September 3, 2014

Board of Trustees:

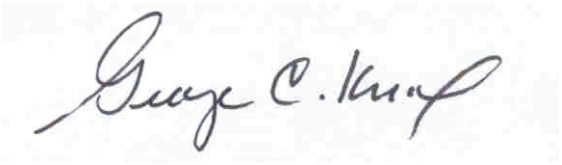
Attached you will find Labette Community College's 2014 Annual Report. The information comes from all areas of our College in an attempt to provide you with a comprehensive view of what we have accomplished over the past year. The report starts with our Strategic Planning process so you get an idea of the big picture, including the Institutional Goals and Outcomes that the Board helped us to write, our timeline that reflects our operational planning process and our 5 year visions. The last part of the process shows how the various committees' support the strategic plan.

Next, we have included our Organizational Charts to show how each area is put together, a report from each of our clubs and organizations, and a list of highlights showing how each Goal and outcome is supported by all areas of the institution. From here, we include the completed operational plans for FY2014.

Hopefully this annual comprehensive overview will serve the needs of the board. It also serves as way for us to show our transparency as required by the Higher Learning Commission. Once the annual report has been reviewed by the Board of Trustees, the information will be shared with all Labette Community College employees and adjunct instructors.

Finally, this Annual Report is a testament to the outstanding work all of our faculty, staff, and administration do every day for our students. I know you will be as pleased as I am with our results.

Sincerely,



George C. Knox, Ed.D.
President

LABETTE COMMUNITY COLLEGE
STRATEGIC PLAN FY2014

VISION STATEMENT

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

MISSION STATEMENT

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

The vision and mission of Labette Community College reflect a set of core values shared by students, faculty, staff, administration, and Board of Trustees. These core values serve as the guiding principles of the college community as we plan for the future. The vision, mission, core values and outcomes support the Higher Learning Commission (HLC) Criteria for Accreditation, the Kansas Board of Regents (KBOR) Foresight 2020 Strategic Agenda and our current KBOR Performance Agreement.

CORE VALUES AND OUTCOMES

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

Outcomes

A. Cultivate a culture in which services, practices, policies, procedures, and personnel support learning as a major priority.
B. Strive to make the student's experiences with LCC positive, nurturing, and focuses on student learning and academic success.
C. Make accessible a variety of services and programs that address learning needs.
D. Use technology to expand opportunities for student learning and student services.
E. Provide quality programs and services at the main campus, the Cherokee Center, all extension sites, and online.

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

Outcomes

A. Improve and expand linkages with educational partners and community agencies for mutual benefit.
B. Respond to the diverse learning needs of our community.
C. Increase the availability of skilled workers to meet the needs of the community through community service.
D. Offer a variety of online and on-ground courses at the main campus, the Cherokee Center and all extension sites to best meet the needs of our students.

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

Outcomes

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

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

Outcomes

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

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

Outcomes

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

Policy Title: Criteria for Accreditation
Number: CRRT.B.10.010

The Criteria for Accreditation are the standards of quality by which the Commission determines whether an institution merits accreditation or reaffirmation of accreditation. They are as follows:

Criterion One. Mission

The institution's mission is clear and articulated publicly; it guides the institution's operations.

Core Components

1.A. The institution's mission is broadly understood within the institution and guides its operations.

1. The mission statement is developed through a process suited to the nature and culture of the institution and is adopted by the governing board.
2. The institution's academic programs, student support services, and enrollment profile are consistent with its stated mission.
3. The institution's planning and budgeting priorities align with and support the mission. (This sub-component may be addressed by reference to the response to Criterion 5.C.1.)

1.B. The mission is articulated publicly.

1. The institution clearly articulates its mission through one or more public documents, such as statements of purpose, vision, values, goals, plans, or institutional priorities.
2. The mission document or documents are current and explain the extent of the institution's emphasis on the various aspects of its mission, such as instruction, scholarship, research, application of research, creative works, clinical service, public service, economic development, and religious or cultural purpose.
3. The mission document or documents identify the nature, scope, and intended constituents of the higher education programs and services the institution provides.

1.C. The institution understands the relationship between its mission and the diversity of society.

1. The institution addresses its role in a multicultural society.
2. The institution's processes and activities reflect attention to human diversity as appropriate within its mission and for the constituencies it serves.

1.D. The institution's mission demonstrates commitment to the public good.

1. Actions and decisions reflect an understanding that in its educational role the institution serves the public, not solely the institution, and thus entails a public obligation.
2. The institution's educational responsibilities take primacy over other purposes, such as generating financial returns for investors, contributing to a related or parent organization, or supporting external interests.
3. The institution engages with its identified external constituencies and communities of interest and responds to their needs as its mission and capacity allow.

Criterion Two. Integrity: Ethical and Responsible Conduct

The institution acts with integrity; its conduct is ethical and responsible.

Core Components

 © Higher Learning Commission

2.A. The institution operates with integrity in its financial, academic, personnel, and auxiliary functions; it establishes and follows policies and processes for fair and ethical behavior on the part of its governing board, administration, faculty, and staff.

2.B. The institution presents itself clearly and completely to its students and to the public with regard to its programs, requirements, faculty and staff, costs to students, control, and accreditation relationships.

2.C. The governing board of the institution is sufficiently autonomous to make decisions in the best interest of the institution and to assure its integrity.
1. The governing board's deliberations reflect priorities to preserve and enhance the institution.
2. The governing board reviews and considers the reasonable and relevant interests of the institution's internal and external constituencies during its decision-making deliberations.
3. The governing board preserves its independence from undue influence on the part of donors, elected officials, ownership interests, or other external parties when such influence would not be in the best interest of the institution.
4. The governing board delegates day-to-day management of the institution to the administration and expects the faculty to oversee academic matters.

2.D. The institution is committed to freedom of expression and the pursuit of truth in teaching and learning.

2.E. The institution's policies and procedures call for responsible acquisition, discovery and application of knowledge by its faculty, students and staff.
1. The institution provides effective oversight and support services to ensure the integrity of research and scholarly practice conducted by its faculty, staff, and students.
2. Students are offered guidance in the ethical use of information resources.
3. The institution has and enforces policies on academic honesty and integrity.

Criterion Three. Teaching and Learning: Quality, Resources, and Support
The institution provides high quality education, wherever and however its offerings are delivered.

Core Components

3.A. The institution's degree programs are appropriate to higher education.
1. Courses and programs are current and require levels of performance by students appropriate to the degree or certificate awarded.
2. The institution articulates and differentiates learning goals for its undergraduate, graduate, post-baccalaureate, post-graduate, and certificate programs.
3. The institution's program quality and learning goals are consistent across all modes of delivery and all locations (on the main campus, at additional locations, by distance delivery, as dual credit, through contractual or consortial arrangements, or any other modality).

3.B. The institution demonstrates that the exercise of intellectual inquiry and the acquisition, application, and integration of broad learning and skills are integral to its educational programs.
1. The general education program is appropriate to the mission, educational offerings, and degree levels of the institution.
2. The institution articulates the purposes, content, and intended learning outcomes of its undergraduate general education requirements. The program of general education is grounded in a philosophy or framework developed by the institution or adopted from an established framework. It imparts broad knowledge and intellectual concepts to students and develops skills and attitudes that the institution believes every college-educated person should possess.

 © Higher Learning Commission

3. Every degree program offered by the institution engages students in collecting, analyzing, and communicating information; in mastering modes of inquiry or creative work; and in developing skills adaptable to changing environments.
4. The education offered by the institution recognizes the human and cultural diversity of the world in which students live and work.
5. The faculty and students contribute to scholarship, creative work, and the discovery of knowledge to the extent appropriate to their programs and the institution's mission.

3.C. The institution has the faculty and staff needed for effective, high-quality programs and student services.
1. The institution has sufficient numbers and continuity of faculty members to carry out both the classroom and the non-classroom roles of faculty, including oversight of the curriculum and expectations for student performance; establishment of academic credentials for instructional staff; involvement in assessment of student learning.
2. All instructors are appropriately qualified, including those in dual credit, contractual, and consortial programs.
3. Instructors are evaluated regularly in accordance with established institutional policies and procedures.
4. The institution has processes and resources for assuring that instructors are current in their disciplines and adept in their teaching roles; it supports their professional development.
5. Instructors are accessible for student inquiry.
6. Staff members providing student support services, such as tutoring, financial aid advising, academic advising, and co-curricular activities, are appropriately qualified, trained, and supported in their professional development.

3.D. The institution provides support for student learning and effective teaching.
1. The institution provides student support services suited to the needs of its student populations.
2. The institution provides for learning support and preparatory instruction to address the academic needs of its students. It has a process for directing entering students to courses and programs for which the students are adequately prepared.
3. The institution provides academic advising suited to its programs and the needs of its students.
4. The institution provides to students and instructors the infrastructure and resources necessary to support effective teaching and learning (technological infrastructure, scientific laboratories, libraries, performance spaces, clinical practice sites, museum collections, as appropriate to the institution's offerings).
5. The institution provides to students guidance in the effective use of research and information resources.

3.E. The institution fulfills the claims it makes for an enriched educational environment.
1. Co-curricular programs are suited to the institution's mission and contribute to the educational experience of its students.
2. The institution demonstrates any claims it makes about contributions to its students' educational experience by virtue of aspects of its mission, such as research, community engagement, service learning, religious or spiritual purpose, and economic development.

Criterion Four. Teaching and Learning: Evaluation and Improvement

The institution demonstrates responsibility for the quality of its educational programs, learning environments, and support services, and it evaluates their effectiveness for student learning through processes designed to promote continuous improvement.

Core Components

4.A. The institution demonstrates responsibility for the quality of its educational programs.

 © Higher Learning Commission

1. The institution maintains a practice of regular program reviews.
2. The institution evaluates all the credit that it transcripts, including what it awards for experiential learning or other forms of prior learning, or relies on the evaluation of responsible third parties.
3. The institution has policies that assure the quality of the credit it accepts in transfer.
4. The institution maintains and exercises authority over the prerequisites for courses, rigor of courses, expectations for student learning, access to learning resources, and faculty qualifications for all its programs, including dual credit programs. It assures that its dual credit courses or programs for high school students are equivalent in learning outcomes and levels of achievement to its higher education curriculum.
5. The institution maintains specialized accreditation for its programs as appropriate to its educational purposes.
6. The institution evaluates the success of its graduates. The institution assures that the degree or certificate programs it represents as preparation for advanced study or employment accomplish these purposes. For all programs, the institution looks to indicators it deems appropriate to its mission, such as employment rates, admission rates to advanced degree programs, and participation rates in fellowships, internships, and special programs (e.g., Peace Corps and Americorps).

4.B. The institution demonstrates a commitment to educational achievement and improvement through ongoing assessment of student learning.
1. The institution has clearly stated goals for student learning and effective processes for assessment of student learning and achievement of learning goals.
2. The institution assesses achievement of the learning outcomes that it claims for its curricular and co-curricular programs.
3. The institution uses the information gained from assessment to improve student learning.
4. The institution's processes and methodologies to assess student learning reflect good practice, including the substantial participation of faculty and other instructional staff members.

4.C. The institution demonstrates a commitment to educational improvement through ongoing attention to retention, persistence, and completion rates in its degree and certificate programs.
1. The institution has defined goals for student retention, persistence, and completion that are ambitious but attainable and appropriate to its mission, student populations, and educational offerings.
2. The institution collects and analyzes information on student retention, persistence, and completion of its programs.
3. The institution uses information on student retention, persistence, and completion of programs to make improvements as warranted by the data.
4. The institution's processes and methodologies for collecting and analyzing information on student retention, persistence, and completion of programs reflect good practice. (Institutions are not required to use IPEDS definitions in their determination of persistence or completion rates. Institutions are encouraged to choose measures that are suitable to their student populations, but institutions are accountable for the validity of their measures.)

Criterion Five. Resources, Planning, and Institutional Effectiveness

The institution's resources, structures, and processes are sufficient to fulfill its mission, improve the quality of its educational offerings, and respond to future challenges and opportunities. The institution plans for the future.

Core Components

5.A. The institution's resource base supports its current educational programs and its plans for maintaining and strengthening their quality in the future.
1. The institution has the fiscal and human resources and physical and technological infrastructure sufficient to support its operations wherever and however programs are delivered.

 © Higher Learning Commission

2. The institution's resource allocation process ensures that its educational purposes are not adversely affected by elective resource allocations to other areas or disbursement of revenue to a superordinate entity.
3. The goals incorporated into mission statements or elaborations of mission statements are realistic in light of the institution's organization, resources, and opportunities.
4. The institution's staff in all areas are appropriately qualified and trained.
5. The institution has a well-developed process in place for budgeting and for monitoring expense.

5.B. The institution's governance and administrative structures promote effective leadership and support collaborative processes that enable the institution to fulfill its mission.
1. The governing board is knowledgeable about the institution; it provides oversight of the institution's financial and academic policies and practices and meets its legal and fiduciary responsibilities.
2. The institution has and employs policies and procedures to engage its internal constituencies—including its governing board, administration, faculty, staff, and students—in the institution's governance.
3. Administration, faculty, staff, and students are involved in setting academic requirements, policy, and processes through effective structures for contribution and collaborative effort.

5.C. The institution engages in systematic and integrated planning.
1. The institution allocates its resources in alignment with its mission and priorities.
2. The institution links its processes for assessment of student learning, evaluation of operations, planning, and budgeting.
3. The planning process encompasses the institution as a whole and considers the perspectives of internal and external constituent groups.
4. The institution plans on the basis of a sound understanding of its current capacity. Institutional plans anticipate the possible impact of fluctuations in the institution's sources of revenue, such as enrollment, the economy, and state support.
5. Institutional planning anticipates emerging factors, such as technology, demographic shifts, and globalization.

5.D. The institution works systematically to improve its performance.
1. The institution develops and documents evidence of performance in its operations.
2. The institution learns from its operational experience and applies that learning to improve its institutional effectiveness, capabilities, and sustainability, overall and in its component parts.

Policy Number Key
Section CRRT: Criteria and Requirements
Chapter B: Criteria for Accreditation
Part 10: General

Last Revised: June 2014
First Adopted: August 1992
Revision History: Criterion Three revised August 1998, revised February 2002, revised February 2007. New Criteria for Accreditation adopted February 2003, effective January 2005, New Criteria for Accreditation adopted February 2012, effective January 2013, June 2014
Notes: Former Policy Number: 1.1(a), 2013 – 1.1 Part A, 1.1 Part B. The Revised Criteria for Accreditation, Assumed Practices, and other new and revised related policies adopted February 2012 are effective for all accredited institutions on January 1, 2013. See Appendix A for information on the related policies that sunset December 31, 2012.
Related Policies:

 © Higher Learning Commission

The Criteria for Accreditation: Guiding Values

The Higher Learning Commission's Criteria for Accreditation reflect a set of guiding values. The Commission articulates these guiding values so as to offer a better understanding of the Criteria and the intentions that underlie them.

The responsibility for assuring the quality of an institution rests first with the institution itself. Institutional accreditation assesses the capacity of an institution to assure its own quality and expects it to produce evidence that it does so.

Many of the Higher Learning Commission's Criteria for Accreditation should be understood in this light. The Commission expects the governing board to ensure quality through its governance structures, with appropriate degrees of involvement and delegation. The Commission emphasizes planning because planning is critical to sustaining quality. Assessment of student learning and focus on persistence and completion are ways in which the institution improves and thus assures the quality of its teaching and learning.

The Commission expects that institutions have the standards, the processes, and the will for quality assurance in depth and throughout its educational offerings.

1. Focus on student learning

For the purpose of accreditation, the Higher Learning Commission regards the teaching mission of any institution as primary. Institutions will have other missions, such as research, healthcare, and public service, and these other missions may have a shaping and highly valuable effect on the education that the institution provides. In the accreditation process, these missions should be recognized and considered in relation to the teaching mission.

A focus on student learning encompasses every aspect of students' experience at an institution: how they are recruited and admitted; costs they are charged and how they are supported by financial aid; how well they are informed and guided before and through their work at the institution; the breadth, depth, currency, and relevance of

More about the Criteria

Guiding Values

Criteria for Accreditation Effective January 1, 2013

Assumed Practices Effective January 1, 2013

Obligations of Affiliation Effective January 1, 2013

Glossary

Questions?
800.621.7440

the learning they are offered; their education through co-curricular offerings; the effectiveness of their programs; what happens to them after they leave the institution.

2. Education as a public purpose

Every educational institution serves a public purpose. Public or state-supported institutions make that assumption readily. Not-for-profit institutions receive their tax-exempt status on the basis of an assumption that they serve a public purpose. And although it may appear that a for-profit institution does not require a public purpose, because education is a public good its provision serves a public purpose and entails societal obligations. Furthermore, the provision of higher education requires a more complex standard of care than, for instance, the provision of dry cleaning services. What the students buy, with money, time, and effort, is not merely a good, like a credential, but experiences that have the potential to transform lives, or to harm them. What institutions do constitutes a solemn responsibility for which they should hold themselves accountable.

3. Education for a diverse, technological, globally connected world

A contemporary education must recognize contemporary circumstances: the diversity of U.S. society, the diversity of the world in which students live, and the centrality of technology and the global dynamic to life in the 21st century. More than ever, students should be prepared for lifelong learning and for the likelihood that no job or occupation will last a lifetime. Even for the most technical qualification, students need the civic learning and broader intellectual capabilities that underlie success in the workforce. The Commission distinguishes higher education in part on the basis of its reach beyond narrow vocational training to a broader intellectual and social context.

4. A culture of continuous improvement

Continuous improvement is the alternative to stagnation. Minimum standards are necessary but far from sufficient to achieve acceptable quality in higher education, and the strongest institutions will stay strong through ongoing aspiration. The Commission includes improvement as one of two major strands in all its pathways, the other being assurance that member institutions meet the Criteria and the Federal Requirements.

A process of assessment is essential to continuous improvement and therefore a commitment to assessment should be deeply embedded in an institution's activities. Assessment applies not only to student learning and educational outcomes but to an institution's approach to improvement of institutional effectiveness.

For student learning, a commitment to assessment would mean assessment at the program level that proceeds from clear goals, involves faculty at all points in the process, and analyzes the assessment results; it would also mean that the institution improves its programs or ancillary services or other operations on the basis of those analyses. Institutions committed to improvement review their programs regularly and seek external judgment, advice, or benchmarks in their assessments. Because in recent years the issues of persistence and completion have become central to public concern about higher education, the current Criteria direct attention to them as possible indicators of quality and foci for improvement, without prescribing either the measures or outcomes.

Innovation is an aspect of improvement and essential in a time of rapid change and challenge; through its Criteria and processes the Commission seeks to support innovation for improvement in all facets of institutional practice.

5. Evidence-based institutional learning and self-presentation

Assessment and the processes an institution learns from should be well-grounded in evidence. Statements of belief and intention have important roles in an institution's presentation of itself, but for the quality assurance function of accreditation, evidence is critical. Institutions should be able to select evidence based on their particular purposes and circumstances. At the same time, many of the Assumed Practices within the Criteria require certain specified evidence.

6. Integrity, transparency, and ethical behavior or practice

The Commission understands integrity broadly, including wholeness and coherence at one end of the spectrum and ethical behavior at the other. Integrity means doing what the mission calls for and not doing what it does not call for; governance systems that are freely, independently, and rigorously focused on the welfare of the institution and

its students; scrupulous avoidance of misleading statements or practices; full disclosure of information to students before students make any commitment to the institution, even a commitment to receive more information; clear, explicit requirements for ethical practice by all members of the institutional community in all its activities.

7. Governance for the well-being of the institution

The well-being of an institution requires that its governing board place that well-being above the interests of its own members and the interests of any other entity. Because the Commission accredits the educational institution itself, and not the state system, religious organization, corporation, medical center, or other entity that may own it, it holds the governing board of an institution accountable for the key aspects of the institution's operations. The governing board must have the independent authority for such accountability and must also hold itself independent of undue influence from individuals, be they donors, elected officials, supporters of athletics, shareholders, or others with personal or political interests.

Governance of a quality institution of higher education will include a significant role for faculty, in particular with regard to currency and sufficiency of the curriculum, expectations for student performance, qualifications of the instructional staff, and adequacy of resources for instructional support.

8. Planning and management of resources to ensure institutional sustainability

The Commission does not privilege wealth. Students do expect, however, that an institution will be in operation for the duration of their degree programs. Therefore, the Commission is obliged to seek information regarding an institution's sustainability and, to that end, wise management of its resources. The Commission also watches for signs that an institution's financial challenges are eroding the quality of its programs to the point of endangering the institution's ability to meet the Criteria for Accreditation. Careful mid- and long-range planning must undergird an institution's budgetary and financial decisions.

9. Mission-centered evaluation

The Commission understands and values deeply the diversity of its institutions, which begins from the diversity of their missions. Accordingly, mission in some degree governs each of the Criteria. The Commission holds many expectations for all institutions regardless of mission, but it expects that differences in mission will shape wide differences in how the expectations are addressed and met.

10. Accreditation through peer review

Peer review is the defining characteristic of accreditation and essential for a judgment-based process in a highly complex field. But self-regulation can be met with public skepticism. Therefore, peer review for accreditation must: (1) be collegial, in the sense of absolute openness in the relationship between an institution and the peer reviewers assigned to it as well as between the institution and the Commission; (2) be firm in maintaining high standards, not mistaking leniency for kindness or inclusiveness; and (3) be cognizant of the dual role of peer reviewers in both assuring and advancing institutional quality.

Policy Title: **Assumed Practices**
Number: **CRRT.B.10.020**

Foundational to the Criteria and Core Components is a set of practices shared by institutions of higher education in the United States. Unlike Criteria and Core Components, these Assumed Practices are (1) generally matters to be determined as facts, rather than matters requiring professional judgment and (2) unlikely to vary by institutional mission or context.

A. Integrity: Ethical and Responsible Conduct

1. The institution has a conflict of interest policy that ensures that the governing board and the senior administrative personnel act in the best interest of the institution.

2. The institution has ethics policies for faculty and staff regarding conflict of interest, nepotism, recruitment and admissions, financial aid, privacy of personal information, and contracting.

3. The institution provides its students, administrators, faculty, and staff with policies and procedures informing them of their rights and responsibilities within the institution.

4. The institution provides clear information regarding its procedures for receiving complaints and grievances from students and other constituencies, responds to them in a timely manner, and analyzes them to improve its processes.

5. The institution makes readily available to students and to the general public clear and complete information including:
   a. statements of mission, vision, and values
   b. full descriptions of the requirements for its programs, including all pre-requisite courses
   c. requirements for admission both to the institution and to particular programs or majors
   d. policies on acceptance of transfer credit, including how credit is applied to degree requirements. (Except for courses articulated through transfer policies or institutional agreements, the institution makes no promises to prospective students regarding the acceptance of credit awarded by examination, credit for prior learning, or credit for transfer until an evaluation has been conducted.)
   e. all student costs, including tuition, fees, training, and incidentals; its financial aid policies, practices, and requirements; and its policy on refunds
   f. policies regarding academic good standing, probation, and dismissal; residency or enrollment requirements (if any)
   g. a full list of its instructors and their academic credentials
   h. its relationship with any parent organization (corporation, hospital, or church, or other entity that owns the institution) and any external providers of its instruction.

6. The institution assures that all data it makes public are accurate and complete, including those reporting on student achievement of learning and student persistence, retention, and completion.

7. The institution portrays clearly and accurately to the public its current status with the Higher Learning Commission and with specialized, national, and professional accreditation agencies.
   a. An institution offering programs that require specialized accreditation or recognition by a state

 © Higher Learning Commission

licensing board or other entity in order for its students to be certified or to sit for the licensing examination in states where its students reside either has the appropriate accreditation and recognition or discloses publicly and clearly the consequences to the students of the lack thereof. The institution makes clear to students the distinction between regional and specialized or program accreditation and the relationships between licensure and the various types of accreditation.

b. An institution offering programs eligible for specialized accreditation at multiple locations discloses the accreditation status and recognition of the program by state licensing boards at each location.
c. An institution that provides a program that prepares students for a licensure, certification, or other qualifying examination publicly discloses its pass rate on that examination, unless such information is not available to the institution.

8. The governing board and its executive committee, if it has one, include some "public" members. Public members have no significant administrative position or any ownership interest in any of the following: the institution itself; a company that does substantial business with the institution; a company or organization with which the institution has a substantial partnership; a parent, ultimate parent, affiliate, or subsidiary corporation; an investment group or firm substantially involved with one of the above organizations. All publicly-elected members or members appointed by publicly-elected individuals or bodies (governors, elected legislative bodies) are public members.[1]

9. The governing board has the authority to approve the annual budget and to engage and dismiss the chief executive officer.

10. The institution documents outsourcing of all services in written agreements, including agreements with parent or affiliated organizations.

11. The institution takes responsibility for the ethical and responsible behavior of its contractual partners in relation to actions taken on its behalf.

[1] *Institutions operating under federal control and authorized by Congress are exempt from these requirements. These institutions must have a public board that includes representation by individuals who do not have a current or previous employment or other relationship with the federal government or any military entity. This public board has a significant role in setting policy, reviewing the institution's finances, reviewing and approving major institutional priorities, and overseeing the academic programs of the institution.*

B. Teaching and Learning: Quality, Resources, and Support

1. Programs, Courses, and Credits
   a. The institution conforms to commonly accepted minimum program length: 60 semester credits for associate's degrees, 120 semester credits for bachelor's degrees, and 30 semester credits beyond the bachelor's for master's degrees. Any variation from these minima must be explained and justified.
   b. The institution maintains structures or practices that ensure the coherence and quality of the programs for which it awards a degree. Typically institutions will require that at minimum 30 of the 120 credits earned for the bachelor's degree and 15 of the 60 credits for the associate's degree be credits earned at the institution itself, through arrangements with other accredited institutions, or through contractual relationships approved by the Commission. Any variation from the typical minima must be explained and justified.
   c. The institution's policy and practice assure that at least 50% of courses applied to a graduate program are courses designed for graduate work, rather than undergraduate courses credited toward a graduate degree. (Cf. Criterion 3.A.1 and 2.) (An institution may allow well-prepared advanced students to substitute its graduate courses for required or elective courses in an undergraduate degree program and then subsequently count those same courses as fulfilling graduate requirements

 © Higher Learning Commission

in a related graduate program that the institution offers. In "4+1" or "2+3" programs, at least 50% of the credits allocated for the master's degree – usually 15 of 30 – must be for courses designed for graduate work.)

d. The institution adheres to policies on student academic load per term that reflect reasonable expectations for successful learning and course completion.
e. Courses that carry academic credit toward college-level credentials have content and rigor appropriate to higher education.
f. The institution has a process for ensuring that all courses transferred and applied toward degree requirements demonstrate equivalence with its own courses required for that degree or are of equivalent rigor.
g. The institution has a clear policy on the maximum allowable credit for prior learning as a reasonable proportion of the credits required to complete the student's program. Credit awarded for prior learning is documented, evaluated, and appropriate for the level of degree awarded. (Note that this requirement does not apply to courses transferred from other institutions.)
h. The institution maintains a minimum requirement for general education for all of its undergraduate programs whether through a traditional practice of distributed curricula (15 semester credits for AAS degrees, 24 for AS or AA degrees, and 30 for bachelor's degrees) or through integrated, embedded, interdisciplinary, or other accepted models that demonstrate a minimum requirement equivalent to the distributed model. Any variation is explained and justified.

2. Faculty Roles and Qualifications
   a. Instructors (excluding for this requirement teaching assistants enrolled in a graduate program and supervised by faculty) possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members possess the same level of degree. When faculty members are employed based on equivalent experience, the institution defines a minimum threshold of experience and an evaluation process that is used in the appointment process.
   b. Instructors teaching at the doctoral level have a record of recognized scholarship, creative endeavor, or achievement in practice commensurate with doctoral expectations.
   c. Faculty participate substantially in:
      a. oversight of the curriculum—its development and implementation, academic substance, currency, and relevance for internal and external constituencies;
      b. assurance of consistency in the level and quality of instruction and in the expectations of student performance;
      c. establishment of the academic qualifications for instructional personnel;
      d. analysis of data and appropriate action on assessment of student learning and program completion.

3. Support Services
   a. Financial aid advising clearly and comprehensively reviews students' eligibility for financial assistance and assists students in a full understanding of their debt and its consequences.
   b. The institution maintains timely and accurate transcript and records services.

C. Teaching and Learning: Evaluation and Improvement

1. Instructors (excluding for this requirement teaching assistants enrolled in a graduate program and supervised by faculty) have the authority for the assignment of grades. (This requirement allows for collective responsibility, as when a faculty committee has the authority to override a grade on appeal.)

 © Higher Learning Commission

2. The institution refrains from the transcription of credit from other institutions or providers that it will not apply to its own programs.

3. The institution has formal and current written agreements for managing any internships and clinical placements included in its programs.

4. A predominantly or solely single-purpose institution in fields that require licensure for practice is also accredited by or is actively in the process of applying to a recognized specialized accrediting agency for each field, if such agency exists.

5. Instructors communicate course requirements to students in writing and in a timely manner.

6. Institutional data on assessment of student learning are accurate and address the full range of students who enroll.

7. Institutional data on student retention, persistence, and completion are accurate and address the full range of students who enroll.

D. Resources, Planning, and Institutional Effectiveness

1. The institution is able to meet its current financial obligations.

2. The institution has a prepared budget for the current year and the capacity to compare it with budgets and actual results of previous years.

3. The institution has future financial projections addressing its long-term financial sustainability.

4. The institution maintains effective systems for collecting, analyzing, and using institutional information.

5. The institution undergoes an external audit by a certified public accountant or a public audit agency that reports financial statements on the institution separately from any other related entity or parent corporation. For private institutions the audit is annual; for public institutions it is at least every two years.[2]

6. The institution's administrative structure includes a chief executive officer, chief financial officer, and chief academic officer (titles may vary) with appropriate credentials and experience and sufficient focus on the institution to ensure appropriate leadership and oversight. (An institution may outsource its financial functions but must have the capacity to assure the effectiveness of that arrangement.)

[2]*Institutions under federal control are exempted provided that they have other reliable information to document the institution's fiscal resources and management.*

Policy Number Key
Section CRRT: Criteria and Requirements
Chapter B: Criteria for Accreditation
Part 10: General

Last Revised: June 2014
First Adopted: February 2012

 © Higher Learning Commission

Revision History: February 2012, June 2013. June 2014
Notes: The Revised Criteria for Accreditation, Assumed Practices, and other new and revised related policies adopted February 2012 are effective for all accredited institutions on January 1, 2013. See Appendix A for information on the related policies that sunset December 31, 2012.
Related Policies:

 © Higher Learning Commission

Policy Title: **Obligations of Affiliation**
Number: **INST.B.30.020**

While seeking and holding affiliation with the Commission, an institution voluntarily agrees to meet obligations set forth by the Commission as follows:

1. The institution participates in periodic evaluation through the structures and mechanisms set forth in Commission policies, submission of reports as requested by the Commission, filing of the Institutional Update, and any other requirements set forth in its policies.
2. The institution is candid, transparent, and forthcoming in its dealings with the Commission, including in its responses to any special inquiries or requests for information from the Commission. The institution agrees not to enter into any agreement that limits the nature or scope of its communications with the Commission or requires that a third party review and approve those communications prior to their transmission to the Commission.
3. The institution notifies the Commission of any condition or situation that has the potential to affect the institution's status with the Commission, such as a significant unanticipated reduction in program offerings or serious legal investigation. (A fuller list of such conditions or situations is included in the Commission's policy on special monitoring.)
4. The institution informs the Commission of its relationship with any related entity wherein institutional decision-making is controlled by that entity and of any changes in that relationship that may affect the institution's compliance with Commission accreditation requirements. (Definitions and process requirements are contained in the Commission's policy on institutions with related entities.)
5. The institution describes itself in identical terms to the Commission and to any other institutional accrediting body with which it holds or seeks affiliation with regard to purpose, governance, programs, locations, degrees, diplomas, certificates, personnel, finances, and constituents.
6. The institution notifies the Commission when it receives an adverse action from or has been placed on sanction by any other accrediting agency or if a state has issued a pending or final action that affects the institution's legal status or authority to grant degrees.
7. The institution assures its employees and students that it will consider fairly all complaints and third-party comments and not engage in retaliatory action against any who have submitted such information.
8. The institution accepts that the Commission will, in the interest of transparency to the public, publish outcomes from its accreditation process.
9. The institution portrays its accreditation status with the Commission clearly to the public, including the status of its branch campuses and related entities. The institution posts the electronic version of the Commission's Mark of Affiliation in at least one place on its Web site, linking users directly to the institution's status on the Commission's Web site.
10. The institution communicates to its constituencies and applicants any Public Disclosure Notice it receives from the Higher Learning Commission.
11. The institution maintains prominently on its Web site a telephone number that includes an option for both current students and the public to speak with a representative of the institution.
12. The institution submits timely payment of dues and fees and accepts the fact of surcharges for late payment.
13. The institution agrees to accept binding arbitration in the event of an action by the Commission's Board of Trustees that the institution disputes and is not able to resolve through the Commission's processes. This agreement follows procedures developed and published by the Commission. The institution also agrees to grant immunity to the Commission from claims of civil liability related to judgments made by the

 © Higher Learning Commission

Commission or its agents in the course of its work of accrediting institutions provided that it was acting in good faith and within the scope of its responsibilities.

Meeting Obligations of Affiliation
Institutions must remain in compliance with the Obligations of Affiliation at all times. The Commission shall determine when an institution is in violation of the Obligations of Affiliation. Commission staff, may at its discretion, make use of any means to determine whether the institution has violated an Obligation of Affiliation including, but not limited to, seeking written information from the institution or scheduling a peer reviewer or staff member to meet with one or more institutional representatives either on-campus or through other appropriate method.

Administrative Probation
An institution that is determined by Commission staff or peer reviewers to have not met the Obligations of Affiliation shall be placed on Administrative Probation by the Commission's President for a period not to exceed ninety days. During this time the institution will be expected to remedy the situation that led to the imposition of Administrative Probation. The Commission President will notify the institution of the imposition of the Administrative Probation and the conditions for its removal.

If an institution fails to remedy the situation that led to Administrative Probation by the end of the ninety-day period, the Commission President shall take a recommendation concerning the institution to the Commission's Board of Trustees. That recommendation may be for the application of a sanction or the withdrawal of accreditation, in accordance with Commission policies and procedures.

Disclosure of Administrative Probation
Administrative probation is noted on an institution's Statement of Affiliation Status along with the reason for the Administrative Probation.

Policy Number Key
Section INST: Institutional Policies
Chapter B: Requirements for Achieving and Maintaining Affiliation
Part 30: Obligations of Membership and Affiliation

Last Revised: June 2013
First Adopted: January 1983
Revision History: Renumbered February 2010, February 2012, June 2013
Notes: Policies combined November 2012 – 1.6, 2013 – 1.6(a), 1.6(b), 1.6(b)1. The Revised Criteria for Accreditation, Assumed Practices, and other new and revised related policies adopted February 2012 are effective for all accredited institutions on January 1, 2013. See Appendix A for information on the related policies that sunset December 31, 2012.
Related Policies: INST.B.30.050 Commission Right to Reconsider Affiliation

 © Higher Learning Commission

FORESIGHT 2020

A 10-Year Strategic Agenda for the State's Public Higher Education System

Foresight 2020 is a 10-year strategic agenda for the state's public higher education system. Originally adopted by the Kansas Board of Regents in 2010 and updated in 2012, the plan sets long-range achievement goals that are measurable, reportable, and ensure the state's higher education system meets Kansans' expectations. Find the full 2014 report and more at: kansasregents.org/foresight_2020.

Increase Higher Education Attainment

Aspirations

- ★ Increase to 60 percent the number of Kansas adults who have a certificate, associate degree, or bachelor's degree by 2020.
- ★ Achieve a ten percentage point increase in retention and graduation rates by 2020.

Measures

- ★ Comparison of state demographics with higher education participation levels, including underrepresented groups
- ★ Review of higher education participation levels by age groups, including traditional students (18-24), adults between the ages of 25-34, 35-44, and 45-64
- ★ Comparison of Kansan's postsecondary attainment to the nation by age groups
- ★ Overall number of Adult Basic Education (ABE) participants
- ★ Percentage of ABE participants in postsecondary education
- ★ First to second year retention rates at universities, community colleges and technical colleges
- ★ Three-year graduation rates for community and technical colleges
- ★ Six-year graduation rates for universities
- ★ Student Success Index
- ★ Number of certificates and degrees awarded by universities, community colleges and technical colleges
- ★ Number of adults with college credit but no certificate or degree who are returning to complete a certificate/credential, associate or bachelor degree

Improve Economic Alignment

Aspirations

- ★ Respond to business and industry expectations for graduates and ensure all technical programs meet expectations of quality.
- ★ Reduce workforce shortages in selected high demand fields by increasing the number of credentials and degrees awarded, including in STEM fields.
- ★ Enhance understanding of the role of university research in supporting the economy.

Measures

- ★ Performance of students on institutional assessments in three areas:
  1. Mathematics/Analytical Reasoning
  2. Written and Oral Communication
  3. Critical Thinking/Problem Solving
- ★ Performance of students on selected third-party technical program certificate/credential assessments
- ★ Percent of graduates employed in Kansas
- ★ Average wages earned by graduates
- ★ Improvement in quality measures on technical program outcome metrics
- ★ Number of certificates and degrees awarded in selected high-demand occupations
- ★ Percent of certificates/degrees awarded in STEM fields

Ensure State University Excellence

Aspiration

- ★ Improve regional and national reputations of state universities.

Measures

- ★ Improved institutional performance on quality measures compared to peers, including on select regional and national rankings
- ★ Increase in proportion of federal research dollars awarded
- ★ Increase in private giving to universities

Labette Community College Performance Report 2013

Contact Person: Joe Burke **Phone and email: 620-820-1239 or joeburke@labette.edu** **Date:**

Labette Community College	Foresight Goals	3yr History	2012		2013		2014		2013 Outcome
Achieve measureable improvement in persistence (retention) and completion (graduation) rates for higher education across the state.									
	3		Target	Actual	Target	Actual	Target	Actual	Choose One
1. Increase the percentage of fall to fall retention rates of first time, full-time degree seeking students.		2008: 40% (45/113) 2009: 49% (95/195) 2010: 43% (55/128) Baseline: 44%	46%	59% (137/231	47%	48% (98/205)	48%		↓
2. Increase the percentage of fall to fall retention rates of first time, part-time degree seeking students.		2008: 48% (14/29) 2009: 35% (19/54) 2010: 38% (29/76) Baseline: 40%	42%	35% (18/52)	44%	21% 9/42	46%		↓
3. Increase the percentage of full-time degree seeking student graduation rates.		Fall 2006 cohort: 18% (24/137) Fall 2007 cohort: 16% (18/113) Fall 2008 cohort: 14% (27/195) Baseline: 16%	17%	13% (17/128)	18%	22% 42/194	19%		↑
Ensure that students earning credentials and degrees across the higher education system possess the foundational skills essential for success in work and in life.									
	4		Target	Actual	Target	Actual	Target	Actual	Choose One
1. Increase student scores on Writing Matrix for competency 1.		Not Available	Set Baseline	2.80 Style	5% Increase	2.89	10% increase		↑
2. Increase student scores on Writing Matrix for competency 2.		Not Available	Set Baseline	2.93 Structure	2.5% Increase	3.00	5% increase		↑
3. Increase student scores on Writing Matrix competency 3.		Not Available	Set Baseline	2.97 Audience	2.5% Increase	3.05	5% increase		↑
4. Increase student scores on Writing Matrix for competency 4.		Not Available	Set Baseline	3.04 Content	2.5% Increase	3.13	5% increase		↑

	Foresight Goals	3yr History	2012		2013		2014		2013 Outcome
Enhance alignment between the work of the state's higher education system and the needs of the Kansas economy.									
	5		Target	Actual	Target	Actual	Target	Actual	Choose One
1. Increase number of students employed in the Computer Networking field following completion of a certificate program.		2008 – 2010: 0	2	2	3	3	4		↑
2. Increase the number of students employed in the Electronics field following completion of the certificate program.		New program: not available	Set Baseline	1	Increase by 1	2	Increase by 2		↑
3. Increase number of students employed in the Respiratory Care field following completion of the degree program.		2008: 8 2009: 12 2010: 13 Baseline: 11	13	11	14	8	15		↓

Labette Community College Performance Report 2013

Second year report for 2013-14 performance agreement

GOAL: Achieve measureable improvement in persistence (retention) and completion (graduation) rates for higher education across the state.

Indicator 1: Increase the percentage of fall-to-fall retention rates of first-time, full-time degree seeking students.

During the spring 2013 semester, Labette Community College administered the Noel-Levitz Student Satisfaction Inventory rather than the "in house" inventory we had used the previous two years. From this data we have made changes to some financial aid processes. Students now have access to their financial aid statements online, along with information regarding what paperwork is needed from them to complete their file. This year, the first disbursement date was a week earlier than in the past years to coincide with the change we made allowing one week for students to add and drop courses, compared to the two weeks we previously allowed. The financial aid specialists were also cross-trained to allow for faster processing of paperwork. The Admissions Department increased communication with all enrolled students, providing them with monthly emails about current activities, upcoming deadlines, and general information. The College Success Skills class that was extended to a semester long course in 2012 increased the class meeting times to twice each week for the first half of the semester to increase contact with first time students. All of these efforts were made to increase the retention rates of degree seeking students, both full-time and part-time. Our actual percentage of 48% was higher than our target of 47%. However, since this report is based on whether or not our numbers increased or decreased from one year to the next, our increase was less than the previous year's increase.

Indicator 2: Increase the percentage of fall-to-fall retention rates of first time, part-time degree seeking students

The narrative for indicator 1 also applies here. We did not demonstrate directional improvement in this indicator.

Indicator 3: Increase the percentage of full-time degree seeking student graduation rates.

The graduation rate increased due to a number of factors: We increased the number of contacts made with students who had completed at least 42 credit hours. The Curriculum and Instruction Committee provided additional flexibility in the Liberal Studies degree to allow more courses for graduation credit. The Admissions Department's monthly emails to current students provided information regarding the graduation process. The Dean of Enrollment Management worked with the Health Science Directors to have the students in these programs complete the Degree Check process in-class, rather than the students dong it individually on their own time. Each faculty member was aware of the effort to improve our graduation rates and took time with their advisees to ensure proper steps were being followed.

GOAL: Ensure that students earning credentials and degrees across the higher education system possess the foundational skills essential for success in work and in life.

Indicators 1-4: Increase student scores on Writing Matrix for Style, Structure, Audience, and Content.

Writing is part of our Communication Outcome, which is one of our four overall Student Learning Outcomes. In calendar year 2013 we used our Writing Matrix to gather and score a total of 4,459 student writing samples from 423 classes. Student scores were based on a common writing rubric developed by our faculty. Each writing category received a rating by the classroom instructor. Using a Likert Scale, an "Exemplary" rating was represented with a score of 4. A "Satisfactory" rating received a score of 3. A "Needs Improvement" rating received a score of 2, and an "Insufficient" received a score of 1. Scores that were 3 or 4 were deemed successful. It was possible for a student to have taken a writing assessment in more than one course; therefore, a particular student may have received several scores in the final tally. Consequently, student descriptors are not included. To calculate the mean scores used for these indicators, all scores in a particular category were summed and divided by the score sample (n). For example, the sum of the Writing Style category was 12,905. The sample

size was 4,459. Therefore 12,905 divided by 4,459 = a mean score of 2.89 for Writing Style, which is higher than our mean score of 2.80 in 2012. The sum of the Writing Structure category was 13,372. The sample size was 4,459. Therefore, 13,372 divided by 4,459 =3.00 which is higher than our mean score of 2.93 in 2012. The sum of the Writing Audience category was 13,600. The sample size was 4,459. Therefore, 13,600 divided by 4,459 =3.05, which is higher than our mean score of 2.97 in 2012. Finally, the sum of our Writing Content category was 13,948. The sample size was 4,459. Therefore, 13,948 divided by 4,459 =3.13, which is higher than our mean score of 3.04 in 2012.

Even though this report concludes our current Performance Agreement, we will continue to demonstrate the importance of writing at LCC for the next 3 years in our upcoming Performance Agreement. However, instead of using our own faculty developed rubric to measure success, we will strive to increase the % of students scoring at or above the national mean who take the Collegiate Assessment of Academic Proficiency (CAAP) Writing Exams.

GOAL: Enhance alignment between the work of the state's higher education system and the needs of the Kansas economy.

Indicator 1: Increase number of students employed in the Computer Networking field following completion of a certificate program.

Based on the 2013 follow-up report, three students were employed in the Computer Networking field after completing their certificates – one after receiving her PC technician certification and two after completing their Management Information Certificates. Last year two students were employed after completing their certificates, so our numbers increased.

Indicator 2: Increase the number of students employed in the Electronics field following completion of the certificate program.

Based on the 2013 follow-up report, two students were employed in the Electronics field after completing their certificates. The students received their Electronics Certification A certificates. Last year one student was employed after completing the certificate, so our numbers increased.

Indicator 3: Increase the number of students employed in the Respiratory Care field following completion of the degree program.

Based on the 2013 follow-up report, eight students were employed in the Respiratory Care field after completing their Respiratory Care AAS degree. Last year eleven students were employed after completing their Respiratory Care AAS degree, so our numbers decreased. However, the Respiratory Care Program has dramatically improved job placement rates. The graduating class of 2010 had a 50% job placement rate, the graduating class of 2012 had an 86% job placement rate, and the graduating class of 2013 had a job placement rate of 90%. The benchmark from the respiratory care accrediting agency is 70%. Our program has hired a new director and made improvements in curriculum and classroom instruction in order to improve the job placement rate. The outcomes show the changes were successful. What we need now are more students in the program. We have reduced the teaching load of the director allowing her to increase recruiting efforts, better advise students, and improve public relations. We have already seen an increase in enrollment in this year's freshman class (14 students) over last year's freshman class (10 students), and believe this increase in enrollment in the Respiratory Care Program will continue.

TIMELINE FOR OPERATIONAL PLANS FY2014

July 2013

1. All administrative areas will:
   a) Complete the FY2013 Operational Plan reports (add Results and Comments, and change estimated costs to actual costs if possible) and submit to President's Office to prepare for President's Council in July.
   b) Complete FY 2013 Highlights list and submit to President's Office to prepare for President's Council in July.
   c) Submit an organizational chart to the President's Office to prepare for President's Council in July.
2. President's Council reviews completed FY2013 Operational Plans, Committee Support of Strategic Plans, and Highlights from all areas.
3. All areas prepare a list of any items NOT completed as anticipated in the FY2013 Operational Plans that still need to be completed.
4. President's Office prepares FY2013 Annual Report for the September BOT meeting. The Annual Report consists of:
   a) All items listed in Strategic Planning Process (page 3 of LCC Strategic Plan FY2012-2016 document)
   b) Organizational Charts
   c) Highlights
   d) Completed Operational Plans
   e) Clubs and Organizations Report
5. VP of Academic Affairs and Dean of Instruction set priorities and focus for FY2015 and FY2016 Operational Plans from academic areas by end of July and share them with all other administrative areas.

August 2013

1. President's Council reviews, modifies and approves list of items not completed in FY2013 to be completed in FY2014.
2. President's Council reviews and recommends any changes to the Academic Affairs FY2015 and FY2016 Operational Plans.
3. Student Affairs, Finance and Operations, Foundation, and Public Relations will use the Academic Affairs FY2015 and FY2016 Operational Plans to:
   Update or revise their first three areas of their Operational Plans for FY2015 and FY2016 (Objectives, Estimated Cost, and Expected Completion Date), share their reports with the other administrative areas, and submit to the President's Office by November 15.

September 2013

1. Board of Trustees reviews Annual Report for FY2013. (Following their review, the President's Office emails the annual report to IT to prepare PDF for October report.)

October 2013

1. Board of Trustees reviews Report of Student Learning (Outcomes Assessment).
2. Strategic Operations Advisory Committee will review the completed FY2013 Annual Report, FY2015-2019 five year visions, and review the Report of Student Learning. The committee will also review the list of items not completed in FY2013 to add to the FY2013 Operational Plans. (Once the list is reviewed, the FY2014 Plan will be modified by the President's Office to reflect these changes and be redistributed to all areas.)

3. IT Department will convert the Annual Report and Report of Student Learning into a PDF and post it to the President's Office page on the website. The President's Office will send out an email campus wide to announce the posting of both reports.

November 2013

1. Student Affairs, Finance and Operations, Foundation, and Public Relations will submit FY2015 and FY2016 Operational Plans to President's Office and will share them with the other administrative areas.
2. Integrate Perkins requests into Academic Affairs Operational Plans.

December 2013

1. Mid-year update report of FY2014 Operational Plans by Academic Affairs departments due to Betty Story.
2. The President's Office integrates FY2015 and FY2016 Operational Plans from all areas into one plan.

January 2014

1. FY2015 and FY2016 Operational Plans from all administrative areas will be sent by January 25 to President's Council to begin review.
2. The Dean and Academic Vice President will share significant changes found in their review of the mid-year update report of FY2014 Academic Affairs Operational Plan with President's Council. President's Council will begin to review the FY2015and FY2016 Operational Plans from all administrative areas.

February 2014

1. President's Council will complete their review of the FY2015 and FY2016 Operational Plans from all administrative areas and approve the FY2015 Operational Plans.
2. Strategic Operations Advisory Committee will begin to review the FY2015 Operational Plans from all administrative areas after President's Council completes their review.
3. Both groups will review budget assumptions for the upcoming year.

March 2014

1. Strategic Operations Advisory Committee will complete the review of FY2015 and review FY2016 Operational Plans (Objectives, Estimated Cost, and Expected Completion Date) from all areas.

April 2014

1. President's Council reviews and revises their 5 year visions for FY2016-FY2020. (This is the first step of the next cycle.)
2. President's Office sends the revised 5 year visions to all LCC.

May 2014

1. Vice Presidents and President will prioritize the FY2015 Operational Plans at the budget meeting. These plans will be considered as part of the budget process.
2. The finalized FY2015 Operational Plans will be sent to all LCC.
3. Academic Affairs departments will:
   a) Complete the FY2014 Operational Plan report (add Results and Comments, and change estimated costs to actual costs if possible) and submit to Betty Story.
   b) Update the first three areas of the Operational Plans for FY2016 and write the 2017 (Objectives, Estimated Cost, and Expected Completion Date) and submit to Betty Story. Be sure to use the 5 year Visions from President, VP's and Dean for guidance.

(The FY2015 plans go into effect in July 2014 while faculty members aren't under contract, so FY2017 is considered here as being 2 years out).

c) Submit optional 5 year visions FY2016-2020 for departments to Dean of Instruction
d) Complete Highlights FY2013 list on WIKI

4. Committee Chairs submit Committee Support of Strategic Plan FY2014 to Betty Story.
5. FY2015 Operational Plans that were prioritized in March are prepared in June by the President's Office for the BOT's Budget Work Session in July.

June 2014

2. All administrative areas will:
   a) Complete the FY2014 Operational Plan reports (add Results and Comments, and change estimated costs to actual costs if possible) and submit to President's Office to prepare for President's Council in July.
   b) Complete FY 2014 Highlights list and submit to President's Office to prepare for President's Council in July.
3. Academic Affairs VP will submit the Committee Support of Strategic Plan and FY2014 Clubs and Organizations Year-End Report and organizational chart to the President's Office to prepare for President's Council in July.
4. President's Council will review the current Strategic Plan. Any changes will be applied to the FY2016 Operational Plans.

UPDATED April 15, 2013

President's Vision
Labette Community College
5 Year Vision
FY 2015-2019

PREFACE

As much as I would **not** like to write a preface to my five-year vision I feel it is necessary and prudent to do so in light of the fiscal situation the State of Kansas finds itself in as we plan our strategic direction. Since the last update of the "President's Five-Year Vision" The State of Kansas finds itself in the worst fiscal shape since 2002. We have three factors that compound any decisions we make for at least the next four to six years.

- The legislative mandate for a new funding formula for technical education. The community college system is advocating for a formula that includes general education. The technical colleges aren't comfortable with the inclusion. The new funding model requires an additional $58 million dollars to fund;
- The Governor continues to propose a freeze on all budgets and an even greater loss of State revenue ; and
- Labette Community College is in negotiations with the Faculty Association for the renewal of their Master Agreement.

PRESIDENT'S VISION/GOALS

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

- Critical to the success of our College over the next five years will be our involvement in workforce development. Over the past several years there has been outstanding progress in Workforce Development. Our college must consider additional resources to enhance and advance those efforts. The Great Plains Development Authority is now in full control of the former army ammunition plant property and they are actively searching for major businesses to re-locate and establish a new presence in Kansas. It is and will be critical to be in a position to be the institution looked to as leaders in the workforce training business. We must be able to respond and take the leadership role in training almost at a moments' notice.
- New programs: Looking toward the future of our vision, I strongly suggest that we explore new program possibilities that will support the development of the Great Plains Development Authority
- I think it remains critical to expand our relationships and partnerships with other colleges and universities. We have established a relationship with Independence Community college in a variety of areas and with Pittsburg State University in the area of education. Our state-wide transfer and articulation agreements enhance the opportunities we have for our students. We can't do it all and with continued budget constraints but it just makes sense to partner.
- Student housing continues to be a critical need for our College. We are inching closer to a goal of having an investor(s) build a dorm facility that will serve about 200 students. This will provide us with an opportunity and a challenge. We will now have

the opportunity to develop specific programs for our students housed on campus. Additionally we will need to offer a full-service meal plan for our students. We will need to seek out a food service company to accomplish that task.

- With the completion of Phase One of our Capital Campaign we need to turn our focus and attention to Phase Two: the addition of enhanced athletic facilities. Adding locker rooms, free weight rooms, a wrestling facility, indoor baseball and softball practice space and additional athletic offices.
- Adding a full-time athletic director to manage our athletic programs, facilities, and fundraising efforts.
- It will be imperative that we add a position for institutional research to deal with both in-house requests and the Board of Regents institutional research requests.
- Lastly I think that LCC should start the re-building process of our music program, building on our past, and utilizing segments of the closed Recording Arts Technology program and possibly enhancing the program through a consortium with Independence Community College and Allen County Community College.

Academic Affairs Vision
Labette Community College
5 Year Vision
FY2015-2019

The Academic Affairs Administrative Area will:

1. Support and participate in the needs required to move the Health Science areas into the new Health Science Building.

2. Support and participate in the needs required to move other programs into the previous Health Science Building.

3. Support and participate in the needs required to move various people to various placed provided by the opportunities created from the above two moves.

4. Prepare for accreditation through participation in the Higher Learning Commission Pathways Cohort.

5. Prepare for KBOR Performance Agreement approval annually.

6. Ensure LCC courses approved as Transfer and Articulation courses by KBOR to provide seamless transfer, meet all of the syllabi requirements.

7. Provide a budget that supports the best possible learning opportunities for our students at the main campus, Cherokee Center, extension sites, Hybrid, and online.

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

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

10. Ensure all Career Technical Education programs utilize industry-recognized assessment tools, and that all programs fully participate in KBOR alignment opportunities when scheduled to do so.

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

12. Implement new programs to serve the needs of our community – especially in regard to the Great Plains Development Authority.

13. Explore additional 2+2 Articulation Agreements with colleges, course and program Articulation Agreements with high schools, and expand our relationships and partnerships with other institutions.

14. Assist with the development of programs for our students housed in the new student housing complex once it is built.

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

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

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

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

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

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

Finance & Operations Vision
Labette Community College
5 Year Vision
FY2015-FY2019

PREFACE

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

Finance & Operations Vision

- Complete the building phase of the new health science building and focus the long term planning to maintain both the facility and equipment needs.
- Determine the best use of the vacated health science building, the renovations necessary and a plan of action.
- Help the dental assisting program get off to a good start.
- The upcoming years will be critical to the success of the Cherokee Center. Focus on the Cherokee Center to improve our enrollment and better serve the students in this area.
- Pursue avenues to generate more revenue necessary to better serve students.
- Carefully analysis all expenditures to make reductions wherever feasible.
- Evaluate internal processes and procedures to maximize efficiency and productivity.
- Carefully monitor changes made to the state funding formula to determine to best new programs to develop and which areas will generate the most revenue to make the best decisions for expansion.

Student Affairs (SA)
Labette Community College
Five-Year Vision
2015-2019

Student Affairs Vision

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

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

Labette Community College
Five-Year Vision
2015-2019

Public Relations Vision

In support of the Five Year Vision provided by Labette Community College's President, these goals have been developed for the Public Relations department. These visions or goals are in no particular order. All of these goals surround and give support for our college.

- Redesign of website
- Update of college logo
- Implement new forms of social media for marketing.
- Utilize and increase usage of the web to promote events.
- Increase Music program marketing
- Continue and increase awareness for the Cherokee Center through strong marketing campaigns.
- Continue and increase collaboration with Admissions department to aid them in recruiting efforts during special on-campus events.
- Continue and increase advertising targeting specific programs.
- Increase marketing efforts with Workforce Development as they create new partnerships with the Great Plains Development Authority.

Foundation Vision
Labette Community College
5 Year Vision
FY2015-FY2019

LCC Vision

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

LCC Strategic Goals:

Goal 1: *Student Success. Labette Community College (LCC) will provide an environment conducive to student success by all employees placing the needs of the students first.*

Goal 2: *Effectiveness, Efficiency, and Seamlessness. LCC will improve learning outcomes and develop program partnerships and collaborations through continuous planning, assessment, and improvement.*

Goal 3: *Institutional Growth. LCC will plan and coordinate student enrollment, programs, services, facilities and other institutional resources to meet the needs of the communities we serve.*

Goal 4: *External Resources. LCC will increase public and private funds to support educational programs, capital projects, and general operations.*

Goal 5: *Institutional Climate. LCC will cultivate an organizational climate that makes learning the primary focus in every area of the college.*

Foundation Vision

- Securing funding from donors/grants for Cardinal Gymnasium renovations and addition (Phase II of Pathways to the Future campaign)
- Increase endowment for scholarships
- Utilize the data in our Jenzabar system for major gift planning
- Implement new alumni initiatives
- Explore funding options to assist LCC with expanding services or programs at the main campus and Cherokee Center

LABETTE COMMUNITY COLLEGE
COMMITTEE SUPPORT OF STRATEGIC PLAN FY2014

CORE VALUE OUTCOMES

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

Outcomes

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

Curriculum and Instruction:

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

Distance Education:

a. The Distance Education Committee continued to have as a major component of each Committee Meeting a "Great Ideas For Teaching" presentation suitable for online instruction. This included the difficulties inherent to signing up students with online homework platforms, a review of an article from FacultyFocus.com titled "Private Journal Replaces Discussion Forum in Blended Course," a review of a remedial reading website called ReadTheory.org, a review of an article from FacultyFocus.com titled "Frequent, Low-Stakes Grading: Assessment for Communication, Confidence."
b. The Distance Education Committee promoted the use of the STARLINK videos as professional development by beginning each meeting with a video. Videos viewed this semester by the committee included - Online Teaching Strategies: The Benefits of Collaborative Learning, Online Teaching Strategies: Yielding Products and Setting Goals, Online Teaching Strategies: Autonomy for Students, eLearning Innovations: Curriculum Development for Online Courses, Online Teaching from Award Winning Professors: Providing Visual Information.

Diversity:

a. The committee reviewed the college's policies and procedures dealing with diversity to determine if they were in line with the committee's goal of diversity. The committee then submitted changes that were made to the policies and procedures to the President's Council. The Council approved the amended college procedures and referred the amended college policies to the Board of Trustees for approval.

Instructional Outcomes and Assessment Committee:

a. The Outcomes and Assessment Committee discussed revisions to the Course Outcomes Assessment instrument in an effort to better define student learning success and simultaneously simplify the instrument. The committee's recommendations were approved by the faculty and VP of Academic Affairs.
b. LCC completed the third of three years of the Writing Across the Curriculum longitudinal study. Faculty members were allowed a reduced number of interventions and discussed discipline specific ways to interpret the Writing Matrix
c. Student improvement writing endeavors will continue beyond the three year project to include students in English Comp 1 and utilizing the nationally normed CAAP test.
d. The Report of Student Learning was approved. This includes student results for CAAP test results and various program student credential results.
e. Program faculty members have developed Program Matrices which will enable each program to objectively identify program strengths and weaknesses.
f. All adjunct faculty members' Course Outcomes and Assessment reports were reviewed for accuracy. When issues were identified, adjunct faculty members were notified.
g. Discussed the utilization of short "How to" videos to aid faculty in various reporting processes. The committee approved the list of topics. These are in process of development.

Library:

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

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

Curriculum and Instruction

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

b. The following courses were added to the General Education Electives to give students the flexibility needed to change majors: English Comp I, English Comp II, Fundamentals of Speech, and Lifetime Fitness.
c. Faculty reviewed all courses to determine appropriate reading level requirements.

Distance Education:

a. The Distance Education Committee reviews all new online courses developed by new instructors and offers recommendations to experienced instructors who seek the committees input on new online courses.
b. The Distance Education Committee also sought recommendations for ways RedZone could be improved for a FOCUS Group meeting being held with the developers of RedZone.
c. The Distance Education Committee asked online instructors to review their test proctoring procedures and participate in a survey being conducted by the Administration on test proctoring procedures. The committee also advised instructors to make sure students were notified with ample time of their expectation.
d. The Distance Education Committee discussed the use of synchronous online meeting software as well different versions that might be purchased by the college.
e. The Distance Education Committee discussed different ways instructional material could be presented to an on-ground class within the "flipping the classroom" model.
f. The Distance Education Committee discussed different possible training formats for new instructors to include possible online orientation courses and "Jing How To" videos.

Diversity:

a. The committee sponsored or supported multiple events during the 2013-2014 year for students, faculty and staff to promote dialogue on a range of diversity issues including a Veteran's Day Celebration, the Race Card Project and support of the Community Cinema program.

Enrollment Management:

a. The Enrollment Management Committee reviewed the national Noel Levitz Student Satisfaction Inventory.

Library:

a. The Library Committee awards prizes in the Paper of the Year. The committee members read and judge each submission. The committee also evaluates the award criteria, seeking to improve it.

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

Curriculum and Instruction:

a. The C&I Committee supported COMPASS assessment for placement in math, reading and writing for all students not having the necessary ACT/SAT scores to enroll in the required math and English courses for their degree. Students completed this test in the Student Success Center on campus, at the Cherokee Center, or at their high school prior to enrollment, and were informed of services and programs that address learning needs.

Distance Education:

a. The Distance Education Committee committed to utilizing new technology in support of online education. The committee spent considerable time discussing some of the features and problems with the Jenzabar LMS. Features discussed included things such as: discrepancies between how test answers show up in student assignments and in test builder, the various review options for students completing assignments in RedZone, problems with the View button in RedZone Discussion Boards, cut and paste problems within RedZone's text editor, the use of synchronous discussion features within RedZone, the use of subsections within RedZone, upgrade issues with respect to use of IE8, gradebook issues in RedZone, and the existence of Jenzobar training or webinar training for instructors in the use of RedZone.

Library:

a. The Library Committee advises the staff and monitors the grant process to obtain an ADA compatible workstation.
b. The Library Committee advises the staff and monitors the grant process to obtain the furnishings and to set up the quiet area for those learners needing a more quiet study environment.

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

Distance Education:

a. The Distance Education Committee continued to have as a major component of each Committee Meeting a "Great Ideas For Teaching" presentation suitable for online instruction. This included the difficulties inherent to signing up students with online homework platorms, a review of an article from FacultyFocus.com titled "Private Journal Replaces Discussion Forum in Blended Course," a review of a remedial reading website called ReadTheory.org, a review of an article from FacultyFocus.com titled "Frequent, Low-Stakes Grading: Assessment for Communication, Confidence."

Instructional Outcomes and Assessment Committee:

b. IT created a report which links Course Outcomes to Program Outcomes. This report will enable future changes to the Course Outcomes and Program Outcomes.

Library:

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

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

Curriculum and Instruction:

a. The C&I Committee approved:
   1. Child Care and Support Services Management Program revised to meet KBOR request
   2. Child Care Certificate revised to meet KBOR request
   3. Music A.A. Degree reinstated
   4. Exercise Science A.S. degree approved

Distance Education:

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

Instructional Outcomes and Assessment Committee:

a. Tracking Program Outcomes through Course Outcomes' results utilizing the Program Matrix will support a more robust evaluation of program success.

Library:

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

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

Outcomes

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

Curriculum and Instruction:

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

Diversity:

a. Although the committee did not do activities to support the specific outcomes of this core value, the committee exists to promote the diversity of our service area and the world beyond. We support and encourage the discovery and learning about other cultures and viewpoints which hopefully lead the students to valuing the dignity, worth and potential found in all people. We also encourage the students to broaden their viewpoint, challenge and/or examine their own viewpoints and to make needed changes in those viewpoints for success in our changing world. One of the specific projects that the committee supported that furthered this goal was the support of the Community Cinema program. This year's movies and discussions focused on the combination of race, religion and wartime dissent, the struggles of small town cultures, and the way that gays are perceived in the African American culture.

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

Distance Education:

a. The Distance Education Committee continued to explore the best use of the College's resources in providing online education by continuously evaluating online platforms and technologies and seeking to find better ways to offer training to instructors in the use of the technologies available to them.
b. The Distance Education Committee continued to support the professional development of online education by providing new information about online learning, and providing links to important scholarly studies and training videos.

c. The Distance Education Committee discussed and conducted a usage survey of various software packages currently available to LCC faculty to ensure that college funds were being spent wisely.

Library:

a. The Library Committee advises the staff and monitors the grant process to obtain an ADA compatible workstation.
b. The Library Committee advises the staff and monitors the grant process to obtain the furnishings and to set up the quiet area for those learners needing a more quiet study environment.

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

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

Outcome 2E. Offer a variety of online and on-ground courses at the main campus, the Cherokee Center and all extension sites to best meet the needs of our students.

Curriculum and Instruction:

a. The C&I Committee reviewed and approved a variety of new course proposals.
    1. Child Development offered as Online, Hybrid, and On ground
    2. Nurse Aide: Geriatric course revised
    3. Physical Science offered Online
    4. Explorations in Literature: Scottish and British Writers for Educational travel offered Online. This course is recommended to accompany the tour to Scotland and England in May 2014 and is accepted at PSU
    5. Chair side Assisting II course revised
    6. Cardiopulmonary Anatomy and Physiology offered Online
    7. Pathology for the PTA revised to offer Online
    8. Pediatric First Aid/CPR/AED
    9. Introduction to Echocardiography
    10. Echocardiography Board Review
    11. Introduction to Astronomy
    12. Music Technology
    13. Personal Training and Fitness Management
    14. Training and Conditioning Lab
    15. Introduction to Exercise Science
    16. Parenting, Rewards, and Responsibilities
    17. Home, School, and Community Resources
    18. Observation and Assessment in Early Childhood Settings

b. The C&I Committee reviewed and approved general education courses revising the outcomes and competencies to align with the Kansas Board of Regents Seamless Transfer Initiative.
    1. Music Appreciation
    2. Philosophy I
    3. Introduction to Logic
    4. Ethics
    5. World Civilizations to 1500
    6. Introduction to Sociology
    7. Social Problems
    8. Introduction to Cultural Anthropology
    9. Elementary Statistics

Library:

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

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

Outcomes

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

Instructional Outcomes and Assessment Committee:

a. Currently, an endeavor is under way to update Course Outcomes' links to Student Learning Outcomes. Course Outcomes are updated through the year and must be updated in the various matrices. There are Course Outcomes which have yet to be linked to Student Learning Outcomes, this, too, is being updated.

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

Instructional Outcomes and Assessment Committee:

a. Changes were recommended to the Course Outcomes and Assessment instrument. Approval was obtained from the faculty.

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

Curriculum and Instruction:

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

Distance Education:

a. The Distance Education Committee continued to support the professional development of online education by providing new information about online learning, and providing links to important scholarly studies and training videos.

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

Distance Education:

a. The Distance Education Committee also sought recommendations for ways RedZone could be improved for a FOCUS Group meeting being held with the developers of RedZone.
b. The Distance Education Committee continued to explore the best use of the College's resources in providing online education by continuously evaluating online platforms and seeking to find a way to utilize human, physical, technological, and fiscal resources effectively.
c. The Distance Education Committee discussed how to best count online students for certification purposes.
d. The Distance Education Committee discussed the use of synchronous online meeting software as well different versions that might be purchased by the college.
e. The Distance Education Committee discussed and conducted a usage survey of various software packages currently available to LCC faculty to ensure that college funds were being spent wisely.
f. The Distance Education Committee discussed different possible training formats for new instructors to include possible online orientation courses and "Jing How To" videos.

Enrollment Management:

a. The Enrollment Management Committee, through the Financial Aid Appeals Subcommittee, improved the process by including a degree audit requirement so students and advisors are more aware of what is needed for successful completion of a degree.

Library:

a. The Library Advisory Committee advocates for the needed library services for the faculty and students in their respective departments and groups.
b. The Library Committee keeps apprised of the Library's non-curricular program reviews, operational plans and budgets giving input on their content.

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

Outcomes

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

Instructional Outcomes and Assessment Committee:

a. Currently, we are updating Course Outcomes' links to Student Learning Outcomes. Course Outcomes are updated through the year and must be updated in the various matrices. There are Course Outcomes which have yet to be linked to Student Learning Outcomes, this, too, is being updated.
b. IT created a report which links Course Outcomes to Program Outcomes. This report will enable future changes to the Course Outcomes and Program Outcomes.

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

Library:

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

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

Outcome 4D. Strengthen internal communication practices.

Distance Education:

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

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

Outcomes

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

Diversity:

a. The committee began the process of assessing the diversity needs of the college by engaging in the Race Card Project. It was determined that this area did not need to be further pursued.

Enrollment Management:

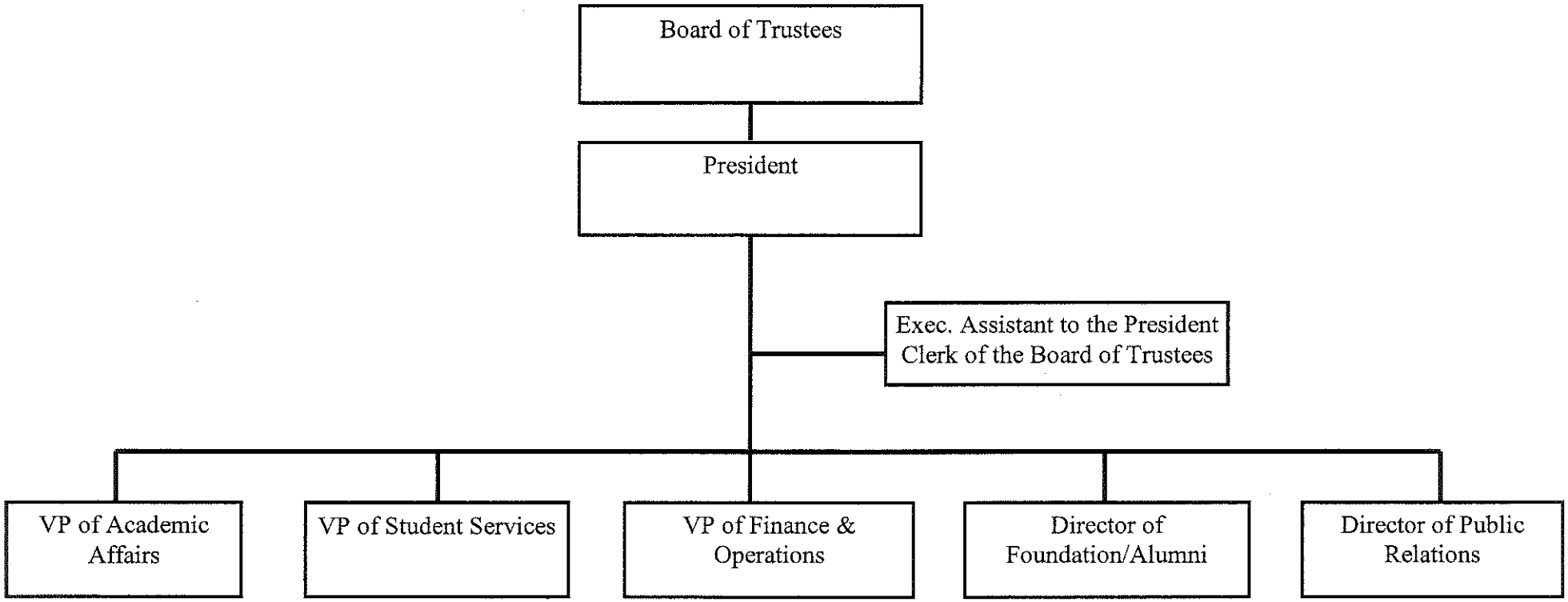
a. The Enrollment Management Committee supported the Student Affairs Office to provide a weekly email informing LCC employees of the current enrollment and progress towards enrollment goals.

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

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

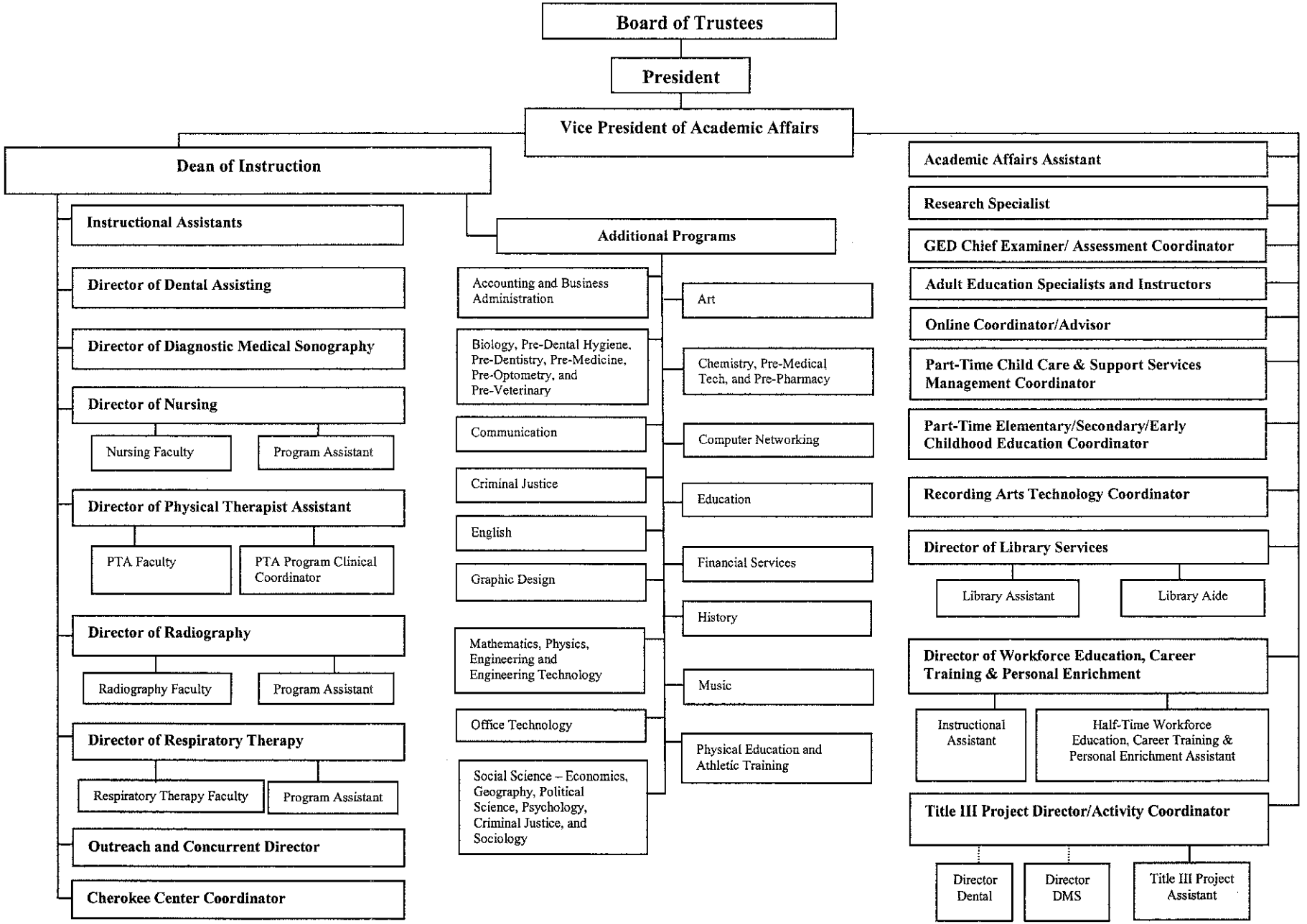
Revised 9/3/14

Labette Community College



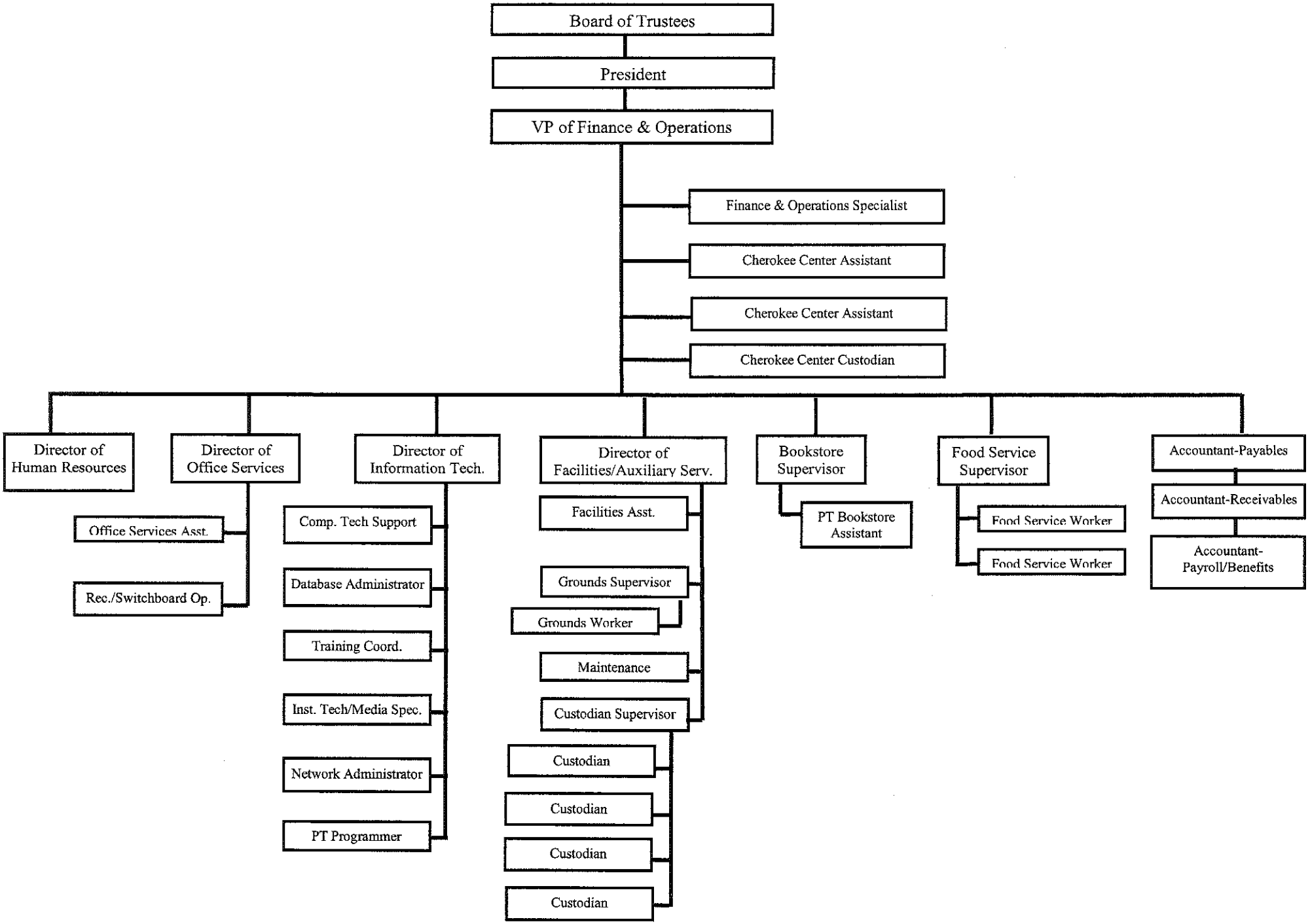
Revised 8/08/13

Organizational Chart: Academic Affairs FY14



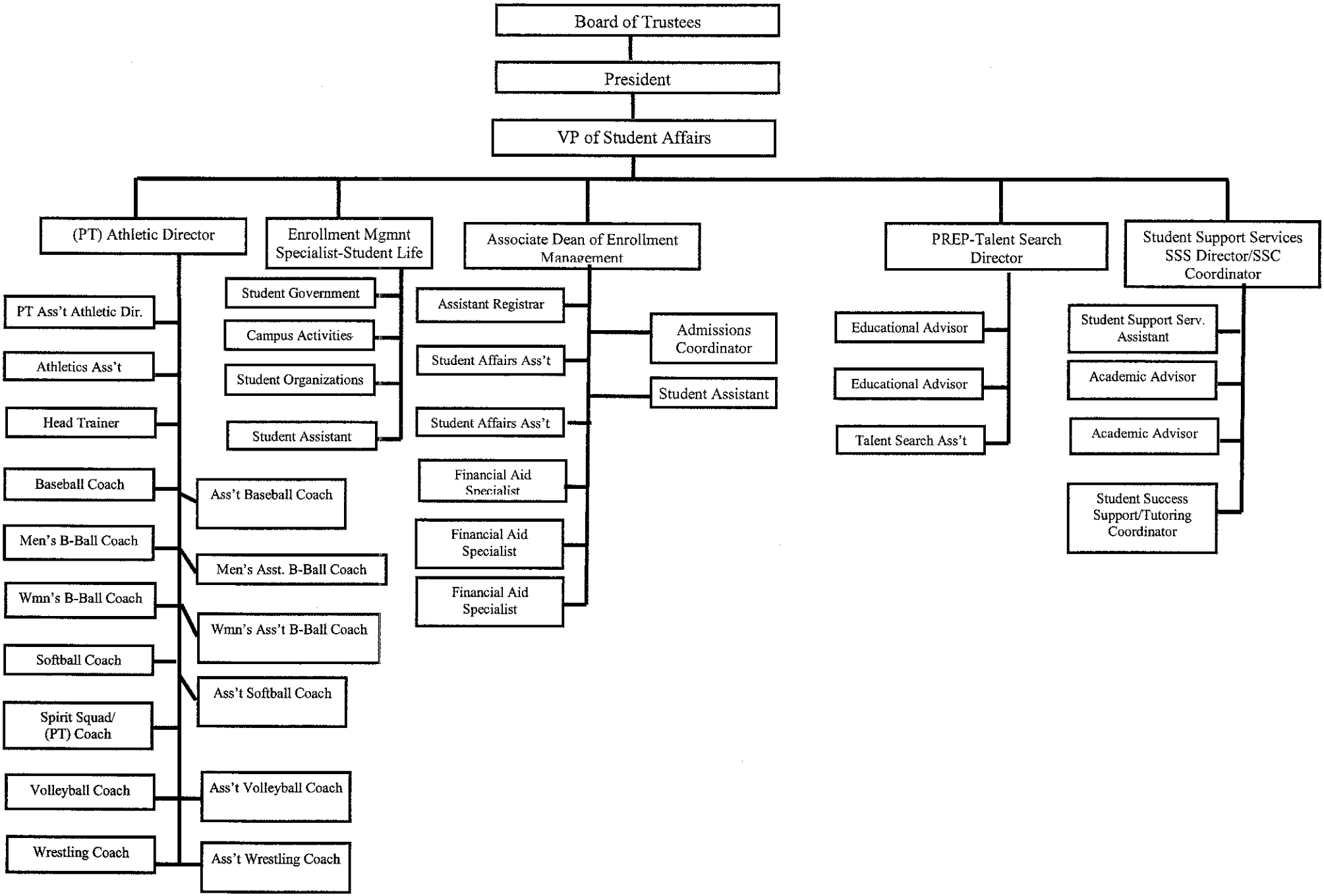
Revised 9/3/14

Organizational Chart: Division of Finance & Operations



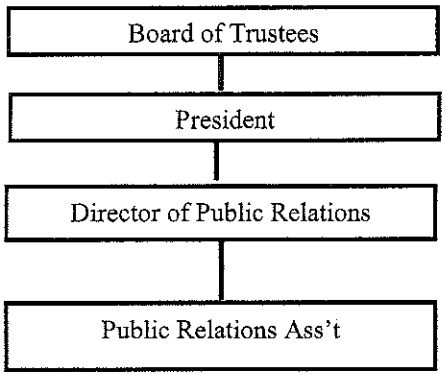
Revised 9/3/14

Organizational Chart: Division of Student Affairs



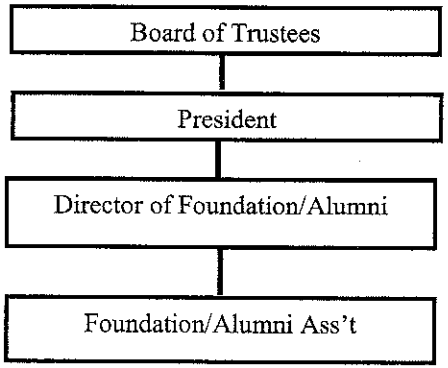
Revised 9-3-14

Organizational Chart: Division of Public Relations



Revised 9/3/14

Organizational Chart: Division of Foundation/Alumni



Labette Community College

Student Organization Annual Report – FY14

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

Student Organization Annual Report - FY14

Biology Club encourages intellectual and social growth for members through a variety of activities including field trips to museums, visits to University Biology Departments and other fun activities.
Advisor: Dr. Bharathi Sudarsanam (620) 820-1150

# Members	# Meetings	#SGA, Club & Community Service Activities	# of Fundraising Activities	# Traveled Activities
58	18	4	1	4

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

Campus Activities Board is responsible for planning and promoting many of the extracurricular activities on campus. Check out the activities going on now!
Advisor: Melissa Nance (620)820-1178

# Members	# Meetings	#SGA, Club & Community Service Activities	# of Fundraising Activities	# Traveled Activities
8	17	31	2	1

Participation: Welcome Week (Fall and Spring), LCC Blood Drives (Fall and Spring), Finals Frenzy (Fall and Spring), SOOM Meetings, Student Organization Fair, Kids Fall Festival, LCC Homecoming, Ronald McDonald Pop Tab Collection, Parsons Christmas Parade, Holden's Hope Recycle Project, Holden's Hope 5k, March Madness, 8th Grade Days, Cardinal Enrollment Days, LCC Spring Awards Ceremony, Donor Appreciation Luncheon, Basketball Halftime Activities, Million Meals Kansas, Penny War, Paint the Town Red, Paint the Campus Red, LCC Auction for Scholarships, It's a Wrap: Cell Phone Covers, Cardinal Crawl Scavenger Hunt, Movie Nights, KC Chiefs Game.

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

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

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

Participation: Kids Fall Festival.

English Club promotes the literary arts for LCC students and offer opportunities to experience the benefits of English, writing and reading in the community.
Advisor: Elizabeth Walker (620) 820-1123.

Graphic Design & Communication Club provides supplementary education in the areas of design, illustration and graphic arts. Field trips, workshops, and seminars with professionals are sponsored by the club.
Advisor: Greg Brewer (620) 820-1023

Kansas Association of Nursing Students provides input into nursing education standards, creates an opportunity for individual responsibility and leadership and prepares students for membership and participation in professional nursing organizations.
Advisor: Jill Coomes (620) 820-121

# Members	# Meetings	#SGA, Club & Community Service Activities	# of Fundraising Activities	# Traveled Activities
65	6	10	5	1

Participation: Kids Fall Festival, LCC Blood Drives, Million Meals Kansas, Finals Frenzy, Lafayette House Donation, Christmas Gifts to PSH&TC, Breast Cancer Event, Autism 5k.

Phi Beta Lambda is the college division of Future Business Leaders of America. PBL helps members bridge the gap between the classroom and the business world by giving them an opportunity to learn firsthand about the business community.
Advisor: Cathy Kibler (620) 820-1186

# Members	# Meetings	#SGA, Club & Community Service Activities	# of Fundraising Activities	# Traveled Activities
9	8	10	2	6

Participation: Welcome Back Week, Kids Fall Festival, LCC Blood Drives, Recycling, Student Organization Fair, Homecoming, Cupcakes for a Cure, Million Meals Kansas, Basketball Halftime Activity, Finals Frenzy.

Awards Received: 1st Place March of Dimes Fundraising Chapter, Main Campus winner of PTK Penny War.

Phi Beta Lambda State Leadership Conference Results:

Faith Gerkin: 2nd Place Macroeconomics, 2nd Place Microeconomics, 2nd Place Personal Finance

Ben Thompson: 2nd Place Project Management, 4th Place Contemporary Sports Issues, Who's Who in Kansas PBL

Phi Beta Lambda National Conference Results:

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

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

Phi Theta Kappa is the international honor society for two-year colleges. PTK membership is by invitation only. Students must have a 3.5 or better GPA to be considered.
Advisor: Tammy Fuentez (620) 820-1264

# Members	# Meetings	#SGA, Club & Community Service Activities	# of Fundraising Activities	# Traveled Activities
20	16	23	10	7

Participation: LCC Auction for Scholarships, LCC Blood Drives, Community College Completion Signing Events, Welcome Back Picnic, Ronald McDonald Cooking Event, St. Jude Change Collection, Student Organization Fair, Kids Fall Festival, LCC Penny War, Million Meals Kansas, Induction Ceremony, LCC Foundation Luncheon, Run for Funds 5K for Scholarships, Healthy Cooking Workshops at area schools, Kansas Honors in Action Food Collection Competition, Keep Kids First Health Fair, New Member Chili Supper, LCC Homecoming, Kansas Region Convention VanGO Service Project, Ronald McDonald Pop Tab Collection, Holden's Hope Recycling, Sister Chapter Football Game, Workshops for Competitive Edge/Public Speaking/Nutrition.

Organization Awards:

International Five Star Chapter

Most Outstanding Chapter

Kansas Region Five Star Chapter

College Project Award Winner

Honors in Action Award Winner

Service Award Winner – Distinguished Recognition

Great Idea Award Winner

Sister Chapter Award Winner

Channing Cheer Competition Winner

Yearbook Award – Distinguished Recognition

Individual Awards:

Tammy Fuentez	International Continued Excellence - Distinguished Advisor Award
Brant Parker	International Distinguished Chapter Officer Award
Joe Heppler	International Distinguished Member Award
Keri Thompson	Kansas Region President, Distinguished Chapter Officer Award Winner, Distinguished Chapter Officer Team Award Winner, Achievement in Literature – Honorable Mention, Achievement in Art – Photography – Honorable Mention, Five Star Competitive Edge Recognition
Abigail Kaiser	All Kansas Academic Team, Distinguished Member Award – Distinguished Recognition, Five Star Competitive Edge Recognition
Rebecca Pearcey	All Kansas Academic Team, Distinguished Chapter Officer Team Award Winner, Achievement in Art – Painting and Drawing – Distinguished Recognition, Five Star Competitive Edge Recognition
Kaysha Julich	Distinguished Chapter Officer Award – Distinguished Recogntion, Distinguished Chapter Officer Team Award Winner, Five Star Competitive Edge Recognition
Marshall Phelan	Distinguished Chapter Officer Team Award Winner, Achievement in Art – Ceramics/Sculpture – Honorable Mention, Five Star Competitive Edge Recognition
Kasey Green	Distinguished Chapter Officer Team Award Winner, Achievement in Literature – Distinguished Recognition, Five Star Competitive Edge Recognition
Preston Patton	Distinguished Chapter Officer Team Award Winner, Five Star Competitive Edge Recognition
Brandee Main	Achievement in Art – Photography – Honorable Mention, Achievement in Art – Painting and Drawing – Distinguished Recognition
Kynzi Edings	Level 2 Competitive Edge Recognition
Sydney Pemberton	Level 2 Competitive Edge Recognition
Parker Robertson	Level 2 Competitive Edge Recognition

Physical Therapist Assistant Club allows currently enrolled PTA students opportunities for community involvement and leadership. Civic service activities are expected from each member to create an awareness of physical therapy to the public. The club members are involved with field trips, Kansas Physical Therapy Association conferences and end of semester parties. *Advisor: Trudy Hansen (620) 423-3411*

# Members	# Meetings	#SGA, Club & Community Service Activities	# of Fundraising Activities	# Traveled Activities
21	5	3	1	3

Participation: Kids' Fall Fest, LCC Blood Drives.

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

# Members	# Meetings	#SGA, Club & Community Service Activities	# of Fundraising Activities	# Traveled Activities
31	10	33	8	4

Participation: Inservice Snacks, Welcome Back Week, SOOM Meetings, Student Organization Fair, 8th Grade Day, CF Color Run, LCC Blood Drives, Area HS Tours/Visits, KC Chiefs Game, Breast Cancer Awareness Volleyball Game Booth, Kids Fall Festival, Radiography Posters in Library Display, Radiology Tech Clinical Site Appreciation, Million Meals Kansas, Penny War, Donor Luncheon Table, Senior Day, LCC Christmas Food Basket Drive, Adoption of Bells, Finals Frenzy, Basketball Halftime Activity, LCC Homecoming, Paint the Campus Red, Heart Awareness, Kicking Cancer Basketball Game, Cupcakes for a Cure, Big Brothers and Big Sisters Bowling for Kids' Sake, Bubble Run, CDH Awareness Booth, KSRT Conference, Holden's Hope Recycling, Going Green Recycling Project, Ronald McDonald Pop Tab Collection.

Organization Awards Received:

2013 Outstanding Allied Health Student Organization Service Award

2013 KSRT Ray Bowl – 1st Place

2013 KSRT Spirit Award

Individual Awards Received:

Angela Holmes	1st Place Contrast Film Competition Winner
Aaron Metzger	2nd Place Contrast Film Competition Winner
Angela Bruna	1st Place, Water Sinuses Image
Kayla Vulgamore	2nd Place, Water Sinuses Image

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

# Members	# Meetings	#SGA, Club & Community Service Activities	# of Fundraising Activities	# Traveled Activities
19	8	6	3	1

Participation: Kids Fall Festival, Cystic Fibrosis 5k Run/Walk, Recycling points, Think Pink Night, Respiratory Awareness Week, Finals Frenzy.

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

# Members	# Meetings	#SGA, Club & Community Service Activities	# of Fundraising Activities	# Traveled Activities
6	9	1	0	1

Participation: Kids Fall Festival.

Student Ambassadors are a select group of students with the mission of promoting a favorable image of LCC to its many publics, such as prospective students, current students, parents, alumni, and the community.
Advisor: Kylie Piva (620) 820-1225, Tammy Fuentez (620) 820-1264

# Members	# Meetings	#SGA, Club & Community Service Activities	# of Fundraising Activities	# Traveled Activities
10	NA	7	0	0

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

Student Government Association is primarily responsible for serving the students of LCC by providing a voice between the students and other areas of the institution.
Advisor: Melissa Nance (620) 820-1178

# Members	# Meetings	#SGA, Club & Community Service Activities	# of Fundraising Activities	# Traveled Activities
8	17	31	2	1

Participation: Welcome Week (Fall and Spring), LCC Blood Drives (Fall and Spring), Finals Frenzy (Fall and Spring), SOOM Meetings, Student Organization Fair, Kids Fall Festival, LCC Homecoming, Ronald McDonald Pop Tab Collection, Parsons Christmas Parade, Holden's Hope Recycle Project, Holden's Hope 5k, March Madness, 8th Grade Days, Cardinal Enrollment Days, LCC Spring Awards Ceremony, Donor Appreciation Luncheon, Basketball Halftime Activities, Million Meals Kansas, Penny War, Paint the Town Red, Paint the Campus Red, LCC Auction for Scholarships, It's a Wrap: Cell Phone Covers, Cardinal Crawl Scavenger Hunt, Movie Nights, KC Chiefs Game.

Labette Community College
Highlights FY2014

Table of Contents

Community Outreach 2
Facilities 8
Grants 10
Honors and Special Recognitions 11
New and Revised Curriculum 11
New Equipment and Supplies 17
New Initiatives 19
Partnerships and Advisory Committees 21
Professional Development 23
Special Recruitment Efforts 29
Student Success 32
Technology 36
Miscellaneous 37

Community Outreach

Academic Affairs

- LCC Diversity Committee's events in honor of our Veterans and Active Service Personnel:
- A "Thank You" banner was hung for all LCC and students to sign and/or to write a short note of thanks.
- A free meal with a patriotic-themed dessert was provided to LCC Faculty, Staff, and Student Vets and Active Service Personnel on November 12th.
- Holiday greeting cards table was set up where we could sign notes of encouragement, thanks, etc. The greeting cards were sent via the Red Cross to military men and women serving around the world.
- Reader's Theater on the Vietnam War, Readings by Elizabeth Walker & Scotty Zollars
- Includes memories of service in Vietnam from Jan Chapman & Richard Fulton (*former LCC Employees*)
- Includes excerpts from soldier's letters from war fronts
- Sponsored by our LCC Library
- The LCC Christmas Basket Project helped 10 student families including 12 children with food and presents.
- Instead of exchanging gifts, many Academic Affairs members sent money to a Riverton family whose senior high school boy was undergoing stage IV cancer treatments.

Accounting/Business

- Phi Beta Lambda advisors and students participated in the LCC Organizational Fair
- Phi Beta Lambda advisors and students participated in the LCC Fall Fest
- Phi Beta Lambda advisors and students participated in the LCC Fall Blood Drive
- Phi Beta Lambda advisor participated in the Million Meals food packaging event held on the LCC Campus
- Phi Beta Lambda advisor and students participated in the Finals Frenzy both Fall and Spring semesters.
- Phi Beta Lambda advisor and students sponsored a half-time activity during the Men's Basketball game on January 29.
- Both Phi Beta Lambda advisors served as judges for the FBLA District Conference held at Cherryvale High School in January.
- Phi Beta Lambda advisor and students participated in Cupcakes for a Cure, a benefit for LCC's Relay for Life team
- Phi Beta Lambda advisors and students participated in the LCC Spring Blood Drive.
- Cathy Kibler hosts the Annual Altamont Easter Egg Hunt.
- Cathy Kibler serves as Treasurer for the Altamont United Methodist Church.
- Cathy Kibler serves as the Chairman of the Check-in/Check-out committee for the LCC Foundation Auction.

- Phi Beta Lambda Advisor and students participated in the Public Relation students 5-K Bubble Run.

Biology

- Diane Thompson did a clean-up day in Pittsburg project and passed out LCC t-shirts for all involved for more LCC exposure.

Childcare and Support Services Management

- Professional Development Day for Child Care providers, individual providing adult services or interested citizens was held in October.

Communication

- Tonya Bell serves as the President of USD 461 School Board. She also serves on the Negotiations Team and the School Bond Publicity Committee.
- Tonya Bell serves as Vice-President of the Tri-County Special Education Board.
- Tonya Bell serves as a member of the Neodesha Community Foundation Board.
- Tonya Bell judged Forensics Tournament at Neodesha High School on January 25, 2014.
- Tonya Bell judged cheerleading tryouts at Neodesha High School on March 13, 2014.
- Tonya Bell's Public Relations students held a "5K Bubble Run to Beat Epilepsy" on April 19, 2014 in Parsons to raise money for local toddler NaRayah Buck. The event raised $500.
- Tonya Bell judged Senior Projects at Neodesha High School on April21, 2014.

English

- English department member volunteered and assisted in tornado recovery in Joplin.
- English department members raised/contributed food/clothing/money for Oklahoma tornado, Haiyun Cyclone, local homeless individuals and international needy children.
- English department member rescued a neglected dog.
- English department member contributed blood in the Red Cross drive.
- English department members volunteered hours at local school benefit auction.
- English department member volunteers with the local hot air balloon club.
- English department member supports and participates in the PRC Dance organization.
- English department member organized and is leading an educational tour of Scotland and England, May 2014. Tour is open to members of the larger community outside of the college. Department also organized a tour of London, Paris, Florence, and Rome for May 2015.

History

- Tim Miller was a volunteer BBQ Judge for the KCBS BBQ Contest during the Balloons, Bikes, Blues, and Barbeque Festival.

Library

- The Library hosted the Southeast Kansas Academic Librarians Council.
- The Library hosted a reader's theater presentation called Salute in commemoration of the fiftieth anniversary of the Vietnam War on Veterans' Day with the help of Elizabeth Walker.

Nursing

- The Kansas Association of Nursing Students (KANS) had a "Think Pink" Breast Cancer Awareness event with information booth, bake sale, and give away items also. Donations went to Early Detection Works and were ear marked for local women who have breast cancer.
- Nursing students gave 300 flu shots in Independence in November.
- Teddy Bear Clinic with Labette Health
- Sr. Adult Health Fair with Presbyterian Manor
- Community Blood Pressure Clinics
- KANS Nursing Club sponsored the Autism 5K on Saturday April 26.
- The second year nursing students gave student presentations at the Trauma Conference.

Office Technology

- Faculty member began volunteering time to do weekly church PowerPoint. January 2014

Physical Therapist Assistant

- 2013-2014: PTA students participated in community service through volunteer activities with hospice.

Radiography

- Participated in the fall and spring LCC Blood Drive by providing donations, volunteers and being a donor.
- Club held a Breast Cancer Awareness Booth and raised funds for LCC Relay for Life Team. –10/28/13
- Club participated in Dig Pink for Volleyball
- Club sponsored a game for LCC Kids Fall Fest. All students participated with candy and materials for the game.
- Had a heart Awareness booth in February
- Radiology, Booster Club, SGA, and the Basketball Team are doing a Think Pink night in February
- Participated in KS Million Meals and Penny War
- Participated in Cup Cakes for a Cure
- Team formed for Big Brothers & Big Sisters Bowling for Kids' Sake
- Participated in Bubble Run with the Communication Department
- Had a Congenital Diaphragmatic Awareness(CDH) Booth
- Participated in Holden's Hope Project
- Participated in Going Green Recycle Project
- Participated in Ronald McDonald Pop Tab collection

Respiratory Therapy

- The Respiratory and Radiology clubs hosted a Color Run to benefit Cystic Fibrosis. The Forbes family and Carrell family voiced their appreciation for the support of our college for the cause. $1600 was raised for the Cystic Fibrosis Foundation. 10/19/2013 -
- Participated in the fall and spring LCC Blood Drive by providing donations, volunteers and being a donor.

- Club sponsored a game for LCC Kids Fall Fest. All students participated with candy and materials for the game.
- Respiratory, Radiology, Booster Club, SGA, and the Basketball Team sponsored a Think Pink night in February
- Participated in KS Million Meals and Penny War
- Participated in Cup Cakes for a Cure
- Participated in Ronald McDonald Pop Tab collection

Social Sciences

- The Social Problems class assisted the Youth Crisis Center with a benefit rummage sale. -9/28/2013
- Community Cinema screening and film discussion of The Graduates -10/14/2013
- Community Cinema screening and film discussion of The State of Arizona - 10/18/2013
- Community Cinema screening and film discussion of Las Marthas -1/27/2014
- Community Cinema screening and film discussion of The Trials of Muhammad Ali -2/24/2014
- Community Cinema screening and film discussion of Medora -3/31/2014
- Community Cinema screening and film discussion of The New Black - 4/28/2014
- Jennifer Stone, former sociology student, spoke at the United Methodist Church of Dennis Mother Daughter Dinner 5/7/2014 -
- Tent City Event

Workforce Education, Career Training & Personal Enrichment

- Hosted the annual Law Enforcement Seminar. 06/26-27/2013
- Hosted the Southeast Kansas Business Conference in conjunction with SEK SHRM. 08/01/2013
- Offered a Pumpkin Painting Workshop. 10/14/2014
- Presented the Labette County Certified Work Ready Community initiative to local SHRM Chapter. 02/20/2014
- Presented the Labette County Certified Work Ready Community initiative to local employers including The Flesh Company, Ray Products, Labette Health, CST Storage, Parsons State Hospital and Training Center, Tank Connection, Parsons Dental Care. 02/01-15/ 2014
- Entered into a Memorandum of Understanding with Kansas Works to become an ACT work Keys testing site. 04/07/2014
- Hosted the annual LCC Fire School. 05/29-31/2014

Student Affairs

Athletics

- Red Cross blood drive
- Stella wells Christmas tree auction
- Special Olympics rodeo
- Katy Days Volunteers

- Babe Ruth baseball Camp and facilities upgrades

Financial Aid

- Assist student with financial aid questions regardless of where the student is or will be attending college.
- Assist high school counselors with financial aid questions
- Update webpage to be more student friendly

Student Life

- Student Government Association (SGA) collected used cell phones and ink cartridges to donate to the Holden's Hope charity.
- SGA managed two blood drives for the Red Cross.
- SGA hosted Kids Fall Fest for community families to enjoy safe Halloween activities.
- SGA sponsored a fall Student Organization Fair.
- Phi Theta Kappa (PTK) sponsored several events for the Ronald McDonald House, St. Jude's, and Holden's Hope throughout the year.
- PTK participated in several fundraising events, including Enchilada sales, fruit sales, and rose sales.
- PTK sponsored a C4 signing event (Commit to Completing Community College).
- Phi Beta Lambda (PBL) hosted Big Brothers Big Sisters night at a LCC basketball game.
- Student Organizations sponsored halftime contests at home basketball games.
- PBL raised money for the March of Dimes.
- CAB sponsored the annual LCC (students and staff) Kansas City Chiefs trip.
- CAB sponsored LCC Movie Nights.
- Radiography Club sponsored a Breast Cancer Awareness basketball game.
- Radiography Club offered several information booths related to the science and diseases associated with radiography.
- SGA and CAB sponsored Homecoming Week.
- SGA and CAB sponsored "Paint the Town Red" and "Paint the Campus Red" events during Homecoming Week.
- SGA sponsored fall and spring Welcome Week and Finals Frenzy.
- PTK co-sponsored Holden's Hope 5K with Pittsburg State University.
- SGA and other student organizations participated in the Parsons Christmas Parade on the LCC float.
- SGA hosted a meal-packaging event that yielded over 10,000 meals to fight world hunger.

Student Success Center

- Began talks with Labette Health Foundation and Class, LTD. to establish relationships for internship possibilities for LCC students.

Talent Search

- Assisted seniors outside Talent Search with admissions and enrollment at LCC.
- Participated in PSU sponsored College Goal Sunday in Pittsburg.

- Facilitated a FAFSA, ACT prep and college enrollment workshop in Chetopa.

Finance & Operations

- Cardinal Café partnered with Labette Health to participate in the Summer Meals program and provided 1,764 free meals to area children
- Custodial staff provided employability training to Class Limited clients – resulting in the hiring of one participant as a part-time custodian at LCC

Foundation

- Held Donor Appreciation Luncheon and presented the Van Meter Outstanding Alumni Award
- Held Cardinal Citation Award reception and award presentation
- Organized free English Lecture Series to area middle school, high school, college teachers through the Gribben Endowment fund.
- Made presentation to Parsons Rotary Club, Parsons PEO Sisterhood, Labette County Youth Leadership, SkillsUSA District, as well as lead tours of the Zetmeir Building for them

Public Relations

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

Facilities

Academic Affairs

- The Sonny & Sophia Zetmeir Health Science Building Dedication was held on March 28, 2014.
- The Brad E. Huffaker Memorial Bench Dedication was held March 28, 2014 in the Sonny & Sophia Zetmeir Health Science Building Lobby.

Academic Affairs

- Created an Academic Advising Center in L102 in the Student Success Center for Undecided, Concurrent, Education, Office Technology and Pre-Nursing students. The advisors also serve as "backup" advisors when faculty advisors are unavailable.

Dental Assisting

- Set up a lab at the Cherokee Center

Graphic Design

- The Graphic Design department moved to the old Health Science Building, which provided two separate classrooms for a computer lab and an art room/photo studio.

Workforce Education, Career Training & Personal Enrichment

- The Electronic program was moved to the H Building from the BIC in Fall 2013.

Student Affairs

Athletics

- New cages for baseball and softball fields
- Refinished gym Floor
- Dirt for baseball and softball infields
- Continually meeting on phase II of capital campaign (Athletic Facility)
- Coaches continue to maintain athletic fields from personal and fundraised dollars

Financial Aid

- Additional storage in the H Building

Registrar

- Additional storage in the H Building

Finance & Operations

- Renovation to Building H first floor bathrooms
- Remodeled Graphic Design
- Campus security assessment conducted
- Repaired roof on the north half of the gym roof and Student Union Building
- Completed the set up for an advising center in the Student Success Center
- Began the process of repurposing Building H to house Graphic Design and Art
- Moved Music to Buildings 1225 and 1229

Foundation

- Served on Building Planning Team for Athletic Campaign

Public Relations

- Keep offices clean and professional in appearance.

Grants

Academic Affairs

- LCC received a Perkins Grant in the amount of $71,671.

Library

- The Library received a Materials Delivery Grant for our work with interlibrary loan from the Southeast Kansas Library System in the amount of $508.80.
- The Library received an Extension Services Grant for our work with the public from the Southeast Kansas Library System in the amount of $2184.

Student Affairs

Student Support Services

- Awarded 73 College Completion Grants totaling $48,522 to Student Support Services participants who met program requirements and demonstrated satisfactory progress toward their educational goals.

Talent Search

- The project exceeded its grant objectives for the 2013-2014 grant year with 557 participants and 100% graduation rate for its high school senior class, totaling 97.
- 100% of all project participants grades 6 through 11 advanced to the next grade level.
- 74.5% of high school participants are engaged in a rigorous program of secondary study.
- 73% of 2013 graduates completed their first year of post-secondary education.

Foundation

- Cultivated and secured gift from the Huffaker Family for a memorial bench set in the Zetmeir Building. In addition organized and facilitated its dedication.
- Secured donations to fund a Nursing Graduate Wall in Zetmeir Building

Honors and Special Recognitions

Academic Affairs

- A Celebration of Life was held in memory of Elaine Guy and a free meal was provided in Elaine's honor to all LCC students and employees in the Cardinal Café. Elaine Guy was a wonderful woman who provided so much to Labette Community College in her twenty years of service. A banner has also been placed in the Gym in her honor.

Academic Affairs

- Betty Story was elected as Parliamentarian to the Association of Kansas Community College Occupational Professionals (AKCCOP).
- Paula Weidert was elected as Member at Large to the Association of Kansas Community College Occupational Professionals (AKCCOP).

Communication

- Tonya Bell received Special Boardsmanship Recognition from Kansas Association of School Boards based on her continued training and involvement with KASB.

English

- English Department member received Creative Works Distinguished Thesis Award

Library

- Scotty was elected the Vice President Elect of the College and University Libraries Section of the Kansas Library Association.
- Scotty was asked to serve on the Professional Development and Nominating Committees of the Mountain Plains Library Association.

Social Science

- Kalynn Amundson had an article published. "Pathologies of the Poor: What do the War on Drugs and Welfare Reform have in Common?" *Journal of Sociology and Social Welfare.* 41(1), 5-28. March 2014 -

Workforce Education, Career Training & Personal Enrichment

- Ryan Seme became a Certified Workforce Development Professional and a Lifetime member of the National Association of Workforce Development Professionals. 11/05/2013
- Ryan Seme presented a break out session at the Kansas Employment First Summit in Topeka Kansas. 04/30/2014

Student Affairs

Athletics

- 21 Academic All-Americans
- 27 All – Conference Selections
- 3 All-American Selections
- Softball had 2 Female Athletes of the year.
- Men's Basketball had Male Athlete of the year.

Financial Aid

- Nancy Seal received 25 Years of Service Award from KASFAA

- Rhonda Baker received 15 Years of Service Award from KASFAA

Student Life

- The Top Service Student Organizations were as follows:
  - Continued Excellence – Phi Theta Kappa
  - Top Student Organization – Radiography Club
  - Top Health Care Organization – Kansas Association of Nursing Students
- You Rock the Year Award – Lydia Lance
- Elaine Guy Award for Distinction in Advising – Tammy Fuentez
- Top 20 Cardinal Award Recipients:
  - Abby Chickadonz
  - Abby Cruse
  - Anna Njau
  - Billiejo Nicole Bates
  - Brandee Main
  - Deborah Moore
  - Eric Berry
  - Jacqueline Sisk
  - Jodi Thompson
  - Jordan Craft
  - Kelsey Fentress
  - Keri Thompson
  - Kylie Angleton
  - Laura Daniels
  - Lydia Lance
  - Marshall Phelan
  - Misty Collins
  - Rachel Jarrell
  - Rebecca Pearcey
  - Tasha Dean

- Phi Beta Lambda received the following awards:
  - First Place March of Dimes Fundraising Chapter
  - Faith Gerkin: 2nd Place Macroeconomics, 2nd Place Microeconomics, 2nd Place Personal Finance at the Kansas State PBL Competition.
  - Ben Thompson: 2nd Place Project Management, 4th Place Contemporary Sports Issues, and Who's Who in Kansas PBL at the Kansas State PBL Competition.
- Phi Theta Kappa received the following awards:
  - International Five Star Chapter
  - Most Outstanding Chapter
  - Kansas Region Five Star Chapter
  - College Project Award Winner
  - Honors in Action Award Winner
  - Service Award Winner – Distinguished Recognition
  - Great Idea Award Winner

- Sister Chapter Award Winner
- Channing Cheer Award Winner
- Yearbook Award – Distinguished Recognition
- Tammy Fuentez – Continued Excellence – Distinguished Advisor Award
- Keri Thompson – Kansas Region President, Distinguished Chapter Officer Award Winner, Achievement in Literature – Honorable Mention, Achievement in Art – Photography – Honorable Mention, Five Star Competitive Edge Recognition.
- Abigail Kaiser – All Kansas Academic Team, Distinguished Member Award – Distinguished Recognition, Five Star Competitive Edge Recognition
- Rebecca Pearcey – All Kansas Academic Team, Achievement in Art – Drawing/Painting – Distinguished Recognition, Five Star Competitive Edge Recognition.
- Kaysha Julich – Distinguished Chapter Officer Award – Distinguished Recognition, Five Star Competitive Edge Recognition.
- Kasey Green – Achievement in Literature – Distinguished Recognition, Five Star Competitive Edge Recognition.
- Brandee Main – Achievement in Art – Photography – Honorable Mention, Achievement in Art – Drawing/Painting – Distinguished Recognition
- Preston Patton – Five Star Competitive Edge Recognition.
- Marshall Phelan – Five Star Competitive Edge Recgonition.
- Kynzi Edings, Sydney Pemberton, Parker Robertson – Competitive Edge Recognition Level 2.
- Kaysha Julich, Keri Thompson, Marshall Phelan, Rebecca Pearcey, Kasey Green, Preston Patton – Distinguished Chapter Officer Team Award Winner

- Radiography Club received the following awards:
  - Angela Holmes – 1st Place Contrast Film Competition, 2nd Place Essay Competition, 2nd Place Scientific Exhibit Competition at KSRT.
  - Aaron Metzger – 2nd Place Contrast Film Competition at KSRT.
  - Angela Bruna – 1st Place Water Sinuses Image Film Competition at KSRT.
  - Kayla Vulgemore – 2nd Place Water Sinuses Image Film Competition at KSRT.
  - Angela Bruna, Kelli Huser, Jonathan Peterson - First Place Ray Bowl Team Competition Winners at KSRT.
  - Most Team Spirit Award at KSRT.

Student Success Center

- Recognized Dayshanay Russell as the Tutor of the Year for her work with math students during her career at LCC.

Student Support Services

- Honored the following students as Students of the Month in recognition of their academic achievements and contributions to LCC: Rebecca Lewis, Jerry (Jay) Reeves, Carmen Chavez-Martinez, Kyle Keeling, Marleah Phillips, Justin Corwin, Deborah Flanagan, and Trisha Daniels
- 41 SSS participants recognized on the President's and Dean's Honor Rolls.

- 33 SSS participants graduated with Certificates or Associate Degrees.

Talent Search

- Three project graduates were valedictorians for their respective graduating classes.

Foundation

- Organized and Facilitated Dedication of Zetmeir Health Science Building

New and Revised Curriculum

Academic Affairs

- Approved syllabus updates to conform with other Regent's institutions. The syllabi include: DNAS 135 Chairside Assisting II, HEAL 121 Nurse Aide: Geriatric, HIST 103 World Civilizations to 1500, MUSI 101 Music Appreciation, PHIL 101 Philosophy I, PHIL 104 Introduction to Logic, PHIL 106 Ethics, SOCI 101 Introduction to Sociology, SOCI 203 Social Problems, SOCI Anthropology.
- Approved program revisions as recommended by KBOR. The programs include: Child Care Certificate, Child Care and Support Services Management Program.
- Approved existing courses to be added to the General Education Electives: COMM 101 Fundamentals of Speech, ENGL 101 English Composition I, ENGL 102 English Composition II, and PED 116 Lifetime Fitness Concepts.
- Courses aligned to support SB155 initiative: RESP 107 Cardiopulmonary Anatomy and Physiology.
- Developed a four-semester plan for the unification of math, physics and engineering.

Communication

- Tonya Bell presented course outcomes for an Interpersonal Communication course at the State Core Outcomes Meeting on September 27, 2013. The Communication group tentatively agreed upon the outcomes for seamless transfer and will revisit them next fall.

Dental Assistant

- DNAS 135 Chairside Assisting II revised credit hours from 2 to 3 to meet both KBOR alignment and CODA requirements.

Diagnostic Medical Sonography

- DMS 214 Introduction to Echocardiography added.
- DMS 249 Echocardiography Board Review added.
- DMS 250 Sonography Registry Review added. Removed DMS 235 Sonography, Anatomy and Pathology Registry Review, DMS 237 Sonography Vascular Registry Review, and DMS 243 Sonography OB/GYN Registry Review.

Education

- Scotty Zollars revised the Information Literacy course to go with a new textbook.
- Approved one child care course to be offered in all formats as one teaching load.
- Child Care and Support Services Management program was revised as recommended by KBOR.

- EDUC 116 Family Day Care removed from the Child Care and Support Services Management program.
- EDUC 108 Parenting, Rewards, and Responsibilities developed as an online course.
- EDUC 123 Home, School, and Community Relations developed as an online course.
- EDUC 131 Observation and Assessment in Early Childhood Settings developed as an online course.

English

- ENGL 93 Reading Essentials outcomes and competencies revised.
- General Education
- Approved the following new course:
  - Introduction to Astronomy, 5 credit hours

History

- HIST 103 World Civilizations to 1500 outcomes aligned with KBOR.
- Mathematics
- MATH 120 Elementary Statistics outcomes and competencies aligned with KBOR.

Music

- Approved new program: Associate of Arts Degree Music;
- MUSI 101 Music Appreciation outcomes aligned with KBOR.
- MUSI 105 Music Technology added.
- MUSI 140 Music Theory Fundamentals outcomes changed.

Office Technology

- Department surveyed area doctor offices on need for medical transcription.
- Met with advisory committee and changed catalog to reflect changes.

Philosophy

- PHIL 101 Philosophy I outcomes aligned with KBOR.
- PHIL 104 Introduction to Logic outcomes aligned with KBOR.
- PHIL 106 Ethics outcomes aligned with KBOR.

Physical Education

- Approved new program: Associate of Science Degree Exercise Science;
- Introduction to Exercise Science, 3 credit hours
- Personal Training and Fitness Management, 3 credit hours
- Training and Conditioning Lab, 1 credit hour
- PED 119 Pediatric First Aid/CPR/AED added.

Physical Science

- PHSC 105 Physical Science developed as an online course.
- PHSC 103 Introduction to Astronomy added.

Physical Therapist Assistant

- Lisa Bradley developed PTA 201 Pathology for the PTA into an online course offering. The first PTA class to pilot this course will be the cohort that starts in the Fall of 2014.
- Changed the math requirements of the Physical Therapy assistant curriculum to MATH 115.

Respiratory Therapy

- Respiratory Therapy will be offering an online class to high school seniors beginning in the spring semester of 2013 in support of the SB155 initiative. The course is RESP107 - Cardiopulmonary Anatomy and Physiology.

Sociology

- SOCI 101 Introduction to Sociology outcomes aligned with KBOR.
- SOCI 203 Social Problems outcomes aligned with KBOR.
- SOCI 207 Anthropology outcomes aligned with KBOR.

Workforce Education, Career Training & Personal Enrichment

- HEAL 121 Nurse Aide: Geriatric revised credit hours from 4 to 6 for compliance with KBOR directive.
- Child Care Certificate program revised as requested by KBOR which aligns the classes with the Associates of Applied Science degree.

Student Affairs

Student Support Services

- Implemented a formalized financial literacy curriculum (CashCourse Money Modules) for students applying for College Completion Grant awards.

Talent Search

- Financial literacy, personal and technology etiquette workshops have been fully implemented for all middle and high school grades.

New Equipment and Supplies

Academic Affairs

Diagnostic Medical Sonography

- New simulator

English

- English department purchased a wireless printer/scanner/copier to replace failing department copier and for pedagogical use with department members' iPads.

Nursing

- Received 2 bilirubin phototherapy lights and a fetal monitor from Labette Health.
- Received IV Computer

Library

- Added a new ADA Work Station with grant money.

Nursing

- Using voice-over Power Points that students can view multiple times.

Office Technology

- Department purchased a license to Camtasia Studio using Carl Perkins funds.

Physical Therapist Assistant

- Purchased Anatomy in Clay models for PTA students learning kinesiology.

Student Affairs

Admissions

- Purchased an iPad for recruiting purposes

Athletics

- New cages for baseball and softball
- Infield Dirt for baseball and softball
- Continue to repair and work on Irrigation and equipment at playing fields

Student Success Center

- Added several volumes of General Education textbooks to Debbie Groff Memorial Book Scholarship library for student use.

Student Support Services

- Purchased 8 new laptop computers for student checkout on a bi-weekly basis.
- Purchased 3 digital voice recorders for student checkout on a semester basis.
- Purchased 5 scientific calculators for student checkout on a semester basis.
- Added several volumes of General Education textbooks to loan library for student use.

Finance & Operations

- Purchased a new phone system for the Cherokee Center
- Purchased digital monument sign with funds generated from an exclusive 5 year beverage contract
- Setup M309 with a new Polycom IDL and smart board for the education department

Public Relations

- The following office equipment and marketing items have been purchased in the Public Relations office area: promotional t-shirts and pens, new enrollment banners, new light pole banners, giveaway sport bottles
- Updated software on the Mac computer
- Purchased a new digital printer.

New Initiatives

Academic Affairs

Dental Assisting

- The Dental Assisting Program has been accredited.

Library

- The Library began posting its Tip of the Month in a podcast form in June.

Nursing

- Flipping the Classroom initiative throughout nursing curriculum.
- New partnerships with multidiscipline for patient simulation: PTA, CNA, Respiratory Therapy, and Diagnostic Medial Sonography

Student Affairs

Admissions

- Planned, marketed, and executed an "Open House" at the Cherokee Center in an effort to increase traffic/enrollment
- Filmed a virtual tour with Photography Options, LLC to use for marketing and recruitment
- Extended high school visit coverage further into Missouri and Oklahoma

Financial Aid

- Improvements to required paperwork and the webpage to be more student friendly
- Set up office for select dates in the Health Care Building and the Gym to assist returning and new students with financial aid.
- Use National Student Clearinghouse for SSCR report.

Student Life

- SGA organized and other student organizations hosted halftime activities at basketball games to increase the atmosphere of school spirit.
- SGA hosted a new event in partnership with Stop Hunger Now called Million Meals Kansas in which over 10,000 meals were packaged and shipped all over the world to fight world hunger.
- SGA hosted Paint the Town Red, a community-wide competition held during Homecoming Week in which local businesses decorated their storefronts with LCC pride.

Student Support Services

- Academic Advisor has begun sharing Academic Advising tips during monthly Academic Affairs meetings to help bolster continuing professional development in this area for faculty and staff alike.

Talent Search

- Implemented a new method for tracking participant course schedules and grades through Power School at each of the target area's middle and high schools.

- Through Facebook, student exit data, and National Clearinghouse Student Tracker, the project can more accurately track recent graduates and degree completers.

Finance & Operations

- ALICE training for staff to prepare for a shooter situation on campus

Foundation

- Received $500,000 pledge for Athletic Campaign

Public Relations

- Seamless merger with USD 503 to combine cable channel 4 local information access channel.
- New DVD college catalog design
- New viewbook design
- Social Media manager
- Partnered with Admissions staff to help recruiting efforts by attending recruiting fairs
- New brochure design

Partnerships and Advisory Committees

Academic Affairs

Accounting/Business

- The Accounting faculty attended the Fall LCHS Business Department Advisory Board meeting and discussed several initiatives that will be resulting from the Career Clusters and Pathways implementation into the Secondary Education level.
- The Accounting faculty attended the Spring LCHS Business Department Advisory Board Meeting in which a presentation of SB 155 was discussed.

Radiography

- Radiography Program Advisory Committee meetings 9/20/13 & 2/21/14 -
- Gale Brown attended the Spring Advisory Board Meeting at Labette County High School. 04/01/2014 -

Respiratory Therapy

- Kara McIlvain attended the Advisory Board Meeting for HOSA at Labette County High School. Discussions included class size, courses, and lesson plans. 11/5/2013
- Kara McIlvain attended the Advisory Board for HOSA at Labette County High School, to discuss course syllabus and outcomes. 11/18/2013
- Kara McIlvain attended the Advisory Board Meeting for HOSA at Columbus High School. 03/02/2014 -
- Kara McIlvain attended the Advisory Board Meeting for HOSA at Labette County High School. 04/01/2014 -

Student Affairs

- LCC partnered with the University of Kansas Medical Center to provide innovative counseling services for alcohol and substance abuse and mental health issues free for students. Using an iPad, students can connect with providers across the state without leaving the comfort of campus.

Workforce Education, Career Training & Personal Enrichment

- Workforce Education partnered with Nursing Department to use the use the Skills Lab for local CNA classes.

Student Affairs

Athletics

- Held PMS wrestling tournament
- Held NJCAA West Central wrestling Regional
- Held Home Parsons High School Baseball and Softball Events.
- Volunteered for Katy Days
- Have Spoke at various Civic organizations Promoting LCC Athletics

Student Success Center

- Coordinator manages Debbie Groff Memorial Book Scholarship Committee which maintains a library of books to loan students that is supported by donations from the faculty, professional staff, and educational support staff groups.

Student Support Services

- Director serves as a representative to Retention Committee, Enrollment Management Committee, Performance Agreement Committee, Grievance Committee, a non-voting member of Curriculum and Instruction, the Caring Cardinal Committee, and as president of the Professional Staff Group.
- Academic Advisors serve on the Retention Committee, the Diversity Committee, and Professional Staff Group.
- Program Assistant serves as the Administrative Assistant to the Curriculum and Instruction Committee and is a member of the Educational Support Staff group.

Talent Search

- The project's staff serve on the Enrollment Management Committee.
- The Project Director assisted the Neosho County Community College Talent Search project with their Annual Progress Report.

Professional Development

Academic Affairs

- Magna Monday Morning Mentor began August 26, 2013 with weekly 20 minute online programs for faculty, staff, and adjunct faculty. The 32 week series addressed a wide range of popular faculty and staff issues with tips and techniques that can be put to use right away. Each program was available for 7 days so it could fit into everyone's schedule.
- Tiffany Phillips and Tony Fuentez attended KAAN meeting in McPherson.
- Tiffany Phillips and Tony Fuentez attended NACADA Academic Advising Conference, St. Louis, MO
- Tiffany Phillips attended WSU on the Move, Community College Day, Wichita
- Joe Burke and Mark Watkins attended Council of North Central Two-Year Colleges, Bloomington, MN
- Joe Burke and Mark Watkins attended HLC Pathways Pioneer Cohort Meeting, Chicago, IL
- Joe Burke and Mark Watkins attended HLC Annual Meeting, Chicago, IL
- Joe Burke attended KCIA meeting, Manhattan
- Joe Burke attended KCIA Annual Retreat, Wichita
- Susan Brouk attended KBOR Data Quality Planning Conference, Topeka
- Joe Burke, Mark Watkins, David Beach, Bharathi Sudarsanam, Tonya Bell, Jack Burke, Elizabeth Walker, Tom Duran, Kalynn Amundson, Tim Miller, Seth Roach, Alan Pommier, Doug Ecoff attended Core Outcomes meeting, Manhattan
- Russ Head and students attended Skills USA Conference, Hesston
- Russ Head, Jack Burke and students attended SkillsUSA State Conference and Competitions, Wichita
- Jack Burke and students attended SkillsUSA State Conference and Competitions, Hutchinson

Accounting/Business

- The Accounting faculty attended the five week Board Leadership Series training offered by K-State Research and Extension during the month of October.
- Cathy Kibler, Elaine Guy and students attended the PBL Fall Leadership Conference, Sterling
- Cathy Kibler and students attended the PBL State Conference, Ark City
- Cathy Kibler and students attended the PBL National Conference and Competitions, Nashville, TN

Biology

- Dr. Bharathi Sudarsanam toured De Anza Community College Biology Department, Cupertino, CA
- Dr. Bharathi Sudarsanam toured University of Berkley Biology Department and attended part of the symposium on Human Genome Project, Berkley, CA

- Tori Schneider attended the Association for the Study of Higher Education Conference, St. Louis, MO

Chemistry

- Kansas College Chemistry Teachers Conference, Manhattan

Communication

- Tonya Bell and Tom Duran attended the Core Competency Meeting September 27, 2013.
- Tonya Bell attended the Kansas Association of School Boards Fall Regional Meeting in Erie on October 7, 2013.
- Tonya Bell attended the Kansas Association of School Board Annual Convention December 6-7, 2013.
- Tonya Bell attended the Lilly Conference on University Teaching and Learning Newport Beach, CA

Computer Networking

- Jack Burke attended CISCO Conference including info on new products, Wichita

Dental Assistant

- Patti Harris attended the Annual American Dental Association Meeting, New Orleans, LA
- Patti Harris attended "Patient Anxiety-A Happy Appointment For Everyone" Seminar with CHCSEK, Tulsa, OK

Diagnostic Medical Sonography

- Brian Vediz attended the SDMS Conference, Las Vegas, NV
- Brian Vediz received Med-Sim training
- Brian Vediz and students attended the EXP Physics Convention Board Review in Dallas, TX

Education

- Sharla Hopper attended the KAIMH Conference, Wichita

English

- English Department hosted and attended 30th Annual Gribben English Lecture.
- English Department members completed 12 hours of graduate coursework.
- English Department member completed an online seminar in active learning.
- English Department members provided mentoring to new adjunct faculty.

Graphic Design

- Melissa Kipp completed her Master of Arts degree in Communication from PSU.

Library

- Phylis Coomes, Lee Ann Eggers and Laurie Fehrenbach attended the Southeast Kansas Library System's annual meeting and workshops. Summer 2013
- Scotty Zollars, Phylis Coomes, and Hillary Wilson attended the SEK Library System Annual Meeting in Iola, Summer 2014
- Phylis Coomes observed the archived webinar The Hope and Hype of MOOCs from OCLC

- Scotty Zollars observed the KS Library archived webinar Gale Kansas History Database
- Scotty Zollars observed the EBSCO (Admin) Training webinar
- Scotty Zollars attended the Kansas Library Association Conference in October
- Scotty Zollars attended the SEKALC Consortia meetings in Coffeyville, Andover, and Pittsburg
- Scotty Zollars attended the Nebraska College & Univ. Library Conference in Omaha, NE
- Scotty Zollars completed his Connections training.

Mathematics

- Ralph Gouvion attended KCNE October 24-25 at Kansas City.

Music

- Seth Roach attended KMEAQ Conference in Wichita

Nursing

- Amanda Addis attended the RN-BSN meeting at KU.
- Kim Beachner and Dee Bohnenblust attending the KONL meeting at Fredonia.
- Barb Bancroft presentation on Pharmacology at MSSU Joplin, MO (Amanda Addis, Kim Beachner, Julie Page, Rhonda Gilpin, Peyton Kessler, Jill Coomes, and Dee Bohnenblust)
- KCADNE (Amanda Addis, Kim Beachner, Julie Page, Rhonda Gilpin, Peyton Kessler and Jill Coomes).
- Peyton Kessler and Amanda Addis attended a meeting for the Kansas Action Coalition.
- Jill Coomes completed a 15-hour course on Alzheimer's and a 7 hour course: Herbal Medications: An Evidence-Based Review for continuing education for her APRN.
- Kansas Organization of Nurse Leaders —LCC Nursing hosted meeting on March 7, 2014 (Dee Bohnenblust, Julie Page, Kim Beachner, Amanda Addis)
- Nurse Educator Institute: Striving for Evidence-Based Practice in Nursing Education, Branson, MO (Kim Beachner, Julie Page, Rhonda Gilpin, Dee Bohnenblust, Peyton Kessler, Cheryl Smith, & Amanda Addis)
- Innovations in Teaching: An Advancing Care Excellence for Seniors (ACES) Workshop in Kansas City Missouri (Dee Bohnenblust, Cheryl Smith and Jill Coomes)
- Peyton Kessler and Cheryl Smith are enrolled in MSN programs.
- Peyton Kessler attended the national conference for the American Psychiatric Nurses Association October 22-26 in Indianapolis Indiana. She presented a poster presentation on "Addressing the need for mental health resources for student clinical experiences and a holistic healthcare system within your community: Where have all the inpatient facilities gone?"
- Dee Bohnenblust member of Accreditation Commission for Education in Nursing Evaluation Review Panel and Site Visitor.
- Dee Bohnenblust is Vice President of Kansas Council of Association Degree Education.

- Dee Bohnenblust is recording officer for Kansas Commission of Nursing Education and Practice and attended meetings August, September, October, February, and June
- Dee Bohnenblust attended KSBN meetings in Topeka in September, December, and June
- Dee Bohnenblust attended the National Organization for Associate Degree Nursing meeting in Reno, NV
- Dee Bohnenblust attended Mental Health Awareness in Parsons
- Dee Bohnenblust attended PSU Nursing meeting in Pittsburg
- Dee Bohnenblust attended National League of Nursing Meeting in Kansas City
- Dee Bohnenblust attend the Psychiatric Nursing Conference in Las Vegas, NV

Office Technology

- Lori Ford purchased laptop to begin working with Windows 8.1.

Online

- Tiffany Phillips attended the Kansas Academic Advising Network Conference in McPherson.
- Tiffany attended the webinar "How to Develop Excellent Online Instructors" in December.

Physical Therapist Assistant

- Lisa Bradley traveled to Alexandria, VA for training to be an on-site reviewer for CAPTE.
- Lisa Bradley attended the KPTA Fall Conference in Manhattan, KS.
- Lisa Bradley attended the APTA Combined Sections Conference in Las Vegas, NV.
- Lisa Bradley and Lisa Farris took 21 students to the KPTA Spring Conference in Wichita, KS.
- Lisa Bradley became an item writer for the Federation for State Board of Physical Therapy for the PTA national exam. Alexandria, VA May 30-June 1, 2014:
- Lisa Bradley completed her Doctorate in Physical Therapy degree from Utica College in June 2014.
- Lisa Bradley attended an Anatomy in Clay Workshop in Denver, Colorado June 2014.
- Trudy Hansen attended Consortium meeting at TCC Tulsa, OK
- Trudy Hansen attended CAC meeting in Tulsa, OK

Radiography

- Ashley Moore and Gale Brown attended the Atlanta Society Educational Conference in Atlanta Georgia.
- Gale Brown attended the KBOR Alignment webinar meeting
- Tammy Kimrey and Gale Brown attended the KSRT Conference in Newton KS with 14 students.
- Gale Brown attended the Allied Health Council meeting in Parsons.

Respiratory Therapy

- Kara McIlvain attended a Webinar on B-type Natriurietic Peptide testing
- Jennifer Harding attended the Kansas Respiratory Care Seminar in Topeka

Social Science

- Kalynn Amundson attended the 108th American Sociological Association Annual Meeting in New York City

Workforce Education, Career Training & Personal Enrichment

- Ryan Seme became a Certified Workforce Development Professional and a lifetime member of the National Association of Workforce Development Professionals. 11/05/ 2013
- Ryan Seme, Tammy Fuentez, Leanna Newberry attended Mental Health First Aid Course
- Ryan Seme attended the Labette Leadership – KCLI Leadership Summit in Wichita
- Ryan Seme attended the ABT Conference technical Educators Conference in Kansas City
- Ryan Seme attended the KS Council for Workforce Education (KCWE) Fall Conf. in Wichita
- Ryan Seme, Nancy Newby, and Carol Rabig attended the Health Occupations Credentialing Meeting in Topeka
- Ryan Seme attended the Employment First Summit as a Speaker in Topeka

Student Affairs

Admissions

- Admissions Coordinator successfully completed two continuing education courses through LCC: Introduction to Online Teaching and a Customer Service Training through the Workforce Education Department

Athletics

- Attended All KJCCC/ Region VI meetings
- Will attend NJCAA national meeting and compliance training

Financial Aid

- All Financial Aid employees attended USA Funds Workshops and KASFAA
- Financial Aid Specialists and Assistant attended week long training at the Department of Education in Kansas City.
- All Financial Aid Specialists attended Customer Service Training and Alice Training.

Registrar

- All staff attended Customer Service Training and Alice Training.

Student Life

- Student Life Specialist Melissa Nance completed the Leadership Labette program in May 2014.
- Student Life Specialist Melissa Nance completed a student life Jenzabar Training webinar in August 2013.

Student Support Services

- Advisor attended KAAN Regional Conference and NACADA National Conferences in order to gain more professional knowledge of academic advising best practices.
- Director and Program Assistant attended KASFAA Financial Aid training.
- Director attended grant proposal writing workshop to prepare for writing the renewal of the Student Support Services grant.
-

Talent Search

- The Project Director attended a MAEOPP TRIO workshop in February.

Finance & Operations

- Hosted SEKHRA monthly meeting and luncheon
- Provided customer training to staff and faculty

Foundation

- Attended quarterly meetings of Southeast Kansas Community College Foundation Directors
- Successfully Completed LCC Customer Service Training

Public Relations

- Attend local public relations forums/meetings
- Serve on We Are Parsons committee
- Attended Social Media webinar

Special Recruitment Efforts

Academic Affairs

Diagnostic Medical Sonography

- Brian Vediz presented information to the Columbus students and to the 8th graders.

Graphic Design

- The Graphic Design and Art Departments co-sponsored the 27th Annual SEK High School Art Competition providing an opportunity for art and design students to showcase their talents and receive local recognition.
- Melissa Kipp presented information about the Graphic Design program during LCC 8th Grade Day
- Melissa Kipp presented information about the Graphic Design program during LCC College Exploration Day
- Greg Brewer presented information about the Graphic Design program to Humboldt 8th graders.

Library

- The Library hosted its annual Homemade Bread Day.

Office Technology

- Created a periodic list of job openings in business, office, and computer fields in local areas. List is posted on 3rd floor of main building and included in emailed newsletter to office technology advisees.

Physical Therapist Assistant

- Trudy Hansen talked to students at Columbus High School.

Radiography

- Gale Brown presented information about pursuing a career in Radiography at the LCHS to the Health Science Classes.
- Gale Brown spoke with the attendees of the LCC 8th Grade Day about the Radiography Program.
- Gale Brown spoke with students from Columbus High School about pursuing a career in Radiography.
- Gale Brown & Ashley Moore presented information about the Radiography Program to HS students from Galena, Riverton, & Baxter Springs.
- Gale Brown presented information about the Radiography Program at Erie HS and Chanute HS.
- Gale Brown participated in the Mock Interview Day at Girard High School.
- Gale Brown spoke at the Uniontown HS Career Day.

Respiratory Therapy

- Kara McIlvain traveled to Pittsburg High School and talked to all Health Science Classes about the field of Respiratory Therapy.
- Kara McIlvain talked to the Health Science II classes about Respiratory Therapy
- Kara McIlvain and Jennifer Harding, with Respiratory Therapy Students talked to 8th graders about the role of respiratory therapist.

- Kara McIlvain traveled to Riverton High School and talked to all the Health Science Classes about the field of Respiratory Therapy.
- Kara McIlvain and Jennifer Harding, with Respiratory Therapy Students talked to 8th graders about the role of respiratory therapist.
- Kara McIlvain traveled to Columus High School and talked to the Health Science classes about Respiratory Therapy.
- Jennifer Harding and two respiratory therapy students talked to high school students from Baxter Springs, Riverton, and Galena.
- Kara McIlvain traveled to Erie and Chanute High Schools to talk to high school students about Respiratory Therapy.

Workforce Education, Career Training & Personal Enrichment

- Ryan Seme and Nancy Newby traveled to Riverton High School to recruit for Workforce Programs
- Ryan Seme traveled to Riverton High School to promote Workforce and Health Science Programs.
- Ryan Seme and Nancy Newby Facilitated visit of Riverton Baxter and Galena High School students.
- Ryan Seme and Tom Rush Traveled to Columbus High School to promote the Electronics program.
- Ryan Seme and Tom Rush traveled to Oswego High School to promote the Electronics Program.
- Ryan Seme and Tom Rush traveled to Pittsburg High School to promote the Electronics Program.

Student Affairs

Admissions

- Fall 2013-
  - Admissions hosted two 8th Grade Day events for middle schools in Labette & Cherokee County
  - Admissions hosted a Senior Day with over 70 students in attendance
  - Admissions hosted a Kansas Association of Collegiate Registrars and Admissions Officers College Planning Conference with representatives from 40 higher education institutes as visitors on campus and schools in attendance from all over SEK.
  - Admissions hosted a College Exploration Day for Erie High School juniors and seniors
- Spring 2014:
  - Admissions hosted three Cardinal Enrollment Day events for incoming college Freshman students with approximately 80 students in attendance
  - Admissions hosted an 8th Grade Day event for Humboldt Middle School
  - Admissions hosted a College Exploration Day for St. Paul freshman
  - Admissions hosted a Trio Day event for the LCC Talent Search Program
  - Admissions provided numerous high schools with After Prom and After Graduation promotional items and scholarships

- Admissions attended several High School Ceremonies/Banquets to award scholarships to local students including: Erie, Parsons, Riverton, Cherryvale, Oswego, Southeast, Neodesha, St. Paul, and Columbus

Athletics

- Worked with Financial Aid and admissions to assure all student-athletes complete all necessary documents for financial aid.

Talent Search

- 25.81% of the project's high school graduates attended LCC during the Fall 2013 Semester.
- Talent Search participated in all of the college's special enrollment days in 2013 and 2014.
- A special Talent Search Day was held on LCC's main campus in April 2014.
- Wichita State University's Gear Up project from Pittsburg attended the Talent Search Day.

Public Relations

- Recruiting fairs for admissions department.
- Promoted and assisted with enrollment days
- Assisted Admissions with on-campus Cardinal Experience days.
- Gained coverage with social media presence, Facebook
- Increase amount of press releases being released to area media.
- Continue monthly Presidential editorials.
- Paid advertising via social media
- Facilitated website redesign

Student Success

Academic Affairs

- Two advisors and two students attended the Phi Beta Lambda State Fall Leadership Conference in Sterling, Kansas. The attendees enjoyed hearing great speakers and took and participated in several hands-on activities during mini workshops.
- The Phi Beta Lambda student President attended the National Fall Leadership Conference in, Grapevine, Texas and was able to attend several workshops and complete a State Officer Board training session.
- The Phi Beta Lambda advisor and four students attended the State Leadership Conference in Arkansas City, Kansas. Three of the four students qualified to attend the National Leadership Conference in Nashville, Tennessee, in June 2014.
- Faith Gerkin - 2nd Place Macroeconomics, 2nd Place Microeconomics, 2nd Place Personal Finance
- Ben Thompson – 2nd Place Project Management, Who's Who in Kansas Phi Beta Lambda
- The Phi Beta Lambda chapter won 1st place in the Dimes to Dollars fundraiser for the March of Dimes at their State Leadership Conference.
- Sept. 28, 2013 Hali Eads is our first Dental Assistant Program graduate to sit for and pass the Dental Assisting National Board exam!
- Two students have already been hired after they finish their training.
- Photography I student, Krista Harding, won grand prize in the High Plains/Midwest Ag Journal 2014 "Down Country Roads" Calendar Contest with her photo "Cowboy with his Dog." Harding's photo "Ice Grass" also was selected and featured as the February calendar image.
- Photography I student, Krista Harding, won grand prize in the Ranchland Trust of Kansas 2013 Photo Contest with her photo "Cowboy & Horse at Dusk."
- A photograph taken by Photography II student, Mandi Lever, was featured on the cover of the Names and Numbers Four County 2014 Telephone Directory.
- Ms. Bryant, a nursing graduate, was awarded the Kansas Hospital Association Health Care Provider of the Year. Three LCC Nursing graduates were nominated for the award.
- Part-time Academic Advisor--Created folders for pre-nursing advisees to assist in providing information.
- Utilized two Office Training interns in Academic Advising office--students had opportunity to use Excel to help coordinator to prepare advisory committee materials, create a comparison of office technology degrees across the state, and re-organize materials, papers, and supplies in M308.
- All the Graduates of the Class of 2014 have now completed taking their National certification with a 100% Pass RATE!!!!
- Awards from Annual Kansas Society of Radiologic Technologist during the student competitions:
  - 2014 KSRT Film Competition Winners:
    - 1st Place Lateral Skull Image - Allisan Howard
    - 1st Place AP Sigmoid Image - Laura Daniels
    - 3rd Place Sunrise Patella Image - Jordon Cameron

        - Most Interesting Case: Rachel Jarrell 1st Place Thoracic Hiatal Herniation
    - Scientific Exhibit Winners:
        - 1st Place AbbyJo Hilderbrand, "Anencephaly"
        - 3rd Place Laura Daniels "Spina Bifida Stages"
        - 2nd Place Jordon Cameron, Ali Deckard, AbbyJo Hilderbrand, and Rachel Jarrell; "Harrisburg Pennsylvania Radiation Incident"
    - 1st Place *2014 KSRT* Ray Bowl Competition Team Winners: *Jordon Cameron, Laura Daniels & Kelsey Fentress*
    - 2014 KSRT Most Team Spirit Award: Labette Community College
- SGA Awards Ceremony:
    - Who's Who In Community Colleges in America Awards - Jackie Sisk, Laura Daniels, Lydia Lance, & Rachel Jarrell
    - 2013 - 2014 Top 20 Cardinal Award - Abbey Chickadonz, Jackie Sisk, Jordan Craft, Kelsey Fentress, Kylie Angleton Laura Daniels, Lydia Lance, & Rachel Jarrell
    - Cardinal Point Award—2nd Place - LCC Radiography Club
    - Top Student Organization Service Award - LCC Radiography Club
- Angela Holmes – Leadership Academy at ASRT Student Leadership Development Program, Albuquerque, NM
- Lydia Lance served as the 2013 - 2104 SGA President
- Doug Gardenhire, who was in the first Respiratory Class received the Van Meter Award.
- The graduating class of 2013 had a 100% pass rate.
- Tiera Ford – NJCAA Academic All American
- Kailee Hocker – NJCAA Academic All American
- Iri Nicholas - NJCAA Academic All American
- Tiera Ford – KJCCC Academic All Conference
- Kailee Hocker - KJCCC Academic All Conference
- Iri Nicholas - KJCCC Academic All Conference
- Lauren McDaniel - KJCCC Academic All Conference
- Natasha Carver - KJCCC Academic All Conference
- Kaleb Furr, Conner Neal, Marshall Phelan, Derrick Gates, and Alfonso Kaihau earned Academic All-American status from the National Wrestling Coaches Association.
- Marshall Phelan was also selected as a recipient for the NJCAA Award for Exemplary Academic Achievement.
- PTK Region Convention Awards:
    - Named Most Outstanding Chapter in Kansas
    - Keri Thompson was elected at the Kansas Region Phi Theta Kappa President for 2014-2015.
    - Chapter Awards:
- Honors in Action Project Award Winner
- College Project Award Winner
- Great Idea Award Winner
- Service Award, Distinguished Recognition
- Sister Chapter Award Winner
- Yearbook Award, Distinguished Recognition
- Five Star Chapter Award

- Channing Cheer Winners
  - Individual Awards….
- Keri Thompson - Distinguished Chapter Officer Award Winner
- Kaysha Julich - Distinguished Chapter Officer Award, Distinguished Recognition
- Abigail Kaiser - Distinguished Chapter Member Award, Distinguished Recognition
- Keri Thompson, Kaysha Julich, Marshall Phelan, Rebecca Pearcey, Kasey Green, Preston Patton – Distinguished Chapter Officer Team Winner
- Kasey Green - Achievement in Literature, Distinguished Recognition
- Keri Thompson - Achievement in Literature, Honorable Mention
- Marshall Phelan - Achievement in Art – Ceramics/Sculpture Award, Honorable Mention
- Rebecca Pearcey - Achievement in Art – Drawing/Painting Award, Distinguished Recognition
- Brandee Main – Achievement in Art – Drawing/Painting Award, Distinguished Recognition
- Brandee Main – Achievement in Art – Photography, Honorable Mention
- Keri Thompson – Achievement in Art – Photography, Honorable Mention
- Keri Thompson – Life Happens Scholarship Winner
- Kasey Green, Kaysha Julich, Abigail Kaiser, Preston Patton, Rebecca Pearcey, Marshall Phelan, and Keri Thompson – each received a Five Star Competitive Edge Award:
  - Named an International Hallmark Distinguished Chapter – a recognition given to only 3% of the 1300 chapters internationally.
  - International Top 100 Chapters – a recognition given to only two chapters in Kansas.
  - Keri Thompson received an International Hallmark Distinguished Chapter Officer Award
  - Kasey Green, Kaysha Julich, Rebecca Pearcey, Marshall Phelan, and Keri Thompson received an International Distinguished Chapter Officer Team Award.
- Recording Arts students Lucas O'Tool and Harrison Johnson both received SkillsUSA Gold Medal State Competition Awards in Video Production.
- Recording Arts students Brenden Wood and Matthew Birks received SkillsUSA Silver Medal State Competition Awards in Video Production.
- Networking student Nick Graham received SkillsUSA Bronze Medal State Competition Award in Maintenance Technology.

Student Affairs

Student Life

- SGA Vice President Abigail Kaiser and SGA Senator Rebecca Pearcey were nominated to the All-Kansas Academic Team.

Student Support Services

- 41 SSS participants recognized on the President's and Dean's Honor Rolls.
- 33 SSS participants graduated with Certificates or Associate Degrees.

Talent Search

- 100% of participants grades six through eleventh will advance to their next grade level.

- 100% of Talent Search's 97 high school seniors graduated.
- Three 2014 Talent Search graduates were valedictorians for their respective schools.

Public Relations

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

Technology

Finance & Operations

- Moved into the Zetmeir Health Science Building setting up all computers and equipment
- Polycom IDL set up a the Cherokee Center
- IT provided advising training to the Cherokee Center staff
- Set up webserver to house the website redesigned by Melissa Kipp
- Implemented online paystubs for employees with direct deposit

Miscellaneous

Academic Affairs

- The Kansas Skills USA District Conference was held here at LCC on September 18, 2013.

Communication

- Tonya Bell presented information about boardsmanship to the Newman University Education class held on the LCC campus on September 23, 2013.
- Tonya Bell took students to KLKC Radio Station in Parsons on March 27, 2014 to learn how a radio station operates and provide students with the experience to record public service announcements for a class project.
- Tonya Bell and Tom Duran took students to KOAM Television Station in Pittsburg to learn how the station operates and discuss career opportunities in the field on April 17, 2014.

Library

- Scotty spoke with the new nursing students as part of the Nursing Program Orientation.
- The Library had a display for Breast Cancer Awareness Month.
- The Library hosted the Physical Therapy Assistant Department's Poster Presentations.
- The Library had treats for all the students on Trick or Treat Day.
- The Library hosted the Radiography Department's Poster Presentations.

Student Affairs

Talent Search

- The Talent Search grant will return to full funding for the 2014-2015 grant year.

Finance & Operations

- Completed a chemical disposal of older chemicals

Foundation

- Held 15th Annual Auction for Scholarships: We received donations of in-kind gifts totaling $27,792. The revenue from the auction was $48,430. We were up in revenue compared to last year and we kept our expenses to a minimum so we will be able to provide approximately $1300 more for student scholarships.
- Helped Organize 90th Anniversary projects (such as logo design, slide shows for Auction, Cardinal Citee reception, etc.)

Public Relations

- Continue to assist in organization and implementation of Foundation events: Auction for Scholarships, Distinguished Alumni awards, Van Meter awards, Donor luncheon.
- Take photos at graduation/pinnings, special employee recognitions, cardinal cite reception, distinguished alumni luncheon, distinguished faculty reception, retirements, some sporting events, allied health classes, auction for scholarships, and more.
- Serve as committee members for the annual auction for scholarships.

Labette Community College

OPERATIONAL PLAN

FY 2014 Year End Report

ACADEMIC AFFAIRS CORE VALUE 1 OUTCOME 1A **5**

FINANCE & OPERATIONS CORE VALUE 1 OUTCOME 1A **9**

PUBLIC RELATIONS CORE VALUE 1 OUTCOME 1A **10**

FOUNDATION CORE VALUE 1 OUTCOME 1A **11**

ACADEMIC AFFAIRS CORE VALUE 1 OUTCOME 1B **12**

STUDENT AFFAIRS CORE VALUE 1 OUTCOME 1B **18**

ACADEMIC AFFAIRS CORE VALUE 1 OUTCOME 1C **19**

STUDENT AFFAIRS CORE VALUE 1 OUTCOME 1C **22**

FOUNDATION CORE VALUE 1 OUTCOME 1C **23**

ACADEMIC AFFAIRS CORE VALUE 1 OUTCOME 1D **24**

STUDENT AFFAIRS CORE VALUE 1 OUTCOME 1D **28**

ACADEMIC AFFAIRS CORE VALUE 1 OUTCOME 1E **30**

STUDENT AFFAIRS CORE VALUE 1 OUTCOME 1E **33**

FINANCE & OPERATIONS CORE VALUE 1 OUTCOME 1E **36**

ACADEMIC AFFAIRS CORE VALUE 2 OUTCOME 2A **37**

STUDENT AFFAIRS CORE VALUE 2 OUTCOME 2A **46**

FINANCE & OPERATIONS CORE VALUE 2 OUTCOME 2A **48**

PUBLIC RELATIONS CORE VALUE 2 OUTCOME 2A **49**

ACADEMIC AFFAIRS CORE VALUE 2 OUTCOME 2B **50**

STUDENT AFFAIRS CORE VALUE 2 OUTCOME 2B **53**

ACADEMIC AFFAIRS CORE VALUE 2 OUTCOME 2C **54**

ACADEMIC AFFAIRS CORE VALUE 2 OUTCOME 2D **58**

STUDENT AFFAIRS CORE VALUE 2 OUTCOME 2D **61**

ACADEMIC AFFAIRS CORE VALUE 2 OUTCOME 2E **62**

ACADEMIC AFFAIRS CORE VALUE 3 OUTCOME 3A **66**

STUDENT AFFAIRS CORE VALUE 3 OUTCOME 3A **67**

ACADEMIC AFFAIRS CORE VALUE 3 OUTCOME 3B **68**

STUDENT AFFAIRS CORE VALUE 3 OUTCOME 3B **70**

FINANCE & OPERATIONS CORE VALUE 3 OUTCOME 3B **71**

ACADEMIC AFFAIRS CORE VALUE 3 OUTCOME 3C **73**

STUDENT AFFAIRS CORE VALUE 3 OUTCOME 3C **77**

FINANCE & OPERATIONS CORE VALUE 3 OUTCOME 3C **78**

ACADEMIC AFFAIRS CORE VALUE 3 OUTCOME 3D **80**

STUDENT AFFAIRS CORE VALUE 3 OUTCOME 3D **83**

FINANCE & OPERATIONS CORE VALUE 3 OUTCOME 3D **85**

PUBLIC RELATIONS CORE VALUE 3 OUTCOME 3D **92**

ACADEMIC AFFAIRS CORE VALUE 4 OUTCOME 4A **93**

STUDENT AFFAIRS CORE VALUE 4 OUTCOME 4A **94**

ACADEMIC AFFAIRS CORE VALUE 4 OUTCOME 4B **95**

FOUNDATION CORE VALUE 4 OUTCOME 4B **96**

ACADEMIC AFFAIRS CORE VALUE 4 OUTCOME 4C **97**

STUDENT AFFAIRS CORE VALUE 4 OUTCOME 4C **100**

FINANCE & OPERATIONS CORE VALUE 4 OUTCOME 4C **101**

PUBLIC RELATIONS CORE VALUE 4 OUTCOME 4C **102**

ACADEMIC AFFAIRS CORE VALUE 4 OUTCOME 4D **104**

ACADEMIC AFFAIRS CORE VALUE 5 OUTCOME 5A **105**

ACADEMIC AFFAIRS CORE VALUE 5 OUTCOME 5B **106**

ACADEMIC AFFAIRS CORE VALUE 5 OUTCOME 5C **108**

STUDENT AFFAIRS CORE VALUE 5 OUTCOME 5C **109**

ACADEMIC AFFAIRS CORE VALUE 5 OUTCOME 5D **110**

STUDENT AFFAIRS CORE VALUE 5 OUTCOME 5D **111**

ACADEMIC AFFAIRS CORE VALUE 1 OUTCOME 1A

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

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

Chemistry/Physical Science

Objective 1	Use the appropriate software and hardware to develop videos of lectures for one class. In addition, revise as needed previous in-house videos	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: Chemistry	Student Fees (New/Existing) $
Exp. Completion	Prior to each offering of each course	
Results	Additional videos for College Chemistry I are planned for this summer and to flip this class during the Fall, 2014 semester.	
Comments	Chemistry/Physical Science Program Review Action Plan Spring 2013	

Chemistry/Physical Science

Objective 2	Make videos of in-class and homework problems for College Chemistry II to improve learning in College Chemistry II	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: Chemistry	Student Fees (New/Existing) $
Exp. Completion	Prior to each offering of each course	
Results	The videos were completed and were used during the Spring, 2014 semester.	
Comments	Comments from students have been positive and test scores are higher somewhat, but it is hard to determine if this is because of the videos.	

Distance Education

Objective 1	Provide student online workshops.	
Estimated Cost	Existing Money $ Outreach Director Budget	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: Distance Learning	Student Fees (New/Existing) $
Exp. Completion	FY2014	
Results	Completed	
Comments	An online orientation/workshop was added to student course schedules when logging in to RedZone to provide an optional tutorial of RedZone features and navigation.	

Library

Objective 1	Reevaluate the library's online periodical database holdings in line with the state library's plan of evaluating databases.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: Library	Student Fees (New/Existing) $
Exp. Completion	April 2014	
Results	The library renewed the subscription on two of the periodical databases through a consortia purchase with the other two year colleges in the state. Another database was dropped due to decrease of funding.	
Comments	No funding needed. Reallocation of current funding. The departmental budget funds will be rearranged to include the needs of this area as required.	
Objective 2	Increase print holdings for the new Title III programs making sure that the library has the programs' standard materials.	
Estimated Cost	Existing Money $3249	Grant Funded $
	New Money One Time $	New Money Ongoing
	Department Budget: Library	Student Fees (New/Existing) $
Exp. Completion	May 2014	
Results	Books were purchased in Ultrasonography, Dental Assisting and Physical Therapy Assistant. Periodical holdings were also increased in all three areas. No new funds were designated for this. So, existing money was reappropriated for this.	
Comments		

Music

Objective 1	Provide opportunities for students and community to improve their skills and participate in musical events through private lessons and community ensembles.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY2014	
Results	Completed	
Comments		

Online

Objective 1	Redevelop online training and support materials and web site.	
Estimated Cost	Existing Money $ Outreach Director Budget	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: Distance Learning	Student Fees (New/Existing) $
Exp. Completion	1 year	
Results	Completed	
Comments	Online Coordinator re-developed EDUC 149: the Online Teaching course to reflect new online learning theories/methods to address training and support needs.	

Respiratory Therapy

Objective 1	Attend AARC Educational Summer Forum	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $600-800	New Money Ongoing $
	Department Budget: Respiratory Therapy Travel/Perkins	Student Fees (New/Existing) $
Exp. Completion	July 2013	
Results	Not completed due to budget constraints	
Comments	Carried over to FY15 Encouraged by Co-ARC to meet standards	

FINANCE & OPERATIONS CORE VALUE 1 OUTCOME 1A

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

Division: IT

Objective 1	Evaluate the Computer Use Policies for Student and College Protection	
Estimated Cost	Existing Money $ 0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion		Department Budget:
Activity/Service	#38 Update equipment/technology	
Results	Complete Updates/Ongoing	
Comments		

PUBLIC RELATIONS CORE VALUE 1 OUTCOME 1A

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

Public Relations

Objective 1	Create images in advertising which emulate student learning comes first at LCC.	
Estimated Cost	Existing Money $ Part of regular advertising budget	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	On-going	
Results		
Comments		

FOUNDATION CORE VALUE 1 OUTCOME 1A

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

Division: Foundation

Objective 1	Establish internal plan to promote participation, support and loyalty from staff and faculty for funding scholarships.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion		Department Budget:
Activity/Service		Student Fees (New/Existing) $
Results	On-Going	
Comments		

ACADEMIC AFFAIRS CORE VALUE 1 OUTCOME 1B

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

Biology

Objective 1	The Biology department will conduct several extra-curricular activities for the students including, field trips, attending workshops and visiting universities.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: DOI Funds if available	Student Fees (New/Existing) $
Exp. Completion	2014	
Results	Students made 4 local field trips around Parsons. Collections of plants and flowers were identified in Biology and Botany classes. Some students and Biology Club members went on a field trip to University of Kansas Museum of Natural History for learning about the exhibits. Students of Biology attended a presentation at Pittsburg State University in the fall semester. All the trips were useful to the students in learning about the local environment. Biology Club raised funds to provide gas for the out-of-town field trips. No funds were needed for local trips to Forest Park and around Parsons.	
Comments	Will be a good experience to the students majoring in Biology and Health Science students enjoy field trips since they have hands on experience.	

Concurrent

Objective 1	Explore and implement the use of collaborative options with the high schools and the college, including Computer equipment allowing us to stream video to area schools. More potential course offerings taught to high school students, but taught by full time LCC instructors. Training for our full time faculty would also be required.	
Estimated Cost	Existing Money $	New Money $
	Grant Funded $	New Money $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	2014	
Results	No high schools interested at this time	
Comments		

Dental Assistant

Objective 1	Achieve a DANB Exam pass rate of 80%.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Spring 2014	
Results	Four out of five students took the DANB exam and four passed for a pass rate of 80%.	
Comments	The one student who did not pass DANB failed the Radiation Safety component, the program will increase focus in this area of the curriculum.	

Diagnostic Medical Sonography

Objective 1	Stage mock interviews at the end of the course to prepare the students for any questions, twists, or curveballs thrown by a potential employer.	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY2014	
Results	We have conducted the mock interviews, and have researched different types of questions asked. I feel it makes the student more prepared and confident.	
Comments		

English

Objective 1	If feasible, pilot literary/humanities magazine.	
Estimated Cost	Existing Money $	New Money One Time $300
	Grant Funded $	New Money Ongoing $
	Department Budget: English	Student Fees (New/Existing) $
Exp. Completion	Spring 2013, plan; Fall 2013, implement; Spring 2014, distribute	
Results	In progress: first publication expected Fall 14	
Comments	Carried over to FY15. Content will consist of student writings. The audience is for staff and students. Format is print with limited production runs. In progress and on time.	

History/Philosophy

Objective 1	Provide student registration for the top 1-3 History majors at LCC to the American Historical Association.	
Estimated Cost	Existing Money $n/a	New Money One Time $
	Grant Funded $	New Money Ongoing $ 40-120
	Department Budget: History	Student Fees (New/Existing) $
Exp. Completion	2014	
Results	No students were interested in going to the conference	
Comments	Providing students with access to conferences is instrumental in cultivating LCC ties with the discipline, as well as introducing students to the profession.	

Library

Objective 1	Begin researching the possibility of having a mural in the library of the history of the Cardinal.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: Library	Student Fees (New/Existing) $
Exp. Completion	February 2014	
Results	I discussed the possibility of this with John Ford, Melissa Kipp, Greg Brewer and Mike Brotherton. Mike did some research on the cardinal for the 90 Anniversary display in the gallery. This knowledge will go to the mural. A concept design has been formulated but no actual work has begun on the mural.	
Comments	No funding needed. I will be consulting with the Graphic Design and Art departments on this. This will also be a drawing card for the community.	

Mathematics / Physics

Objective 1	The department will implement new ways to integrate multi-media presentations as both immediate course delivery and supplemental course delivery of materials whenever possible.	
Estimated Cost	Existing Money $ N/A	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: Math	Student Fees (New/Existing) $
Exp. Completion	Ongoing	
Results	McGraw-Hill's transition from MathZone to Connect Math is complete. Online Elementary Statistics and Online College Algebra have both successfully made the transition.	
Comments	Connect Math is in use for all Online College Algebra and Online Elementary Statistics courses. Connect Math is in use at the instructor's discretion in Beginning, Intermediate, and College Algebra.	

Nursing

Objective 1	Program plans to add required course work to program. KBOR allows nursing programs 76 credits. We will evaluate the need to add health assessment as a requirement and add transitions and trends I and II as standalone courses.	
Estimated Cost	Existing Money $0	New Money One Time $0
	Grant Funded $0	New Money Ongoing $0
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion		
Results	Not Complete-New ACEN Requirements	
Comments	ACEN is now limiting ADN programs to 65-72 credit hours. If the Transition and Trends courses are added, this would make more than 72 credits in the nursing program, unless the program drops a general education course requirement. LCC nursing program will re-evaluate the required coursework for program accreditation compliance.	

Online

Objective 1	Attend professional development conference focused on online teaching and learning New ideas for LCC courses and instructors	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $1000.00
	Department Budget: Distance Learning	Student Fees (New/Existing) $
Exp. Completion	1 year	
Results	Ongoing	
Comments	Online coordinator is signed up to attend the Online Learning Conference via online access on June 20 and 21, 2014.	

Physical Therapist Assistant

Objective 1	Attain/maintain 80% national exam pass rate of PTA Program graduates.	
Estimated Cost	Existing Money $0	New Money One Time $0
	Grant Funded $0	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Ongoing	
Results	As of December, 2013: We are working toward this goal with 72.73% for the 2012 grads and 84.21% for the 2013 grads.	
Comments		

Recording Arts Technology

Objective 1	Collaborate with Municipal Building Director to find opportunities for students to interact with currently touring industry professionals.	
Estimated Cost	Existing Money $	New Money One Time $ investigating
	Grant Funded $	New Money Ongoing $
	Department Budget: Professional Development	Student Fees (New/Existing) $
Exp. Completion	FY2014	
Results	All my students (9) worked with Ronnie Milsap, Exile, Billy Dean, Roy Clark, Mel Tillis, Pop Evil, Merle Haggard, Motley Crue, and Hinder, as well as others at the municipal building and other venues during the spring semester.	
Comments	(Finished) Facility Director expressed his displeasure with the closing of the program.	

Respiratory Therapy

Objective 1	Increase clinical rotations to include summer semester	
Estimated Cost	Existing Money $200	New Money One Time $0
	Grant Funded $	New Money Ongoing $
	Department Budget: Respiratory Therapy Mileage	Student Fees (New/Existing) $
Exp. Completion	July 2013	
Results	Completed	
Comments	Mileage for Jennifer to check on additional clinical sites. This was recommended by the Advisory Committee.	

STUDENT AFFAIRS CORE VALUE 1 OUTCOME 1B

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

Student Support Services

Objective 1	Increase advising for Student Support Services participants majoring in Health Science programs in order to increase the rates at which they successfully progress through their programs and graduate.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	2014	Department Budget: Student Support Services
Activity/Service	Advising	Student Fees (New/Existing) $
Results	Completed	
Comments		
Objective 2	Increase advising and activities for Student Support Services participants seeking Associate of Arts and Associate of Science degrees in order to increase the rates at which these students persist and graduate from LCC and transfer to baccalaureate institutions.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	2014	Department Budget: Student Support Services
Activity/Service	Advising	Student Fees (New/Existing) $
Results	Completed	
Comments		

ACADEMIC AFFAIRS CORE VALUE 1 OUTCOME 1C

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

Cherokee

Objective 1	Provide Advising Training to all Cherokee faculty and staff involved with advising	
Estimated Cost	Existing Money $ 0	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY 2014	
Results	Completed FY2014	
Comments	Tarah and Ashley received the updated Advising Handbook. Computer Support provided training on how to enroll students through RedZone to Tarah, Julie, and Ashley FY14.	

Early Childhood Education

Objective 1	Offer short workshops for child care providers to earn college credit or continuing education hours periodically throughout the year to enhance the quality of early childhood care providers.	
Estimated Cost	Existing Money $ 0	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: Education	Student Fees (New/Existing) $3000 per year
Exp. Completion	FY 2014	
Results	Provided Child Care Provider workshops 10/19/2013. (13 two hour workshops) Offered KDHE required child care provider workshops on 2/11/2014 and 4/15/2014 7/2014, partnered with KCCTO. Provide a full day of child care provider workshops. Identify one workshop to offer for college credit.	
Comments	By creating these workshops we will be providing a service to a select group of individuals and can develop the reputation as a one-stop shop for all resources in relationship to Early Childhood Education. There is a high need for these workshops and since we have been doing these the child care providers are	

	looking to us as their resource. Student fees will offset the cost of the workshop.

Graphic Design

Objective 1	Develop job shadowing opportunities with two area printing or design service businesses.	
Estimated Cost	Existing Money $0	New Money One Time $0
	Grant Funded $0	New Money Ongoing $0
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Fall 2014	
Results	Continuing to identify potential businesses for job shadowing opportunities.	
Comments	Wright Signs has made an internship opportunity available for students during the summer of 2014.	

Online

Objective 1	Examine developmental issues and determine if we need to add courses, or redesign courses to meet the needs of students	
Estimated Cost	Existing Money $ Outreach Budget	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: Distance Learning	Student Fees (New/Existing) $
Exp. Completion	1 year	
Results	Not completed	
Comments	Decided that developmental courses should not be offered online at this time.	

Physical Therapist Assistant

Objective 1	Exploration of international education opportunities in underserved areas	
Estimated Cost	Existing Money $0	New Money One Time $0
	Grant Funded $0	New Money Ongoing $0
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	June 2014	
Results	We did not explore this. We decided to focus on improving pass rates instead.	
Comments		

Social Science

Objective 1	Work with the Bookstore and investigate placing economics and psychology books on the book rental system to make them more available and affordable for students.	
Estimated Cost	Existing Money $	New Money One Time $:
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY2016	
Results	General Psych and Dev Psych use the rental system; Sociology texts are rental, but may change in the future; Economics texts are not eligible (paperback).	
Comments	This is a component of the Social Science Program Review Action Plan	

Workforce Education, Career Training & Personal Enrichment

Objective 1	Offer four quarterly on ground training sessions for Law Enforcement. Fall 2012 Program Review Action Plan	
Estimated Cost	Existing Money $420.00	New Money One Time $
	Grant Funded $	New Money Ongoing $35.00
	Department Budget: WECP	Student Fees (New/Existing) $
Exp. Completion	FY2014	
Results	After consultation with the Law Enforcement Advisory Committee it was decided that the annual offering would be better attended. The existing money will be used in the annual event.	
Comments		
Objective 2	Facilitate a controlled, sustainable growth of Corporate Training by slowly increasing the pool of clients and instructors. Fall 2012 Program Review Action Plan	
Estimated Cost	Existing Money $	New Money One Time $500 Dev. Fee
	Grant Funded $	New Money Ongoing $449-521 per credit hour Instructor salary
	Department Budget: WECP	Student Fees (New/Existing) $
Exp. Completion	FY2014	
Results	Completed. There was an increase in the number if contract training sessions held in 2014.	
Comments	Costs offset by revenue	

STUDENT AFFAIRS CORE VALUE 1 OUTCOME 1C

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

Student Success Center

Objective 1	Evaluate student use and satisfaction of facilities and services.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Spring 2014	Department Budget: Student Success Center
Activity/Service	Assessment	Student Fees (New/Existing) $
Results	Completed and Ongoing – instrument developed, administrated in Spring 2014, results to be evaluated	
Comments		

Talent Search

Objective 1	Expand participant recruiting for the Talent Search Scholars Program to sixth and seventh grade participants	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $500	New Money Ongoing $
Exp. Completion	Spring 2014	Department Budget: Talent Search
Activity/Service	Recruitment	Student Fees (New/Existing) $
Results	Completed and ongoing	
Comments		
Objective 2	Coordinate with target area high schools additional connections to tutoring services.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $1,500	New Money Ongoing $
Exp. Completion	Spring 2014	Department Budget: Talent Search
Activity/Service	Tutoring	Student Fees (New/Existing) $
Results	Completed and Ongoing	
Comments		

FOUNDATION CORE VALUE 1 OUTCOME 1C

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

Objective 1	Maintain and expand current core fundraising activities	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion		Department Budget:
Activity/Service		Student Fees (New/Existing) $
Results	On-Going	
Comments		

ACADEMIC AFFAIRS CORE VALUE 1 OUTCOME 1D

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

Chemistry/Physical Science

Objective 1	Purchase an ice maker to enhance chemistry and physical science laboratory work.	
Estimated Cost	Existing Money $	New Money One Time $ 1500
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY 2014	
Results	This has been accomplished.	
Comments	Chemistry/Physical Science Program Review Action Plan Spring 2013	

Cherokee

Objective 1	Utilize Webcam, Polycom, or other technology to provide advising, committee, and course access for Cherokee students, faculty, and staff.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY 2014	
Results	Completed 2014	
Comments	Room 309 here on the Main Campus and the Cherokee Center, Room 307 I believe have been set up with the polycom system. Newman University are scheduled to utilize the polycom system during the Spring 2014 semester for education classes. We plan to utilize the polycom system during the Summer 2014 for our new Introduction to Astronomy classes.	

Diagnostic Medical Sonography

Objective 1	With the help of Title III we are trying to add a new simulator lab. The Med Sim is exclusive to ultrasound. The purchase of the simulator will be through title III approval. The Med Sim will expand the students learning experience and help with critical thinking.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $ 88,000.00	New Money Ongoing $
	Department Budget: Title III	Student Fees (New/Existing) $
Exp. Completion	FY2014	
Results	Title III purchased the MedSim in August 2013. The sonography program has been using the medical simulator with each class. The students have been able to practice on exams that they might not get to see in a normal lab.	
Comments		

Early Childhood Education

Objective 1	Develop one new online course per semester until most of the Early Childhood Degree path can be completed online. Currently have one course implemented.	
Estimated Cost	Existing Money	New Money One Time $5868
	Grant Funded $5868 (course development) Perkins	New Money Ongoing $
	Department Budget: Supplemental	Student Fees (New/Existing) $
Exp. Completion	2014	
Results	Completed 4/28/2014	
Comments	Currently have 4 online courses, have turned in development requests for 4 more classes	

Education

Objective 1	Implement a plan to replicate a modern classroom setting for our early childhood and education majors that reflects the current technology that is offered in most educational settings smart classroom response system.	
Estimated Cost	Existing Money $	New Money One Time $ 3000
	Grant Funded $	New Money Ongoing $
	Department Budget: Education	Student Fees (New/Existing) $
Exp. Completion	FY 2014	
Results	The smart board in M309 was updated in FY13.	
Comments	Complete	

History

Objective 1	Investigate department subscription to “Liberty Classroom”	
Estimated Cost	Existing Money $n/a	New Money One Time $
	Grant Funded $	New Money Ongoing $ 100 annually
	Department Budget: History	Student Fees (New/Existing) $
Exp. Completion	2014	
Results	The quality of Liberty Classroom is not high enough to justify the expense, nor do the videos appear to be dynamic enough to interest students.	
Comments	This is a new program that a variety of scholars have put together that includes 45 minute videos covering all aspects of American History and Western Civilization History. A subscription would allow students to access these resources and compliment classroom learning.	

Nursing

Objective 1	Add new IV simulator	
Estimated Cost	Existing Money $	New Money One Time $18,000
	Grant Funded $ Perkins	New Money Ongoing $
	Department Budget: Perkins	Student Fees (New/Existing) $
Exp. Completion	FY2014	
Results	Completed, funded by Labette Health	
Comments	This item was placed in the Perkins request as per Advisory Committee recommendation in 2012. The IV simulator includes a desktop computer. The IV simulator/computer would be used for the nursing program and IV Therapy coursework.	

Respiratory Therapy

Objective 1	Institute e-books into program via LCC Bookstore	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: N/A	Student Fees (New/Existing) $
Exp. Completion	Spring 2014	
Results	Not completed. This objective will not be completed after researching lack of effectiveness of e-books in the health care field; resulting in students purchasing hard back books on top of the e-books.	
Comments	Minimize cost of books through book store. Cost will be covered by students.	

STUDENT AFFAIRS CORE VALUE 1 OUTCOME 1D

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

Financial Aid

Objective 1	Add more financial aid documents online.	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Fall 2013	Department Budget: Financial Aid
Activity/Service	Advising	Student Fees (New/Existing) $
Results	Completed	
Comments		

Student Affairs

Objective 1	Enhance our computer system to enable individual and mass emails to be sent to students from all departments.	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Fall 2013	Department Budget: Registration
Activity/Service	Assessment Activities	Student Fees (New/Existing) $
Results	Completed	
Comments		

Student Support Services

Objective 1	Expand the use of RedZone modules for Academic Advisors to track SSS participant academic progress in real-time.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Fall 2013	Department Budget: Student Support Services
Activity/Service	Retention	Student Fees (New/Existing) $

Results	Not completed and looking at other options.
Comments	

Talent Search

Objective 1	Expand Blumen software to track program high school graduates to meet Talent Search Grant Objective 5 – Tracking project graduates to completion of Bachelor's degree.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $2000	New Money Ongoing $
Exp. Completion	Spring 2014	Department Budget: Talent Search
Activity/Service	Update Technology/Equipment	Student Fees (New/Existing) $
Results	Completed	
Comments		

ACADEMIC AFFAIRS CORE VALUE 1 OUTCOME 1E

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

Accounting/Business Administration

Objective 1	Work with Financial Services faculty to jointly develop an Associate of Applied Science degree in Business. Fall 2012 Program Review Action Plan	
Estimated Cost	Existing Money $300 Advisory Committee cost	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: DOI	Student Fees (New/Existing) $
Exp. Completion	Fall 2014	
Results	After much discussion and research we found that developing this degree would not be beneficial to LCC at this time.	
Comments		

Computer Science

Objective 1	Complete program review	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Fall 2014	
Results	Completed	
Comments		

Dental Assistant

Objective 1	Design and implement a DANB Review/Prep Course for existing students and outside parties interested in obtaining the credential.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Spring 2016	
Results	This plan has an extended completion date. The present focus is the design of an online course.	
Comments	Carryover to FY15 With the addition of adjunct faculty in Fall 2014 the DANB Prep Course plan will be revisited.	

English

Objective 1	Complete program review	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Spring 2014	
Results	Completed: the department generates positive revenue for the college	
Comments	Waiting for the new template	

Mathematics /Physics /Engineering

Objective 1	Complete program review	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Fall 2014	
Results	The Math/Physics Program Review is completed.	
Comments	The Math/Physics Program Review was approved at the 2/20/14 BOT meeting.	

Physical Education

Objective 1	Perform a student survey to research student interest in adding an Exercise Science program.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Dec 2013	
Results	Study was completed in Spring 13. Several students completed the study with very positive results.	
Comments	We have completed the addition of this program and will begin enrollment in Fall 2014. Hired a full time instructor and increased program availability.	

Physical Therapist Assistant

Objective 1	Develop interdisciplinary learning opportunities with nursing and respiratory programs.	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $0	New Money Ongoing $0
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Development by June 2014	
Results	This goal was not met.	
Comments	Carryover to FY15	
Objective 2	Complete program review	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Fall 2014	
Results	Program Review was completed and passed by the board.	
Comments		

STUDENT AFFAIRS CORE VALUE 1 OUTCOME 1E

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

Admissions

Objective 1	Complete program review	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Summer 2014	Department Budget: Admissions
Activity/Service	Assessment Activities	Student Fees (New/Existing) $
Results	Ongoing	
Comments		
Objective 2	Devote one week day to advising/counseling/office work.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Fall 2013	Department Budget: Admissions
Activity/Service	Recruitment	Student Fees (New/Existing) $
Results	Completed	
Comments		

Financial Aid

Objective 1	Complete program review	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Summer 2013	Department Budget: Financial Aid
Activity/Service	Assessment Activities	Student Fees (New/Existing) $
Results	Completed	
Comments		

Registration

Objective 1	Complete program review	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Spring 2014	Department Budget: Registration
Activity/Service	Assessment Activities	Student Fees (New/Existing) $
Results	Completed	
Comments		

Student Success Center

Objective 1	Offer supplemental instructional labs for students attending at the main campus and at the Cherokee Center in Biological Science, Social Science, and Nursing.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	2014	Department Budget: Student Success Center
Activity/Service	Tutoring	Student Fees (New/Existing) $
Results	Completed and ongoing	
Comments		
Objective 2	Expand supplemental instructional opportunities for students attending online in Math and Biological Science.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	2014	Department Budget: Student Success Center
Activity/Service	Tutoring	Student Fees (New/Existing) $
Results	Completed and ongoing	
Comments		
Objective 3	Assist the ABE Program as they offer a fast track GED class option at the Cherokee Center, for students who meet the requirements for the class.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $

Exp. Completion	2014	Department Budget: ABE/GED
Activity/Service	Student Support Services	Student Fees (New/Existing) $
Results	Completed and ongoing	
Comments		
Objective 4	Support the ABE program in developing a hybrid GED class.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	2014	Department Budget: ABE/GED
Activity/Service	Instructional Methods	Student Fees (New/Existing) $
Results	Completed and ongoing	
Comments		

FINANCE & OPERATIONS CORE VALUE 1 OUTCOME 1E

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

Division: Business Office

Objective 1	Evaluate Payment Plan Process	
Estimated Cost	Existing Money $ 0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion		Department Budget:
Activity/Service	#35 Student Involvement	
Results	Difficulties with Nelnet have been resolved and it is working correctly.	
Comments		
Objective 2	Implement electronic disbursements for financial aid checks and tuition refunds	
Estimated Cost	Existing Money $ 0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion		Department Budget:
Activity/Service	#21 Financial Aid Assistance	
Results	Currently reviewing vendors – implementation will occur in FY15	
Comments		

ACADEMIC AFFAIRS CORE VALUE 2 OUTCOME 2A

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

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

ABE/GED

Objective 1	The Southeast Kansas Adult Education Consortium will collaborate with the Workforce Education and Community Services Department to offer needed Adult Education services to their students through the A-OK grant.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $ A-OK grant	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Ongoing	
Results	The ABE program collaborated with the Electronics Program and Marty Warren. We were unable to do this with the CNA courses due to them being online.	
Comments	Students would be given the CASAS test and those scores would be evaluated for basic skills need. Tutoring services would be offered to those students enrolled in the CNA, CMA and HHA courses.	

Accounting/Business Administration

Objective 1	Improve articulation to KBOR universities. Fall 2012 Program Review Action Plan	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Continue through Spring 2015	
Results	None of the core classes have been included in the Kansas-Wide Transfer Courses.	
Comments	Will continue to monitor the courses selected for future articulation.	

Art

Objective 1	Increase the number of art program graduates. The planned move to the current Health Science building will provide a better setting for the Art Department and as a result, should attract more students into the program. This should occur with an increase in Art Program student recruitment. Make opportunities such as taking art students to school districts to interact with art students of all ages. This also encourages dialogue with school art teachers. Program Review Action Plan Fall 2012.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $200.00
	Department Budget: DOI Travel	Student Fees (New/Existing) $
Exp. Completion	FY2014 and ongoing	
Results	Ongoing	
Comments		

Dental Assistant

Objective 1	Secure additional clinical sites in anticipation of increased class size.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Spring 2014	
Results	The program has added six (6) new clinical sites in 2014.	
Comments		

Early Childhood Education

Objective 1	Explore partnership opportunities with SEK-CAP Head Start for the ECAAP Apprenticeship program. We currently have a 2+2 agreement with Kansas Works (ECAAP) for an early childhood apprenticeship program.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY 2014	
Results	I'm still exploring partnership with SEK-CAP Head Start.	
Comments	I was not employed at the time this objective was developed.	
Objective 2	Explore the possibility of creating a one stop location for all early childhood and education courses, for students and community.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY 2014	
Results	I'm still exploring	
Comments	I was not employed at the time this objective was developed.	
Objective 3	Create a state wide articulation agreement with the Kansas Department of Education to articulate Early Childhood and education courses from all Kansas High Schools with our education department. Currently working with Gayla Randel at the Kansas Department of Education to implement this.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY 2014	
Results	I will follow-up with Gayla Randel.	
Comments	I was not employed at the time this objective was developed.	

Education

Objective 1	Explore articulation agreements with Elementary Education programs at 4-year schools Planning to focus on updating and forming articulation agreements with the following 4 year institutions: Wichita State University, Missouri Southern State University, Southwestern, Kansas University, and Washburn University.	
Estimated Cost	Existing Money $ 0	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY 2014	
Results	In progress	
Comments	Janell Houk has met with Kansas State University. Regena Lance has met with Sterling and PSU.	

History

Objective 1	Work with local community groups, museums and historical agencies to develop class activities that enhance student appreciation for local history and advance research contributions on local topics.	
Estimated Cost	Existing Money $n/a	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Ongoing	
Results	History students engaged in a class activity using the LCC 90th anniversary exhibit (in the on-campus gallery) as a resource.	
Comments		
Objective 2	Encourage students to enter federal, state, or local historical competitions for presenting original historical papers, artwork, or research	
Estimated Cost	Existing Money $n/a	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Ongoing	
Results	This is an ongoing project; this year to my knowledge no students entered competitions.	
Comments		

Instructional

Objective 1	Establish transfer articulation agreements with remaining regents institutions and other interested transfer institutions.	
Estimated Cost	Existing Money $ 0	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY2014	
Results	Ongoing. Added more K-State 2+2 programs, Grantham University articulation, and Ashford University. K-State personnel visited with our advisors on campus on 4.28.14. Ft. Hays State University May 2013 complete. K-State-LCC Technical program November 2012 complete	
Comments		
Objective 2	Establish transfer articulation agreements with interested area high schools for CTE programs.	
Estimated Cost	Existing Money $ 0	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Ongoing.	
Results	We are working closely with LCHS and their new health science instructor to get that program on track. Dee, Kara, Gale, and Nancy serve on their Advisory Board. Workforce efforts are not so much about articulation agreements as SB155 and include the following schools: Riverton, Baxter, Galena, Columbus, LCHS, Parsons, Girard, Pittsburg. Nancy is currently tweaking the tiered-technical course list for a mass communication with area high schools so they will know what is available to students. The list will include the courses that receive the $1000 reimbursement, AND courses that only get the tuition waiver. We have also had conversations with Erie High School. We partner with Girard Medical Center, Girard Schools, Arma Schools, and Cherokee County for tuition scholarships for their employees.	
Comments		

Network Administration

Objective 1	Develop a Network Administration job fair event involving area employers	
Estimated Cost	Existing Money $ Unknown	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: Networking	Student Fees (New/Existing) $
Exp. Completion	Spring 2014	
Results	Have not had enough interests from local businesses to help with a job fair.	
Comments		

Office Technology

Objective 1	Visit four HR Managers in the area and survey what they see as needs in administrative support personnel	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: Office Education	Student Fees (New/Existing) $
Exp. Completion	Spring 2013	
Results	In progress.	
Comments	I have received HR contact information from Ryan Seme and Janice George. Office Training Intern has been compiling a database of contacts. Increased advising duties have limited my time to make appointments.	
Objective 2	Visit three area hospitals and ask about credentials needed for Medical Coding, Medical Transcriptionists, and other administrative support	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: Office Education	Student Fees (New/Existing) $
Exp. Completion	Spring 2013	
Results	Did not visit, but did send survey forms and letters to medical offices.	
Comments	Found coding is needed, but need for transcription skills is declining.	

Office Technology

Objective 3	Develop articulation agreements with area high schools.	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY 2014	
Results	Did not do.	
Comments	Carried over to FY2014 Core Value 2A. Honestly, I have no idea what to do or who to ask to help me. At one time I was told I needed to go through Outreach director.	

Physical Therapist Assistant

Objective 1	Procure two articulation agreements that encourage PTA graduates to pursue a bachelor's degree.	
Estimated Cost	Existing Money $0	New Money One Time $0
	Grant Funded $0	New Money Ongoing $0
	Department Budget: PTA	Student Fees (New/Existing) $
Exp. Completion	June 2014	
Results	This goal was not met.	
Comments		
Objective 2	Visit high schools within a 150 mile radius to promote program.	
Estimated Cost	Existing Money $0	New Money One Time $0
	Grant Funded $0	New Money Ongoing $0
	Department Budget: Admissions	Student Fees (New/Existing) $
Exp. Completion	Begin visits Spring 2014	
Results	Lisa visited 3 high schools in the Manhattan, KS area leaving promotional materials in November, 2013.	
Comments		

Physical Therapist Assistant

Objective 3	Increase Number of Clinical Site Contracts from 32 to 40.	
Estimated Cost	Existing Money $5500	New Money One Time $0
	Grant Funded $0	New Money Ongoing $
	Department Budget: PTA	Student Fees (New/Existing) $
Exp. Completion	June 2014	
Results	We currently have 41 clinical site contracts.	
Comments	Allow students to get acute outpatient and one other placement.	

Respiratory Therapy

Objective 1	Secure a relationship with MSSU for Respiratory Therapy students to transfer directly and complete a Bachelor of Science degree	
Estimated Cost	Existing Money $ 0	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: Supplemental	Student Fees (New/Existing) $
Exp. Completion	Ongoing in accordance with state and national guidelines	
Results	Not completed. The articulations will not be completed based upon the requirements of MSSU	
Comments	The goal will be to meet the needs for the KRCS Chapter 8 members in this part of Kansas.	
Objective 2	Maintain or strengthen relationships with Clinical sites	
Estimated Cost	Existing Money $ 0	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Ongoing	
Results	Not completed. The articulations will not be completed based upon the requirements of MSSU.	
Comments	Program Review Action Plan SP2013 There is a regional demand for our graduates	

Workforce Education, Career Training & Personal Enrichment

Objective 1	Maintain business/education partnerships through continued jointly sponsored training, workshops, and mentoring opportunities between LCC and area employers/business professionals/educational institutions. Maintain seven workshops annually. Create new offerings as demand occurs. Objective for FY2014: Ability to attract and afford a well-known motivational speaker to present a workshop at LCC.	
Estimated Cost	Existing Money $<Incoming offsets costs>	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Ongoing	
Results	Complete. Multiple joint organizational workshops and training events were held successfully.	
Comments		
Objective 2	Partner with the appropriate staff in the business office to see if a more streamlined/ simplified method can be devised.	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY2014	
Results	In Work	
Comments	Great progress has been made on this objective. We are nearly complete with regard to the development of a mutually acceptable method of accounting and reporting program revenue. The new model is far more accurate and actionable. It is likely that this new model will be used in upcoming program reviews campus wide.	

STUDENT AFFAIRS CORE VALUE 2 OUTCOME 2A

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

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

Admissions

Objective 1	Assist the Physical Therapy Assistant program with visiting high schools within a 150 mile radius to promote program.	
Estimated Cost	Existing Money $0	New Money One Time $0
	Grant Funded $0	New Money Ongoing $200
Exp. Completion	Spring 2014	Department Budget: Admissions
Activity/Service	Recruitment	Student Fees (New/Existing) $
Results	Completed	
Comments		

Financial Aid

Objective 1	Make the Enrollment Management – Financial Aid Specialist more available to high schools for FAFSA assistance.	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Fall 2013	Department Budget: Financial Aid
Activity/Service	Recruitment	Student Fees (New/Existing) $
Results	Completed	
Comments		

Talent Search

Objective 1	Promote diversity recruitment at all schools and recognize diversified events throughout academic year.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $500	New Money Ongoing $
Exp. Completion	Spring 2014	Department Budget: Talent Search
Activity/Service	Diversity	Student Fees (New/Existing) $
Results	Completed and Ongoing	
Comments		

FINANCE & OPERATIONS CORE VALUE 2 OUTCOME 2A

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

Division: IT

Objective 1	Continue IT Directors involvement in Kansas Community College IT Director Group	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Ongoing	Department Budget:
Activity/Service	#5 Business Partnerships	
Results	Complete/Ongoing – Attended KCCIT Meeting in Andover. Have been working with a Jenzabar Consortium to explore joint software maintenance and customs for the state.	
Comments		
Objective 2	Continue Jenzabar Regional Users Group	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Ongoing	Department Budget:
Activity/Service	#5 Business Partnerships	
Results	Group Member Current – A hosted Regional meeting did not occur this year.	
Comments		

Division: Human Resources

Objective 1	Host SEKHRA monthly meeting and luncheon	
Estimated Cost	Existing Money $	New Money One Time $200
	Grant Funded $	New Money Ongoing $
Exp. Completion		
Activity/Service	#5 Business Partnerships	
Results	Completed in October 2013	
Comments		

PUBLIC RELATIONS CORE VALUE 2 OUTCOME 2A

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

Public Relations

Objective 1	To work with Community Services departments to ensure maximum marketing area businesses to create partnerships.	
Estimated Cost	Existing Money $ Part of regular PR budget	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	On-going	
Results		
Comments		
Objective 2	Overhaul speaker's bureau list and have LCC employees give presentations within the community to continue positive reaction of LCC in the community.	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	On-going	
Results		
Comments	Create talking points	
Objective 3	Work closely with other departments hosting on-campus conferences.	
Estimated Cost	Existing Money $ Varied	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	On-going	
Results		
Comments		

ACADEMIC AFFAIRS CORE VALUE 2 OUTCOME 2B

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

Cherokee

Objective 1	Provide Diversity Events or Activities for Cherokee Students and Staff	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY 2014	
Results	Ongoing	
Comments	Diversity Committee Chair, Scott, said nothing has been done to date at the Cherokee Center but will discuss it at the Diversity Committee meeting.	

Computer Science

Objective 1	Teach workshop utilizing latest software.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: Computer Science	Student Fees (New/Existing) $
Exp. Completion	Spring 2014	
Results	Advertising was available in early spring 2014 - ongoing	
Comments	Need help in advertising	

Concurrent

Objective 1	Continue using COMPASS testing results to analyze success of concurrent instruction and student success to obtain a better picture of how well concurrent courses match regular LCC courses taught on our campuses.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: IT Testing	Student Fees (New/Existing) $
Exp. Completion	Ongoing	
Results	Still in process	
Comments	Carryover to FY15	

Distance Education

Objective 1	Online Director will work with Public Relations to create a distance education marketing plan in order to promote online/hybrid courses and market to a larger population. Utilize social-media tools in order to increase the target market.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Marketing plan completed by end of FY2014	
Results	Moved to FY15 Operational Plan	
Comments		

Early Childhood Education

Objective 1	Align the CDA certificate, the Early Childhood Certificate, Kansas Works Apprenticeship Program, an Associates of Applied Science and the Associates of Science degree, in order to create a step by step program to help current child care employees continue their education.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY 2014	
Results	Completed 3/2014	
Comments		

Workforce Education, Career Training & Personal Enrichment

Objective 1	Maintain offerings in the personal enrichment credit and/or non-credit area of 9 workshops annually based on community feedback from FY 2010 - FY 2013. Create 3 new community service workshops in FY2014.	
Estimated Cost	Existing Money $<Incoming offsets costs>	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Ongoing	
Results	Complete	
Comments	The number of Personal Enrichment offerings and enrollment have increased in 2014.	

STUDENT AFFAIRS CORE VALUE 2 OUTCOME 2B

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

Department: Student Life

Objective 1	Provide Diversity Events or Activities for Cherokee Students and Staff	
Estimated Cost	Existing Money $??	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	FY 2014	Department Budget: Diversity
Activity/Service	Student Involvement; Community Service and Volunteerism	Student Fees (New/Existing) $
Results	Move to FY15	
Comments		

ACADEMIC AFFAIRS CORE VALUE 2 OUTCOME 2C

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

Respiratory Therapy

Objective 1	Increase recruiting efforts	
Estimated Cost	Existing Money $700	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: Respiratory Therapy Travel	Student Fees (New/Existing) $
Exp. Completion	Ongoing	
Results	Completed - ongoing	
Comments	Attend at least four health/job fairs per year	

English

Objective 1	Research opportunities for new credit and non-credit courses that meet the needs and interest of the community.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Fall 2013	
Results	The option for additional course offerings was eliminated by administration F13	
Comments	Consider developing a class for creating and collecting memoirs and life journals. Work with WECS. Tabled by request of administration.	

Instructional

Objective 1	Investigate possible new CTE programs	
Estimated Cost	Existing Money $ 0	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY2014	
Results	No change, funding shortages	
Comments	Funding shortages are making this difficult.	

Network Administration

Objective 1	Form an internship with two local businesses	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY2014	
Results	Have been able to form an internship with Day & Zimmerman.	
Comments	Funding shortages are making this difficult.	

Office Technology

Objective 1	Create a spreadsheet comparing our office technology programs to other programs across the state	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: Office Education	Student Fees (New/Existing) $
Exp. Completion	Fall 2013	
Results	Ongoing	
Comments	Carryover to FY15 I have had an intern going to each web site and printing information about the curriculum. She has started entering in a spreadsheet. Hopefully, we will have a dependable workstudy to help with this project over the summer.	

Office Technology

Objective 2	Create a spreadsheet comparing our office technology programs to the curriculum recommended by IAAP (International Association of Administrative Professionals)	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: Office Education	Student Fees (New/Existing) $
Exp. Completion	Fall 2013	
Results	Ongoing	
Comments	Carryover to FY15 After we have done the spreadsheet described in Objective 1, we will add to it the IAAP recommendation.	
Objective 3	Explore adding a third pathway in the Administrative Assistant program to include Office Management	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: Office Education	Student Fees (New/Existing) $
Exp. Completion	Fall 2013	
Results	Decided not to pursue.	
Comments	Decided repackaging existing courses into new programs is not necessarily encouraged any more.	
Objective 4	Use OPAC software to determine a pre-testing and post-testing process of students in the program. Determine if a test-out can be used for Office Machines, Formatting, Business Math, and Transcription Skills. Also, determine if it can be used as certification for program completers.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $500
	Department Budget: Office Education	Student Fees (New/Existing) $
Exp. Completion	Spring 2014	
Results	Using OPAC now in many subject areas to see how students are doing.	
Comments	OPAC is now considered a bona-fide credentialing tool.	

Physical Education

Objective 1	Meet with three local fitness centers to address need for physical education students in the local workforce.	
Estimated Cost	Existing Money $	New Money One Time $0.00
	Grant Funded $	New Money Ongoing $
	Department Budget: PE	Student Fees (New/Existing) $
Exp. Completion	December 2013	
Results	I received positive feedback from community fitness centers and recreation center regarding possible expansion of programs available locally.	
Comments	New program implementation in FY15.	

ACADEMIC AFFAIRS CORE VALUE 2 OUTCOME 2D

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

Accounting/Business Administration

Objective 1	Engage student participation in community thru membership in Phi Beta Lambda events and classroom projects.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Ongoing	
Results	We are continuing to do Service Projects within the Community.	
Comments		

Art

Objective 1	Art student volunteers provide demonstrations for children and the public at local art fairs. Student volunteers operate a ceramics booth at Katy Days.	
Estimated Cost	Existing Money $150.00	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: Art	Student Fees (New/Existing) $
Exp. Completion	Ongoing	
Results	The booth at Katy days during the 2013 event was very successful. The participation from the area youth was non-stop and kept the student volunteers extremely busy.	
Comments	If I can continue to find volunteers this event will continue. The two students that have been doing this are exceptional.	

Communication

Objective 1	Utilize Public Relations course projects for service learning.	
Estimated Cost	Existing Money $0	New Money One Time $0
	Grant Funded $0	New Money Ongoing $0
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Each semester	
Results	Local non-profit organizations benefiting from the PR class projects were very receptive to the students' ideas and to the partnerships. Students gained "real-life" experience while contributing to the community.	
Comments	The PR students will select a service learning project or projects to benefit the LCC campus community and the Parsons community. The project(s) often focus on local non-profit organizations.	

Graphic Design

Objective 1	Increase the number of Graphic Design Club members and the number of community service projects and opportunities.	
Estimated Cost	Existing Money $0	New Money One Time $0
	Grant Funded $0	New Money Ongoing $0
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Ongoing	
Results	The Graphic Design Club was not active during 2013-2014.	
Comments	The Graphic Design Club will be reinstated in the Fall of 2014. Current students have expressed interest in serving in leadership and officer positions within the club.	

Nursing

Objective 1	Student nurses will engage in community service through additional class participation.	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY 2014	
Results	Completed	
Comments	Free Health Clinic, Blood Pressure Clinics, Health Promotion Community Fairs.	

Physical Education

Objective 1	Require PE students to perform volunteer coaching/apprenticeships to local recreation center and youth sports teams.	
Estimated Cost	Existing Money $	New Money One Time $0
	Grant Funded $	New Money Ongoing $0
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Dec 2013	
Results	N/A	
Comments	Carryover to FY15 Instructors have not required this recommendation as of yet. We will continue to try to make this opportunity available. With all adjunct instructors and limited time with programs, student opportunities are missed. We will continue to explore and expand opportunities.	

Physical Therapist Assistant

Objective 1	Add a service learning component to the program curriculum.	
Estimated Cost	Existing Money $0	New Money One Time $0
	Grant Funded $0	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	To be added by Fall 2013	
Results	This was added and included as program requirements for the fall and spring semesters.	
Comments		

Respiratory Therapy

Objective 1	Students will participate in the Cystic Fibrosis Run/Walk	
Estimated Cost	Existing Money $300	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: Respiratory Therapy Club	Student Fees (New/Existing) $
Exp. Completion	December, 2013	
Results	Completed	
Comments	Community Awareness Fundraiser	

STUDENT AFFAIRS CORE VALUE 2 OUTCOME 2D

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

Admissions

Objective 1	Develop a community service project for the Student Ambassadors.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Fall 2014	Department Budget: Admissions
Activity/Service	Community Service	Student Fees (New/Existing) $
Results	Move to FY15	
Comments		

ACADEMIC AFFAIRS CORE VALUE 2 OUTCOME 2E

Outcome 2E: Offer a variety of online and on-ground courses at the main campus, the Cherokee Center and all extension sites to best meet the needs of our students.

Art

Objective 1	Increase online course offerings to provide greater access to our Art Program. Program Review Action Plan Fall 2012.	
Estimated Cost	Existing Money $	New Money One Time $ 1350
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY2014 and ongoing	
Results	The art teacher can offer online courses pretty much at any point. I have materials and plans ready to go. I have taken an online teaching course form UCLA.	
Comments	Develop three credit hour course, Art Appreciation?	

Education

Objective 1	Increase education course offerings at all locations and online for education majors. Create more options for students to take courses that best fit their needs as far as time, place and learning styles.	
Estimated Cost	Existing Money $ 0	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY 2014	
Results	Complete	
Comments	Education courses are being offered on main campus, Cherokee Campus and online.	

Financial Services

Objective 1	Investigate if real estate law should be included in the curriculum as a separate class, if it should be covered in an existing class, or if our current coverage is adequate. Based on the results of this investigation, the FY 2015 plan may include development of this course.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Investigation – FY 2014; if warranted FY 2015	
Results	An alternative to the Financial Management course has taken priority. This was discussed with the Advisory Committee and they approved a class in Principles of Management, which is currently in development.	
Comments		

Office Technology

Objective 1	Develop modules for a "flipped" classroom environment using Camtasia software and offering a hybrid environment in order to provide office technology courses to students at Cherokee Center and night students on campus.	
Estimated Cost	Existing Money $	New Money One Time $350.00
	Grant Funded $	New Money Ongoing $
	Department Budget: Office Education	Student Fees (New/Existing) $
Exp. Completion	FY2014	
Results	Continuing on this path; did receive software this semester.	
Comments	Carryover to FY15 Camtasia software was purchased; have not had time to learn it with increased office time spent advising pre-nursing majors.	

Physical Therapist Assistant

Objective 1	PTA 201: Pathology for the PTA converted from on-ground to online course.	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $1347	New Money Ongoing $0
	Department Budget: Perkins	Student Fees (New/Existing) $
Exp. Completion	June 2014	
Results	Project completed.	
Comments		

Respiratory Therapy

Objective 1	Offer Certified and Registry Review courses online	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Spring semester, 2013	
Results	Completed. CEUs will not be given.	
Comments	CEUs for graduates; increase NBRC pass rate for students	

Workforce Education, Career Training & Personal Enrichment

Objective 1	Promote the utilization and expansion of the online delivery of serves and training available for non-credit courses through www.ed2go.com . Objective of 55 enrollments in FY2014.	
Estimated Cost	Existing Money $<Pays for itself>	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Ongoing	
Results	Complete	
Comments	More employers are sending students to this option when there are not enough students to warrant a full on site class.	

Workforce Education, Career Training & Personal Enrichment

Objective 2	Increase the number of C.N.A. and C.M.A. instructors trained in online course delivery by 2 instructors annually.	
Estimated Cost	Existing Money $<$500 cont ed training budget>	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: Academic Affairs Adj Fac Dev	Student Fees (New/Existing) $
Exp. Completion	Ongoing	
Results	Complete	
Comments	We have more qualified online C.N.A. and C.M.A. instructors than ever before and enrollments continue to increase.	
Objective 3	Increase the number of C.N.A. courses available during Spring and Summer semesters at convenient times for high school students to meet student demand. (Objective 140 earned certificates annually in FY2014.)	
Estimated Cost	Existing Money $<Incoming offsets costs>	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Ongoing	
Results	Complete	
Comments	The courses were optimized to take advantage of online resources cutting delivery costs by 25%.	

ACADEMIC AFFAIRS CORE VALUE 3 OUTCOME 3A

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

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

Respiratory Therapy

Objective 1	Annual Review for Board of Trustees. Part of Action plan from Program Review Spring 2013	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Spring 2014	
Results	Completed	
Comments		

Workforce Education, Career Training & Personal Enrichment

Objective 1	Monitor development of Entrepreneurship Certificate from FY2009 – FY2013 with City of Parsons Economic Development Director. Cultivate relationships with area small businesses for input on program development and to serve as an instructor base. Objective to provide an incubator environment to provide ongoing support to start up businesses, and to add 2 new businesses annually in FY 2014.	
Estimated Cost	Existing Money $<Incoming offsets costs>	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Ongoing	
Results	Completed	
Comments	The first iterations of this effort garnered considerable interest, but that interest, and the focus and intensity of the students waned in the following years.	

STUDENT AFFAIRS CORE VALUE 3 OUTCOME 3A

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

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

Talent Search

Objective 1	Contract with Student Tracker Services to utilize data from the program's Blumen software to track recent graduates while they attend college.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $1890	New Money Ongoing $
Exp. Completion	Spring 2014	Department Budget: Talent Search
Activity/Service	Assessment	Student Fees (New/Existing) $
Results	Completed	
Comments	The project's Blumen software has been merged with Student Tracker Services. The project will continue to contract with this group for the life of this grant cycle	

ACADEMIC AFFAIRS CORE VALUE 3 OUTCOME 3B

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

Distance Education

Objective 1	Expand search for online instructors to include a wider geographic area	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Ongoing	
Results	Budget will not allow for increased number of online instructors	
Comments		

Early Childhood Education

Objective 1	Create a database of qualified adjunct faculty to teach Early Childhood Education courses.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY 2014	
Results	3 potential instructors completed the online teaching course Fall 2013	
Comments	1 new instructor taught Fall/2013 and Spring/2014	

English

Objective 1	Increase number of English majors: Develop English Day experience for high school students.	
Estimated Cost	Existing Money $	New Money One Time $100
	Grant Funded $	New Money Ongoing $
	Department Budget: English	Student Fees (New/Existing) $
Exp. Completion	Fall 2013	
Results	Tabled	
Comments	Develop in conjunction with New English club. Will need money for food, printing, prizes, and PR. On further consideration, replace English Day with poster campaign.	

Respiratory Therapy

Objective 1	Work to keep Respiratory Therapy personnel at LCC	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY 2014	
Results	Completed - Ongoing	
Comments	Program Review Action Plan SP2013 Three directors since 2008, program has had a lack of stability	
Objective 2	Increase recruiting efforts: Hire adjunct faculty to teach courses currently taught by Director to allow Director more time to recruit. Continue with Health Fairs, Health Science Seminars	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $600
	Department Budget: Respiratory Therapy	Student Fees (New/Existing) $
Exp. Completion	FY 2014	
Results	Completed - Ongoing	
Comments	Program Review Action Plan SP2013 Low enrollment	

STUDENT AFFAIRS CORE VALUE 3 OUTCOME 3B

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

Student Support Services

Objective 1	Hire professional tutors (adjunct instructors) to staff Writing and Math labs on Main Campus for 4-6 hours each week.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $4,000	New Money Ongoing $
Exp. Completion	Spring 2014	Department Budget: Student Support Services
Activity/Service	Tutoring	Student Fees (New/Existing) $
Results	Ongoing and complete	
Comments		

FINANCE & OPERATIONS CORE VALUE 3 OUTCOME 3B

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

Division: Human Resource

Objective 1	Update New Employee Orientation DVD – Janice to Update	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion		Department Budget:
Activity/Service	#18 Employment Procedures	
Results	Completed August 2013	
Comments		
Objective 2	Update LCC Policy & Procedure Manual – Procedure 5.07 – Safety, Policy 7.01 – Adm & Prof Staff Conditions of Employment, Procedure 7.05 – Adm & Prof Staff Agreement, Policy 8.01 – Educational Support Staff Conditions of Employment, Procedure 7.08 – Adm & PSG Sick Leave (New FMLA guidelines not yet decided), Procedure 8.08 – Educational Support Staff Sick Leave, Procedure 10.02 – Non Instructional Position Classification System, Procedure 10.08 – Separation of Employment Guideline	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion		Department Budget:
Activity/Service	#18 Employment Procedures	
Results	In progress	
Comments		

Objective 3	Hire Custodian for new Health Science Building	
Estimated Cost	Existing Money	New Money One Time $
	Grant Funded $	New Money Ongoing $22,815
Exp. Completion	2014	Department Budget:
Activity/Service	#19 Facilities	
Results	Completed October 2013	
Comments	Cost includes salary and benefits	

Objective 4	Hire Institutional Research/Report Writer	
Estimated Cost	Existing Money	New Money One Time $
	Grant Funded $	New Money Ongoing $75,000
Exp. Completion	2014	Department Budget:
Activity/Service	#14 Data Access/Institutional Research	
Results	Moved to FY15 due to funding	
Comments	Cost includes salary and benefits	

ACADEMIC AFFAIRS CORE VALUE 3 OUTCOME 3C

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

Instructional

Objective 1	Provide Professional development opportunities for full-time and adjunct instructors through RedZone	
Estimated Cost	Existing Money $ 0	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Ongoing	
Results	Will add several "How to" videos to inform faculty how to complete various reports needed throughout the semester. Expected completion date June 2014. Will have ready a couple of weeks prior to the Fall Inservice. Spring 2014 Inservice provided Advising Training Using RedZone.	
Comments	Carryover to FY15	

Library

Objective 1	Actively participate in 2 state conferences and a national conference.	
Estimated Cost	Existing Money $1021	New Money One Time $
	Grant Funded	New Money Ongoing $
	Department Budget: Library	Student Fees (New/Existing) $
Exp. Completion	June 2014	
Results	As of May 1st this amount had been spent. However, there are still two conferences in May and two annual meetings with professional development in June.	
Comments	These conferences allow me to keep abreast of new ideas in the field, interact with vendors, and network with other librarians. I am also active in the state organization and hold an office in one of the state organizations. I bring back information and pass this on to my staff and utilize the new ideas to improve the library and its services.	

Nursing

Objective 1	At least two additional nurse faculty will have obtained their certification in nursing education as per National League of Nursing requirements.	
Estimated Cost	Existing Money $ Faculty Professional Development	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: Professional Development	Student Fees (New/Existing) $
Exp. Completion	FY 2014	
Results	Amanda Addis is planned to complete the CNE in summer 2014	
Comments	2 faculty and the program director have earned the Certified Nurse Educator (CNE) certification.	
Objective 2	Amanda Addis will complete MSN degree as required by KSBN.	
Estimated Cost	Existing Money $ Faculty Professional Development	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: Professional Development	Student Fees (New/Existing) $
Exp. Completion	FY2014	
Results	Completed	
Comments	Promote the use of professional development funds.	
Objective 3	Preserve professional development to enhance program leadership. NLN, ACEN, KCADNE, N-OADN	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $ 3000 Carl Perkins	New Money Ongoing $
	Department Budget: Program Improvement	Student Fees (New/Existing) $
Exp. Completion	FY 2014	
Results	Funding available to attend KCADNE Fall 2013 and NEI (National Education Institute) spring 2014	
Comments	Promote faculty and director leadership within the department.	

Physical Therapist Assistant

Objective 1	Maintain staff competency in contemporary physical therapy practice.	
Estimated Cost	Existing Money $	New Money One Time $0
	Grant Funded $4000	New Money Ongoing $0
	Department Budget: Perkins	Student Fees (New/Existing) $
Exp. Completion	Ongoing	
Results	Lisa attended the KPTA Fall Conference in November 2013, APTA CSM in February 2014, and KPTA Spring Conference (with students) in April 2014 with clinical inservices provided.	
Comments		
Objective 2	PD and ACCE to achieve credentialing as a CIEP (Trainer for CI Credentialing through APTA).	
Estimated Cost	Existing Money $0	New Money One Time $0
	Grant Funded $3200	New Money Ongoing $0
	Department Budget: Perkins	Student Fees (New/Existing) $
Exp. Completion	June 2014	
Results	There was no funding available to achieve the CIEP Credentialing	
Comments		

Radiography

Objective 1	Professional development to keep up with new technology	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $ 5,000	New Money Ongoing $
	Department Budget: Perkins	Student Fees (New/Existing) $
Exp. Completion	Spring 2014 and ongoing	
Results	On Feb 28 – March 4th, 2014, Ashley Moore and Gale Brown attended the 26th Atlanta Society of Radiologic Technologist Educator Conference in Atlanta Georgia. Tammy Kimrey and Gale Brown attended the Kansas Society of Radiologic Technologist Conference in Newton, KS with fourteen students on April 10 – 11th, 2014.	
Comments	Tammy Kimrey was unable to attend the Atlanta Conference due to family commitments and Ashley Moore was unable to attend the Kansas Conference to prior educational commitment for her Pittsburg State Conference. It is essential for the Program director and faculty to continue to attend professional development opportunities and participate in both State and National Educator Conferences.	

Respiratory Therapy

Objective 1	Reorganize Respiratory Therapy budget to pay for seminars	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: Respiratory Therapy	Student Fees (New/Existing) $
Exp. Completion	FY2014	
Results	Not completed due to financial constraints	
Comments	Program Review Action Plan SP2013 Financial hardship prevents attending seminars that would be beneficial for our staff and program.	

Workforce Education, Career Training & Personal Enrichment

Objective 1	Create a larger pool of potential instructors over the next five years by increasing internal and external opportunities for professional development that results in industry recognized professional designations in key areas – Project Management CAPM. Fall 2012 Program Review Action Plan	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY2014	
Results	Complete	
Comments	Ed2Go is the primary method of initial training for several professional designations.	

STUDENT AFFAIRS CORE VALUE 3 OUTCOME 3C

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

Student Support Services

Objective 1	Identify one staff member for participation in Leadership Labette.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $1000	New Money Ongoing $
Exp. Completion	Fall 2013	Department Budget: Student Support Services
Activity/Service	Advising	Student Fees (New/Existing) $
Results	Also in FY 2015	
Comments		

FINANCE & OPERATIONS CORE VALUE 3 OUTCOME 3C

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

Division: IT

Objective 1	Continue to offer Workshop, In-service sessions, and training for faculty and staff	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Ongoing	Department Budget:
Activity/Service	#24 In-service	
Results	Redzone Training/Advising Training/Camtasia Training/Excel Complete	
Comments		
Objective 2	Seek additional Jenzabar training opportunities including JAM, free & lower cost webinars	
Estimated Cost	Existing Money - $8,000	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	June 2014	Department Budget:
Activity/Service	#26 Integration of Jenzebar	
Results	Attended EX 5 Preview, eLearning 1.1, Attended JAM May 2014	
Comments		
Objective 3	Encourage all staff to attend one professional development session either within or outside of LCC	
Exp Cost		
Exp. Completion	FY2014	Department Budget:
Activity/Service	#31 Professional Development	
Results	Complete All Staff has participated in Professional Development FY14	
Objective 4	Additional Training for LCC staff in the area of Data Manipulation (Access/Excel)	
Estimated Cost	Existing Money $ 0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Fall 2014	Department Budget:

Activity/Service	#31 Professional Development
Results	Complete – Offered several Excel Trainings
Comments	

Division: Human Resource

Objective 1	Explore professional development/training opportunities for staff	
Estimated Cost	Existing Money	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion		Department Budget:
Activity/Service	#31 Professional Development	
Results	Currently conducting Quality Service – Connections training for all employees	
Comments		
Objective 2	HR Director and Payroll/Benefits Specialist attend workshop/seminar on OSHA/Worker's Comp/FMLA/Employment Law every other year	
Estimated Cost	Existing Money TBD	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	#31 Professional Development	
Results	Completed – HR Dir attended Employment Law – Specialist attended Unemployment – Both attended FMLA/ADA/Work Comp webinar	
Comments		

Objective 3	Implement salary increase for administration and staff	
Estimated Cost	Existing Money	New Money One Time $
	Grant Funded $	New Money Ongoing $TBD
Exp. Completion	Fall 2013	Department Budget:
Activity/Service	#20 Faculty and staff salaries	
Results	Completed July 2013	
Comments		

ACADEMIC AFFAIRS CORE VALUE 3 OUTCOME 3D

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

Art

Objective 1	Increase physical space for the Art Department. Program Review Action Plan Fall 2012.	
Estimated Cost	Existing Money $ Included in the cost of planned multiple program movements	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY2014	
Results	I was told we are moving summer of 2014.	
Comments	I requested a meeting in October to discuss plans and budgeting for the move to the new building. Meeting has not taken place yet. Was told that "things are in flux and the fewer people involved the better we can respond."	

General Education

Objective 1	Convert classroom to Seminar-style classroom - Tables & Chairs	
Estimated Cost	Existing Money $	New Money One Time $8,851.24
	Grant Funded $	New Money Ongoing $
	Department Budget: Facilities	Student Fees (New/Existing) $
Exp. Completion	FY 2014	
Results	Completed FY14	
Comments	Valerie 4.30.14: The tables were 6,351.24 and I cannot find the invoice for the chairs but I think they were another 2,500.	

Graphic Design

Objective 1	Replace chair and desk in Melissa Kipp's office.	
Estimated Cost	Existing Money $	New Money One Time $Unknown
	Grant Funded $	New Money Ongoing $
	Department Budget: Facilities	Student Fees (New/Existing) $
Exp. Completion	Fall 2014	
Results	Completed	
Comments		

Nursing, Respiratory, Radiography, Sonography

Objective 1	Program is moved into the new health science building.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: Facilities	Student Fees (New/Existing) $
Exp. Completion	FY2014	
Results	Completed	
Comments	Faculty and program directors have participated in the building planning opportunities.	

Respiratory Therapy

Objective 1	Inadequate laboratory space. This issue will be resolved with the new Health Science Building	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY 2014	
Results	Completed	
Comments	Program Review Action Plan SP2013	
Objective 2	Opportunities for increase recruiting with new Health Science building. Natural draw to increase enrollment.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY 2014	
Results	Completed	
Comments	Program Review Action Plan SP2013	

STUDENT AFFAIRS CORE VALUE 3 OUTCOME 3D

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

Student Affairs

Objective 1	Install a web camera to allow Student Affairs Assistants to be able to monitor the availability of staff in Financial Aid, Admissions, and Registration.	
Estimated Cost	Existing Money $	New Money One Time $2000
	Grant Funded $	New Money Ongoing $
Exp. Completion	June 2014	Department Budget: Student Affairs
Activity/Service	Communication Activities	Student Fees (New/Existing) $
Results	Modified and Completed - Using a mirror system	
Comments		
Objective 2	Develop plan for student housing.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	June 2014	Department Budget: Student Affairs
Activity/Service	Renovation/New Building/Facility Enhancement	Student Fees (New/Existing) $
Results	Completed	
Comments		

Athletics

Objective 1	Build a Wrestling facility that includes a weight room for all athletic teams, along with building new locker rooms and a new laundry facility.	
Estimated Cost	Existing Money $	New Money One Time $996,500
	Grant Funded $	New Money Ongoing $
Exp. Completion	June 2014	Department Budget: Foundation/Fundraising
Activity/Service	Renovation/New Building/Facility Enhancement	Student Fees (New/Existing) $

Results	Move to FY16	
Comments		
Objective 2	Hire a Full-Time Athletic Director	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $75,000
Exp. Completion	July 2013	Department Budget: Athletic Department
Activity/Service	Human Resources	Student Fees (New/Existing) $
Results	Move to FY16	
Comments		
Objective 3	Lease a bus to use for transporting large athletic teams to events.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $200,000
Exp. Completion	July 2013	Department Budget: Athletic Department
Activity/Service	Program Improvement/Expansion	Student Fees (New/Existing) $
Results	Move to FY16	
Comments		

FINANCE & OPERATIONS CORE VALUE 3 OUTCOME 3D

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

Division: Facilities & IT

Objective 1	Support & equip the new Health Science Bldg	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	January 2014	Department Budget:
Activity/Service	#19 Facilities	
Results	Complete/Support Ongoing	
Comments		

Division: IT

Objective 1	Replace Hardware Servers on Rotation with Virtual Machines (Academic Domain – 3 Servers)	
Estimated Cost	Existing Money – $5,000 per server	New Money One Time $
	Grant Funded $ Tech Grant	New Money Ongoing $
Exp. Completion	June 2014	Department Budget:
Activity/Service	#38 Update Equipment/Technology	
Results	Complete 3 Servers replaced	
Comments		

Objective 2	Research Retention and Archive initiatives by State	
Estimated Cost	Existing Money $ Unknown	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	June 2014	Department Budget:
Activity/Service	#38 Update Equipment/Technology	
Results	In Progress Many KS Schools are now in the process of developing their policies as well so information was limited	
Comments		

Objective 3	Research Phone System	
Estimated Cost	Existing Money $ Unknown	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	June 2014	Department Budget:
Activity/Service	#38 Update Equipment/Technology	
Results	Updated Cherokee Phone System/In Progress on Campus	
Comments		
Objective 4	Replace and re-allocate the following areas: Athletics, Annex, English, Main Building 1st Floor, Library, Bookstore Counters, Cherokee Asst	
Estimated Cost	Existing Money $ Unknown	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	June 2014	Department Budget:
Activity/Service	#38 Update Equipment/Technology	
Results	Complete – All systems have been purchased. Some are still being allocated this summer.	
Comments		
Objective 5	Re-allocate/Re-purpose the existing Health Science Building and Fine Arts	
Estimated Cost	Existing Money $ Unknown	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	June 2014	Department Budget:
Activity/Service	#38 Update Equipment/Technology	
Results	GD/Faculty Office Complete Art and Music Scheduled	
Comments		

Division: Bookstore

Objective 1	Add Speech book to the textbook rental program	
Estimated Cost	Existing Money $ Unknown	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Fall 2013	Department Budget:
Activity/Service	#38 Update Equipment/Technology	
Results	Completed – Fall 2013	
Comments		

Division: Human Resources

Objective 1	Document payroll process and procedure	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	June 30, 2013	
Activity/Service	#18 Employment Procedures	
Results	In progress	
Comments		

Objective 2	Investigate the possibility of online payroll stubs for employees	
Estimated Cost	Existing Money	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	2014	Department Budget:
Activity/Service	#7 Communication activities	
Results	Direct deposit completed. Not feasible at this time for individuals with paper checks.	
Comments		

Division: Printshop

Objective 1	Investigate different improved storage space	
Estimated Cost	Existing Money	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	2014	Department Budget:
Activity/Service	#19 Facilities	
Results	Investigated but found no alternatives	
Comments		

Division: Facilities

Objective 1	Purchase office and classroom furniture throughout the college	
Estimated Cost	Existing Money	New Money One Time $ 17,000
	Grant Funded $	New Money Ongoing $

Exp. Completion	Ongoing	Department Budget:
Activity/Service	#19 Facilities	
Results	Purchased furniture for the new building and reallocated from Building H. Graphic Design Instructor got new office furniture.	
Comments		

Objective 2	Repair roof leaks on the south half of the gym roof	
Estimated Cost	Existing Money $9,000	New Money One Time
	Grant Funded $	New Money Ongoing $
Exp. Completion	2014	Department Budget:
Activity/Service	#19 Facilities	
Results	Completed	
Comments		

Objective 3	Replace existing obsolete fire alarm system for the Main Campus	
Estimated Cost	Existing Money $50,000	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	2015	Department Budget:
Activity/Service	#19 Facilities	
Results	Researching option of replacing panel only- moved to FY15	
Comments		
Objective 4	Replace Main building's west and south entry doors	
Estimated Cost	Existing Money	New Money One Time $50,000
	Grant Funded $	New Money Ongoing $
Exp. Completion	2014	Department Budget:
Activity/Service	#19 Facilities	
Results	Selected a vendor – moved to FY15	
Comments		

Objective 5	Replace Main building's north and south stairwell windows	
Estimated Cost	Existing Money $10,000	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	2014	Department Budget:
Activity/Service	#19 Facilities	
Results	Selected a vendor – moved to FY15	
Comments		
Objective 6	Purchase cameras for the new Health Science building	
Estimated Cost	Existing Money	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Jan 2014	Department Budget: Capital Campaign FF&E
Activity/Service	#19 Facilities	
Results	Completed	
Comments		
Objective 7	Repair the Student Union roof and Annex roof	
Estimated Cost	Existing Money	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	2014	Department Budget:
Activity/Service	#19 Facilities	
Results	Completed	
Comments		
Objective 8	Finish carpet replacement on the third floor of the Main Building	
Estimated Cost	Existing Money	New Money One Time $4,000 to $5,500 per room
	Grant Funded $	New Money Ongoing $
Exp. Completion	2014	Department Budget:
Activity/Service	#19 Facilities	
Results	M302 was converted from a classroom to an IT workroom which does not require new carpet. Carpet was put into music building instead to help the sound quality.	
Comments		

Objective 9	Renovate the Men's and Women's restroom located in the Student Union, possible leak in gym restroom floor (renovate those at the same time), old Health Science building	
Estimated Cost	Existing Money	New Money One Time $???
	Grant Funded $	New Money Ongoing $
Exp. Completion	2014	Department Budget:
Activity/Service	#19 Facilities	
Results	Renovated gym and Building H restrooms. Student Union moved to FY15 because of budget.	
Comments		
Objective 10	Finish changing whiteboards to the glass whiteboards – Each of the 2 rooms will have 2 boards to replace	
Estimated Cost	Existing Money	New Money One Time $6,000
	Grant Funded $	New Money Ongoing $
Exp. Completion	2014 - 2 rooms per year	Department Budget:
Activity/Service	#19 Facilities	
Results	Chemistry and Math were done – 2 more rooms will be done in FY15	
Comments		
Objective 11	Chiller system repair or replace – 2 compressors not working	
Estimated Cost	Existing Money $25,000 to $30,000	New Money One Time
	Grant Funded $	New Money Ongoing $
Exp. Completion	2014	Department Budget:
Activity/Service	#19 Facilities	
Results	Alternate fix was done for $8,000	
Comments		
Objective 12	Renovate old Health Science building for Fine Arts and Music	
Estimated Cost	Existing Money	New Money One Time $20,000
	Grant Funded $	New Money Ongoing $
Exp. Completion	2014	Department Budget: Deferred maintenance tax credit
Activity/Service	#19 Facilities	
Results	In process – continuing to FY15	
Comments		

Objective 13	Renovate bathrooms in old Health Science building	
Estimated Cost	Existing Money	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	2014	Department Budget: Deferred maintenance tax credit
Activity/Service	#19 Facilities	
Results	Completed	
Comments		
Objective 14	Dispose of old chemicals in chemistry	
Estimated Cost	Existing Money	New Money One Time $
	Grant Funded $	New Money Ongoing $4,300
Exp. Completion	September 2013	Department Budget:
Activity/Service	#19 Facilities	
Results	Completed	
Comments		
Objective 15	Repair Bleachers	
Estimated Cost	Existing Money	New Money One Time $10,500
	Grant Funded $	New Money Ongoing $
Exp. Completion	2014	Department Budget:
Activity/Service	#19 Facilities	
Results	Completed	
Comments		
Objective 16	Install Occupancy Sensors	
Estimated Cost	Existing Money	New Money One Time $
	Grant Funded $	New Money Ongoing $10,000 3 yrs
Exp. Completion	2014	Department Budget:
Activity/Service	#19 Facilities	
Results	Continue to FY15	
Comments		

PUBLIC RELATIONS CORE VALUE 3 OUTCOME 3D

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

Objective 16	Redesign and/or update the college webpage	
Estimated Cost	Existing Money	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	June 2014	Department Budget:
Activity/Service		
Results	Redesign is being completed by Melissa Kip – New Web Server to house design complete June 2014	
Comments		

ACADEMIC AFFAIRS CORE VALUE 4 OUTCOME 4A

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

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

Concurrent

Objective 1	Monitor high school students to determine concurrent participation and retention.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Ongoing	
Results	Still in process	
Comments	Carryover to FY15	

STUDENT AFFAIRS CORE VALUE 4 OUTCOME 4A

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

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

Student Support Services

Objective 1	Evaluate institutional retention, transfer, and graduation data to demonstrate the need for continued Student Support Services program interventions in improving the rates at which eligible students are retained, graduated, and transferred to baccalaureate institutions.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Spring 2014	Department Budget: Student Support Services
Activity/Service	Assessment	Student Fees (New/Existing) $
Results	Completed and Ongoing	
Comments	Data collection to prepare for rewriting of SSS grant.	

ACADEMIC AFFAIRS CORE VALUE 4 OUTCOME 4B

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

Chemistry/Physical Science

Objective 1	Make the chemical stores safer. Accomplish some of the recommendations of "Chem Eyes"	
Estimated Cost	Existing Money $ Cost of disposing chemicals	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY 2014	
Results	Most of the chemicals that "Chem Eyes" recommended for removal have been removed. A few chemicals were left by the disposal company and the Facilities Dept. is making arrangements to have them disposed. Other recommendations by "Chem Eyes" have yet to be accomplished.	
Comments	Carryover to FY15 Chemistry/Physical Science Program Review Action Plan Spring 2013	

Nursing

Objective 1	Attend ACEN and KSBN education opportunities to maintain program compliance.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $ 1000	New Money Ongoing $
	Department Budget: Perkins	Student Fees (New/Existing) $
Exp. Completion	FY 2014	
Results	Director attended KSBN meetings Fall 2013 and Spring 2014	
Comments	Promote director and faculty development.	

FOUNDATION CORE VALUE 4 OUTCOME 4B

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

Objective 1	Conduct an annual Board assessment and achievement of goals	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion		Department Budget:
Activity/Service		Student Fees (New/Existing) $
Results	On-Going	
Comments		

ACADEMIC AFFAIRS CORE VALUE 4 OUTCOME 4C

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

Chemistry/Physical Science

Objective 1	Increase program visibility through marketing	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: Public Relations	Student Fees (New/Existing) $
Exp. Completion	FY 2014	
Results	The Chemistry and Biology departments made joint presentations to 8th graders and senior high students when they visited LCC on three separate occasions. We will also be doing day long presentations for 3rd graders in 503 on May 12, 2014.	
Comments	Chemistry/Physical Science Program Review Action Plan Spring 2013 – Lack of Marketing	

Financial Services

Objective 1	Work with the PR department to identify and implement an appropriate marketing plan for the program.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: Marketing	Student Fees (New/Existing) $
Exp. Completion	June 2014	
Results	Informational posters distributed to Advisory Committee members to post in their workplaces. Other advertising is on-going. A database was created with addresses of SE KS banks. Direct letters and posters will be mailed this summer.	
Comments	This objective is part of the Program Review Action Plan.	

Graphic Design

Objective 1	Develop promotional and recruitment materials for other college departments to enhance image of programs and college on an individual basis.	
Estimated Cost	Existing Money $0	New Money One Time $0
	Grant Funded $0	New Money Ongoing $0
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Ongoing	
Results	This objective is now being met through the addition of Public Relations Graphic Design Specialist.	
Comments	The department will continue to work with PR to develop Graphic Design promotional and recruitment materials.	

Library

Objective 1	Offer 1 happening in the library to LCC and the community during each semester.	
Estimated Cost	Existing Money $225	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: Library	Student Fees (New/Existing) $
Exp. Completion	June 2014	
Results	These funds were used to purchase food for the Brain Food Days. The funds for the other events were taken out of the staff members' pockets or had no cost. The Veterans Day programming did not have a cost beyond the in house cost of printing. The Vietnam brown bag discussion did not have any cost either. Attendance for the Vietnam Brown bag is not yet known. However, the attendance at the Veterans Day program was very minimal. Our community patrons also partake of the various food days the library has.	
Comments	The events bring the community to the campus, get them in our doors and let them know about our services.	

Respiratory Therapy

Objective 1	Work with LCC PR to develop and implement a plan to market the Respiratory Therapy program	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY 2014	
Results	Completed - Ongoing	
Comments	Program Review Action Plan SP2013 Low program visibility	

Workforce Education, Career Training & Personal Enrichment

Objective 1	Maintain availability to speak to clubs, groups, schools, and other community organizations to promote the activities of the Community Services Department. Objective: Minimum 4 times annually.	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Ongoing	
Results	Completed	
Comments	The Director spoke at 26 events in FY 2014.	

STUDENT AFFAIRS CORE VALUE 4 OUTCOME 4C

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

Admissions

Objective 1	Purchase LCC Mouse Pads as marketing materials for give aways to high schools in our service area.	
Estimated Cost	Existing Money $1000	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Fall 2013	Department Budget: Admissions
Activity/Service	Recruitment	Student Fees (New/Existing) $
Results	Modified and Completed – purchased digital pencil holders	
Comments		

FINANCE & OPERATIONS **CORE VALUE 4** **OUTCOME 4C**

Objective 1	Place electronic signage on main street. Utilize for upcoming events and activities, enrollments, etc.	
Estimated Cost	Existing Money $	New Money One Time $ 20,000-100,000? Facilities
	Grant Funded $	New Money Ongoing $
Exp. Completion	2014	
Results	Completed – funded by exclusive beverage vending contract with Pepsi	
Comments		

PUBLIC RELATIONS CORE VALUE 4 OUTCOME 4C

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

Public Relations

Objective 1	Provide positive press releases and Presidential editorials in local papers.	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	On-going	
Results		
Comments		
Objective 2	Continue hosting radio show-Cardinal Corner. Increase amount of guests to promote programs/events.	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	On-going	
Results		
Comments		
Objective 3	Implement New Form of Social Media	
Estimated Cost	Existing Money $	New Money One Time $ 200-500
	Grant Funded $	New Money Ongoing $
Exp. Completion	2014	
Results		
Comments		
Objective 4	Promote annual scholarship auction.	
Estimated Cost	Existing Money $ Approximately $500	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Spring 2014	
Results		

Comments		
Objective 5	Continuation of helping acquire donations, decorations, and event planning for annual scholarship auction.	
Estimated Cost	Existing Money $ 0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Spring 2014	
Results		
Comments		
Objective 6	Promote the grand opening of the new health/science building	
Estimated Cost	Existing Money $	New Money One Time $ 5250
	Grant Funded $	New Money Ongoing $
Exp. Completion	2014	
Results		
Comments		

ACADEMIC AFFAIRS CORE VALUE 4 OUTCOME 4D

Outcome 4D: Strengthen internal communication practices.

Early Childhood Education

Objective 1	Create a communication portal for full time and adjunct faculty to use to communicate on a regular basis through virtual meetings utilizing RedZone.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion		
Results	Not completed.	
Comments	I was not employed at the time this objective was developed.	

ACADEMIC AFFAIRS CORE VALUE 5 OUTCOME 5A

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

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

Early Childhood Education

Objective 1	Participate in at least two high school college/career fairs Host an education day, for all students who are interested in exploring a career in education.	
Estimated Cost	Existing Money $100	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: Education	Student Fees (New/Existing) $
Exp. Completion	FY 2014	
Results	I meet regularly with high school students enrolled in early childhood classes through the Family & Consumer Science Department at 503 & 506 school districts. I educated the students of career opportunities that included working with children and how Labette Community College could support their education needs.	
Comments	Refreshments	

ACADEMIC AFFAIRS CORE VALUE 5 OUTCOME 5B

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

ABE/GED

Objective 1	ABE Staff will attend meetings of organizations in Parsons and other cities in our service area, examples: Lions Club, Kiwanis, Rotary and Soroptimist, giving them information about our program and asking for support through GED testing fee scholarships.	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: ABE/GED	Student Fees (New/Existing) $
Exp. Completion	FY2014	
Results	Due to some changes in GED Testing, this core value will be carried over to the next fiscal year.	
Comments	Carryover to FY15	

Network Administration

Objective 1	Work with Foundation to increase funding for Network Administration student scholarships	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $2,000	New Money Ongoing $
	Department Budget: Foundation	Student Fees (New/Existing) $
Exp. Completion	Ongoing	
Results	Scholarship money was decreased from $2,000 to $1,0000	
Comments	Many of the students are already receiving funds for courses at LCC	

Nursing

Objective 1	LCC Nursing will participate in providing LCC general student scholarships.	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY 2014	
Results	Complete	
Comments	Department members participate in student scholarship fund raising efforts sponsored by LCC and the Foundation. (LCC auction for scholarships and pie auction for book scholarships.)	

ACADEMIC AFFAIRS CORE VALUE 5 OUTCOME 5C

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

Advising

Objective 1	Send 3 Advisors to a NACADA sponsored state, regional, or national conference	
Estimated Cost	Existing Money $3000	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: DOI	Student Fees (New/Existing) $
Exp. Completion	Summer 2014	
Results	Completed	
Comments	Sent two advisors, Tiffany Phillips and Tony Fuentez, to the regional NACADA conference in St. Louis on February 20 and 21.	

Respiratory Therapy

Objective 1	Look to reduce costs and increase revenues	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY 2014	
Results	Completed-Ongoing	
Comments	Program Review Action Plan SP2013 High costs associated with a Health Science program	

STUDENT AFFAIRS CORE VALUE 5 OUTCOME 5C

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

Athletics/Financial Aid

Objective 1	Increase scholarship dollars by 5% for the Athletic Department over the previous fiscal year.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $20,000
Exp. Completion	Spring 2014	Department Budget: Institutional Scholarships
Activity/Service	Scholarship Activities	Student Fees (New/Existing) $
Results	Already in FY15	
Comments		
Objective 2	Increase work study money in the Athletic Department by 5%.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $10,000
Exp. Completion	Spring 2014	Department Budget: Institutional Work Study
Activity/Service	Scholarship Activities	Student Fees (New/Existing) $
Results	Already in FY15	
Comments		

ACADEMIC AFFAIRS CORE VALUE 5 OUTCOME 5D

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

Division: Instructional

Department: Advising

Objective 1	Send 3 Advisors to a NACADA sponsored state, regional, or national conference	
Estimated Cost	Existing Money $3000	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Summer 2014	Department Budget: DOI
Activity/Service	Advising	Student Fees (New/Existing) $
Results		
Comments		

STUDENT AFFAIRS CORE VALUE 5 OUTCOME 5D

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

Athletics

Objective 1	Increase the salary of the Assistant Coaches by 5% over the previous fiscal year.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $8,000
Exp. Completion	Spring 2014	Department Budget: Athletic Department
Activity/Service	Faculty/Staff Salaries	Student Fees (New/Existing) $
Results	Completed – raised Assistant Volleyball Coach	
Comments		