at which the course is taught. Currently we are charging an additional fee of \$10 per credit hour at the Cherokee Center.

Each year the college should address in the next budget the effects of inflationary increases in the cost of goods and services as well as the changing mix of revenue sources available to the college balancing this with what the students can afford and the cost of attendance at other institutions. For next year a \$5 increase in fees is recommended in all residency categories.

**PRESIDENT'S RECOMMENDATION**

That the Board of Trustees review and approve the recommendation for a \$5 increase fees in all residency categories for the 2020-2021 school year.



# Kansas Community Colleges FY2020 Tuition and Fees Schedule

| Institution       | Resident |           |          | Non-Resident |           |          | International |           |          |
|-------------------|----------|-----------|----------|--------------|-----------|----------|---------------|-----------|----------|
|                   | Tuition  | Inc. Fees | Total    | Tuition      | Inc. Fees | Total    | Tuition       | Inc. Fees | Total    |
| ALLEN COUNTY CC   | \$60.00  | \$64.00   | \$124.00 | \$60.00      | \$64.00   | \$124.00 | \$60.00       | \$64.00   | \$124.00 |
| BARTON COUNTY CC  | \$74.00  | \$40.00   | \$114.00 | \$94.00      | \$40.00   | \$134.00 | \$157.00      | \$40.00   | \$197.00 |
| BUTLER COUNTY CC  | \$87.25  | \$33.75   | \$121.00 | \$146.25     | \$33.75   | \$180.00 | \$191.25      | \$33.75   | \$225.00 |
| CLOUD COUNTY CC   | \$78.00  | \$35.00   | \$113.00 | \$84.00      | \$35.00   | \$119.00 | \$84.00       | \$35.00   | \$119.00 |
| COFFEYVILLE CC    | \$39.00  | \$46.00   | \$85.00  | \$88.00      | \$46.00   | \$134.00 | \$104.00      | \$108.00  | \$212.00 |
| COLBY CC          | \$75.50  | \$45.50   | \$121.00 | \$129.50     | \$45.50   | \$175.00 | \$155.50      | \$45.50   | \$201.00 |
| COWLEY COUNTY CC  | \$68.00  | \$47.00   | \$115.00 | \$116.00     | \$47.00   | \$163.00 | \$163.00      | \$47.00   | \$210.00 |
| DODGE CITY CC     | \$47.00  | \$64.00   | \$111.00 | \$57.00      | \$66.00   | \$123.00 | \$60.00       | \$71.00   | \$131.00 |
| FORT SCOTT CC     | \$62.00  | \$55.00   | \$117.00 | \$62.00      | \$55.00   | \$117.00 | \$128.00      | \$55.00   | \$183.00 |
| GARDEN CITY CC    | \$61.00  | \$47.00   | \$108.00 | \$80.00      | \$47.00   | \$127.00 | \$98.00       | \$47.00   | \$145.00 |
| HIGHLAND CC       | \$73.00  | \$50.00   | \$123.00 | \$73.00      | \$50.00   | \$123.00 | \$268.00      | \$50.00   | \$318.00 |
| HUTCHINSON CC     | \$91.00  | \$23.00   | \$114.00 | \$122.00     | \$23.00   | \$145.00 | \$131.00      | \$33.00   | \$164.00 |
| INDEPENDENCE CC   | \$60.00  | \$78.00   | \$138.00 | \$67.00      | \$78.00   | \$145.00 | \$151.00      | \$78.00   | \$229.00 |
| JOHNSON COUNTY CC | \$96.00  | \$16.00   | \$112.00 | \$207.00     | \$16.00   | \$223.00 | \$207.00      | \$16.00   | \$223.00 |
| KANSAS CITY KS CC | \$88.00  | \$22.00   | \$110.00 | \$195.00     | \$22.00   | \$217.00 | \$195.00      | \$22.00   | \$217.00 |
| LABETTE CC        | \$54.00  | \$51.00   | \$105.00 | \$79.00      | \$51.00   | \$130.00 | \$138.00      | \$51.00   | \$189.00 |
| NEOSHO COUNTY CC  | \$75.00  | \$47.00   | \$122.00 | \$75.00      | \$69.00   | \$144.00 | \$148.00      | \$51.00   | \$199.00 |
| PRATT CC          | \$63.00  | \$49.00   | \$112.00 | \$75.00      | \$49.00   | \$124.00 | \$91.00       | \$49.00   | \$140.00 |
| SEWARD COUNTY CC  | \$68.00  | \$40.00   | \$108.00 | \$105.00     | \$40.00   | \$145.00 | \$105.00      | \$40.00   | \$145.00 |

\*Values are per credit hour

State Resident Average:  
\$114.37

Non-State Resident Average:  
\$146.95

International Average:  
\$187.95

Southeast Average Residents  
\$115.17

Southeast Average Non-residents  
\$132.33

Southeast Average International  
\$189.33

**EXHIBIT 3**

|   |
|---|
| Pittsburg State University - Resident: \$266    Non-Resident: \$644 |
|---|



Agenda Item #:V.A.  
Date: March 5, 2020

**SUBJECT**

Program Review: History/Geography/Philosophy/Religion

**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: History/Geography/Philosophy/Religion as presented.






COVER SHEET  
 ACADEMIC PROGRAM REVIEW  
 SELF STUDY AND SUMMARY REPORT

Academic Program/Discipline: **History/Geography/Philosophy/Religion**

Report Prepared by: Program/Discipline Committee

Tim Miller .....  2/26/2020 .....

| <b>Lead Faculty</b> | <b>Signature</b> | <b>Date Completed</b> |
|---------------------|------------------|-----------------------|
|---------------------|------------------|-----------------------|

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

| <i>Committee Members</i>                              | <i>Signatures</i>  | <i>Date</i> |
|---|--|-------------|
| Vice President of Student Affairs or Designate        |  |             |
| Kylie Lucas.....                                      |    | 2/25/2020   |
| Vice President of Finance and Operations or Designate |  |             |
| Janice Every.....                                     |   | 2/21/2020   |
| Director of Public Relations or Designate             |  |             |
| Bethany Kendrick.....                                 |   |             |
| Director of Information Technology or Designate       |  |             |
| Dana Eggers.....                                      |  | 2-21-2020   |
| Dean of Instruction or Designate                      |  |             |
| Ralph Gouvion.....                                    |   | 2-25-20     |
| Educational Support Staff                             |  |             |
| Hillary Bode.....                                     |  | 2-24-20     |

Faculty

John Ford..... *JCF*

Faculty

Randee Baty..... *Randee Baty* 2/24/2020

Faculty

Robert Bartelli..... *Robert Bartelli* 24 Feb 2020

Vice President of Academic Affairs

Jason Sharp..... *J Sharp* 2/24/2020

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

.....

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

President

Date

.....

## **Executive Summary**

The History department includes the disciplines of geography, political science, religion, and philosophy, and has one full-time professor and numerous adjuncts. Most of the classes offered are covered under the Kansas Board of Regents transfer and articulation agreement, and so easily transfer to universities in the state of Kansas. Classes are offered in a variety of formats, including face to face, online, and teleconferenced to Cherokee Center, and classes are also offered at most high schools in Labette and Cherokee counties. Most students taking classes in the department are not majoring in history, but instead are taking general education classes to fulfill their degree requirements. The Program Action Plan includes developing an Old Testament course, working more closely with the Education Department, budgeting money for travel to Cherokee Center for teleconferenced classes, and talking with current history majors about the possibility of them graduating from LCC even if they transfer to another institution without immediately graduating from LCC.

# ACADEMIC PROGRAM/DISCIPLINE REVIEW

## Labette Community College

### Introduction to Program

This program covers the disciplines of history, geography, political science, religion, and philosophy, and so is an amalgamation of a number of different academic disciplines, which presents different opportunities and challenges for the program. Only one discipline, history, grants a degree. There is only one full time professor for the various areas, and so the majority of classes are taught by adjunct faculty.

While the history department has attracted some students who major in history, most students who take classes in this program are doing so to fulfill requirements for other majors. Most of the classes offered are also offered at many other colleges across the country, and so usually transfer to other colleges without much problem. Because most of these classes are "entry level" classes, they have benefitted from the Kansas Board of Regents' (KBOR) transfer and articulation initiative. Of the thirteen classes currently offered through this program, ten are now covered by KCOG, with two more that will probably be covered in the next two years, so that they will easily transfer to any other community college or state university in Kansas. See appendix A for a listing of classes covered by KCOG.

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

The mission statement for the college reads, "Labette Community College provides quality learning opportunities in a supportive environment for success in a changing world." This program provides quality learning opportunities for students. The instructors use a variety of teaching methods during class, including showing videos, analyzing various sources, having students write essays and papers, and analyzing arguments. They do this while providing a supportive environment in which students can ask questions during class, talk to instructors one-on-one outside of class, and contact instructors through e-mail or phone calls. Finally, these classes prepare students for success in a changing world with the subject matter they provide. History classes give students exposure to people of other cultures and to varying ideas, while both the religion and philosophy classes help students develop their own ethical and moral ideas that may help them in difficult situations in life.

The classes offered through this program connect to many of the college's core values. Obviously, they do this through student learning, but many of the classes, by giving students exposure to different ideas and cultures, connect to the core value of educating for a globally connected world. The classes also connect to the values of integrity and transparency, particularly in the religion and philosophy classes, and we do offer one philosophy class that is simply titled "Ethics."

### Adjunct Faculty

|   |
|---|
| Diana Moss – Master of Arts (History)   |
| Doug Baty – Master of Divinity  |
| Greg Traxson – Master of Arts (History)   |
| John Mack – Doctor of Philosophy  |
| Kevin Thomure – Master of Arts (American History and Government)                      |
| Loni Quarton – Master of Arts (History)   |
| Max Nehrbass – Master of Arts (History)   |
| Nora Shelton - Master of Arts (Education with Emphasis in History and Social Science) |
| Thomas Robson – Master of Arts (Philosophy)   |
| Wayne Hatcher – Doctor of Philosophy  |
| Zachary Shockey – Bachelor of Science Education (working on credentialing plan)       |

### E. Faculty Recognition

Dr. Miller wrote *American Home Cooking: A Popular History*, which was published by Rowman & Littlefield in July, 2017.

Doug Baty, a religion and philosophy instructor, was honored as the Adjunct of the Year in the last school year.

### F. How Does the Discipline Use Professional Development?

Professional development varies by instructor in the program, but Dr. Miller published a book in 2017, attends meetings of the major historical associations, keeps up to date on historical research by subscribing to several journals, and regularly reads newly-published historical books.

### G. Student Enrollment

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

| Year | Associate of Arts | Declared Majors* | Graduates |
|------|-------------------|------------------|-----------|
| 2015 | History           | 5                | 0         |
| 2016 | History           | 6                | 0         |
| 2017 | History           | 7                | 2         |
| 2018 | History           | 8                | 1         |
| 2019 | History           | 8                | 0         |

\* Note there were 21 declared History Majors between 2015 and 2019. The breakdown by year equals more than total majors because some of these students would appear in multiple years if they changed catalogs, or changed majors and then returned. There are a few different reasons they may be counted twice. The total number of majors is correct.

| <b>Year</b> | <b>Course</b> | <b>Course Title</b>         | <b>Total Number of Students</b> |
|-------------|---------------|-----------------------------|---------------------------------|
| 2015        | RELI 101      | Comparative World Religions | 24                              |
| 2015        | RELI 105      | New Testament Survey        | 15                              |
|             |               |                             |                                 |
| 2016        | GEOG 101      | World Regional Geography    | 102                             |
| 2016        | HIST 101      | American History to 1877    | 207                             |
| 2016        | HIST 102      | American History Since 1877 | 157                             |
| 2016        | HIST 103      | World History to 1500       | 8                               |
| 2016        | HIST 104      | World History Since 1500    | 7                               |
| 2016        | HIST 201      | Kansas History              | 32                              |
| 2016        | PHIL 101      | Philosophy I                | 49                              |
| 2016        | PHIL 106      | Ethics                      | 57                              |
| 2016        | POLS 105      | American Government         | 169                             |
| 2016        | RELI 101      | Comparative World Religions | 23                              |
| 2016        | RELI 105      | New Testament Survey        | 17                              |
|             |               |                             |                                 |
| 2017        | GEOG 101      | World Regional Geography    | 120                             |
| 2017        | HIST 101      | American History to 1877    | 173                             |
| 2017        | HIST 102      | American History Since 1877 | 140                             |
| 2017        | HIST 103      | World History to 1500       | 24                              |
| 2017        | HIST 104      | World History Since 1500    | 20                              |
| 2017        | HIST 108      | Current World Affairs       | 15                              |
| 2017        | HIST 201      | Kansas History              | 25                              |
| 2017        | PHIL 101      | Philosophy I                | 39                              |
| 2017        | PHIL 106      | Ethics                      | 107                             |
| 2017        | POLS 105      | American Government         | 158                             |
| 2017        | RELI 101      | Comparative World Religions | 30                              |
| 2017        | RELI 105      | New Testament Survey        | 8                               |
|             |               |                             |                                 |
| 2018        | GEOG 101      | World Regional Geography    | 138                             |
| 2018        | HIST 101      | American History to 1877    | 185                             |
| 2018        | HIST 102      | American History Since 1877 | 131                             |
| 2018        | HIST 103      | World History to 1500       | 33                              |
| 2018        | HIST 104      | World History Since 1500    | 32                              |
| 2018        | HIST 108      | Current World Affairs       | 17                              |
| 2018        | HIST 201      | Kansas History              | 24                              |
| 2018        | PHIL 101      | Philosophy I                | 55                              |
| 2018        | PHIL 106      | Ethics                      | 120                             |
| 2018        | POLS 105      | American Government         | 212                             |
| 2018        | RELI 101      | Comparative World Religions | 51                              |
| 2018        | RELI 105      | New Testament Survey        | 7                               |

| <b>Year</b> | <b>Course</b> | <b>Course Title</b>         | <b>Average Class Size</b> |
|-------------|---------------|-----------------------------|---------------------------|
| 2016        | RELI 101      | Comparative World Religions | 5                         |
| 2016        | RELI 105      | New Testament Survey        | 8                         |
|             |               |                             |                           |
| 2017        | GEOG 101      | World Regional Geography    | 10                        |
| 2017        | HIST 101      | American History to 1877    | 13                        |
| 2017        | HIST 102      | American History Since 1877 | 12                        |
| 2017        | HIST 103      | World History to 1500       | 12                        |
| 2017        | HIST 104      | World History Since 1500    | 10                        |
| 2017        | HIST 108      | Current World Affairs       | 7                         |
| 2017        | HIST 201      | Kansas History              | 12                        |
| 2017        | PHIL 101      | Philosophy I                | 9                         |
| 2017        | PHIL 106      | Ethics                      | 15                        |
| 2017        | POLS 105      | American Government         | 12                        |
| 2017        | RELI 101      | Comparative World Religions | 6                         |
| 2017        | RELI 105      | New Testament Survey        | 4                         |
|             |               |                             |                           |
| 2018        | GEOG 101      | World Regional Geography    | 17                        |
| 2018        | HIST 101      | American History to 1877    | 12                        |
| 2018        | HIST 102      | American History Since 1877 | 11                        |
| 2018        | HIST 103      | World History to 1500       | 16                        |
| 2018        | HIST 104      | World History Since 1500    | 10                        |
| 2018        | HIST 108      | Current World Affairs       | 8                         |
| 2018        | HIST 201      | Kansas History              | 8                         |
| 2018        | PHIL 101      | Philosophy I                | 13                        |
| 2018        | PHIL 106      | Ethics                      | 17                        |
| 2018        | POLS 105      | American Government         | 12                        |
| 2018        | RELI 101      | Comparative World Religions | 7                         |
| 2018        | RELI 105      | New Testament Survey        | 7                         |
|             |               |                             |                           |
| 2019        | GEOG 101      | World Regional Geography    | 14                        |
| 2019        | HIST 101      | American History to 1877    | 14                        |
| 2019        | HIST 102      | American History Since 1877 | 12                        |
| 2019        | HIST 103      | World History to 1500       | 16                        |
| 2019        | HIST 104      | World History Since 1500    | 5                         |
| 2019        | HIST 108      | Current World Affairs       | 8                         |
| 2019        | HIST 201      | Kansas History              | 8                         |
| 2019        | PHIL 101      | Philosophy I                | 11                        |
| 2019        | PHIL 106      | Ethics                      | 13                        |
| 2019        | POLS 105      | American Government         | 14                        |
| 2019        | RELI 101      | Comparative World Religions | 15                        |

| Year | Location |    | Course   | Course Title                | Total # of Students |
|------|----------|----|----------|-----------------------------|---------------------|
| 2018 | MAIN     | VI | HIST 101 | American History to 1877    | 4                   |
| 2018 | MAIN     | VI | HIST 103 | World History to 1500       | 23                  |
| 2018 | MAIN     | VI | HIST 104 | World History Since 1500    | 4                   |
| 2018 | MAIN     | VI | HIST 108 | Current World Affairs       | 6                   |
| 2018 | MAIN     | VI | PHIL 106 | Ethics                      | 33                  |
| 2018 | MAIN     | VI | POLS 105 | American Government         | 11                  |
| 2018 | MAIN     | VI | RELI 101 | Comparative World Religions | 19                  |
|      |          |    |          |                             |                     |
| 2019 | MAIN     |    | HIST 101 | American History to 1877    | 39                  |
| 2019 | MAIN     |    | HIST 102 | American History Since 1877 | 36                  |
| 2019 | MAIN     |    | HIST 103 | World History to 1500       | 12                  |
| 2019 | MAIN     |    | PHIL 101 | Philosophy I                | 4                   |
| 2019 | MAIN     |    | POLS 105 | American Government         | 28                  |
| 2019 | MAIN     | VI | GEOG 101 | World Regional Geography    | 11                  |
| 2019 | MAIN     | VI | HIST 102 | American History Since 1877 | 3                   |
| 2019 | MAIN     | VI | HIST 104 | World History Since 1500    | 4                   |
| 2019 | MAIN     | VI | PHIL 106 | Ethics                      | 39                  |
| 2019 | MAIN     | VI | POLS 105 | American Government         | 13                  |

Note: Courses with the VI course identifiers are teleconference courses taught using LCC's polycom system.

### Concurrent

| Year | Location | Course   | Course Title                | Total # of Students |
|------|----------|----------|-----------------------------|---------------------|
| 2016 | ALTA     | HIST 101 | American History to 1877    | 42                  |
| 2016 | ALTA     | HIST 102 | American History Since 1877 | 37                  |
| 2016 | COLU     | HIST 101 | American History to 1877    | 8                   |
| 2016 | GALE     | HIST 101 | American History to 1877    | 29                  |
| 2016 | GALE     | HIST 102 | American History Since 1877 | 13                  |
| 2016 | GALE     | POLS 105 | American Government         | 31                  |
| 2016 | OSWE     | HIST 101 | American History to 1877    | 25                  |
| 2016 | OSWE     | HIST 102 | American History Since 1877 | 20                  |
|      |          |          |                             |                     |
| 2017 | ALTA     | HIST 101 | American History to 1877    | 52                  |
| 2017 | ALTA     | HIST 102 | American History Since 1877 | 45                  |
| 2017 | GALE     | HIST 101 | American History to 1877    | 18                  |
| 2017 | GALE     | HIST 102 | American History Since 1877 | 5                   |
| 2017 | GALE     | POLS 105 | American Government         | 19                  |
|      |          |          |                             |                     |
| 2018 | ALTA     | HIST 101 | American History to 1877    | 56                  |
| 2018 | ALTA     | HIST 102 | American History Since 1877 | 50                  |
| 2018 | GALE     | HIST 101 | American History to 1877    | 14                  |



| <b>Year</b> | <b>Location</b> | <b>Course</b> | <b>Course Title</b>         | <b>Total # of Students</b> |
|-------------|-----------------|---------------|-----------------------------|----------------------------|
| 2016        | ONLIN           | RELI 101      | Comparative World Religions | 18                         |
| 2016        | ONLIN           | RELI 105      | New Testament Survey        | 17                         |
|             |                 |               |                             |                            |
| 2017        | ONLIN           | HIST 101      | American History to 1877    | 2                          |
| 2017        | ONLIN           | POLS 105      | American Government         | 15                         |
| 2017        | ONLIN           | GEOG 101      | World Regional Geography    | 80                         |
| 2017        | ONLIN           | HIST 101      | American History to 1877    | 42                         |
| 2017        | ONLIN           | HIST 102      | American History Since 1877 | 45                         |
| 2017        | ONLIN           | HIST 104      | World History Since 1500    | 5                          |
| 2017        | ONLIN           | HIST 201      | Kansas History              | 25                         |
| 2017        | ONLIN           | PHIL 101      | Philosophy I                | 35                         |
| 2017        | ONLIN           | PHIL 106      | Ethics                      | 70                         |
| 2017        | ONLIN           | POLS 105      | American Government         | 84                         |
| 2017        | ONLIN           | RELI 101      | Comparative World Religions | 23                         |
| 2017        | ONLIN           | RELI 105      | New Testament Survey        | 8                          |
|             |                 |               |                             |                            |
| 2018        | ONLIN           | HIST 101      | American History to 1877    | 9                          |
| 2018        | ONLIN           | HIST 102      | American History Since 1877 | 11                         |
| 2018        | ONLIN           | POLS 105      | American Government         | 17                         |
| 2018        | ONLIN           | GEOG 101      | World Regional Geography    | 100                        |
| 2018        | ONLIN           | HIST 101      | American History to 1877    | 33                         |
| 2018        | ONLIN           | HIST 102      | American History Since 1877 | 39                         |
| 2018        | ONLIN           | HIST 104      | World History Since 1500    | 17                         |
| 2018        | ONLIN           | HIST 201      | Kansas History              | 24                         |
| 2018        | ONLIN           | PHIL 101      | Philosophy I                | 51                         |
| 2018        | ONLIN           | PHIL 106      | Ethics                      | 78                         |
| 2018        | ONLIN           | POLS 105      | American Government         | 113                        |
| 2018        | ONLIN           | RELI 101      | Comparative World Religions | 23                         |
| 2018        | ONLIN           | RELI 105      | New Testament Survey        | 7                          |
|             |                 |               |                             |                            |
| 2019        | ONLIN           | HIST 101      | American History to 1877    | 25                         |
| 2019        | ONLIN           | HIST 102      | American History Since 1877 | 27                         |
| 2019        | ONLIN           | POLS 105      | American Government         | 28                         |
| 2019        | ONLIN           | GEOG 101      | World Regional Geography    | 90                         |
| 2019        | ONLIN           | HIST 101      | American History to 1877    | 40                         |
| 2019        | ONLIN           | HIST 102      | American History Since 1877 | 47                         |
| 2019        | ONLIN           | HIST 103      | World History to 1500       | 21                         |
| 2019        | ONLIN           | HIST 104      | World History Since 1500    | 5                          |
| 2019        | ONLIN           | HIST 108      | Current World Affairs       | 8                          |
| 2019        | ONLIN           | HIST 201      | Kansas History              | 25                         |
| 2019        | ONLIN           | PHIL 101      | Philosophy I                | 42                         |
| 2019        | ONLIN           | PHIL 106      | Ethics                      | 73                         |

Note: Courses with the VI course identifiers are teleconference courses taught using LCC's polycom system.

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

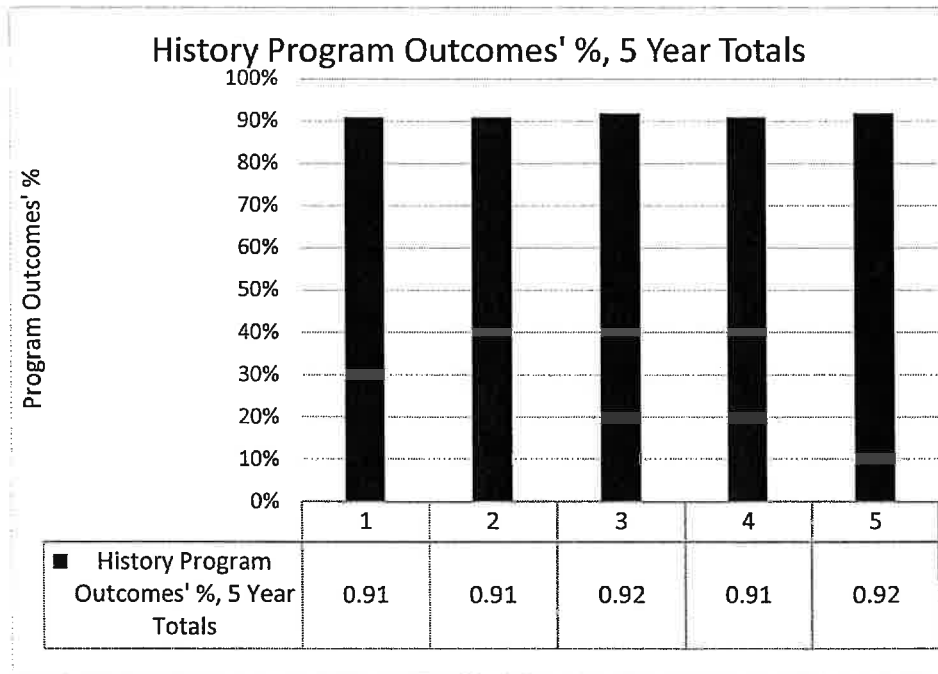
| Year | Number of History Courses Offered* | Percentage Taught by Full Time Faculty | Percentage Taught by Adjuncts |
|------|------------------------------------|--|-------------------------------|
| 2015 | 30                                 | 46.7%                                  | 53.3%                         |
| 2016 | 29                                 | 48.3%                                  | 51.7%                         |
| 2017 | 32                                 | 40.6%                                  | 59.4%                         |
| 2018 | 36                                 | 52.8%                                  | 47.2%                         |
| 2019 | 37                                 | 43.2%                                  | 56.8%                         |

\*Some courses may be counted twice due to IDL courses offered at two different locations.

| Year | Number of Geography Courses Offered | Percentage Taught by Full Time Faculty | Percentage Taught by Adjuncts |
|------|-------------------------------------|--|-------------------------------|
| 2015 | 9                                   | 0.0%                                   | 100.0%                        |
| 2016 | 7                                   | 0.0%                                   | 100.0%                        |
| 2017 | 11                                  | 0.0%                                   | 100.0%                        |
| 2018 | 8                                   | 0.0%                                   | 100.0%                        |
| 2019 | 9                                   | 0.0%                                   | 100.0%                        |

| Year | Number of Philosophy Courses Offered | Percentage Taught by Full Time Faculty | Percentage Taught by Adjuncts |
|------|--------------------------------------|--|-------------------------------|
| 2015 | 7                                    | 0.0%                                   | 100.0%                        |
| 2016 | 8                                    | 0.0%                                   | 100.0%                        |
| 2017 | 11                                   | 0.0%                                   | 100.0%                        |
| 2018 | 11                                   | 0.0%                                   | 100.0%                        |
| 2019 | 13                                   | 0.0%                                   | 100.0%                        |

| Year | Number of Political Science Courses Offered | Percentage Taught by Full Time Faculty | Percentage Taught by Adjuncts |
|------|---|--|-------------------------------|
| 2015 | 10  | 0.0%                                   | 100.0%                        |
| 2016 | 11  | 0.0%                                   | 100.0%                        |
| 2017 | 13  | 0.0%                                   | 100.0%                        |
| 2018 | 17  | 0.0%                                   | 100.0%                        |
| 2019 | 21  | 0.0%                                   | 100.0%                        |



**Describe other assessment data/summaries if appropriate.**

### ***I. Learning Resources***

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

Yes, the learning resources the college provides help the program. In particular, the following areas of the college provide assistance for the program:

- The library assists with research needs for students writing papers, although having more new books on the shelves and having access to more databases, would help with improving student learning resources.
- The Student Success Center helps with proctoring exams for online classes and also provides feedback for students who need assistance with writing papers.
- The Information Technologies department helps with making sure computers, projectors, etc. function in the classroom, and they also help with classes that are teleconferenced between the main campus and Cherokee Center.

### ***J. Partnerships***

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

While it is not a relationship with a particular school, Dr. Miller and various adjuncts have been involved with the annual KCOG meetings to talk about course requirements across the state of Kansas, meeting with professors from other schools to discuss course objectives. Additionally, Dr. Miller is on a KBOR committee examining the use of Open Educational Resources.

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

## **ACADEMIC PROGRAM REVIEW**

**Date: March 2020**

**Academic Program/Discipline: History**

### **REVIEW COMMITTEE IDENTIFIED STRENGTHS**

Courses are offered in various formats to meet the needs of high school, traditional, and non-traditional students. These formats include concurrent classes at local high schools, online classes, evening classes, and courses teleconferenced between the main LCC campus and the Cherokee Center.

The faculty in the department is well educated. Dr. Miller, the full-time faculty in the department, has a doctorate in history and has published an article and several books. Two of the adjunct faculty also have doctorates, and all but one of the rest have master's degrees in the field they teach (the remaining adjunct is on a plan to get his master's degree).

The majority of the classes offered by the department are covered by KBOR's transfer and articulation agreement, which allows students to easily transfer those credit hours to universities in the state of Kansas. Those classes tend to be typical general education classes, and so often fulfill specific requirements at the receiving institution, rather than transferring as a simple humanities course.

The costs for the department are relatively low. There is only one full-time faculty member, so all other instructors are paid the adjunct rate for teaching classes.

The department has shifted to using Open Educational Resources whenever possible, and has otherwise worked on trading higher-priced textbooks for lower-priced alternatives. The two US history courses currently use an OER textbook that is free to download, and the World Geography class will be changing to a free OER book in the fall. While there is no OER alternative for a class like Comparative World Religions, the class moved from a textbook that cost almost \$150 to one that is about \$50.

## Program Action Plan

Date: March 2020

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/<br>Opportunities/<br>Challenges | Program<br>Outcome/ Objective   | Estimated<br>Cost/<br>Department<br>Budget | Operational Plan Year<br>of Implementation,<br>Associated Core<br>Value and Outcome,<br>and/or Completion or<br>Proposed<br>Administrative Action | Person Responsible<br>DOI/Advisory<br>Committee |
|---|---|--|---|---|
| Opportunity                                 | Talk with current history majors about graduating from LCC after taking classes at another institution. | \$0  | Spring 2020, 1B   | History department faculty                      |
| Opportunity                                 | Develop Old Testament class.  | \$1470                                     | Fall 2021, 1E   | History department faculty and Religion adjunct |
| Challenge                                   | Work with Administration on partnering with and improving Education Department relationships.           | N/A  | Spring 2023, 1B   | DOI and history department                      |
| Challenge                                   | Increase teleconferenced offerings and budget money for equitable teaching between sites.               | \$300                                      | Fall 2020, 1B   | DOI and history department                      |
|   |   |  |   |   |

|          |                             |
|----------|-----------------------------|
| RELI 101 | Comparative World Religions |
| RELI 105 | New Testament Survey        |

***Appendix C: Perkins Core Performance Data***

Not Applicable





Agenda Item #: V.B.  
Date: March 5, 2020

**SUBJECT**

Approval 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 approval:

Policy 1.04 Membership of the Board

**PRESIDENT'S RECOMMENDATION**

That the Board of Trustees approve Policy 1.04 Membership of the Board.



- A. Election of Members: The Board shall consist of six members to be nominated and elected in conformity with the state laws and regulations applicable thereto. Usually this is accomplished by the qualified voters of the district at the general school election in November of each odd numbered year. Their term of office shall begin on the second Monday in January following their election. 71-1401 et seq.
- B. Officers: At the regular meeting on or after the second Monday in January ~~July~~ of each year (K.S.A. 72-1133 and K.S.A. 72-1138), the Board elects for one year a chairperson and vice-chairperson from its members. The first item on the agenda for the ~~July~~ regular meeting on or after the second Monday in January will be election of officers. The chairperson from the previous ~~fiscal~~ calendar year (or other presiding officer) will conduct the election of a chairperson for the current ~~fiscal~~ calendar year. The newly elected chairperson will assume the office at once and preside over the remainder of the board meeting. A member of the board will not be eligible to serve as chairperson for more than two successive terms. The Board also elects a secretary-clerk for a term of one year and another person, who cannot be a member of the Board, to serve as treasurer. The Board also employs and retains legal counsel.
- C. Vacancies: Vacancies in the Board of Trustees shall be filled by the Board by appointment as stated in 71-201(15).
- D. Power to Appoint other Officers and Agents: The Board of Trustees shall have power to appoint such other officers and agents as the Board may deem necessary for transaction of the business of the Board.
- E. Authority of Members: No member of the Board of Trustees shall have power to act in the name of the Board of Trustees outside regular or special Board meetings unless so directed by the Board of Trustees.
- F. Executive Functions: Board policies are executed under the direction of the President.

Revised: 3/12/98

Revised: 3/8/18

Revised: 5/2/19



Agenda Item #: V.C.  
Date: March 5, 2020

**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 1.16 Emergency Executive Succession Plan

The attached exhibits show the proposed changes.

**PRESIDENT'S RECOMMENDATION**

That the Board of Trustees review Policy 1.16 Emergency Executive Succession Plan. We will request action to be taken at the April Board Meeting.



The Board of Trustees recognizes that continuous coverage of leadership duties is critical to the ongoing operations of Labette Community College and its commitment to the citizens of Labette and Cherokee counties.

The Board of Trustees acknowledges that due diligence in exercising its governance functions requires that an emergency executive succession plan be put in place to insure continuity to facilitate the transition to both interim and longer-term leadership in the event of an unplanned absence of the President.

In order to protect the College and its Board from sudden loss of presidential services, the President shall designate at the organizational meeting ~~July~~ scheduled on or after the second Monday in January, no fewer than two other executive staff members familiar with Board and presidential issues and procedures.

The Labette Community College Board of Trustees approves the Executive Succession Plan for the temporary appointment of an Acting President in the event of an unplanned absence of the President of the College.

Adopted: 7/11/07

Reviewed: 4/28/14





Agenda Item: V.D.  
Date: March 5, 2020

**SUBJECT**

Approval of Bills

**REASON FOR CONSIDERATION BY THE BOARD**

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

**BACKGROUND**

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

**PRESIDENT'S RECOMMENDATION**

That the Board of Trustees approve the claims register.

