

September 14, 2017

Board of Trustees,

This 2017 Annual Report comprehensively describes how well Labette Community College (LCC) fulfilled its mission, "...to provide quality learning opportunities in a supportive environment for success in a changing world." Although Mark Watkins is the current president, this Annual Report reflects the work which occurred last year, from July 1, 2016-June 30, 2017 under the capable leadership of our President, Dr. George Knox, and the support he received from members of the staff, faculty, and administration.

As you will read, LCC's successes were many, and in a couple of cases, incredible. Most notably, the college has welcomed students into the beautiful student housing facility called *The Cardinal Villas*, owned and operated by Bluffstone, LLC. The Bluffstone-LCC relationship is a unique partnership which has succeeded because of the ground work laid by the college Board of Trustees, Dr. Knox and his college support staff, Bluffstone staff, the city of Parsons employees, and support from the Labette County residents. In addition, we are pleased to report the re-location of the college library in the renovated bank building on Main Street.

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

LCC's success can only be accomplished through the support of many internal and external constituencies. The depictions in this Annual Report are no exception, they proudly tell our story in great detail which culminated in student success and fulfillment of the many needs of our supporting businesses within and beyond Labette County.

As always, thank you for your support.

Sincerely,

Mark Watkins
President

LABETTE COMMUNITY COLLEGE STRATEGIC PLAN FY2017

VISION STATEMENT

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

MISSION STATEMENT

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

CORE VALUE OUTCOMES

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

Outcomes

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

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

Outcomes

- A. Improve and expand linkages with educational partners and community agencies for mutual benefit.
- B. Respond to the diverse learning needs of our community.
- C. Increase the availability of skilled workers to meet the needs of the community and the State.

- D. Engage students in contributing to the well being of their community through community service.
- E. Offer a variety of online and on-ground courses at the main campus, the Cherokee Center and all extension sites to best meet the needs of our students.

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

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

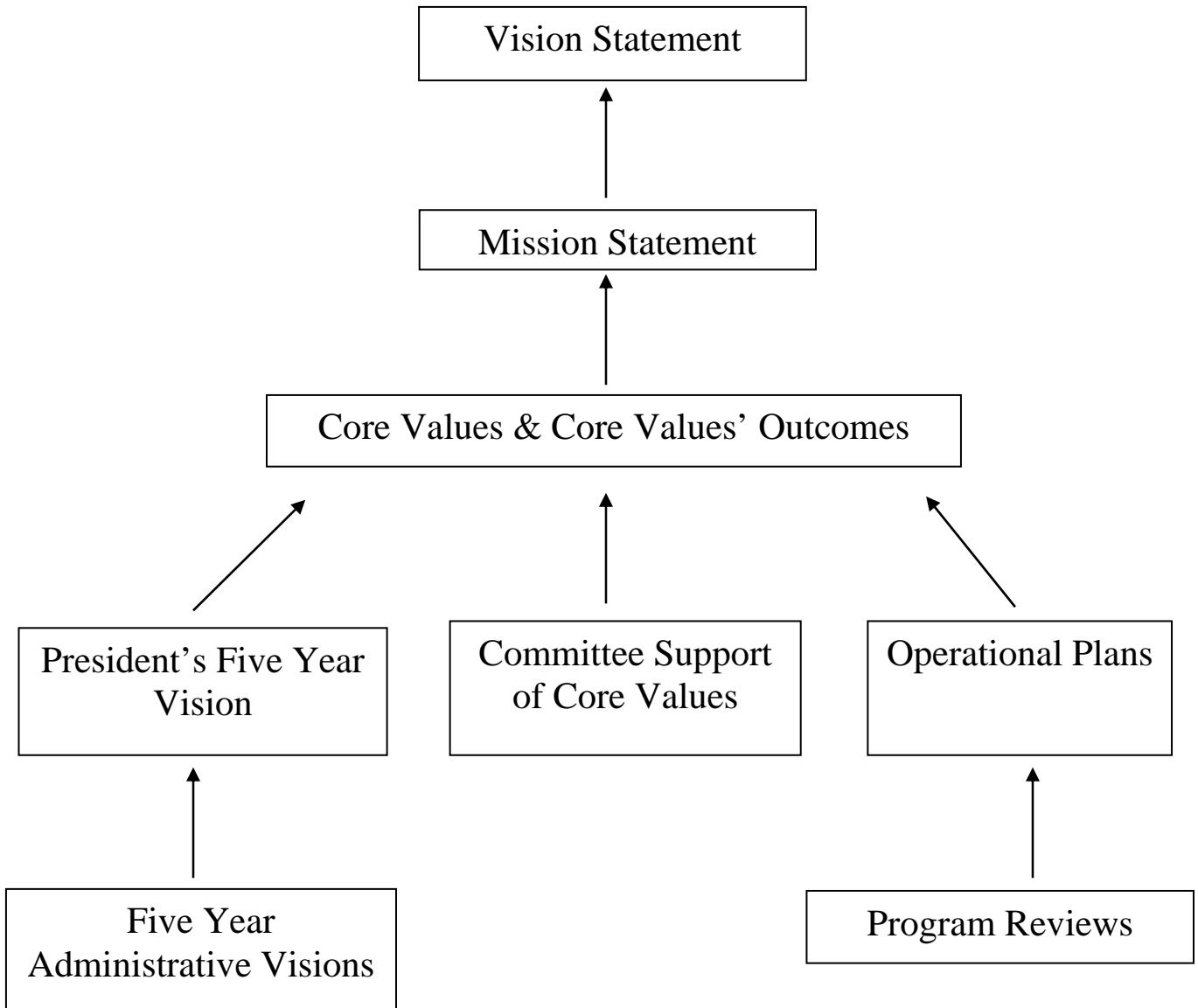
- A. Improve tracking of and access to data to meet the needs of the institution and external contingencies.
- B. Promote responsible stewardship of resources and public trust.
- C. Enhance the college image to stakeholders to generate business and community support by communicating the value and benefit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

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

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.

Strategic Planning Process



TIMELINE FOR OPERATIONAL PLANS FY2017

July 2016

1. Vice Presidents and President will reprioritize the FY2017 Operational Plans (including the Carryover Report to FY2016) at the budget meetings beginning in May. These plans will be considered as part of the budget process.
2. All administrative areas will:
 - a) Update the FY2017 Plans, including additional Carryover plans from FY2016.
 - b) Complete the FY2016 Operational Plan reports (add Results and Comments, and change estimated costs to actual costs if possible) and submit to President's Office to prepare for President's Council in July.
 - c) Complete FY 2016 Highlights list and submit to President's Office to prepare for President's Council in July.
 - d) Submit an organizational chart to the President's Office to prepare for President's Council in July.
3. President's Council reviews completed FY2016 Operational Plans, Committee Support of Strategic Plans, and Highlights from all areas.
4. Academic Affairs area set priorities and focus for FY2018 and FY2019 Operational Plans from academic areas by end of July and share them with all other administrative areas.
5. The prioritized FY2017 Operational Plans will be sent to all LCC after the BOT budget work sessions.

August 2016

1. President's Council reviews, modifies and approves carry over report containing list of items not completed in FY2016 to be completed in FY2017.
2. Prior to in-service, President's Council reviews and recommends any changes to the Academic Affairs FY2018 and FY2019 Operational Plans.
3. Student Affairs, Finance and Operations, Foundation, and Public Relations will use the Academic Affairs FY2018 and FY2019 Operational Plans to:
Update or revise their first three areas of their Operational Plans for FY2018 and FY2019 (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.
4. President's Office prepares FY2016 Annual Report for the September BOT meeting. The Annual Report consists of:
 - a) Strategic Plan Document
 - b) Timeline
 - c) Organizational Charts
 - d) Highlights
 - e) Student Satisfaction Inventory
 - f) Completed Operational Plans
 - g) Clubs and Organizations Report
 - h) Program Reviews (list of completed program reviews FY2016)
 - i) KBOR Performance Agreement
 - j) Committee Support of Core Values
 - k) 5-Year Visions

8/8/2016

September 2016

1. Board of Trustees reviews Annual Report for FY2016. (Following their review, the President's Office emails the annual report to IT to prepare PDF for October report.)

October 2016

2. Board of Trustees reviews Report of Student Learning.
3. Strategic Operations Advisory Committee will review the completed FY2016 Annual Report, FY2018-2022 five year visions, and review the Report of Student Learning. The committee will also review the list of items not completed in FY2016 to add to the FY2017 Operational Plans. (Once the list is reviewed, the FY2017 Plan will be modified by the President's Office to reflect these changes and be redistributed to all areas.)
4. IT Department will convert the Annual Report and Report of Student Learning into a PDF and post it to the President's Office page on the website. The President's Office will send out an email campus wide to announce the posting of both reports.

November 2016

1. Student Affairs, Finance and Operations, Foundation, and Public Relations will submit FY2018 and FY2019 Operational Plans to President's Office and will share them with the other administrative areas.

December 2016

1. Mid-year update report of FY2017 Operational Plans by Academic Affairs departments due to Megan Fugate.
2. The President's Office integrates FY2018 and FY2019 Operational Plans from all areas into one plan.

January 2017

1. FY2018 and FY2019 Operational Plans from all administrative areas will be sent by January 25 to President's Council to begin review.
2. Academic Affairs area will share significant changes found in their review of the mid-year update report of FY2017 Academic Affairs Operational Plan with President's Council. President's Council will begin to review the FY2018 and FY2019 Operational Plans from all administrative areas.

February 2017

1. President's Council will complete their review of the FY2018 and FY2019 Operational Plans from all administrative areas (including the Carryover Report to FY2017) and approve the FY2018 Operational Plans.
2. Strategic Operations Advisory Committee will begin to review the FY2018 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 2017

1. Strategic Operations Advisory Committee will complete the review of FY2018 and review FY2019 Operational Plans (Objectives, Estimated Cost, and Expected Completion Date) from all areas.
2. President's Council will review the current Strategic Plan. Any changes will be applied to the FY2019 Operational Plans.
3. President's Council reviews and revises their 5 year visions for FY2019-FY2023. (This is the first step of the next cycle.) (End of March)

8/8/2016

April 2017

1. President's Office sends the revised 5 year visions to all LCC. (Early April)

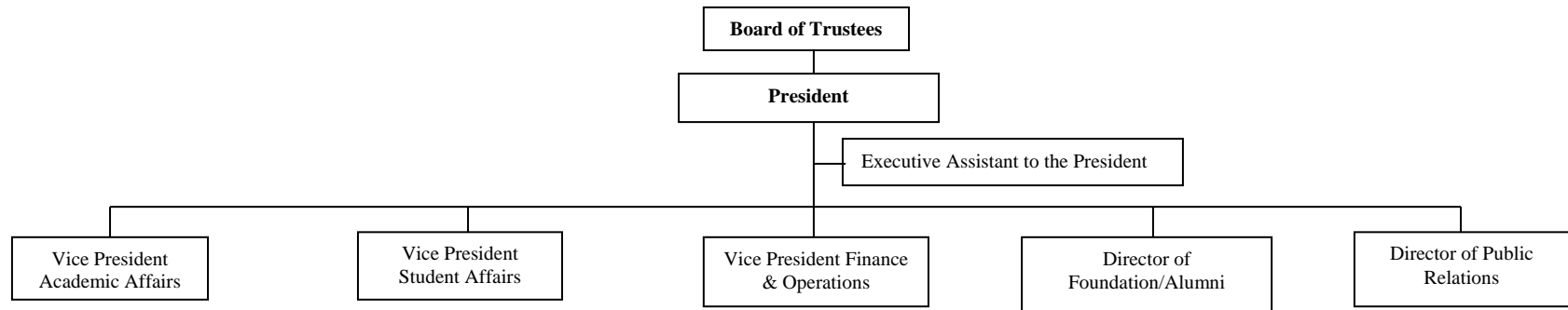
May 2017

1. Academic Affairs departments will:
 - a) Complete the FY2017 Operational Plan report (add Results and Comments, and change estimated costs to actual costs if possible) and submit to Megan Fugate.
 - b) Megan Fugate, combine all Academic Affairs FY2017 Operational Plans.
 - c) Megan Fugate, complete Academic Affairs FY2017 Carryover Report and insert them into the FY2018 Academic Affairs Operational Plans after review by VP, DOI, and CTE Director.
 - d) Update the first three areas of the Operational Plans for FY2019 and write the FY2020 (Objectives, Estimated Cost, and Expected Completion Date) and submit to Megan Fugate. Be sure to use the 5 year Visions from President, VP's and Dean for guidance. (The FY2018 plans go into effect in July 2017 while faculty members aren't under contract, so FY2020 is considered here as being 2 years out).
 - e) Faculty will complete Highlights FY2017 list on WIKI.
2. Committee Chairs submit Committee Support of Strategic Plan FY2017 to Joe Burke.

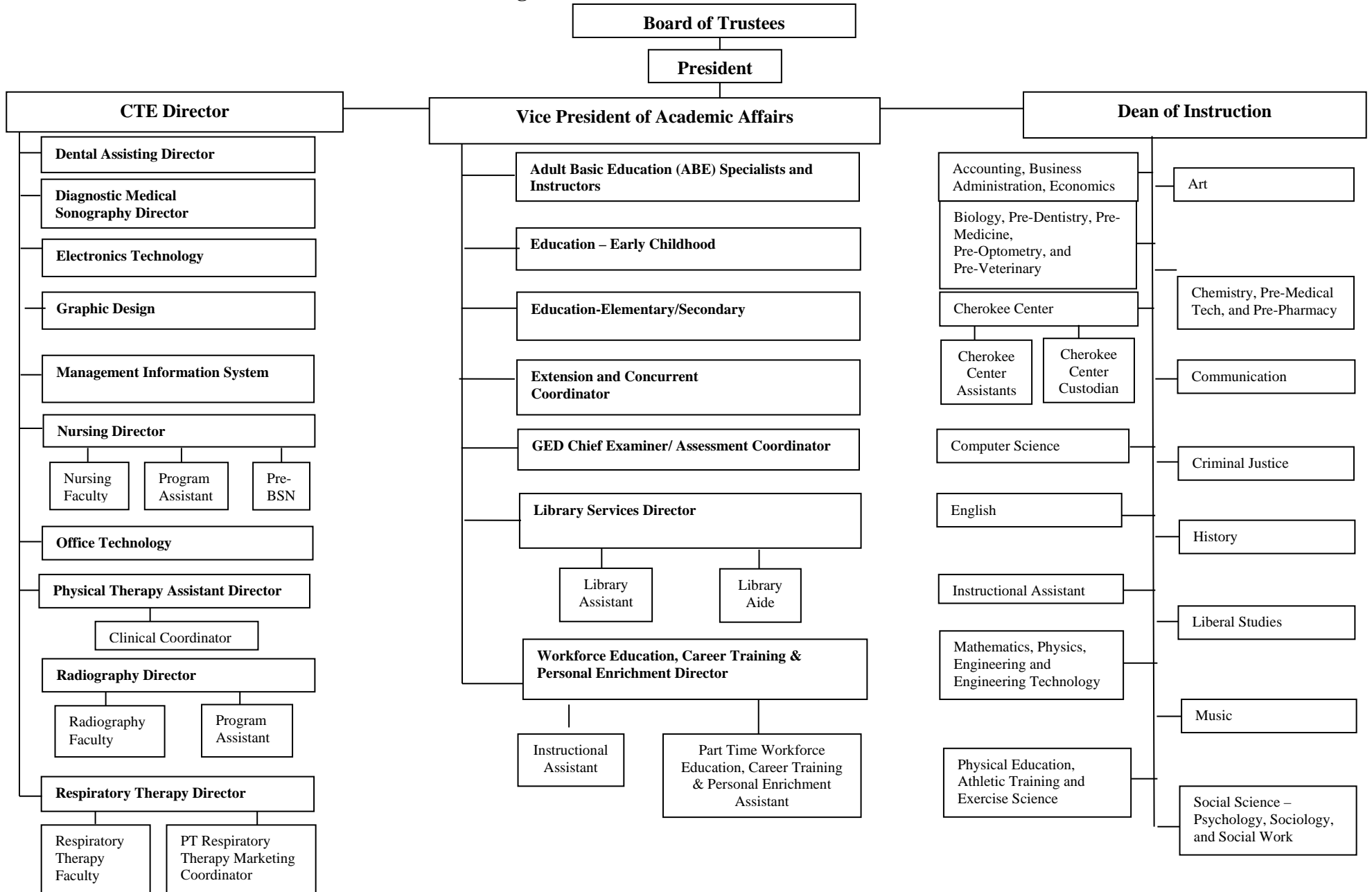
June 2017

1. All administrative areas will:
 - a) Complete the FY2017 Operational Plan reports (add Results and Comments, and change estimated costs to actual costs if possible) and submit to President's Office to prepare for President's Council in July.
 - b) Complete FY 2017 Highlights list and submit to President's Office to prepare for President's Council in July.
 - c) CTE Director integrates Perkins requests into Academic Affairs Operational Plans.
2. Academic Affairs VP will submit the Committee Support of Strategic Plan and FY2017 Clubs and Organizations Year-End Report and organizational chart to the President's Office to prepare for President's Council in July.

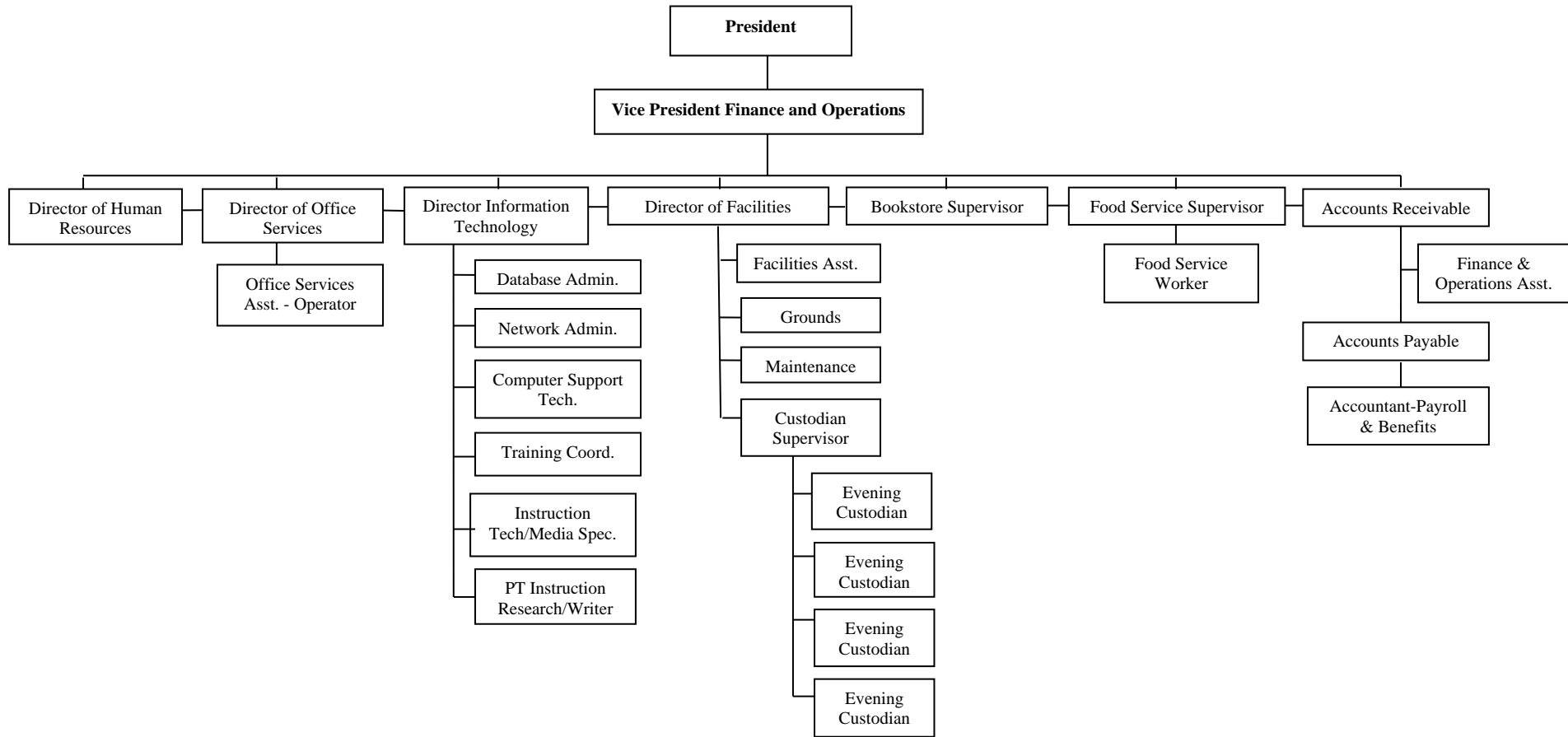
Organizational Chart: Office of the President FY17



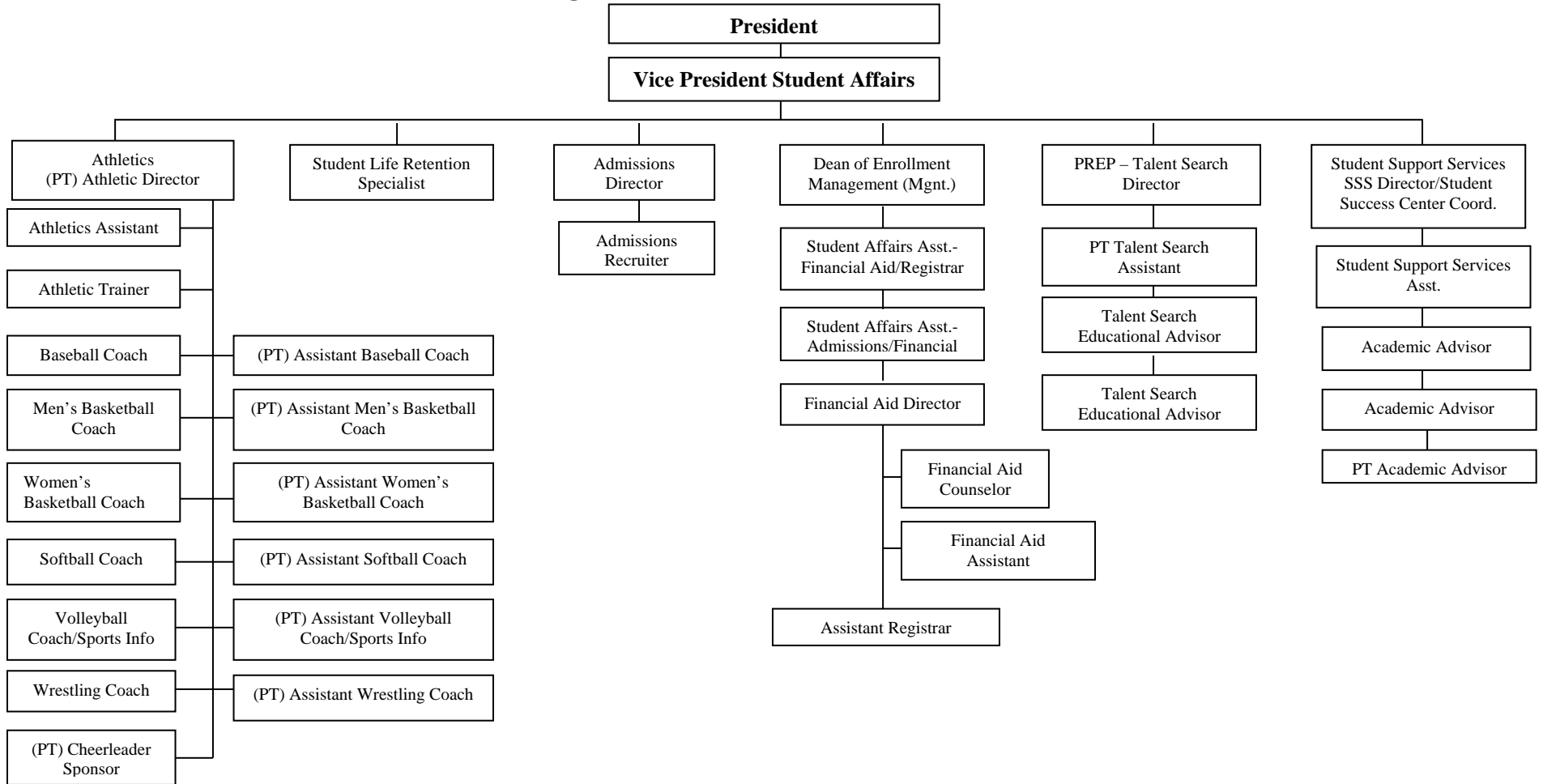
Organizational Chart: Academic Affairs FY2017



Organizational Chart: Finance and Operations FY17

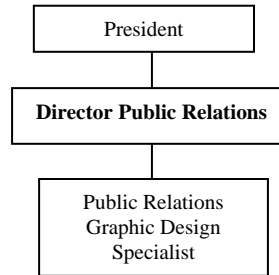


Organizational Chart: Student Affairs FY17



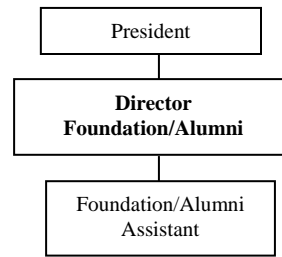
Revised 7/12/16

Organizational Chart: Division of Public Relations FY17



Revised 7/12/16

Organizational Chart: Division of Foundation/Alumni FY17



Labette Community College Highlights FY2017

July 1, 2016 – June 30, 2017

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I. Student Success

- Phi Beta Lambda students attended the Kansas PBL State Leadership Conference at Sterling College and won the following awards: Lindsey Drummond 3rd place in Accounting Principles and Computer Applications; Joshua Ghering 1st place in Integrated Marketing Campaign, 2nd place in Entrepreneurship Concepts, 3rd place in Business Decision Making, Future Business Executive and Organizational Behavior & Leadership; Chandler Gravett 1st place in Impromptu Speaking and 2nd place in Justice Administration; Michelle Green 1st place in Personal Finance, 3rd place in Business Communication, Business Decision Making and Client Service; Bonnie Howell 1st place in Integrated Marketing Campaign, 2nd place in Help Desk and 3rd place in Business Decision Making; Ben Lotterer 2nd place in Accounting Principles and Microeconomics, 3rd place in Retail Management. Joshua Ghering and Bonnie Howell were both awarded Who's Who in Kansas Phi Beta Lambda. Chandler Gravett was elected as Kansas Phi Beta Lambda Secretary.
- Callie Carpenter won the John and Bonnie Latzer Student Art Award for the Spring 2017 semester for her editorial photo illustration.
- Callie Carpenter and D.J. Walker's Tolen Creek t-shirt designs were selected by the Parsons Arts Council to be sold at Katy Days.
- Callie Carpenter's logo, t-shirt & poster design were selected by the LCC public relations class to promote the Dodge, Duck, and Dive for Dreams dodgeball tournament.
- 16 Students attended the KSRT Conference in Mulvane Ks and the following students received the following awards: 2017 KSRT Film Competition Winners: Cross-table Lateral Hip: 2nd Place Brandi Dohle; AP Open Mouth Odontoid: 1st Place: Andrea Palumbo & 3rd Place: Haley Taylor & Lateral Decubitus BE: 2nd Place: Haley Taylor; Most Interesting Case—Nicole Williams
- Scientific Exhibit Winners– Mandi Shriver: 2nd Place, “Spina Bifida”& Bethany Jennings: 3rd Place “Achondroplasia Dwarfism”
- SGA Awards ceremony: Several Radiography students received the following awards: Who's Who IN Community Colleges in America Awards: Chelsi Arratia, Britiney Hueston, Courtney Omarkhail, Chris Ponce, Holly Ryan, Haley Taylor, Megan Thompson, Brandi Dohle, Melissa Crooks, Elizabeth Dey, Jarret Taylor, Lania Stultz,& Andi Umbarger
- 2016 - 2017 Top 20 Cardinal Awards: Britney Hueston, Courtney Omarkhail, Haley Taylor, Chris Ponce, Holly Ryan, Megan Thompson, Melissa Crooks, Andi Umbarger & Lania Stultz
- Cardinal Alumni Leadership Award: Megan Thompson was the recipient of this award.
- Financial Aid presentation to Healthcare programs.
- Processed students for graduation.
- Honored the following students as Students of the Month in recognition of their academic achievements and contributions to LCC: Bethany Baker, Jamie Baughman, Michael Powell, Megan Thompson, Kelsie Coltrane, Marleigh Head, Therese Mitchell
- 40 SSS participants recognized on the President’s and Dean’s Honor Rolls.
- 41 SSS participants graduated with Certificates or Associate Degrees.

- 69% of 2016 graduates enrolled in a post-secondary institution.
- 61% of 2015 graduates continue to attend a post-secondary institution.
- 41% of 2014 graduates continue to attend a post-secondary institution.
- 56% of 2013 graduates continue to attend a post-secondary institution.
- 39% of 2012 graduates continue to attend a post-secondary institution.
- 36% of 2011 graduates continue to attend a post-secondary institution.
- Ongoing tutoring and mentoring activities have been established Oswego, Pittsburg and Galena high schools.
- Student housing was built
- Print Shop worked with Departments to produce A&P and Biology Textbooks, Psychology and Developmental Psychology textbooks-Open Educational Resources – less expensive for students.
- 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.
- Help coordinate student centered events (work with admissions, student life)
- Provided \$114,636 in scholarships for LCC students.
- Held 17th Annual Auction for Scholarships: We received donations of in-kind gifts totaling \$35,805. The revenue from the auction was \$48,357.

II. Community Outreach (Benefits Community)

- Joe Burke and Ryan Seme participated in the Kiwanis Club Pancake Feed to raise funds in support of Parsons Youth.
- Mark Watkins, Dee Bohnenblust, Sue Brouk, and George Knox participated in the Rotary Chili Feed to raise funds in support of Parsons projects.
- The Dental Assisting Club attended Kids Fall Fest on Oct 20, 2016. Oral hygiene instruction, toothbrushes, toothpaste and sugar free gum were passed out to families.
- Leigh Ann Martin was asked by Dr. Ron Finley to speak about the DA program with 13 area dentists during a study group held in Chanute on March 16, 2017.
- The Dental Assisting Club traveled to Manhattan, KS on January 27, 2017 to volunteer at KMOM (Kansas Mission of Mercy Dental Clinic).
- The Dental Assisting Club assisted CHCSEK with oral health presentations at Westside Elementary on Feb 21, 2017.
- 2 members of the Dental Assisting Club assisted CHCSEK with dental screenings at George Nettles Elementary on March 15, 2017.
- The Graphic Design and Art Departments co-sponsored the 30th Annual SEK High School Art Competition providing an opportunity for art and design students to showcase their talents and receive local recognition. Fourteen area high schools participated with over 150 students in attendance.
- Gale Brown spoke to the Kiwanis Club of Parsons on January 18th, 2017.
- Gale Brown represented the LCC Radiography Program in the KU Camp Med event hosted by LCC on April 6th.
- The Respiratory Therapy Program hosted the annual Cystic Fibrosis Run to raise money and awareness of Cystic Fibrosis on October 29, 2016
- The Respiratory Therapy Club hosted an event at the Kids Fall Fest on October 20, 2016
- Kara Good Spoke at the KU Midwest Region Health Professions Conference on October 26, 2016
- The Workforce Department hosted the 31st annual LCC fire school. Over 85 area firefighters were trained during the 3 day event.
- Worked with Kansas Crossing to assist in providing training to their dealers.
- Ryan Seme taught supervision classes to employees of both Grandview Products and Flesh Company.
- Academic Advisement for general public
- Participates in Kids Fall Fest
- Help with Red Cross Blood Drive
- Business Showcase
- Accommodates campus visitors
- Admission Director joined Soroptimist International Organization
- Volunteered for Red Cross Blood Drives
- Volunteered for Stella Wells Xmas tree delivery
- Volunteered for Catholic School Auction
- Volunteered for L.C.C. Auction for scholarships
- Volunteered time and field for Babe Ruth district tournament
- Volunteered for Special Olympic Rodeo
- Volunteered For John Broadwell Fundraiser for Liver Transplant
- FAFSA assistance at Parsons High School
- FAFSA assistance at St. Paul High School
- SGA managed two community blood drives for the Red Cross.

- SGA hosted Kids Fall Fest for community families to enjoy safe Halloween activities.
- SGA sponsored a fall Student Organization Fair.
- SGA/CAB and the Admissions Department hosted the Cardinal Crawl, a local business showcase on campus.
- SGA and CAB sponsored Homecoming Week events and coronation ceremonies.
- SGA and CAB sponsored “Paint the Town Red” and “Paint the Campus Red” events during Homecoming Week.
- SGA and CAB sponsored fall and spring Welcome Week and Finals Frenzy.
- SGA hosted a meal-packaging event that yielded over 10,000 meals to fight world hunger.
- CAB sponsored the annual LCC (students and staff) Kansas City Chiefs trip.
- CAB sponsored LCC Movie Nights and free popcorn on campus to coincide with Movie Nights.
- Phi Theta Kappa (PTK) sponsored several events for the Ronald McDonald House and St. Jude’s throughout the year.
- PTK hosted, stocked and coordinated a campus Food Pantry for students.
- PTK raised money for St. Jude’s.
- Dental Assisting Club assisted with community dental screening at local elementary schools.
- Dental Assisting Club volunteered at the Kansas Mission of Mercy Dental Clinic.
- Respiratory Therapy Club hosted the Cystic Fibrosis Walk.
- Student Organizations sponsored halftime contests at home basketball games.
- PBL raised money for the March of Dimes.
- Radiography Club offered several information booths related to the science and diseases associated with radiography.
- Radiography Club hosted several cancer awareness events throughout the semester.
- Student Ambassadors hosted several recruitment and enrollment days.
- Provided resume and cover letter reviews free of charge to community members
- Conducted mock interviews for area high school students interested in applying to LCC’s health science programs
- Staged a Health Sciences Careers Fair free of charge for members of the public interested in applying to LCC’s health science programs
- Director and Assistant volunteer extensively with Stella Wells registration and distribution
- Director serves as President for local chapter of Beta Sigma Phi sorority
- The project expanded its tutoring activity at Oswego High School during the spring 2017 semester by adding a third tutor.
- The project added tutoring activities at Pittsburg and Galena High Schools serving
- The project added a mentoring activity at Oswego and Pittsburg High Schools during the spring 2017 semesters
- PR department volunteers at the annual Katy Days events and assists with marketing
- Marketing consultation to Katy Days committee
- PR Director serves on St. Patrick’s Catholic School, and school auction committee, CYM sponsor, and Girl Scout leader.
- Graphic Designer serves on many committees including technology, communications/marketing/fundraising, community outreach, and children’s Church at Covenant Harvest Church.
- Organized free English Lecture Series to area middle school, high school, college teachers through the Gribben Endowment fund.

- Organized, publicized and hosted the Gribben Community Classics presentation of “Barefoot in the Park” through the Gribben Endowment fund.
- Made presentation to area service organizations and lead multiple tours of the Zetmeir Building

III. Facilities

- The Dental Assisting lab was adjoined with the neighboring classroom to make lectures and labs flow smoother. A storage area was also added for much needed storage. This space is shared with Microbiology and A&P classes.
- New Cages for baseball and softball complete
- Refinished Gym floor
- New Wrestling Mat ordered
- New portable basketball goal (In Progress)
- New tarp for baseball field Insurance claim. Old one will be cut down where damaged areas were to be used for softball.
- Continually meeting on Phase II of Capital Campaign (Athletic Facility)
- Continue to maintain athletic fields with personal and fundraised dollars
- New Diamond Pro dirt for Baseball and Softball fields. (Complete)
- Top-dressor purchased with fundraised dollars baseball/softball.
- Twenty Five tons of Sand put down on baseball field. (Fundraised)
- Cherokee Center roof was completed
- Old bank building was renovated for the Library
- Remodeled The Bird's Nest (Bookstore)
- Keep offices clean and professional in appearance

IV. Grants

- Leigh Ann Martin and Jennifer Katzer applied for a grant through Delta Dental of Kansas. Announcements will be made this summer.
- The Library received an Extended Services Grant from the Southeast Kansas Library System in the amount of \$1821 in recognition of our service to the public.
- The Library received a special one time Academic Grant from the Southeast Kansas Library System in the amount of \$1000.
- The Library received a Southeast Kansas Library System Materials Delivery grant in the amount of \$2010.10 to reimburse the library for sending out ILL material and to pay for the five day courier service.
- Awarded 100 College Completion Grant awards to eligible SSS participants, totaling \$61,535 who met program requirements and demonstrated satisfactory progress toward their educational goals.
- The project exceeded its grant objectives for the 2016-2017 grant year with 563 participants and a 100% graduation rate for its high school senior class, totaling 67.
- 100% of all project participants grades 6 through 11 advanced to the next grade level.
- 73% of high school participants are engaged in a rigorous program of secondary study.
- 68.65% of 2016 graduates have indicated their intent to enroll in a post-secondary institution this coming fall semester
- Assisted in securing grant from PACF for Biology equipment

V. Honors/Special Recognition

- Dental Assisting Club received 3rd place for cardinal points and Top Student Organization Service Award
- Emma Griffing of the Dental Assisting Club was nominated for Homecoming Queen
- Melissa Kipp was the recipient of the 2016-2017 Distinguished Faculty Award.
- Scotty was selected to be the Academic Representative on the Southeast Kansas Library System Board of Trustees.
- Lee Ann was chosen to be a Member-at-Large on the AKCCOP Board.
- The Radiography Club received the following SGA Awards Ceremony: Pop Tab Pro—1st Place, Cardinal Point Award—1st Place & Top Student Organization Continued Excellence Award
- Kalynn Amundson was awarded the William Miller Distinguished Dissertation Award.
- Admission Director completed Youth Mental Health First Aid certification
- 20 KJCCC All Conference Selections
- 16 NJCAA Academic All-Americans
- 7 All Region VI Selections
- 3 NJCAA All-American selections
- Vice Chair Leadership Labette.
- Honored the following students as Students of the Month in recognition of their academic achievements and contributions to LCC: Heather Wilkes, Melinda Davis, Joshua Ghering, Shameka Tubbs, Brawshawnda Burris, Kyla Reyes.
- 44 SSS participants recognized on the President's and Dean's Honor Rolls.
- 38 SSS participants graduated with Certificates or Associate Degrees.
- Held Donor Appreciation Luncheon and presented the Van Meter Outstanding Alumni Award
- Held Cardinal Citation Award reception and award presentation.

VI. New Equipment/Supplies

- Due to Perkins funding, typodonts (teaching aides with teeth and gums), diagnodent (detects cavities) and RDH freedom (cordless handpiece for polishing) were purchased for the Cherokee Center dental lab.
- In September, the Dental Assistant program was able to purchase a new AMX4 mobile x-ray machine with the use of Perkins funding.
- Pen/Pencils
- Re-order of Viewbook
- Drawstring Back Packs
- New Batting Cages Completed Baseball and Softball
- Dug-out for Softball repaired
- Lights Repaired on Baseball and Softball fields. Complete
- Top-dressed baseball field
- Laptop for remote access
- Combined the Debbie Groff Memorial Book Scholarship library with the Student Support Services Library to expand services to all LCC students. The combined library holds over 400 volumes of General Education textbooks and supports over 300 students each academic year.
- Purchased 4 new laptop computers for student checkout on a bi-weekly basis.
- Purchased 10 scientific calculators for student checkout on a semester basis.
- Replaced copiers at Cherokee Center, Print Shop and Hughes Building
- 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 Mac computer for Graphic Designer
- Purchased new studio lighting for photo studio area
- Purchased drone for promotional video/photos

VII. New Initiatives

- The Library signed on to a program with the State Library of Kansas that will broaden the area available for interlibrary loan. The area will now include Wisconsin, New Jersey, and Alberta.
- The Library developed a new Open Educational Resources page as one of its webpages.
- Accompanied the Outreach Director to local high schools to help with concurrent and dual credit enrollment
- Attended Parent/Teacher conferences at several service area high schools for recruiting
- The Admissions Recruiter added new high schools to the recruiting rotation in Oklahoma and Missouri.
- Created a Cardinal Ambassador Scholarship in conjunction with the Financial Aid Department to recruit students to not only be involved in the Student Ambassador Organization, but to also reach a greater demographic of student based on GPA and references.
- Continue to Raise Funding for Phase II of Capital Campaign
- Hired 6 assistant coaches
- Created the Military-Connected Student Services Coordinator position, who is available to assist military-connected students (Veterans, dependents, active-duty, guard, & reservist) to support services within the College and Community. Assistance with VA Benefits, academic and career advising, accommodations, and disability services are available.
- Enhanced its tutoring activity at Oswego High School by adding a second tutor and added tutoring activities at Pittsburg and Galena High Schools.
- Added mentoring activities at Oswego and Pittsburg High Schools.
- New viewbook design
- Social Media manager
- Website content administrator
- Partnered with Admissions staff to help recruiting efforts by attending recruiting fairs
- New brochure design
- Live stream events on social media

VIII. New/Revised Curriculum

- Starting 9/2/2016, a document will be posted in RedZone that will contain catalog changes not yet printed in the catalog. The plan is for access to be available through the Staff and Faculty Tabs in RedZone and for the document to be updated as changes occur.
- At the 10/7/2016 Curriculum & Instruction (C&I) meeting, it was decided that after the November 2016 meeting we will reduce the number of C&I meetings from 8 to 4 per year.
 - August during inservice as an organizational meeting.
 - October
 - January during inservice which will be the last time changes can be approved for the upcoming catalog. So January 2017 will be the final meeting that changes can be approved for the 2017-18 Catalog.
 - April. First meeting for the catalog that will be published in approximately one year. So the April 2017 meeting will be for the 2018-19 Catalog.
- The Summary of Proposal for Curriculum and Instruction form updates approved by C&I 10/7/2016, 11/4/2016 and 12/2/2016.
- Approved the *C&I Proposal Tracking Log* form which the committee will be able to track progress on proposals.
- Curriculum changes were made in the following academic areas:
 - Accounting/Business
 - Art
 - Biology
 - Computer Science
 - Dental Assistant
 - Geography
 - Graphic Design Technology
 - Office Technology
 - Physical Education

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

- In October and May, Cathy Kibler attended the LCHS Advisory Board meetings.
- In November Phi Beta Lambda held a Prematurity Awareness event inviting everyone to wear "Purple" for a Campus photo. In addition, they collected funds to be donated to the March of Dimes.
- Dental Assistant Advisory Board meetings were held in November & April.
- 4 new clinical sites were added this spring 2017 for the Dental Assistant Program.
- Scotty assisted a professor at the University of Kentucky with her research on intellectual freedom in academic libraries.
- In September and March the Radiography Program officials hosted their Advisory Committee meetings at Chinese Chef.
- Gale Brown has been discussing forming a clinical affiliation agreement with several hospitals in Northwest Arkansas.
- Gale Brown traveled to the Medical Education and Training Campus (METC) at Fort Sam in San Antonio, TX as part of the KBOR ACE Military Initiative on November 28 & 29th, 2016.
- Gale Brown traveled to Topeka Ks on March 3rd, to participate in the KBOR event, Evaluation of ACE Military Recommendation to College Credit.
- In June, Kara Good, Jennifer Harding, and Ross Harper traveled to Joplin, Missouri to discuss clinical site rotations with a new clinical affiliate, Mercy Hospital.
- In September and April, the Respiratory Therapy Program held their Advisory Committee meetings.
- Retention Committee
- LCC Auction for Scholarships Committee
- Soroptimist
- Held PHS baseball and softball events
- Held PMS wrestling tournament
- Held Babe Ruth 16-18 Baseball district tournament
- Coaches have spoken at several civic organizations promoting L.C.C.
- Worked closely with Parsons Recreation commission to promote youth athletics
- Coordinator manages Debbie Groff Memorial Book Scholarship Committee which maintains a library of books to loan students that is supported by donations from the faculty, professional staff, and educational support staff groups.
- Coordinator works with Financial Aid and the LCC Foundation to collect, aggregate, and prepare applications for review by the LCC Foundation Scholarship Selection Committee.
- Coordinator presented on the topic of Financial Aid to the Kansas-Nebraska Region of Phi Theta Kappa in support of their Honors in Action project.
- Director serves as a representative to Retention Committee, Enrollment Management Committee, Performance Agreement Committee, Grievance Committee, a non-voting member of Curriculum and Instruction, the Caring Cardinal Committee, and as president of the Professional Staff Group.
- Academic Advisors serve on the Retention Committee, the Diversity Committee, and Professional Staff Group.
- Program Assistant serves as the Administrative Assistant to the Curriculum and Instruction Committee and is a member of the Educational Support Staff group and Special Employee Recognition committee.

- Partnered with the Parsons Area Community Foundation to participate in Giving Tuesday. Created a new campaign for this event including special photographs, display board, direct mail piece and social media posts. Over \$19,000 was received as a result. This will be continued next year.

X. Professional Development

- Joe Burke attended System Council of Chief Academic Officers in Pittsburg, two KCIA meetings in Topeka, Tilford Conference in Pittsburg, and System Council of Chief Academic Officers in Kansas City, KS.
- In September, Cathy Kibler and Lindsey Drummond attended the Phi Beta Lambda Kansas State Fall Leadership Conference at Central Christian College in McPherson, Kansas.
- Leigh Ann Martin attended the Dental Educators Bootcamp Aug 4-7, 2016 in Amelia Island, Florida. Courses included the following: How to teach Ethics, How to teach Oral Pathology, Allied Dental Educators Teaching Methodology (required by CODA), and How to teach Dental Materials.
- Leigh Ann Martin attended the Kansas Department of Health & Environment Radiation Training hosted by Gale Brown.
- Scotty attended the meetings of the Southeast Kansas Library System Board.
- Scotty attended the September meeting of the Southeast Kansas Academic Librarians Council
- Lee Ann attended the annual Association of Kansas Community College Occupational Professionals.
- Phylis attended a statewide interlibrary loan meeting.
- Scotty was asked to serve on the Mountain Plains Library Association's Awards Committee and the Kansas Library Association's Presidential Awards Committee.
- Scotty attended the annual Kansas Library Association conference in Wichita where he completed his rotation as Vice President, President and Past President of the College and University Libraries Section.
- Scotty participated in a focus group hosted by the Southeast Kansas Library System on the use of Federal LSTA funds by the State Library of Kansas.
- All library staff attended the annual SEKLS Academic Workshop on false news and working with high schools on information literacy.
- Phylis and Lee Ann attended the SEKLS Annual meeting.
- Dee Bohnenblust 2016-2017 year attended: KS Hospital Assoc Conference, New Horizons, for Tardive Diskinesia, KCADNE Fall Forum, American Psychiatric Nurses Association Conference, and ACEN Peer Evaluation Standards. She presented at KNEP Clinical Teaching Institute-Legal, and KCADNE- Teaching Test Taking Strategies.
- Rhonda Gilpin 2016-17 attended: KCADNE Fall Forum and The Nurse Educator Institute. She presented at KCADNE- Teaching Test Taking Strategies.
- Jill Coomes 2016-17 attended: The Institute for Simulation Educators, KCADNE Fall Forum, Webinar-Debriefing in Simulation "The Nuts and Bolts." Presented at the KCADNE Forum- Teaching Test Taking Strategies.
- Cheryl Smith 2016-17 attended: Pediatric Update Conference, KCADNE Fall Forum, Nurse Educator Institute, The Center for Work Ethic Training. Webinars- Maternal Women's Health Strategies, Alternate Format and Innovative Test Items, Military Bridge Course.
- Presented at KCADNE Fall Forum- Teaching Test Taking Strategies.
- Julie Page 2016-17 attended: Mental Health First Aid, KCADNE Fall Forum, Nurse Educator Institute. Webinar: Teaching Mental Health Nursing: Engaging students to facilitate learning. Presented at KCADNE Fall Forum-Teaching Test Taking Strategies.
- Kim Beachner 2016-17 attended: KONL Meeting, KCADNE Fall Forum, Pediatric Update, Nurse Educator Institute. Webinars- Maternal Women's Health Nursing,

- Strategies for Class and Clinical. Presented at KCADNE Fall Forum-Teaching Test Taking Strategies.
- Crystal Garcia 2016-17 attended: Nurse Educator Institute, KCADNE Fall Forum. Webinars-Clicking How to Bring the Classroom to Life. Presented at KCADNE Fall Forum- Teaching Test Taking Strategies.
 - Bruce Bowles 2016-17 attended: Nurse Educator Institute, LCC Connections Training, ATI Proctor Certification, and a Nurse Tim Webinar titled: Certified Nurse Educator Prep Course.
 - Lori Ford attended Mountain-Plains Business Education Association 2016 Conference in Kansas City, June 19-22, 2016. Highlights included Federal Reserve Bank Tour including a workshop on using free classroom resources from the Federal Reserve; hands-on workshop on creating and using Office macros. Also heard from speakers on topics of entrepreneurship, soft skills in the workplace, jazzing up online courses, and generational communication skills.
 - Lori Ford attended the Train the Trainer workshop and completed the training in the seven foundational values and behaviors of work ethic and certified to facilitate curriculum offered by the enter for Work Ethic Development.
 - Lori Ford received Microsoft Specialist Certification in Excel in June 2017.
 - Onsite CAPTE self-study workshop for Jimmie Wilson and Trent McGown on 10/21-10/22/16
 - Jimmie Wilson to attend Missouri Physical Therapy Association Board meeting 7/30/16
 - Trent McGown attended the Kansas Physical Therapy Association (KPTA) Fall meeting in Manhattan Ks 10/14-10/16/16. The meeting provided updates on practice issues in Kansas updates on clinical practice guidelines.
 - Jimmie Wilson attended the Missouri Physical Therapy Association (MPTA) Fall Board meeting 10/15/16 that presented updated information on new CMS billing codes and updates on national practice guidelines.
 - The students of the PTA program along with the instructors attended the Kansas Physical Therapy Association (KPTA) in Wichita Kansas on 4/7/17-4/9/17. Everyone attended a variety of educational activities on several different topics. Several students had the opportunity to meet the leadership team of the KPTA.13 Miscellaneous.
 - Gale Brown attended the Michael Tilford Conference on Diversity and Multiculturalism at Pittsburg State University on October 25 & 26th 2016.
 - LCC was the host of the Kansas Department of Health & Environment Radiation Training. Ashley Moore & Gale Brown attended this training with their 2nd year students.
 - Ashley Moore and Gale Brown attended the West Coast Educator Conference in Orlando Florida on March 6-10th, 2017.
 - Tammy Kimrey, Ashley Moore, and Gale Brown accompanied our 2nd year Radiography Students to the KSRT Conference in Mulvane KS on April 6-7, 2017.
 - In June of 2016, Kara Good attended the American Association of Respiratory Therapy International Congress to learn about new classroom management and curriculum building skills. She was also able to meet with the accrediting agency and personnel from the National Board of Respiratory Care.
 - Jennifer Harding traveled to Wichita Kansas to attend the Kansas Respiratory Care Society State Meeting April 5-7, 2017
 - April 19-21 2017, Ross Harper attended the Kettering Seminar hosted by the Respiratory Therapy Program at LCC

- Kalynn Amundson completed America's Poverty Course, Stanford University. This was an 8 week online course (Oct.- Dec. 2016)
 - Admissions Recruiter attended the 2016 Annual Kansas Association of Collegiate Registrars and Admissions Officers (KACRAO) Conference
 - Attended all KJCCC and Region VI meetings
 - Staff has attended NJCAA annual meetings
 - Attended VA workshop
 - Attended KASFAA conference
 - Attended Dept of Ed training
 - Attended KACRAO
 - Web Jenzabar Advising Tree Training
 - Campus SaVE
 - Title IX Online Training
 - Director attended the National College Access Network national conference which focuses on outreach to disadvantaged student populations to increase their rates of post-secondary educational enrollment and graduation.
 - Academic Advisor attended the Educational Opportunity Association regional conference which provides continuing education to professionals working in educational outreach.
 - One year success at Title IX Get Inclusive Training
 - Attend local public relations forums/meetings
 - Serve on an Emergency Resource Management consortium

XI. Special Recruitment Efforts

- Leigh Ann Martin and 4 members of the Dental Assisting club represented the DA program by speaking with potential students at the KU Camp Med event on April 6, 2017.
- The Graphic Design Technology and Art Departments co-sponsored the 30th Annual SEK High School Art Competition providing an opportunity for art and design students to showcase their talents and receive local recognition. Fourteen area high schools participated with over 150 students in attendance.
- On 12/5/16 Gale Brown traveled to Chanute High School and Erie High School and provided a Radiography Career presentation to their health career students.
- On 2/6/17 Gale Brown traveled to Labette County High School and spoke to their health career students about pursuing a career in radiology.
- Fall 2016:
 - Hosted two 8th Grade Day events for middle schools in Labette, Cherokee, Neosho, and Montgomery Counties
 - Hosted a Senior Day with 125 students in attendance
 - Hosted a Kansas Association of Collegiate Registrars and Admissions Officers (KACRAO) College Planning Conference with representatives from 40 higher education institutes as visitors on campus and high schools in attendance from all over Southeast Kansas
 - Hosted a Junior Day event with 30 students in attendance
 - Attended Talent Search Visits with LCC staff to increase rapport with that student demographic
 - Attended Parent/Teacher Conferences at LCC's service area high schools
- Spring 2017:
 - Hosted three Cardinal Enrollment Day events for incoming college Freshman students with approximately 80 students in attendance
 - Hosted a Trio Day Event for the LCC Talent Search Program
 - Hosted a Trio Day Event for the Coffeyville Community College Talent Search Program
 - Provided numerous high schools with "After Prom" & "After Graduation" donations—both promotional items and scholarships
 - Attended high school awards ceremonies/banquets to present scholarship certificates to students planning to attend LCC in the Fall 2017
- Continue to work with Financial Aid and Admissions to assure all student-athletes complete all documents for financial aid.
- Financial Aid is present and assists students with all special enrollment days.
- Registration assists with all special enrollment days.
- Presented information at 8th Grade Days, TRiO Day, Junior Day, Senior Day, Cardinal Enrollment Days for prospective students.
- Presented information at 8th Grade Days, TRiO Day, Junior Day, Senior Day, Cardinal Enrollment Days for prospective SSS participants.

- Talent Search held its annual TRIO Day this past April. 38 high school students participated with 11 enrolling for the fall 2017 semester that day.
- As of August 1, 2017, 17 Talent Search graduates have enrolled for the fall 2017 semester.
- 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
- Added Twitter to social media platform
- Increase amount of press releases being released to area media.
- Paid advertising via social media
- Increased digital advertising with geo-fencing
- Coordinated special events for new President-Meet & greets, etc.

XII. Miscellaneous

- The Phi Beta Lambda club was very active this year by participating in the following SGA events: Welcome Back week, the Fall and Spring LCC Blood Drives, Kids Fall Fest, Penny War Competition, Ks Million Meals, Donor Luncheon Table, Professional Staff Christmas Food Basket & Adoption of Bells, LCC Homecoming Paint the Campus Red and coronation, LCC Tailgating event, & the LCC recycling and pop tab collection. In addition they held several fundraisers including a Chicken dinner, sold trash bags, and gourmet popcorn
- The DA Club won the Twin Day competition during Homecoming week. Participated in the following activities: Sonography club (Hurts donuts), Radiography club (PALS), LCC Pantry, LCC donor luncheon table, Kids fall fest
- The Dental Assistant program did fundraising: Halloween Bake Sale & Crest Whitestrips raffle
- The Library completed a survey of a group of alumni of the services that are offered.
- The Radiography Club was very active this year by participating in the following SGA events: Welcome Back week, the Fall and Spring LCC Blood Drives, Kids Fall Fest, Penny War Competition, Ks Million Meals, Donor Luncheon Table, Professional Staff Christmas Food Basket & Adoption of Bells, LCC Homecoming Paint the Campus Red and coronation, LCC Tailgating event, & the LCC recycling and pop tab collection.
- The Radiography Club hosted several events: Breast Cancer Awareness "Flocking the Flamingo" in October, Radiography Technologist Appreciation Day, Heart & Diabetes Awareness in February, Crushing Cancer in March, and Parsons Animal Shelter Collection in April.
- The Respiratory Therapy Program participated in the SGA Kids Fall Fest, Penny War Competition, LCC Homecoming, and the LCC recycling and pop tap collection.
- Exchange Server Migration – Hardware and Software
- Fully converted PTA building to the local Network via fiber
- Upgrade Wifi infrastructure
- Added additional security cameras and updated the camera controller
- Upgraded eLearning for functionality
- Accuplacer Implementation (replace Compass testing)
- School Messenger Conversion and Implementation
- Successful presidential search at a minimum cost
- Updating the policies/procedures and handbooks on due process
- Reorganized the Accounts Receivable function to save money.
- Reduced Bookstore hours to save money
- Continue to assist in organization and implementation of Foundation events: Auction for Scholarships, Distinguished Alumni awards, Van Meter awards, Donor luncheon.
- Take photos at graduation/pinnings, special employee recognitions, cardinal cite reception, distinguished alumni luncheon, distinguished faculty reception, retirements, some sporting events, allied health classes, auction for scholarships, and more.
- Serve as committee members for the annual auction for scholarships.
- Serve on Enrollment Management committee, program reviews

- Received \$630,505.50 in gifts for FY17
- Maintained and updated the Foundation & Alumni Facebook page
- Began work on Athletic & Academic Center Campaign, working closely with Hartsook consultants Terry Snapp and Bud Cooper to form and begin regular meetings of the Campaign Steering Committee. In addition, we have begun to secure pledges and gifts for the campaign. To date, we have a total of \$2,308,844 in gifts and pledges.
- Provided leadership to the Student Housing Team

Labette Community College
OPERATIONAL PLAN FINAL REPORT
FY2017
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Labette Community College

OPERATIONAL PLAN FY2017

FY 2017

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	Continue to improve notebooks used in six courses; Physical Science, Introduction to Chemistry, College Chemistry I, College Chemistry II, Organic Chemistry I, and Organic Chemistry II.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	Prior to each offering of each course	
Results		
Comments		
Objective 2	Use the appropriate software and hardware to develop videos of lectures for one class. In addition, revise as needed previous in-house videos. In addition, revise as needed the flipped class. Consider whether another class	

	should be flipped.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	Fall 2016	
Results		
Comments		

Library

Objective 1	Assess the library service needs of the students at all of the college's sites and with all formats of delivery that are currently used.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	January 2017	
Results		
Comments	No funding needed	

Physical Education

Objective 1	Increase student opportunity with club activities by beginning a Health and Human Performance club. The club will promote students in HHP majors and include any other students looking for a healthy lifestyle.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$600-\$1,200
	Department Budget: Supplemental Contracts	Student Fees (New/Existing) \$
Exp. Completion		
Results		
Comments	Tier 2-4 depending on activities	

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.

Human Resources

Objective 1	Review and update LCC Policy & Procedure Manual	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	June 2017	
Results		
Comments	Focus on Sections 4 and 5. In progress	

IT

Objective 1	Update Technology Policy	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall 2016	Department Budget:
Activity/Service		Student Fees (New/Existing) \$
Results	Complete and Approved Fall 16	
Comments		

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.

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

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.

Academic Affairs/Student Success Center

Objective 1	Host a college-wide job fair/transfer fair and invite area employers and four-year colleges to recruit graduates.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget: Perkins/SSC/exhibit fees/donations	Student Fees (New/Existing) \$
Exp. Completion	Fall 2016	
Results		
Comments	Perkins money can't be used to purchase items for students, advertising, or food so would need to charge for an exhibit table fee to cover expenses not allowable with Perkins or secure donations.	

Cherokee

Objective 1	Provide additional student life activities.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$1000 per academic year
Exp. Completion		
Results		
Comments	Cherokee Center Coordinator and Student Life Specialist will work together to increase activities.	

Mathematics/Physics

Objective 1	The department will continue to revise, edit and improve the department generated textbooks for Beginning, Intermediate and College Algebra	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing): \$
Exp. Completion	Ongoing	
Results		
Comments	The first edition of the LCC Beginning Algebra Textbook and the Intermediate Algebra Textbook were fielded in Fall 2014. Suggested corrections and revisions were solicited and a revised edition will be fielded in Fall 2015. Work on an LCC College Algebra Textbook is under way and the first edition is expected to be ready by Spring 2017.	
Objective 2	The department will implement new ways to integrate multi-media presentations as both immediate course delivery and supplemental course delivery of materials whenever possible.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing): \$
Exp. Completion	Ongoing	
Results		
Comments	Jing videos hosted on screencast.com continue to be used in all online math courses at LCC and as a supplemental resource in many on ground math courses. Graphmatica, Excel, and K3D Surf continue to be used in many classes as well. Costs for Graphmatica have been handled through either the Math or Physics Department Budgets. K3D Surf is Freeware.	

Radiography

Objective 1	Develop a continuing education session for our clinical instructors.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$500	New Money Ongoing \$

	Department Budget: Perkins	Student Fees (New/Existing) \$
Exp. Completion	FY17	
Results		
Comments	Provide a workshop where we discuss changes and best practices in radiography education related to clinical instruction. (Possible Topics: evaluating students, clinical grading, assessment strategies & dealing with the student problems.	

Social Science

Objective 1	Faculty members, as their teaching schedules permit, will attend on-campus recruiting events (such as Senior Day) to promote the Social Science program and answer questions from potential students.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	FY 2017	
Results		
Comments		

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 Affairs

Objective 1	Develop evening meal opportunities for current LCC students.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall 2016	Department Budget: Student Affairs
Activity/Service	Retention	Student Fees (New/Existing) \$
Results	Postponing until after housing is completed	
Comments		

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

IT

Objective 1	Upgrade Lab Rotations	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall 2016	Department Budget:
Activity/Service		Student Fees (New/Existing) \$
Results	Fall Rotations Complete Spring Rotations are on site and being distributed	
Comments		

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

Elementary/Secondary Education Program

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

Graphic Design

Objective 1	Explore possibilities for more integration between the Art, Graphic Design & Communication departments.	
Estimated Cost	Existing Money \$ N/A	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	Spring 2017	
Results		
Comments	Art & Graphic Design departments are working with the library to develop a mural documenting the history of the LCC Cardinal logo.	
Objective 2	Explore reinstating certificate program to improve overall completion rates.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	Fall 2016	
Results		
Comments	Program Review Action Plan 2/18/16	

Library

Objective 1	Install an ADA push door on the north entrance	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$2,500	New Money Ongoing \$
	Department Budget: Facilities	Student Fees (New/Existing) \$
Exp. Completion	June 2017	
Results		
Comments	Program Review Action Plan Summer 2013	

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

Talent Search

Objective 1	Implement on-site tutoring to Target Area high school freshmen and sophomore participants	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$5,000	New Money Ongoing \$
Exp. Completion	Ongoing for the five-year life of the grant	Department Budget: Talent Search
Activity/Service	Peer and instructor tutoring at the high schools	Student Fees (New/Existing) \$
Results	Completed	
Comments	Up to 30% of the project's freshmen and sophomore participants will be eligible for peer and/or school instructor tutoring each academic year of the grant cycle	
Objective 2	Implement on-site mentoring to Target Area high school high school participants	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded 1,000	New Money Ongoing \$
Exp. Completion	Ongoing for the five-year life of the grant	Department Budget: Talent Search
Activity/Service	Volunteer and Talent Search advisor mentors at the high schools	Student Fees (New/Existing) \$
Results	Completed	
Comments	Up to 300 of the project's high school participants will be eligible for volunteer and Talent Search advisor mentoring each academic year of the grant cycle.	

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

IT

Objective 1	Sounds Equipment for hearing impaired Nursing Students	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Spring 2016	Department Budget: Existing Media
Activity/Service		Student Fees (New/Existing) \$
Results	Complete January 2017	
Comments	Installed additional Sound System to address hearing needs.	

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

Accounting/Business

Objective 1	Purchase the most current QuickBooks software for the Computer Accounting course. This will be updated every two years.	
Estimated Cost	Existing Money \$1000	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget: IT	Student Fees (New/Existing) \$
Exp. Completion	Before Spring 2017 semester	
Results		
Comments		

Biology

Objective 1	Purchase bulk dissecting specimens, chemicals, and consumable supplies to be used in the Anatomy & Physiology classes for the Main Campus and Cherokee Center to replace specimens, breakage of glassware, and worn out physiology tools such as bone cutters, scalpel blades, histology slides, etc..	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget: A & P Supplies	Student Fees (New) \$6500
Exp. Completion	2017	
Results		
Comments	The funds will come from A & P supply budget and \$20.00 per student from the \$50 lab fee.	
Objective 2	Purchase bulk dissecting specimens, chemicals, and consumable supplies to be used in the Microbiology, and biological science classes for the Main Campus and Cherokee Center to replace specimens, breakage of glassware, and worn out biology tools, such as stain trays, inoculating loops, etc..	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget: Biology Supplies	Student Fees (New) \$3500

Exp. Completion	2017
Results	
Comments	The funds will come from Biology supply budget and \$30.00 per student from the \$50 lab fee.

Graphic Design

Objective 1	Continue the development of hybrid courses to meet the needs of a broader student base. Investigate piloting an online course.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	Ongoing	
Results		
Comments	Program Review Action Plan 2/18/16	

History

Objective 1	Look at using Interactive Distance Learning to involve students at Cherokee Center in Parsons classes	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	FY17	
Results		
Comments	Program Review 2015	

Mathematics/Physics

Objective 1	Continue to use and expand use of Jing and the Notepads	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget: \$100/year	Student Fees (New/Existing): \$
Exp. Completion	Ongoing	
Results		
Comments	\$100/year covers the cost of a Screencast Pro account used to host Jing videos	

Nursing

Objective 1	Support the use of tablets in simulation and clinical as recommended by the Nursing Advisory Committee. Equip nurse faculty with tablets to expand opportunities for student learning in the nursing curriculum.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$ Perkins \$3,500	New Money Ongoing \$
	Department Budget: \$	Student Fees (New/Existing) \$
Exp. Completion	FY2017	
Results		
Comments	Involve IT to support technology use.	

Office Technology

Objective 1	Offer more courses at night or hybrid in order to better accommodate working students.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	FY17	
Results		
Comments	Program Review Action Plan 2/18/16	

Physical Education

Objective 1	Increase exercise science and physical education learning opportunities by expanding the number of field trips to tech heavy programs such as PSU.	
Estimated Cost	Existing Money \$	New Money One Time \$200
	Grant Funded \$	New Money Ongoing \$
	Department Budget: DOI Mileage	Student Fees (New/Existing) \$
Exp. Completion		
Results		
Comments		

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

Financial Aid

Objective 1	Investigate imaging software for Financial Aid documents.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall 2016	Department Budget:
Activity/Service		Student Fees (New/Existing) \$
Results	Postponed. Not financially feasible so looking at other options.	
Comments		
Objective 2	Attend each onground College Success Skills class to assist students with financial aid questions/issues.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Spring 2017	Department Budget:
Activity/Service	Service	Student Fees (New/Existing) \$
Results	Completed. Providing CSS classes written information in FY18.	
Comments		

Student Life

Objective 1	Research a campus app that students can use to organize their homework and receive reminders about upcoming events.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall 2016	Department Budget: Athletic Department
Activity/Service	Communication	Student Fees (New/Existing) \$
Results	Determined to be cost-prohibitive; light research continuing.	
Comments		

Student Support Services

Objective 1	Increase use of technology for recruitment efforts through e-mail, Facebook, and/or other approved social media services.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall 2016	Department Budget: SSS
Activity/Service	Recruitment	Student Fees (New/Existing) \$
Results	Completed and Ongoing	
Comments	Email and Facebook solicitations of new students for SSS applications resulted in an increase of approximately 20% of new applications in Fall 2016 when compared to Fall 2013, 14, and 15	

Talent Search

Objective 1	Obtain PowerSchool grad and transcript access online, on each active participant in the project's target area	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$200	New Money Ongoing \$
Exp. Completion	Ongoing for the five-year life of the grant	Department Budget: Talent Search
Activity/Service	Update Technology/Equipment	Student Fees (New/Existing) \$
Results	Completed and ongoing.	
Comments	All Target Area Schools, except Oswego and Pittsburg are currently allowing PowerSchool access. Target schools in Cherokee & Crawford Counties will require updated information releases annually. Printed transcripts will be used for students who do not complete the PowerSchool release and schools who opt out of giving online PowerSchool access to the project's advisors.	

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

IT

Objective 1	Evaluate the Hardware usage in Local High School setting, and a plan to maintain.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion		Department Budget: SSS
Activity/Service		Student Fees (New/Existing) \$
Results	Complete/Ongoing	
Comments	We have removed the equipment from many HS with the implementation of Accuplacer. After a full year of Accuplacer implementation the Hardware needs will be reassessed for maintenance.	
Objective 2	Replace Aruba Wireless Controller with Ubiquity Controllers	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing
Exp. Completion		Department Budget:
Activity/Service		
Results	Most are complete, with a few remaining for next budget year.	
Comments		
Objective 3	Install and configure 2 nd Cell Booster at the Cherokee Center	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing
Exp. Completion		Department Budget:IT Budget
Activity/Service		
Results	Complete March 2017	
Comments	Cell Phone reception is an issue in the metal building. We will be installing a 2 nd booster to help with cell data coverage.	

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

ABE/GED

Objective 1	Continue to grow as part of Eastern Kansas Adult Education.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$NCCC	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	06-30-2018	
Results		
Comments		

Library

Objective 2	Increase the holdings for the Exercise Science program.	
Estimated Cost	Existing Money \$1000	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:11-4101-703-000	Student Fees (New/Existing) \$
Exp. Completion	June 2017	
Results		
Comments	This goes with goal number 4 of the Academic Affairs Area Vision Statement	

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

Athletics

Objective 1	Complete program review for Athletic Training.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall 2016	Department Budget: Athletic Department
Activity/Service	Assessment Activities	Student Fees (New/Existing) \$
Results	Postponed due to changing format.	
Comments		
Objective 2	Complete program review for Volleyball.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Spring 2017	Department Budget: Athletic Department
Activity/Service	Assessment Activities	Student Fees (New/Existing) \$
Results	Postponed due to changing format.	
Comments		
Objective 3	Complete program review for Baseball.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	June 2017	Department Budget: Athletic Department
Activity/Service	Assessment Activities	Student Fees (New/Existing) \$
Results	Postponed due to changing format.	
Comments		

Financial Aid

Objective 1	Investigate making room for more secure office space for Financial Aid assistance.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall 2016	Department Budget:
Activity/Service		Student Fees (New/Existing) \$
Results	Completed	
Comments		

Registration

Objective 1	Provide students with new lanyards with key chains.	
Estimated Cost	Existing Money \$800.00	New Money One Time \$500.00
	Grant Funded \$	New Money Ongoing \$250.00
Exp. Completion	Fall 2016	Department Budget:
Activity/Service		Student Fees (New/Existing) \$
Results	Postponed to FY18	
Comments		

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

IT

Objective 1	Review Program Review Data Structure	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion		Department Budget:
Activity/Service		Student Fees (New/Existing) \$
Results	Complete	
Comments	Program Reviews were re-designed.	
Objective 2	Implement School Messenger	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall 2016	Department Budget:
Activity/Service		Student Fees (New/Existing) \$
Results	Live for Fall 2016	
Comments	Implemented Accuplacer Testing in all campus and service area High Schools.	

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.

Cherokee

Objective 1	Continue to develop a relationship with the Pittsburg Chamber of Commerce.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion		
Results		
Comments		

Elementary/Secondary Education Program

Objective 1	Meet with universities to create articulation agreements. Increase by a minimum of two per year.	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$0	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	Ongoing	
Results		
Comments	Program Review 2014	

Graphic Design

Objective 1	Explore inviting high school students on campus for a “fun day” of design related activities and to receive program information.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	Fall 2016	
Results		
Comments	Program Review Action Plan 2/18/16	

Objective 2	Explore revising course outcomes to reflect current industry trends and practices.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	Spring 2017	
Results		
Comments	Program Review Action Plan 2/18/16	

Instructional

Objective 1	Continue to encourage faculty participation in the Kansas Course Outcomes meetings	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget: DOI mileage account	Student Fees (New/Existing) \$
Exp. Completion	Ongoing	
Results		
Comments		

Library

Objective 1	Revise the Information Literacy course to be in line with the core competencies set by the 4-year schools for the course.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	January 2017	
Results		
Comments	No funding will be needed.	

Office Technology

Objective 1	Offer more courses at night or hybrid in order to better accommodate working students.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	FY17	
Results		
Comments	Program Review Action Plan 2/18/16	

Objective 2	Re-evaluate the degree and certificate offerings to better align with reporting requirements.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	FY17	
Results		
Comments	Program Review Action Plan 2/18/16	

Physical Education

Objective 1	Increase exercise science and physical education learning opportunities by expanding the number of field trips to tech heavy programs such as PSU.	
Estimated Cost	Existing Money \$	New Money One Time \$200
	Grant Funded \$	New Money Ongoing \$
	Department Budget: DOI Mileage	Student Fees (New/Existing) \$
Exp. Completion		
Results		
Comments		

Objective 2	Expand service learning opportunities for students at local businesses and schools.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	FY17	
Results		
Comments		

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

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

Admissions

Objective 1	Attend Annual Kansas Association of College Registrars and Admissions Officers Conference.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$1000
Exp. Completion	September 2016	Department Budget: Admissions
Activity/Service	Professional Development	Student Fees (New/Existing) \$
Results	Completed and Ongoing	
Comments		

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

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

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

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

Instructional

Objective 1	Continue with Community Cinema	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget: VPAA 11-4201-627-002	Student Fees (New/Existing) \$
Exp. Completion	Ongoing	
Results		
Comments		

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

Talent Search

Objective 1	Develop & implement diversity sensitivity and recognition instruction to middle and high school participants	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$1,000	New Money Ongoing \$
Exp. Completion	Summer 2020	Department Budget: Talent Search
Activity/Service	Recruitment	Student Fees (New/Existing) \$
Results	Completed.	
Comments	Elevate diversity awareness for students in rural areas who are normally not exposed to diverse backgrounds.	

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

IT

Objective 1	Continue to Review and Implement new Classroom Technology	
Estimated Cost	Existing Money \$	New Money One Time \$
		New Money Ongoing \$
Exp. Completion		Department Budget:
Activity/Service		Student Fees (New/Existing) \$
Results	Installed AppleTV for Adult Ed to stream iPad content. Implemented Adobe Cloud in GD. Installed additional Audio in Z Lab for hearing impairments.	
Comments		

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

Network Administration

Objective 1	Follow Kansas Board of Regents’ recommendation to modify existing Network Administration program to transition to Computer Support Specialist program. If this modification occurs prior to the phase out of Network Administration, no CA1 new program proposal will be required.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded\$0	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	FY18	
Results		
Comments	Curriculum changes and program modification will occur in FY17; implementation of the modified program will occur in FY18.	

Health Science Program

Objective 1	Explore feasibility of adding a new Health Science program. After conducting research, approval to offer the program will need to be obtained from the Kansas Board of Regents.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded\$0	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	FY18	
Results		
Comments	Research and proposal will be developed during FY17. Earliest possible implementation will be FY18.	

Nursing

Objective 1	Explore the feasibility to recruit students into the LPN-to-RN articulation program (level 2 of the ADN program) to increase the available number of RN graduates into the community.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$

	Department Budget: \$250 Mileage Budget	Student Fees (New/Existing) \$
Exp. Completion	FY2017	
Results		
Comments	Program Director would incur mileage expense as a result of the increased travel to recruit students from LPN programs in boarding states.	

Office Technology

Objective 1	Investigate revising certificates so more students complete certificates whether or not they complete degrees.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	FY17	
Results		
Comments	Program Review Action Plan 2/18/16	

Objective 2	Investigate feasibility of using OPAC as a certification measure for students.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	FY17	
Results		
Comments	Program Review Action Plan 2/18/16	

Objective 3	Investigate feasibility of using Microsoft Office certification measures for students.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	FY17	
Results		
Comments	Program Review Action Plan 2/18/16	

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

Student Success Center

Objective 1	Create a series of Employment Workshops for students seeking employment post-graduation	
Estimated Cost	Existing Money \$0	New Money One Time \$750
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Spring 2017	Department Budget: Student Success Center
Activity/Service	Career Development	Student Fees (New/Existing) \$
Results	Completed and Ongoing	
Comments	Partnered with Nursing faculty to present this workshop in the spring.	

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

Accounting/Business

Objective 1	Develop an annual community service project to be completed by Phi Beta Lambda members.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	Spring 2017	
Results		
Comments		

Communication/Art/Graphic Design

Objective 1	Utilize course projects for service learning.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	FY17	
Results		
Comments	The students select a service learning project or projects to benefit the LCC campus community and/or the Parsons community. The project(s) focus on local non-profit organizations or “good causes”	

Communication

Objective 2	Build one new partnership and maintain other partnerships between the Communication Department and area non-profits/businesses for students to gain experience within the field of communication (public relations, advertising, etc.)	
Estimated Cost	Existing Money \$0	New Money One Time \$0
	Grant Funded \$0	New Money Ongoing \$0
Exp. Completion	Continually Cultivate Partnerships	Department Budget:
Activity/Service	Community/Business Partnerships	Student Fees (New/Existing) \$
Results		
Comments	The Communication Department formed partnerships with KOAM and the Parsons Chamber of Commerce to allow students interested in communication the opportunity for internships. Maintaining these partnerships and building new ones offer avenues for students to gain “real world” experience/knowledge in the field.	

Dental Assistant

Objective 1	Continue assisting CHCSEK with Dental Screenings in local elementary schools and Elder care visits.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	Ongoing	
Results		
Comments	These activities will strengthen the relationship between LCC and CHCSEK and provide valuable lessons in community service.	

Radiography

Objective 1	Increase community service projects for the Radiography Club by implementing two new community service projects.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	FY17	
Results		
Comments	Diabetes Awareness	

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

Student Life

Objective 1	Develop additional community service project that engages all student organizations in serving the community.	
Estimated Cost	Existing Money \$0	New Money One Time
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Spring 2017	Department Budget: Student Life
Activity/Service	Community Service	Student Fees (New/Existing) \$
Results	Postponed to FY18	
Comments		

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

Art

Objective 1	Develop Art Education as an online or hybrid course and develop Art Appreciation as an online course	
Estimated Cost	Existing Money \$	New Money One Time \$1,400
	Grant Funded \$	New Money Ongoing \$
	Department Budget: Academic Affairs Course Development	Student Fees (New/Existing) \$
Exp. Completion	FY2017 Develop by Spring 2016 to offer Fall 2016	
Results		
Comments	Program Review Action Plan Fall 2012	

Instructional

Objective 1	Continue to look for ways to expand Concurrent Classes	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	FY17	
Results		
Comments		

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

Admissions

Objective 1	Develop a community service project for the Student Ambassadors.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Spring 2017	Department Budget: Admissions
Activity/Service	Community Service	Student Fees (New/Existing) \$
Results	Ongoing	
Comments		

Student Success Center

Objective 1	Develop a Career Development course to assist graduating students prepare for entering the workforce.	
Estimated Cost	Existing Money \$	New Money One Time \$500
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Spring 2017	Department Budget: Student Success Center
Activity/Service	Career Development	Student Fees (New/Existing) \$
Results	In Progress	
Comments	Development continues within RedZone.	

Student Support Services

Objective 1	Develop a companion course for SSS participants enrolled in developmental math courses with the goal of increasing their retention, pass, and success rates in said courses.	
Estimated Cost	Existing Money \$0	New Money One Time
	Grant Funded \$750	New Money Ongoing \$
Exp. Completion	Spring 2017	Department Budget: Student Support Services

Activity/Service	Career Development	Student Fees (New/Existing) \$
Results	Postponed to FY19	
Comments	Course development on-hold until a new Academic Coordinator takes the project on.	

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

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

Graphic Design

Objective 1	Seek input from Advisory Committee to strengthen student portfolios.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	Spring 2017	
Results		
Comments	Program Review Action Plan 2/18/16	

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.

IT

Objective 2	Implement TK20 Outcome's Structure	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$14,000
Exp. Completion		Department Budget:
Activity/Service		
Results	Delayed	
Comments	The workload became a concern, and it was decided to re-review TK20 and the Custom NCCC Jenzabar program at a later date.	

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

Dental Assistant

Objective 1	Retain current instructors and possibly recruit new graduates for clinical adjunct positions.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	Ongoing	
Results		
Comments	Need will be dependent on enrollment numbers. Enrollment not known until Mid-June.	

Instructional

Objective 1	Evaluate and when possible increase the level of Blooms in classes.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	FY17	
Results		
Comments		
Objective 2	Evaluate the utilization of Multiple Intelligences in classes	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	FY17	
Results		
Comments		

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

Human Resources

Objective 1	Implement salary increase for employees	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	July 2016	
Results	Completed	
Comments	If budget permits	
Objective 2	Update new employee DVD	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	On-going	
Results		
Comments	Not done this year	

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

ABE/GED

Objective 1	Adult Education/GED staff will continue to expand their educational knowledge by attending conferences and webinars in development education.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded\$ NCCC	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	06-30-2018	
Results		
Comments		

Graphic Design

Objective 1	Investigate options for continuous professional development through online training for all program instructors.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	Spring 2016	
Results		
Comments	Program Review Action Plan 2/18/16	

Library

Objective 1	Send one staff member to a state conference or meeting. Some of these expenses may be funded by grants from the Southeast Kansas Library System	
Estimated Cost	Existing Money \$100	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$500
	Department Budgets: 11-4101-601-000 and 11-4101-602-000	Student Fees (New/Existing) \$

Exp. Completion	June 2017
Results	
Comments	This will help the staff to take pride in their positions and enhance their professional development in those areas.

Physical Therapist Assistant

Objective 1	Maintain staff competency in contemporary physical therapy practice.	
Estimated Cost	Existing Money \$2,000	New Money One Time \$
	Grant Funded \$4,000 Perkins	New Money Ongoing \$
	Department Budget: \$ PTA Travel	Student Fees (New/Existing) \$
Exp. Completion	May 2017	
Results		
Comments	This is a CAPTE criteria for professional development. A portion of these monies may be available via Perkins funding. This would allow for the Program Director to attain the necessary credit hours required by the new CAPTE criteria, one staff to attend the KPTA Fall Conference (CAPTE requires faculty to participate in professional organizations), 2 faculty/staff to attend the APTA Combined Sections Meeting, and 2 faculty/staff to attend the KPTA Spring Conference with students.	

Radiography

Objective 1	Professional Development to keep up with new technology.	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$4000	New Money Ongoing \$
	Department Budget: Perkins	Student Fees (New/Existing) \$
Exp. Completion	Ongoing	
Results		
Comments	Program Director and faculty to attend the West Coast Educator's Conference in Orlando Feb / March 2017	

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

Student Support Services

Objective 1	Identify one staff member for participation in Leadership Labette.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$1000	New Money Ongoing \$
Exp. Completion	Fall 2016	Department Budget: Student Support Services
Activity/Service	Professional Development	Student Fees (New/Existing) \$
Results	Postponed until FY18	
Comments	New staff member joined too late for this fall's class	

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

Human Resources

Objective 1	Conduct Professional development/training opportunities for staff	
Estimated Cost	Existing Money	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	June 2017	
Results	ALICE, Get Inclusive, Safety -Completed	
Comments	Completed	
Objective 2	HR Dir. And Payroll/Benefits Accountant attend a workshop/seminar/webinar in employment law or other related field.	
Estimated Cost	Existing Money	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	June 2017	
Results	Completed	
Comments		

IT

Objective 1	Require IT Staff to Engage in one Professional Dev opportunity per year.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded	New Money Ongoing \$
Exp. Completion	June 2018	Department Budget
Activity/Service		
Results	Partial	
Comments	<p>Jody – Leadership Online Training, Accuplacer Setup and Administration Series, School Messenger Setup and Administration Series, Jenzabar Learning, JAM (May).</p> <p>Tracie – KBOR Training, NCS Webinars, Jenzabar Advising Training, Microsoft Virtual Academy SQL</p> <p>Glenda - Webinar on Windows 10, Webinar on YouTube for Streaming, Google applications training, Webinar on OpScan for Evaluation, Webinar on Using Social media without Violating FERPA</p> <p>Dana – Hour of Code online training.</p> <p>Coleen – School Messenger Training, Textbook Linking Redzone Training, Sexual Harassment Training</p> <p>Cody – Learning resources for various technologies</p>	

PUBLIC RELATIONS**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.

Objective1	Participate in PR professional development	
Estimated Cost	Existing Money \$PR budget	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Annually	Department Budget:
Activity/Service	Marketing, Communication Activities	Student Fees (New/Existing) \$
Results		
Comments		

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

Radiography

Objective 1	Purchase portable X-ray system to enhance student's competency in trauma competencies.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$22,000	New Money Ongoing \$
	Department Budget: Perkins	Student Fees (New/Existing) \$
Exp. Completion	FY17	
Results		
Comments	Students are required to complete trauma competencies and with the purchase of a non-energized portable x-ray unit, students will be able to perform mock trauma situation in the laboratory and simulation hospital. Our service communities and future employers of the program graduates suggest students be better prepared in trauma situations. Our program needs to enhance our trauma equipment to better prepare our students for trauma experiences that our employers are requesting.	

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

Athletics

Objective 1	Build a facility that includes a weight room for all athletic teams, along with building new locker rooms and a new laundry facility. Renovations to current facility	
Estimated Cost	Existing Money \$	New Money One Time \$5 million
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	June 2017	Department Budget: Foundation/Fundraising
Activity/Service	Renovation/New Building/Facility Enhancement	Student Fees (New/Existing) \$
Results	In progress	
Comments		
Objective 2	Hire a Full-Time Athletic Director	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$75,000
Exp. Completion	June 2017	Department Budget: Athletic Department
Activity/Service	Human Resources	Student Fees (New/Existing) \$
Results	In Progress	
Comments		
Objective 3	Replace visitor's dugout at the softball field.	
Estimated Cost	Existing Money \$	New Money One Time \$10,000
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	June 2017	Department Budget: Athletic Department
Activity/Service	Renovation/New Building/Facility Enhancement	Student Fees (New/Existing) \$
Results	Modified – Facilities repaired the dugout rather than replacing.	
Comments		
Objective 4	Purchase side goals for basketball programs.	

Estimated Cost	Existing Money \$	New Money One Time \$10,000
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	June 2017	Department Budget: Athletic Department
Activity/Service	Renovation/New Building/Facility Enhancement	Student Fees (New/Existing) \$
Results	Moving to FY18	
Comments		
Objective 5	Additional storage space along with batting cages at the fields for Softball and Baseball.	
Estimated Cost	Existing Money \$	New Money One Time \$12,800
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	October 2016	Department Budget: Foundation/Fundraising
Activity/Service	Renovation/New Building/Facility Enhancement	Student Fees (New/Existing) \$
Results	Cages completed. No additional storage at this time.	
Comments		

Registration

Objective 1	Provide Student Affairs Assistants with ability to see which staff members are on the phone.	
Estimated Cost	Existing Money \$	New Money One Time \$Unsure
	Grant Funded \$	New Money Ongoing \$0
Exp. Completion	Spring 2017	Department Budget: IT
Activity/Service	Student Services	Student Fees (New/Existing) \$
Results	In Progress – Phones are in IT so dependent on the IT department installing.	
Comments	Per Non Academic Review	
Objective 2	Modify the front counter to assist with FERPA Compliance to protect privacy of documents.	
Estimated Cost	Existing Money \$	New Money One Time \$500
	Grant Funded \$	New Money Ongoing \$0
Exp. Completion	Spring 2017	Department Budget: Facilities
Activity/Service	Student Services	Student Fees (New/Existing) \$
Results	Postponed until FY18	
Comments	Per Non Academic Review	

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

Facilities

Objective 1	Student Success Center roof	
Estimated Cost	Existing Money \$	New Money One Time \$TBD
	Grant Funded \$	New Money Ongoing
Exp. Completion		Department Budget
Activity/Service		Student Fees (New/Existing) \$
Results	Moved to FY18	
Comments		
Objective 2	H Building roof	
Estimated Cost	Existing Money \$	New Money One Time \$TBD
	Grant Funded \$	New Money Ongoing
Exp. Completion		Department Budget
Activity/Service		Student Fees (New/Existing) \$
Results		
Comments	Moved to FY18	
Objective 3	Tuck Point North Side of Main Building	
Estimated Cost	Existing Money \$40,000	New Money One Time \$
	Grant Funded \$	New Money Ongoing
Exp. Completion		Department Budget: Non-Recurring Capital Expenditures
Activity/Service		Student Fees (New/Existing) \$
Results	Moved to FY18	
Comments		
Objective 4	Continue to phase in occupancy sensors to classrooms and high traffic areas	
Estimated Cost	Existing Money \$5,000	New Money One Time \$

	Grant Funded \$	New Money Ongoing:
Exp. Completion		Department Budget: Facilities Budget
Activity/Service		Student Fees (New/Existing) \$
Results	Not completed	
Comments		
Objective 5	Replace whiteboards with glass whiteboards	
Estimated Cost	Existing Money \$6000	New Money One Time
	Grant Funded \$	New Money Ongoing
Exp. Completion		Department Budget Facilities Budget
Activity/Service		Student Fees (New/Existing) \$
Results	Not completed	
Comments		
Objective 6	Replace carpet in 2 classrooms on the third floor in the Main building	
Estimated Cost	Existing Money \$5000	New Money One Time
	Grant Funded \$	New Money Ongoing
Exp. Completion		Department Budget: Facilities Budget
Activity/Service		Student Fees (New/Existing) \$
Results	Not complete	
Comments		
Objective 7	Window cleaning once a year for entire campus	
Estimated Cost	Existing Money \$	New Money One Time \$3,875
	Grant Funded \$	New Money Ongoing
Exp. Completion		Department Budget
Activity/Service		Student Fees (New/Existing) \$
Results		
Comments	Complete	
Objective 8	Begin process of replacing outside lighting fixtures on the sides of H building with LED fixtures	
Estimated Cost	Existing Money \$	New Money One Time \$TBD
	Grant Funded \$	New Money Ongoing
Exp. Completion		Department Budget

Activity/Service		Student Fees (New/Existing) \$
Results	Complete	
Comments		
Objective 9	Remodel 2 nd floor restrooms in the H building	
Estimated Cost	Existing Money \$15,000 - \$25,000	New Money One Time \$
	Grant Funded \$	New Money Ongoing
Exp. Completion		Department Budget
Activity/Service		Student Fees (New/Existing) \$
Results	Moved to FY18	
Comments		
Objective 10	Sidewalk repairs	
Estimated Cost	Existing Money \$3,000	New Money One Time \$
	Grant Funded \$	New Money Ongoing
Exp. Completion		Department Budget
Activity/Service		Student Fees (New/Existing) \$
Results	Not complete	
Comments		
Objective 11	New Flooring in M106	
Estimated Cost	Existing Money \$7,000	New Money One Time \$
	Grant Funded \$	New Money Ongoing
Exp. Completion		Department Budget
Activity/Service		Student Fees (New/Existing) \$
Results	Moved to FY18	
Comments		
Objective 12	Replace West Entry Doors – Main Building	
Estimated Cost	Existing Money \$16,000	New Money One Time \$
	Grant Funded \$	New Money Ongoing
Exp. Completion		Department Budget
Activity/Service		Student Fees (New/Existing) \$
Results	Moved to FY18	

Comments		
Objective 13	Two new vans (buy or lease)	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing
Exp. Completion		Department Budget
Activity/Service		Student Fees (New/Existing) \$
Results	complete	
Comments	Purchased one new van	
Objective 14	Remodel Bank building	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing
Exp. Completion	March 2017	Department Budget
Activity/Service		Student Fees (New/Existing) \$
Results		
Comments	In process	
Objective 15	New Steam Table for the Cardinal Cafe	
Estimated Cost	Existing Money \$6,000	New Money One Time \$
	Grant Funded \$	New Money Ongoing
Exp. Completion		Department Budget - Cafe
Activity/Service		Student Fees (New/Existing) \$
Results	Complete. Installed last October	
Comments		
Objective 16	Paint Student Success Center exterior	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing
Exp. Completion		Department Budget
Activity/Service		Student Fees (New/Existing) \$
Results	Moved to FY18	
Comments		
Objective 17	Annex Hallway Flooring	

Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing
Exp. Completion		Department Budget
Activity/Service		Student Fees (New/Existing) \$
Results	Not complete	
Comments		
Objective 18	Hire an evening custodian	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing
Exp. Completion		Department Budget
Activity/Service		Student Fees (New/Existing) \$
Results	Have hired one custodian but will need to hire another in the event James retires	
Comments		

IT

Objective 1	Implement/Replace Security Surveillance Equipment Main and Cherokee	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing
Exp. Completion		Department Budget:
Activity/Service		
Results	Complete/Ongoing	
Comments	The software platform and DVR's have been replaced. There are still some cameras that will need to be rotated.	

IT/Facilities

Objective 1	Replace Network and Electrical in Theatre to make it safer and more aesthetically pleasing.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion		Department Budget:
Activity/Service		
Results	Complete	
Comments	The placement of the podium creates an on stage trip hazard for Electrical and networking. It will also improve the appearance away from cables laying across the floor for presentations.	
Objective 2	Install/Configure Wireless controller for Athletic Scoreboard	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion		Department Budget:
Activity/Service		
Results	Complete	
Comments	The placement of the current controller created trip hazard for Electrical and networking. It will also improve the appearance.	

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

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

Objective1	Photography studio updates (new backdrop, any additional lighting)	
Estimated Cost	Existing Money \$	New Money One Time \$200-800
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Annually	Department Budget: PR
Activity/Service	Marketing, Communication Activities	Student Fees (New/Existing) \$
Results		
Comments	PR able to utilize old Recording Arts lighting, which saved our budget significantly	

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.

Instructional

Objective 1	Use Student Learning Outcomes and Program Outcomes results to report to KBOR Foresight 2020.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	FY17	
Results		
Comments	As per 7.6.16 @ 10:42 am, Gary Alexander stated this report won't be part of KBOR's 2016-2017 agenda.	

FINANCE & OPERATIONS**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.

IT

Objective 1	Reevaluate Data Entry Procedures and Update	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion		Department Budget:
Activity/Service		Student Fees (New/Existing) \$
Results	Completed - ongoing	
Objective 2	Upgrade EX , JICS, PowerFaiDs	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Phase One Complete January	Department Budget
Activity/Service		Student Fees (New/Existing) \$
Results	EX, JICS upgrade complete in January. Powerfaids has been upgraded 3 times since July 1. More will likely be scheduled.	
Objective 3	Prepare for Jenzabar Maintenance Increase	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$30,000
Exp. Completion		Department Budget
Activity/Service		Student Fees (New/Existing) \$
Results	Complete – Included in submitted budget	
Comments	In addition to \$40,000 existing funds	

PUBLIC RELATIONS**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.

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

Objective1	Update online PR request forms-internal	
Estimated Cost	Existing Money: no money needed	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Annually	Department Budget:
Activity/Service	Marketing, Communication Activities	Student Fees (New/Existing) \$
Results		
Comments		

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

Office Services

Objective 1	Continue conservation of paper and supplies by recycling paper, cardboard, and other materials.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing)\$
Exp. Completion	Ongoing	
Results		
Comments	This is an ongoing item.	
Objective 2	Upgrade equipment as needed.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing)\$
Exp. Completion	Ongoing	
Results		
Comments	Replaced one copier in the Print Shop and the copier in the Hughes Building 2 nd floor.	

IT

Objective 1	Installed Advertising TV in H Building	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Department Budget:	
Activity/Service		

Results	Complete
Comments	Will be used to recruit and retain students in the areas of Graphic Design and Arts. Also, will display current students work and projects.

PUBLIC RELATIONS**CORE VALUE 4****OUTCOME 4B****Outcome 4B: Promote responsible stewardship of resources and public trust.**

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

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

Dental Assistant

Objective 1	Partner with LCC’s marketing department in effort to increase program visibility.	
Estimated Cost	Existing Money	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	Ongoing	
Results		
Comments	Low program visibility compared to other programs on campus	

Elementary/Secondary Education Program

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

Respiratory Therapy

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

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	Speak at local civic organizations during monthly meetings to promote LCC.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	June 2017	Department Budget: Admissions
Activity/Service	Recruitment	Student Fees (New/Existing) \$
Results	Completed and Ongoing	
Comments		

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

IT

Objective 1	eWaste Involvement for Technology Recycling	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion		Department Budget:
Activity/Service		
Results	Complete August 2017	
Comments	Will continue to schedule as needed.	

Office Services

Objective 1	Create additional department envelopes	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion		Department Budget:
Activity/Service		
Results	Have envelopes for Admissions, Business Office, Fin. Aid. Continue in FY18	
Comments	This would enhance the individual department's mailings & would make it easier for Office Services Personnel	
	To sort any returned items to the correct department.	
Objective 2	Install additional shelving in the paper storeroom	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion		Department Budget:
Activity/Service		
Results	Move to FY18	
Comments	This would be to hold departmental envelopes. Currently all envelopes are in stacks on the floor.	

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.

Objective 1	Add social media platform	
Estimated Cost	Existing Money: PR budget	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	On-going	Department Budget:
Activity/Service	Marketing, Communication Activities	Student Fees (New/Existing) \$
Results		
Comments		
Objective 2	Increase target marketing and advertising for Graphic Design program	
Estimated Cost	Existing Money: no budget	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	On-going	Department Budget:
Activity/Service	Marketing, Communication Activities	Student Fees (New/Existing) \$
Results		
Comments		
Objective 3	Increase advertising in social media	
Estimated Cost	Existing Money:PR budget	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$1,000-3,000
Exp. Completion	Ongoing	Department Budget:
Activity/Service	Marketing, Communication Activities	Student Fees (New/Existing) \$
Results		
Comments		

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

Foundation

Objective 1	Speak at two community events	
Estimated Cost	Existing Money \$0	New Money One Time \$0
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion		
Results		
Comments		
Objective 2	Seek donations for the Athletic Facility Campaign.	
Estimated Cost	Existing Money \$0	New Money One Time \$0
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion		
Results		
Comments		

Outcome 4D: Strengthen internal communication practices.

Instructional

Objective 1	Establish Program Outcomes infrastructure.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	FY17	
Results		
Comments	As of 4.30.15, IT is exploring what software to use.	

Outcome 4D: Strengthen internal communication practices.

Student Life

Objective 1	Develop a consistent, professional email template that is used for all correspondence to students.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall 2016	Department Budget: Athletic Department
Activity/Service	Communication	Student Fees (New/Existing) \$
Results	Completed and Ongoing	
Comments		

Outcome 4D: Strengthen internal communication practices.

IT

Objective 1	Implemented School Messenger	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall 2016	Department Budget:
Activity/Service		Student Fees (New/Existing) \$
Results	Fall 2016 Live	
Comments	Implemented new Mass Notification System	

Outcome 4D: Strengthen internal communication practices.

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

Outcome 4D: Strengthen internal communication practices.

Foundation

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

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.

Dental Assistant

Objective 1	Continue recruiting with Cherokee Center staff as well as look for new opportunities for recruitment.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	Ongoing	
Results		
Comments	High school career fairs, Trio Day, KU Camp Med	

Office Technology

Objective 1	Investigate changing program name to Business Office Technology or Business Administrative Technology to reflect emphasis on software.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	FY17	
Results		
Comments	Program Review Action Plan 2/18/16	

Graphic Design

Objective 1	Implement and maintain an ongoing and consistent marketing plan.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	Fall 2016	
Results		
Comments	Program Review Action Plan 2/18/16	

STUDENT 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.

Admissions

Objective1	Set up recruitment booth at local high school sporting events.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$500
Exp. Completion	December 2016	Department Budget: Admissions
Activity/Service	Recruitment	Student Fees (New/Existing) \$
Results	Ongoing	
Comments		
Objective 2	Visit sophomore classes in April/May at area high schools with the Outreach Coordinator to support concurrent/dual credit classes.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Spring 2017	Department Budget:
Activity/Service	Recruitment	Student Fees (New/Existing) \$
Results	Completed and Ongoing	
Comments		

Talent Search

Objective 1	Implement a September recruiting schedule designed to complete enrollment goals by the end of November each year	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$500	New Money Ongoing \$
Exp. Completion	Summer 2020	Department Budget: Talent Search
Activity/Service	Recruitment	Student Fees (New/Existing) \$
Results	Completed	
Comments	The entire 6 th grade class at each Target Area middle school will be recruited with each student provided the opportunity to apply to become part of LCC Talent Search. Both advisors will conduct recruiting meetings with an entire targeted class at each Target middle school. This process will make recruiting more efficient targeting larger groups in September, and impact more students with concise presentations on the benefits of joining Talent Search.	

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

English

Objective 1	Continue contributions to English Endowed Scholarship that the English Department has been contributing toward for approximately eight years.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	FY2015	
Results		
Comments	Minimum amount needed for endowed scholarships is \$5,000. Amount accumulated as of May 2013 is approx \$2,301.	

Music

Objective 1	Music Concert Fundraiser for LCC Music Student Scholarships.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion		
Results		
Comments	One or both regular semester concerts could function as the concert fundraiser for LCC music student scholarships. Additional concerts may be produced if determined necessary. To help create a draw to the event, consider putting it on at a different, more visible venue.	

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

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

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

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

Foundation

Objective 1	Secure at least one new endowment	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	Ongoing	
Results		
Comments		

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

Advising

Objective 1	Send advisors to a NACADA sponsored state, regional, or national conference	
Estimated Cost	Existing Money \$500	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget: Online	Student Fees (New/Existing) \$
Exp. Completion	2017	
Results		
Comments		



LABETTE
COMMUNITY
COLLEGE

Student Organization Annual Report – FY17

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

Student Organization Annual Report - FY17

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

# Members	# Meetings	#SGA, Club & Community Service Activities	# of Fundraising Activities	# Traveled Activities
18	12	1	3	1

Participation: Kids Fall Festival

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

# Members	# Meetings	#SGA, Club & Community Service Activities	# of Fundraising Activities	# Traveled Activities
12	General: 15 Officer: 9	25	1	2

Participation: Welcome Week (Fall and Spring), LCC Blood Drives (Fall and Spring), Finals Frenzy (Fall and Spring), SOOM Meetings, Student Organization Fair, Kids Fall Fest, LCC Homecoming, Ronald McDonald Pop Tab Collection, Holden's Hope Recycle Project, 8th Grade Days, Cardinal Enrollment Days, LCC Spring Awards Ceremony, Donor Appreciation Luncheon, Million Meals Kansas, Penny War, Paint the Town Red, Paint the Campus Red, LCC Auction for Scholarships, Movie Nights, KC Chiefs Game, Easter Egg Hunt, Cardinal Crawl.

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

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

# Members	# Meetings	#SGA, Club & Community Service Activities	# of Fundraising Activities	# Traveled Activities
11	6	7	2	4

Participation: KU Camp Med, Kids Fall Fest, LCC Pantry, LCC Donor Appreciation Luncheon, Radiography Club – PALS, Homecoming Twin-Day Winners, Sonography Club- Hurts Donuts Fundraiser

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Graphic Design Club provides supplementary education in the areas of design, illustration and graphic arts. Field trips, workshops, and seminars with professionals are sponsored by the club. *Advisor: Melissa Kipp, (620) 820-1126 .*

# Members	# Meetings	#SGA, Club & Community Service Activities	# of Fundraising Activities	# Traveled Activities
9	5	3	0	0

Participation: Kids Fall Fest, Tolen Creek T-shirt Designs for Parsons Arts Council; Dodge, Duck, and Dive for Dreams Logo, T-shirts & Poster Designs for the LCC PR Class

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

# Members	# Meetings	#SGA, Club & Community Service Activities	# of Fundraising Activities	# Traveled Activities
66	11	5	1	0

Participation: Kids Fall Festival, LCC Blood Drives, Million Meals Kansas, Penny War, Breast Cancer Awareness, Paint the Campus Red

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

# Members	# Meetings	#SGA, Club & Community Service Activities	# of Fundraising Activities	# Traveled Activities
7	7	9	4	4

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

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

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

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

Participation: LCC Auction for Scholarships, LCC Blood Drives, Regional Service Projects/Events, Welcome Back Picnic, St. Jude Change Collection, Kids Fall Fest, LCC Penny War, Million Meals Kansas, Induction Ceremony, Cherokee Center Recruitment Table, Fellowship Cookout, LCC Homecoming, Ronald McDonald Pop Tab Collection, Recycling, LCC Pantry, C4 Signing, LCC Organization Fair, KS/NE HIA Conference Collection for Homeless Shelter, Human Trafficking Workshop

Organization Awards: Distinguished Chapter Officer Team, 2 All Kansas Academic Team, Distinguished Chapter Officer Team – 2nd Place, Continued Excellence in Advising- 2nd Place, Distinguished College President, & Distinguished Regional Coordinator Award

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

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

# Members	# Meetings	#SGA, Club & Community Service Activities	# of Fundraising Activities	# Traveled Activities
17	7	1	3	2

Participation: Kids Fall Fest

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

# Members	# Meetings	#SGA, Club & Community Service Activities	# of Fundraising Activities	# Traveled Activities
30	10	28	5	3

Participation: Welcome Back Weeks, SOOM Meeting, Organization Fair, 8th Grade Days, LCC Blood Drives, KC Chiefs Game, Breast Cancer Awareness Booth, Flocking the Flamingo for Volleyball, Kids Fall Fest, LCHS Radiography Career Presentation, Radiology Tech Clinical Site Appreciation, Million Meals Kansas, Penny Way, Donor Appreciation Luncheon Table, LCC Christmas Food Basket Drive, Finals Frenzy, High School Presentations, Erie & Chanute HS Presentation, Crushing Cancer Awareness, LCC Homecoming, Paint the Campus Red, Heart/Diabetes Awareness Booth, KU Camp Med, PALS Parsons Animal Shelter Community Event, Softball & Baseball Tailgating, CDH Awareness Booth, Recycling, Ronald McDonald House Pop Tab Collections, Finals Frenzy, Girard HS Mock Interview Day, and KSRT Conference @ Mulvane KS – Competitions.

Organization Awards Received: 2016 Outstanding Allied Health Student Organization Service Award

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

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
16	6	5	4	2

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

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

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

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

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

# Members	# Meetings	#SGA, Club & Community Service Activities	# of Fundraising Activities	# Traveled Activities
12	General: 15 Officer: 9	25	1	2

Participation: Welcome Week (Fall and Spring), LCC Blood Drives (Fall and Spring), Finals Frenzy (Fall and Spring), SOOM Meetings, Student Organization Fair, Kids Fall Fest, LCC Homecoming, Ronald McDonald Pop Tab Collection, Holden's Hope Recycle Project, 8th Grade Days, Cardinal Enrollment Days, LCC Spring Awards Ceremony, Donor Appreciation Luncheon, Million Meals Kansas, Penny War, Paint the Town Red, Paint the Campus Red, LCC Auction for Scholarships, Movie Nights, KC Chiefs Game, Easter Egg Hunt, Cardinal Crawl.

Program Reviews 2016-2017

- Nursing
- Dental Assistant
- Athletic Training, Exercise Science, & Physical Education
- Radiography

Labette Community College Performance Report AY 2016

Fall 2016 FTE: 997

Contact Person: Joe Burke

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

Date: 7/25/2017

	Foresight Goals	3yr History	AY 2014 (Summer 2013, Fall 2013, Spring 2014)		AY 2015 (Summer 2014, Fall 2014, Spring 2015)		AY 2016 (Summer 2015, Fall 2015, Spring 2016)	
			Institutional Performance	Outcome Choose One	Institutional Performance	Outcome Choose One	Institutional Performance	Outcome Choose One
1. Increase the first to second year retention rates of first-time, full-time college-ready freshmen	1	2009 80/185 43.2% 2010 53/104 51% 2011 79/125 63.2% Baseline 212/414 51.2%	61.3% (65/106)	↑	66.7% (70/105)	↑	49.0% (48/98)	↓
2. Increase the number of certificates and degrees awarded	1	2010 = 207 2011 = 470 2012 = 454 Baseline = 377	435	↑	391	↑	379	↑
3. Increase the % of students scoring at or above the national mean who take the Collegiate Assessment of Academic Proficiency (CAAP) Writing Exams	2	2010 158/329 = 48% 2011 167/292 = 57% 2012 172/316 = 54% Baseline 497/937 = 53%	44% (90/204)	↓	43% (109/249)	↓	53% 144/274	↔
4. Increase retention rate of academically unprepared students who participate in our Student Support Services program	1	2006 67/106 = 63% 2010 58/94 = 62% 2011 53/89 = 60% Baseline 178/289 = 61.5%	62.7% (79/126)	↑	64.7% (132/204)	↑	75.93% 101/133	↑
5. Increase % of students employed in a related field and/or continuing their education within one year of successfully completing any Health Career Program	2	2010 79/83 95.2% 2011 74/82 90.2% 2012 88/101 87.1% Baseline 241/266 90.6%	88.5% (92/104)	↓	86% (76/88)	↓	93% (68/73)	↑
6. Increase three-year graduation rates of college ready cohort.	1	2007 13/95 13.7% 2008 31/159 19.5% 2009 36/188 19.1% Baseline 80/442 18.1%	30/127 23.6%	↑	29.8% (39/131)	↑	25.2% (27/107)	↑

Labette Community College Performance Report AY 2016

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

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

Outcome/Results: We were not successful in improving from the baseline. One of the primary reasons for our decline is between the fall 2014 semester and fall 2015 semester, LCC lost four head coaches which led to many student athletes following their coaches to their new institutions and not returning to LCC for the following year. New coaches have been hired and have maintained employment at the college, and we have instituted additional new staff orientation for them. Another reason for a reduction in our student retention rate has to do with the loss of the Director for the Physical Therapist Assistant Program. We were not able to accept students into the program for fall 2015 due to not being able to hire a director in time to start the school year, so many of these students did not enroll during fall 2015. We hired a new PTA program director for the fall 2016 class and have completed a successful year.

Indicator 2: Increase the number of certificates and degrees awarded

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

Outcome/Results: There was a slight improvement over the baseline. For the 2014-2015 school year, enrollment was down and therefore the number of students for the next year's graduation class decreased. Enrollment is again increasing and continued efforts have been made in getting students to commit to completing their Associate's Degree through the Community College Completion Corp efforts of the Phi Theta Kappa honor society.

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

Description: For the past 12 years, LCC has been testing its students using the CAAP test for Writing and Math for a comparison analysis of our students with other students nationally. Our students have met LCC's targeted standard of ½ of a standard deviation of the national mean in both areas for all 12 years, oftentimes exceeding the national mean.

Outcome/Results: We maintained the baseline for this indicator, while increasing the number of students we have tested each of the last 3 years. To improve future performance, we plan to increase the knowledge of our English Composition instructors regarding the concepts of Usage/Mechanics and Rhetorical Skills that are included in the CAAP Writing Skills test through analysis of previous CAAP tests and through discussions of the findings among the full-time and adjunct instructors at in-service breakout sessions and throughout the year. These skills will then be incorporated into the English Composition curriculum which should result in improved scores. It is important to note that our students performed well enough on the CAAP Writing Skills test to be within ½ of a standard deviation when compared to the national mean.

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

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

Outcome/Results: For FY16, directional improvement from the baseline was again demonstrated. Students who are considered academically unprepared by one of the following measures are included in the bottom number 133 (denominator): High school GPA<2.0, college GPA<2.0, developmental course placement, GED or high school equivalency earner, out of the academic pipeline for 5+years, or limited English proficiency. The top number 101 (numerator) represents all students who were still enrolled at LCC at the beginning of the next academic year as well as students who had graduated from LCC by the beginning of the next academic year. We plan to continue to show improvements by continuing interventions by our full-time academic advisors tailored for each individual participant's academic needs and goals. These interventions may include peer or professional tutoring, supplemental instruction, or other appropriate interventions.

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

Description: We initially chose this indicator for three reasons: to track our three new Health Career Programs developed with the help of our Title III grant (Dental Assisting, Physical Therapist Assistant, and Sonography), to track the great reputation of our other three long standing Health Career programs (Nursing, Radiography, and Respiratory), and to track any changes that the opening of our new Health Science building in fall of 2015 might bring. These 6 programs produced a total of 73 completers (graduates) in FY16. Of these, 68, or 93%, are either employed in their field or are continuing their education.

Outcome/Results: For FY16, we show significant directional improvement for this indicator. The primary reason for this improvement is that four of LCC's six healthcare programs reported 100% placement in related employment and/or continuing education for their FY16 graduates. This accounted for almost 60% of the total healthcare graduates. Another contributing factor for this increase is that the licensure pass rate for the Physical Therapist Assistant program has improved so therefore the number of graduates who are eligible to become employed in the field has increased. The four programs that reported 100% placement rates also reported excellent licensure pass rates, some also 100%.

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

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

Outcome/Results: Directional improvement from the baseline was again demonstrated. The college has continued to strengthen the reverse transfer initiative by working with the universities in Kansas, and we have reestablished the PTA program. LCC has also taken advantage of the relocation of the advising center to the same building as the Admissions and Financial Aid Departments to strengthen advisement services for students.

COMMITTEE SUPPORT OF CORE VALUES FY 2017

CORE VALUE OUTCOMES

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

Outcomes

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

C&I Committee:

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

Distance Education Committee:

a. The Distance Education Committee continued to have as a major component of each Committee Meeting the sharing of ideas, teaching strategies, and solutions to problems common to the online environment to include having a "Great Ideas For Teaching" presentation as an agenda item. Items included Online Meetings and the Test Analysis feature in RedZone.

Instructional Outcomes and Assessment Committee:

- a. The Outcomes and Assessment Committee Completed the Report of Student Learning for FY16. It was presented and approved by the Board.*
- b. Used Outcome Assessment Report data to identify KBOR Foresight 2020 information regarding how well our students demonstrate competency in Written and Oral Communication. These reports will no longer be required by KBOR.*

Library Committee:

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

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

C&I Committee:

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

Caring Cardinal Committee:

- a. *The C3 committee provided drunken goggles to the students. This is for Alcohol awareness.*
- b. *C3 offered a way for the students to express why they are grateful. We wrapped the charging station in the café with paper, so the students could write on it.*
- c. *C3 organized the final frenzy coffee bar for the students and employees. This was offered at both Cherokee and Parsons.*

Distance Education Committee:

- a. *The Distance Education Committee reviews all new online courses developed by new instructors and offers recommendations to experienced instructors who seek the committee's input on new online courses.*
- b. *The Distance Education Committee continued to review and when necessary make revisions to the Online Handbook, the Online Course Evaluation Rubric, and the Online Teaching Course.*
- c. *The Distance Education Committee investigated LCC's compliance with the C-RAC Interregional Guidelines for the Evaluation of Distance Education as a part of LCC's entrance into a SARA agreement with the State of Kansas.*
- d. *The Distance Education Committee offered advice to the Library on the logistics of a distance ed survey they wanted to conduct with online student.*
- e. *The Distance Education Committee discussed different possible means of improving retention.*

Diversity Council Committee:

- a. *The committee continued to seek the input from the student members.*

Library Committee:

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

Retention Committee:

- a. *Retention Committee developed an early enrollment incentive system in the fall and spring semesters to reward students for enrolling as soon as enrollment opened. When enrolling for the Spring 2017 Semester in the first 2 weeks of open enrollment, all students received a T-shirt. When enrolling for the Summer/Fall 2017 semesters, all students drew a prize from the early enrollment lotto. This*

positively encouraged and rewarded students for not just enrolling at LCC, but planning their academic careers early.

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

C&I Committee:

a. The C&I committee supported Accuplacer assessment for placement in math, reading and writing for all students not having the necessary ACT/SAT scores to enroll in the required math and English courses for their degree.

Distance Education Committee:

a. The Distance Education Committee committed to utilizing new technology in support of online education. The committee spent considerable time discussing some of the features and problems with the Jenzabar LMS. Features discussed included things such as: Course Calendars feature in RedZone, changes to rules for making assignments available in RedZone, ongoing updates of the RedZone LMS, the impact of new HLC guidelines for online and hybrid courses, effective communication of tech support contact information to students, the use of Synchronous discussion software in online courses and the Online Meetings feature in RedZone, meaningful ways of communicating in the course schedule whether or not students enrolled in online courses will have to come on campus, the new updated eLearning Faculty Guide, providing continued training to online instructors and students, and the pros and cons of OER resources.

Retention Committee:

a. Retention Committee continued the Early Alert program, which enables students and professors to connect students who are struggling in their classes with academic support services on campus and mental health services off campus, depending on that student's specific situation.

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

Distance Education Committee:

a. The Distance Education Committee continued to have as a major component of each Committee Meeting the sharing of ideas, teaching strategies, and solutions to problems common to the online environment to include having a "Great Ideas For Teaching" presentation as an agenda item. Items included Online Meetings and the Test Analysis feature in RedZone.

Library Committee:

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

7/10/17

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

Distance Education Committee:

- a. *The Distance Education Committee approved the offering of the following courses online this past year:*
1. *O TEC 140: Business English*
 2. *CHEM 124: College Chemistry I*
 3. *ENGL 219: Film Appreciation*

Library Committee:

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

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.

C&I Committee:

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

Diversity Council Committee:

- a. *The committee exists to promote the diversity of our service area and the world beyond. We support and encourage the discovery and learning about other cultures and viewpoints which hopefully lead the students to valuing the dignity, worth and potential found in all people. We also encourage the students to broaden their viewpoint, challenge and/or examine their own viewpoints and to make needed changes in those viewpoints for success in our changing world.*
- b. *Members attended the Michael Tilford Conference at Pitt State to become more aware of programming and educational ideas with diversity.*
- c. *The committee was instrumental in creating the Student Veteran's Association and SALUTE to honor students who are veterans and those currently serving actively or in reserves.*

d. The committee was also instrumental in creating the Gay Straight Alliance group that will begin in the fall.

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

Distance Education Committee:

a. The Distance Education Committee continued to explore the best use of the College's resources in providing online education by continuously evaluating online platforms and technologies and seeking to find better ways to offer training to instructors in the use of the technologies available to them.

Diversity Council Committee:

a. The Committee began a focus on the needs of our international students.

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

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

Library Committee:

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

Caring Cardinal Committee:

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

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

C&I Committee:

a. The C&I Committee reviewed and approved a variety of new course proposals and revisions of current courses. These include:

- 1. Curriculum changed to the Art AA degree:
 - *Removed ART 120 Photography I as a concentration requirement.*
 - *Changed the total concentration requirements from 18 to 15 hours.*
 - *Removed ART 120 Photography I as a concentration requirement.*
 - *Changed the total concentration requirements from 18 to 15 hours.*
 - *Increased general education electives from 3 to 6 hours.*
 - *Changed the total general education requirements from 44 to 47 hours.*
 - *Changed the paragraph above suggested Humanities to only this sentence "Below are suggested Humanities Electives".*
 - *Added ENGL 200 Creative Writing, ENGL 206 General Literature, HIST World History to 1500 or World History Since 1500 and MUSI 101 Music Appreciation to suggested humanities electives.**
- 2. Updated BIOL 122 Environmental Life Science syllabus, course description and course outcomes to improve transfer of the course.*
- 3. Updated BUAD 101 Introduction to Business course outcomes with KCOG.*

4. *Changed Business Administrative Technology Administrative Assistant AAS curriculum:*
 - *Under Concentration Requirements, changed Concentration Emphasis*** to OTEC 136 Business Office Applications (3).*
 - *Changed Concentration Electives** (6) to include the following five courses: ACCT 112, ACCT 121, COMP 120, COMP 192 and OTEC 138.*
 - *Left the Concentration Elective (3)* as it is.*
 - *Eliminated the words “Legal Administrative Assistant Emphasis” and the associated electives for that option.*
5. *In the Business Administrative Technology department, changed the program name from Medical Administrative Assistant Certificate to Medical Office Assistant Certificate.*
6. *Revised CHEM 204 Organic Chemistry I course content, course description and course outcomes to more conform to the course content of the equivalent courses at Pittsburg State University and other Kansas universities.*
7. *Revised CHEM 207 Organic Chemistry II course content, course description and course outcomes to more conform to the course content of the equivalent courses at Pittsburg State University and other Kansas universities.*
8. *Title changed from Computer Support Specialist Certificate to Computer Support Specialist.*
9. *Title changed from CompTIA A+ Certificate to Computer Support Specialist.*
10. *Changed COMP 115 course title from Spreadsheet Concepts and Applications to Spreadsheets (Microsoft Excel).*
11. *Changed COMP 130 course title from Introduction to Programming to Introduction to Programming Logic.*
12. *Changed COMP 182:*
 - *Changed course title from Network Administration I to Network Administration Applications.*
 - *Changed credit hours from 5 to 3.*
 - *Changed course description, syllabus and course outcomes and competencies.*
13. *Added new course COMP 185 Network+ Exam Review.*
14. *Changed COMP 192:*
 - *Changed course title from Database Concepts and Applications to Database Concepts (Microsoft Access).*
 - *Changed course description, course outcomes and competencies.*
15. *Changed COMP 195:*
 - *Changed course title from Fundamentals of Network Security to Network Security.*
 - *Changed syllabus.*
16. *Added new course COMP 196 Security+ Exam Review.*
17. *Changed COMP 198 course title from PC Troubleshooting to CompTIA A+ Essentials. Also changed the course description and syllabus.*
18. *Changed COMP 199:*

- *Changed course title from PC Troubleshooting Lab to PC Troubleshooting Applications and later to CompTIA A+ Practical Applications.*
 - *Changed credit hours from 2 to 3.*
 - *Updated course outcomes and syllabus.*
19. *Added a new course COMP 200 Operating Systems.*
20. *Changed COMP 201:*
- *Changed course title from Network Administration II to Network Server.*
 - *Changed credit hours from 5 to 3.*
 - *Changed course description, course outcomes and syllabus.*
21. *Changed COMP 202:*
- *Changed course title from Network Administration III to Network Server Applications.*
 - *Changed credit hours from 5 to 3.*
 - *Changed course description, course outcomes and syllabus.*
22. *Added new course COMP 203 CompTIA A+ Exam Review.*
23. *Added new course COMP 204 Server+ Exam Review.*
24. *Changed DMS 220 General Sonography Clinical Training I credit hours from 3 to 2.*
25. *Changed DMS 222 Sonography Clinical Training III credit hours from 6 to 4.*
26. *Changed DNAS 105 course title from Anatomy for Dental Assistants to Anatomy and Physiology for Dental Assistants to align with KBOR.*
27. *Changed GEOG 101 World Regional Geography course outcomes to align with the new KBOR outcomes.*
28. *Changed program name from Graphic Design to Graphic Design Technology and revised the concentration requirements.*
- *Deleted GRAP 101 and GRAP 122 as concentration requirements.*
 - *Added GRAP 103 as a concentration requirement.*
 - *Allowed students to take MATH 100 or MATH 115 to meet math requirement.*
 - *Updated course rotation.*
29. *Added Graphic Design Certificate as a certificate option to the Graphic Design Program.*
30. *Added new course GRAP 103 Intro to Graphic Design.*
31. *Changed INDU 123 Electronic Devices prerequisite.*
32. *Changed INDU 127 course title from Digital Logic Circuits with Lab to Digital Logic Circuits and INDU 169 was created for the lab. Also changed the prerequisite.*
33. *Changed INDU 131 course title from Engineering Graphics I to Engineering Graphics and revised the course.*
34. *Changed INDU 132 Drafting, Engineering Graphics II course number and title to INDU 210 Computer Aided Drafting & Design. Also revised the course.*
35. *Changed INDU 168 Electronic Devices Lab prerequisite.*
36. *Added INDU 169 Digital Logic Circuits Lab.*
37. *Updated the Liberal Studies program to clarify what courses will apply as a concentration requirement for auditing and ensure the courses are part of KCOG.*

38. *Changed the program name of Network Administration to Computer Support Specialist.*
39. *Changed the department name of Office Technology to Business Administrative Technology.*
40. *Changed course title of OTEC 155 from Word Processing Concepts and Applications to Word Processing (Microsoft Word).*
41. *Aligned PED 105 Personal and Community Health course outcomes with KBOR.*
42. *Updated RADI 101 Introduction to Radiography, Ethics and Law to reflect a two-week clinical orientation.*
43. *Added new course SHMS 100 Human Services Orientation as a concentration requirement.*
44. *Added new course SHMS 120 Human Services Ethics as a concentration requirement.*
45. *Added new course SHMS 150 Case Management in Human Services as a concentration requirement.*
46. *Added new course SHMS 155 Interviewing and Intervention Skills as a concentration requirement.*
47. *Added new course SHMS 170 Field Experience in Human Services I as a concentration requirement.*
48. *Added new course SHMS 220 Community Resources & Issues in Human Services as a concentration requirement.*
49. *Added new course SHMS 270 Social and Cultural Diversity and Inequality as a concentration requirement.*

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.

Outcomes and Assessment Committee:

- a. *Course Outcomes' are linked to Student Learning Outcomes creating an infrastructure which enables us to link student success by Program Outcomes. These data were included in 2016-2017 Program Review reports for Sociology, Psychology, Social Work, Athletic Training, Physical Education, and Exercise Science.*
- 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.

C&I Committee:

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

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

Distance Education Committee:

- a. *The Distance Education Committee continued to explore the best use of the College's resources in providing online education by continuously evaluating online platforms and seeking to find a way to utilize human, physical, technological, and fiscal resources effectively.*
- b. *The Distance Education Committee continued to review and when necessary make revisions to the Online Handbook, the Online Course Evaluation Rubric, and the Online Teaching Course.*
- c. *The Distance Education Committee investigated LCC's compliance with the C-RAC Interregional Guidelines for the Evaluation of Distance Education as a part of LCC's entrance into a SARA agreement with the State of Kansas.*
- d. *The Distance Education Committee offered advice to the Library on the logistics of a distance ed survey they wanted to conduct with online student.*
- e. *The Distance Education Committee discussed different possible means of improving retention.*
- f. *The Distance Education Committee discussed meaningful ways of communicating in the course schedule whether or not students enrolled in online courses will have to come on campus.*
- g. *The Distance Education Committee discussed the pros and cons of OER resources.*

Financial Aid Appeals Committee:

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

Library Committee:

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

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

Outcomes

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

Retention Committee:

- a. *Retention Committee facilitated the analysis and re-writing of questions and data collection of the Student Satisfaction Survey to make the survey questions more efficient and the survey results more applicable.*

- B. Promote responsible stewardship of resources and public trust.
C. Enhance the college image to stakeholders to generate business and community support by communicating the value and benefit of the college.
D. Strengthen internal communication practices.

Distance Education:

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

Library Committee:

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

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

Outcomes

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

President's Vision
Labette Community College
5 Year Vision
FY 2017 -2021

STUDENT HOUSING

We continue to work very hard on the board's directive to bring quality/affordable housing to our campus. The last year has been a challenging year for the project. There has been and continues to be considerable time spent working toward reaching that goal. We think that we are moving closer to realizing success on that project. Completion of that project will allow for greater recruitment and enrollment possibilities.

STUDENT PROGRAMMING

The goal to expand student programming will be fulfilled once we have the new student housing facility in place. Our Vice President of Student Affairs has been working and planning to have our student programming goals in place when our new facility is opened.

ENHANCED ATHLETIC FACILITY

Over the last 18 months the LCC Foundation has been planning a new capital campaign to enhance and build a new addition to the existing athletic facility. As recently as this week the Foundation board will be interviewing campaign consultants to begin that 5.5 million dollar campaign. This much needed expansion along with the student housing project will allow us to explore additional athletic programs. Under consideration for this expansion include a men's and women's soccer program and a track and field program. Our College could potentially see an additional 100 -150 additional student athletes by beginning these programs.

It should be noted that a very generous gift was received toward this expansion project which has allowed the College to move forward with a free weight/exercise science facility in an existing space. The equipment purchased will be moved into the new facility when completed.

The remainder of the donation will be used as the seed money to hire the campaign consultant and move forward with the capital campaign. There are two consulting Companies under consideration for this campaign. The first is Cargill Associates from Fort Worth, Texas and Hartsook Companies from Kansas City, Missouri. I believe that the Foundation Board will move ahead selecting a company by the end of February 2016.

INSTITUTIONAL RESEARCH POSITION

Adding an institutional research position remains very high on the top of the list of needs for the College. The hope is with possible retirements this year and restructuring existing

position that we can fill this critical need. We are looking closely at being able to add this position in July 2016. However it will depend of the retirements and next year's budget.

RELATIONSHIPS/PARTNERSHIPS

Over the last 12-18 months there have been meetings held with Senator Jeff King, Dr. Stephen Scott, President, Pittsburg State University, John Masterson, President Allen County Community College, Dr. Brian Inbody, President of Neosho County Community College, Linda Molely, President of Coffeyville Community College, Dr. Dan Barwick, President Independence Community College, Dr. Alysia Johnston, President Ft. Scott Community College.

All of our discussions have centered around ways to partner with each other to be more efficient and effective for our students. Many of the ideas are in conflict with our current Board Policy. There have been many discussions regarding a centralized purchasing consortium and insurance purchasing consortium. Both of these suggestions have merit but do have implications with our current policies and board directives.

Other discussion items under consideration include purchasing a common library database system, consolidation of all IT functions (this would require the purchase of a new system. Our system is fairly new and I would not recommend consideration of a new system). It is my opinion that most of the suggestions under discussion point in the direction of some type of consolidation under PSU. The current leadership in the community colleges in South East Kansas are very cautious of any of these considerations.

ENROLLMENT OPPORTUNITIES SB-155

Senate Bill 155 (high school concurrent enrollment) remains one of the few viable sources of funding from the State. As with most initiatives there is continued speculation how long this funding will be place. It has been raided by KBOR several times and continues to diminish. We have high hopes that this funding stream stays in place.

GED CONSORTIUM

Our GED consortium remains in place and continues to serve our students well. As a reminder we have several Neosho County Community College employees (formerly LCC employees) working on our campus to provide GED services to our students locally.

TRANSFER/ARTICULATION THROUGH KBOR

Transfer and Articulation with our State's universities remains a top goal for our community college leadership. We have made gains with the universities and continue to seek better transfer and articulation for our students.

Additional Notes

This year, legislatively, has been a greater challenge then most. There are several legislative proposals that I have shared with you (*through email*) regarding this session.

I believe we have two top concerns that will require constant attention. Those two items are the threat of consolidation/regionalization of community colleges and universities and

under what body will the community colleges be governed. Considerable time and discussion has taken place regarding the relationship between the Kansas Board of Regents and the community colleges. A best guess, by our leadership, suggests that we only have a year to make a decision and a plan on where we best fit to take care of our students and assure a proper funding mechanism that serves the community colleges to the best of its' ability.

**Academic Affairs Vision
Labette Community College
5 Year Vision
FY2017-FY2021**

The Academic Affairs Administrative Area will:

1. Prepare for KBOR Performance Agreement approvals annually.
2. Assist with efforts to develop specific programs for our students housed on campus during the school year and summer session, once student housing is built.
3. Explore additional programs and course development to generate increased revenues and meet the needs of students, community, and state.
4. Explore additional athletic programs that will enhance our Exercise Science program once it is well established and after the enhanced athletic facility is completed.
5. Ensure LCC courses approved as Transfer courses by KBOR meet all of the syllabi requirements.
6. Provide a budget that supports the best possible learning opportunities for our students at the main campus, Cherokee Center, extension sites, Hybrid, and online. Look at expanding our IDL offerings.
7. Continue to increase Concurrent Enrollment Partnership courses with area high schools and hope that HLC doesn't change their faculty requirements prohibiting us from doing so.
8. Support the college through full participation in committee work by Academic Affairs personnel, ensure committees are accomplishing their purpose statements, and highlights are shared with Academic Affairs staff.
9. Support student clubs and organizations through supplemental contracts 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. Pursue establishing a Health Sciences Technology and Endowment Fund to meet the growing needs for technology and equipment in the Health Sciences.

12. Pilot a professional development day for Career and Technical faculty (including adjuncts) using Perkins money with the long range goal of including all faculty members.
13. Explore with KBOR the idea of establishing regional professional development activities for career and technical programs and creating a mentoring program/networking opportunities for similar community colleges.
14. Address the workforce training needs of our service area by offering technical and managerial training courses at their places of business or on our main campus, Cherokee Center, online or extension sites.
15. Continue to strengthen our current SB 155 course offerings and look for opportunities to provide additional courses.
16. Continue to strengthen our community education offerings and respond to the needs of our community.
17. Continue to expand 2+2 Articulation Agreements and Reverse Transfer Agreements with colleges, expand course and program Articulation Agreements with high schools, and expand our relationships and partnerships with other institutions.
18. Ensure that Library services are available to provide adequate learning support for our students and staff.
19. Ensure academic program reviews accurately reflect the enrollment in our programs, the needs of our programs, and that the needs are pursued through the departmental operational plans.
20. Provide a full-time/adjunct instructor ratio that allows for the best learning opportunities for our students that our budget will allow.
21. Work cooperatively with the Eastern Kansas Adult Education Consortium to provide for the needs of our adult education students.
22. Continue to find ways to bridge GED graduates with LCC courses leading to a certificate or degree.
23. Provide course development opportunities to add and improve course offerings and delivery methods to meet the needs of our programs and students.
24. Provide for instructional growth through use of professional development funds.

Finance & Operations Vision
Labette Community College
5 Year Vision
FY2017-FY2021

PREFACE

Over the next five years we will continue to experience budget difficulties; 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. The focus of the Governor and the legislature is to focus solely on technical education. With the current tax cuts this crusade cannot be adequately funded and in an effort to promote technical education funding the essential general education that students need is being ignored and even reduced.

Finance & Operations Vision

- 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. While at the same time looking at ways to maximize our resources.
- Continue to work towards student housing and other avenues to improve our enrollment and retention of 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 the best new programs and/or courses to develop in areas which will generate the most revenue.
- Assist in any way possible with the capital campaign to enhance our athletic facility.
- With the increased information requested by the Kansas Board of Regents and the increasing internal reporting needs it is critical that we add an Institutional Report Writer position to the IT department.

**Student Affairs
Labette Community College
2017-2021 Goals**

STUDENT AFFAIRS VISION/GOALS

- 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.
- Implement strategies and tactics to achieve 100% occupancy rates during the fall and spring semesters.
- Transition to a full-time athletic director to manage our athletic programs, facilities, and fundraising efforts.
- 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.
- Increase the percentage of Student Support Services participants who complete an Associate's Degree AND transfer to a four-year institution after graduation.
- Transition Talent Search grant objectives towards more student involvement in a rigorous curriculum that will open more scholarship opportunities for its participants.

Public Relations Department
Labette Community College
5 Year Vision
2017-2021

Public Relations VISION/GOALS

These goals or visions are not in any particular order.

- Utilize new website as marketing tool.
- Continue increased awareness of the Cherokee Center through strong marketing campaigns.
- Continue and increase collaboration with Admissions department to aid them in recruiting efforts during special on-campus events.
- Continue to advertise to strengthen enrollment in Career Technical Education programs.
- Market to gain awareness of new programs.
- Market to athletes and traditional age students gain awareness for new student housing.
- Implement new forms of social media.
- Market to strengthen CMA, CNA, and other SB 155 courses.
- Strong marketing focus on Phase II of Capital Campaign Athletic expansion.
- Support President's 5 year vision with marketing.

Foundation Vision
Labette Community College
5 Year Vision
FY2017-FY2021

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 Athletic & Academic Center Campaign
- Cultivate gifts for equipment/technology needs in Health Science programs
- Increase endowment for scholarships
- Continue partnership with Parsons Area Community Foundation
- Implement new alumni initiatives
- Explore funding options to assist LCC with expanding services or programs at the main campus and Cherokee Center